
Chapter: General Administration

Modification No. 006

Subject: **College Calendar**

- I. The College calendar shall consist of the academic year calendar (fall and spring semesters), the summer session calendar, and the winter session calendar. It shall contain the information necessary for the conduct of the academic and administrative functions of the College which are calendar-related. In constructing the College calendar, the following requirements shall be met:
 - A. Classes may be of variable length during the academic year and summer session. However, one semester hour of credit awarded by the College shall always be equal to: (1) a minimum of 750 instructional minutes for classroom instruction, or equivalent guided learning activity, exclusive of registration, study days, and holidays, or (2) a minimum of 1,500 instructional minutes for supervised laboratory or studio instruction, exclusive of registration, study days, and holidays.
 - B. The academic year shall consist of a fall semester and a spring semester that total a minimum of 30 weeks of instruction.
 - C. Summer session classes fall within the period of time between spring and fall semesters. One or more academic terms shall be scheduled during the summer session.
 - D. Winter session classes fall within the period of time after the end of the fall semester and represent the official beginning of the spring semester.
 - E. There shall be designated a total of fourteen (14) holidays during a fiscal year. A fifteenth (15th) holiday may be designated at the discretion of the President to ensure that at least one holiday is scheduled during the spring recess. The President is authorized to designate holidays in addition to the number authorized above and is authorized to implement an alternative schedule of holidays or paid days off, if such is determined to be in the best interest of the College.
 - F. The College calendar shall include noninstructional days for advisement and registration of students, staff professional development, convocation, commencements, and other collegewide activities for which all full-time employees shall be present, on assignment by the College, or on approved leave.
 - G. The College calendar shall include a period of noninstructional days ("recess" days) within the academic year during which instructional faculty are not on assignment for the College.
- II. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Effective Date: October 19, 1987.

Modification Date(s): July 1, 1988; July 16, 1990; March 23, 2001; June 10, 2013; April, 15, 2024.

Last Review Date: April, 15, 2024.

Chapter: General Administration

Modification No. 010

Subject: **College Calendar**

I. Calendar Requirements

The following requirements will be specified in each College calendar.

- A. The College fiscal year will commence on July 1 and end on June 30.
- B. The academic calendar will commence on the first day of the fall semester at which time all full-time faculty are to report. The fall semester will end on the last week day preceding the spring semester.
- C. The following holidays will be designated:
 - 1. Independence Day (July 4)
 - 2. Labor Day (First Monday in September)
 - 3. Thanksgiving (Fourth Thursday and Friday in November)
 - 4. Christmas (December 25)
 - 5. New Year's Day (January 1)
 - 6. Martin Luther King's Birthday (Third Monday in January)
 - 7. Memorial Day (Last Monday in May)
 - 8. Juneteenth (June 19)

When any of the above fall on a Saturday the preceding Friday may also be designated a holiday; when any of the above fall on a Sunday the following Monday may also be designated a holiday. Any remaining or additional holidays or paid days off will be specified in the calendar after appropriate consultations.

- D. In any given year, the calendar may vary; however, for payment of salaries for academic year employees, the daily rate of pay will be based on the total number of fiscally accountable days (195 days minimum) in the combined fall and spring semesters.
- E. The summer session will commence the day following the announced end of the spring semester and will end the day preceding the beginning of the fall semester. Summer class dates will be announced each year in the official class schedules.

II. Procedure for Development of the College Calendar

A. Purpose

The purpose of this procedure is to set forth the operational process for the administrative development of a College calendar, including an academic year calendar and a summer session calendar, consistent with the policy of the Board of Trustees. The procedure also provides a mechanism to enable faculty representatives to advise the President with respect to the determination of the academic calendar for the academic year and the summer session.

B. Responsibilities

1. The President has the responsibility and accountability for the development and approval of a College calendar consistent with the policy of the Board of Trustees and the approved procedures. The Senior Vice President for Academic Affairs is designated by the President to work with the Calendar Committee and to ensure appropriate membership and representation on the committee.
2. The Calendar Committee will be composed of three faculty representatives (one from each campus appointed by the Faculty Council¹ for a three-year term, one of whom will be elected Chair by the committee), a Dean of Student Development and an Instructional Dean appointed by the Collegewide dean's group, and one representative/designee for each of the following: Senior Vice-President for Academic Affairs; Senior Vice President for Student Services; Staff Council; Vice President of Finance/CFO; Vice President Human Resources, Development, and Engagement; Vice President of Instructional and Information Technology; Director of Admissions & Enrollment Management; Vice President for Institutional Advancement; Director of Auxiliary Services; and the Vice President for Workforce Development & Continuing Education. The chair will coordinate the development of the College calendar and will report (in this capacity) to the Senior Vice-President for Academic Affairs.

C. Process

1. The Calendar Committee will develop the initial draft of the next College calendar no later than October 1 of the current academic year.
2. By October 20, the Calendar Committee will post the draft calendars(s) on Inside MC Online and on the web for review and comment. When requested, a representative of the committee will meet with governance groups for input.
3. To assure consideration, final written comments must be received by the

¹ As defined by the new governance structure effective May 2012.

Calendar Committee no later than November 20.

4. By November 30, the Calendar Committee will file a report with the Senior Vice-President for Academic Affairs concerning the details such as the number of instructional days, recess days, holidays, etc., of the College calendar and the issues which were considered during the calendar development process. The Senior Vice-President for Academic Affairs will share this report with the President.
5. The President will make a final decision regarding the College calendar by December 10 and inform the College community by December 15.

Administrative Approval: June 20, 1983; January 16, 1984; June 15, 1988; July 10, 1993; April 2, 2001; March 26, 2009; August 13, 2010; July 11, 2012; June 10, 2013; December 13, 2021.