

Polk State College Procedure

Subject	Reference	Date	Number
College Calendar	SBE Rule 6A-14.004	1/30/2015	6038

I. Purpose

To define a procedure and assign responsibility for the development of the Polk State College Calendar.

II. Procedure

A. Responsibility

The Vice President for Academic Affairs and the Vice President for Student Services are responsible for coordinating the development and approval process of the college calendar through the College Calendar Committee. The calendar will be developed in accordance with and will comply with all state and college guidelines. In developing the calendar, the Vice President for Academic Affairs and the Vice President for Student Services will:

- Work as Co-Chairs of the College Calendar Committee
- Give priority consideration to convenience for students
- Give consideration to convenience for staff
- Involve college staff and students during the process
- Coordinate with the Polk County School Board (PCSB)
- Present the calendar for approval to President's Staff and then to the District Board of Trustees (DBOT)
- Forward the DBOT-approved calendar to the Florida Department of Education for approval
- Arrange for the timely publication and distribution of the calendar

B. Time Line

- The Vice President for Academic Affairs and the Vice President for Student Services will process the development of the calendar to ensure timely publication in the college catalog/handbook, on the web, and through other relevant publications.
- The calendar will be submitted to the DBOT no later than the February meeting prior to the academic year of the calendar.

- The calendar will be submitted to the Florida Department of Education no later than March 10 prior to the academic year of the calendar.

C. Process

The Vice President for Academic Affairs and the Vice President for Student Services will develop, with the assistance of the College Calendar Committee, a model calendar within the assumptions and priorities listed below. The Vice President for Academic Affairs and the Vice President for Student Services will seek appropriate input from college staff and approval of Faculty Senate, and recommend a proposed calendar to President's Staff. Upon approval by the President, the Vice President for Academic Affairs and the Vice President for Student Services will request to be placed on the agenda of the DBOT meeting so that the calendar may be approved by the District Board of Trustees. Appropriate approval by the Florida Department of Education will then be secured. Publication and distribution will be made after all approvals have been secured.

D. Assumptions and priorities for the development of the college calendar:

1. To comply with state laws
2. To meet SBE rule 6A-14.004, the first day of classes shall fall within the period indicated below for the respective term unless an exception is requested and granted by the Florida Department of Education:
 - Term One: First three (3) weekdays after August 22
 - Term Two: First three (3) weekdays after January 4
 - Term Three: First three (3) weekdays after May 5
3. To ensure there are at least 82 faculty contract days in each of terms 1 and 2 with at least 2 days being non-instructional
4. To ensure there is at least one workday between registration and the first day of classes in the fall and spring terms
5. The development of the calendar will not imply the addition or deletion of any contract days or paid holidays for personnel.
6. The College will be closed on the following days:
 - Paid holidays:
 - Christmas Day
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Memorial Day
 - Independence Day (if on Monday-Friday)
 - Labor Day

Thanksgiving Day

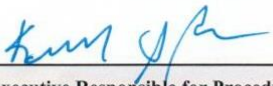
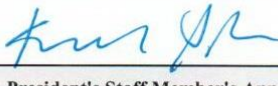

Paid non-duty days:

- At minimum Christmas Eve through New Year's Eve (any Monday-Friday that is not a paid holiday)
- Spring Break (5 days, Monday-Friday)
- Wednesday immediately preceding Thanksgiving Day
- Friday following Thanksgiving Day

All employees in full-time, regularly-established Administrative, Career, and Professional/Technical positions will be paid for the above designated paid holidays and paid non-duty days.

7. Christmas/New Year and Spring Break will be governed by the following considerations:
 - The College will be closed no later than the end of working hours the day before Christmas Eve.
 - Five days, constituting a full calendar week, will be scheduled for Spring Break.
8. Faculty report day(s) will not be scheduled on a Friday.
9. Grades will be due on the day following the last exam day.
10. The last faculty workday will be listed for each term.
11. The calendar should provide no fewer than ten class days after Spring Break before the beginning of final exams. If practical, Spring Break should be scheduled simultaneously with the PCSB scheduled Spring Break.

History: Adopted: June 18, 1984
 Revised: November 11, 1997; June 25, 2001; June 15, 2004; January 9, 2007;
 October 25, 2013; April 29, 2014; January 30, 2015

	2/4/15		2/4/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/9/15
President's Approval			Date