

Procedure 3.0201

Instructional Calendar Planning Procedure

I. Semester Timeframe

Spring: January 1 – May 15
Summer: May 16 – August 14
Fall: August 15 – December 31

Fall/Spring Each day must total 16

16 Mondays, 16 Tuesdays, 16 Wednesday, 16 Thursdays, 16 Fridays,
16 Saturdays

Summer Each day must total 8

8 Mondays, 8 Tuesdays, 8 Wednesdays, 8 Thursdays

II. Accelerated classes (8-week classes)

In order to facilitate the scheduling of accelerated classes that meet on 8-week blocks, there must be 8 weekdays (Monday, Tuesday, Wednesday, Thursday, and Friday) scheduled during the first and second half of a regular semester (Fall or Spring). This corresponds to a total of 40 days in each half of a regular semester. The first and second halves of a regular semester should generally adopt the following schedule:

Spring: January 1 –Mid-March, Mid-March-May 15
(State Board Code 1G 200.99)
(23 SBCC 01A.0101)
Fall: August 15 –Mid-October, Mid-October-December 31*
(State Board Code 1G 200.99)
(23 SBCC 01A.0101)

**Specific dates are subject to variability to accommodate 40 instructional days in each half of the semester.*

**In order to accommodate 8 week classes, at times there may have to be a flipped day. For example, due to weather or holiday, a Wednesday of one week may be switched to Tuesday for Tuesday classes.*

III. Accelerated summer classes (5-week classes)

In order to facilitate the scheduling of accelerated classes that meet on 5-week summer blocks, there must be 4 weekdays (Monday, Tuesday, Wednesday, Thursday) per 5 week session. This corresponds to a total of 20 days per 5 week session. The first and second 5 week summer sessions should generally adopt the following schedule:

First 5 week summer session: start date same as regular 8 week summer start date - late June

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Second 5 week summer session: Late June - Late July/Early August. To avoid crossing fiscal years the 2nd 5 week session must start before July 1.

**Specific dates are subject to variability to accommodate 20 instructional days in each 5 week summer session*

**In order to accommodate 5 week classes, at times there may have to be a flipped day. For example, due to weather or holiday, a Wednesday of one week may be switched to Tuesday for Tuesday classes.*

III. Holidays are not included in the count of 16 (or 8 for 8-week classes). Because of holidays there may have to be occasion for a flipped day. (23 SBCC 01A.0101)

Holidays

Please refer to the [Holiday Policy](#) and [Holiday Procedure](#) for the specific number of days allowed.

New Year's Day

Martin Luther King

Easter (1 day – Faculty and Students – 1 day to be scheduled with Beaufort County Schools, whenever possible)

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving

Christmas Break

IV. Breakdown of Faculty Contract as it relates to calendar planning

FALL & SPRING: 86 Contract Days = 80 instructional days, 1 registration day, 3 faculty work days and 2 exam days.

SUMMER: 34 contract days = 32 class days, 1 registration day and 1 faculty work day.

V. Exams are suggested to be administered on the last day of class. If this cannot be accomplished, set aside exam days will be available, but cannot be included in the 16 day count.

VI. If possible, spring break (4 days for faculty) will coincide with Beaufort County Schools' Easter Break.

VII. If possible, there will be a week break between Spring and Summer semesters.

References

Legal References: State Board Code 1G 200.99; 23 SBCC 01A.0101

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SACSCOC References: *FR 4.3*

Cross References:

- [Operational Calendar Planning Policy](#)
- [Instructional Calendar Planning Procedure](#)
- [Registration Procedure](#)
- [Drop/Add/Withdrawal Procedure](#)
- [Financial Aid Disbursement Procedure](#)
- [Holiday Procedure](#)

History

Leadership Council Review/Approval Dates: *01/28/2020*

Senior Staff Review/Approval Dates: *1/10/2014, 7/21/2014, 12/15/2014, 02/22/2016, 02/13/17, 11/20/18*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*