

Polk State College Procedure

Procedure Number	Procedure Title	Effective Date
6038	Academic Calendar	May 20, 2025

I. Purpose

This procedure defines and assigns responsibility for the development of the *Polk State College Academic Calendar*.

II. Procedure

A. Responsibility

1. The Provost of Academic Affairs and Workforce Education and the Senior Vice President for Student Services and Campus Operations are jointly responsible for coordinating the development and approval process of the College Academic Calendar through the College Calendar Committee (cf. Polk State College Procedure 6002: *Committee System* and its attachment).
2. The Academic Calendar is developed in accordance and compliance with all state and College guidelines.
3. In developing the Academic Calendar, the Provost and the Senior Vice President:
 - a. Work as Co-Chairs of the College Calendar Committee.
 - b. Give priority consideration to student convenience.
 - c. Consider the convenience of the College's employees.
 - d. Involve College Staff, Faculty, and students during the development process.
 - e. Coordinate with the Polk County School Board (PCSB) as practical.
 - f. Present the Academic Calendar for approval to the Faculty Senate, the District/Campus Group (DCG), President's Staff, and then to the District Board of Trustees (DBOT).
 - g. Forward the DBOT-approved calendar to the Florida Department of Education for approval.
 - h. Arrange for the timely publication and distribution of the Academic Calendar.

B. Timeline

1. The Provost of Academic Affairs and Workforce Education and the Senior Vice President for Student Services and Campus Operations oversee the development of the Academic Calendar to ensure timely publication in the *Polk State College Catalog/Student Handbook*, on the College website, and through other relevant publications.
2. The Academic Calendar must be submitted to the DBOT no later than the March meeting prior to the Academic Year of the calendar.
3. The Academic Calendar must be submitted to the Florida Department of Education no later than June 20 prior to the Academic Year of the calendar.

(e.g., the dates for the Fall 2031, Spring 2032, and Summer 2032 terms must be sent by June 20, 2031).

C. Process for College-Level Approval

1. The Provost of Academic Affairs and Workforce Education and the Senior Vice President for Student Services and Campus Operations develop, with the assistance of the College Calendar Committee, a model calendar within the assumptions and priorities listed in Section II.D.
2. The Provost and Senior Vice President seek input and approval from the Faculty Senate to recommend a proposed Academic Calendar to the members of President's Staff.
3. Upon approval by the President's Staff and President, the Provost and the Senior Vice President request that the Academic Calendar be placed on the DBOT meeting agenda to seek Board approval.
4. Appropriate approval by the Florida Department of Education can then be secured.
5. Publication and distribution (per Section II.B) occurs after all approvals have been secured.

D. Calendar Development: Assumptions and Priorities

1. The structure of the Academic Calendar must comply with state laws.
2. In accordance with *State Board of Education Rule 6A-10.019*, the first day of classes must fall within the period indicated below for the respective term (unless an exception is granted by the Chancellor of the Florida College System):
 - Fall Term: August 10 and August 31
 - Spring Term: January 2 and January 11
 - Summer Term: May 1 and May 16
3. There must be at least 82 Faculty Contract Days in the Fall Term and the Spring Term, and at least two of these days must be non-instructional (i.e., a total of 164 days).
4. There must be at least one workday between Registration and the first day of classes for the Fall Term and Spring Term.
5. The development of the Academic Calendar cannot add or delete any Faculty Contract Days or paid holidays for personnel.
6. The College is closed during the following days:
 - a. Paid Holidays:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Memorial Day
 - Independence Day (if on Monday-Friday)
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
 - b. Paid Non-Duty Days:
 - During Winter Break: At a minimum, Christmas Eve through New Year's Eve (i.e., any Monday through Friday day that is not a paid holiday)
 - During Spring Break: five days (i.e., Monday through Friday)
 - The Wednesday immediately preceding Thanksgiving Day

- The Friday following Thanksgiving Day

[Note: All employees in full-time, regularly established Administrative, Career, and Professional/Technical positions (i.e., non-Faculty positions) are paid for the above designated paid holidays and paid non-duty days.]

7. The Winter Break and Spring Break dates are governed by the following considerations:
 - a. The College must be closed no later than the end of working hours on the day before Christmas Eve.
 - b. Five days that constitute a full calendar week must be scheduled for Spring Break.
8. Faculty report day(s) cannot be scheduled on a Friday.
9. Grades must be due on the day following the last exam day.
10. The last Faculty Workday is listed for each term within the published Academic Calendar.
11. The Calendar should provide no fewer than ten academic days after Spring Break before the beginning of final exams. If practical, Spring Break should be scheduled simultaneously with the PCSB-scheduled Spring Break.

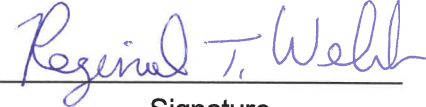
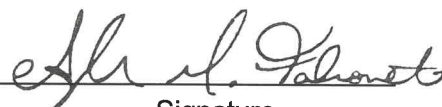
History:

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, and May 20, 2025

SBE Rule(s): 6A-14.004; 6A-10.019

Date of Last Review: May 20, 2025

 Signature Reginal T. Webb Name	 Signature Angela M. Garcia Falconetti Name	May 20, 2025
Responsible Administrator	President	Date