

# Academic & Class Meeting Calendar Process & Development

## Process

1. The development of each Academic Calendar is begun in October, 3 years prior to the academic year of that calendar.
2. A draft of the Academic Calendar is sent to all faculty and staff for their review in input.
3. The Academic Calendar is reviewed and then placed on the District Board of Trustees agenda for approval, usually in January.
4. Final approval by the State comes in April of the same year as the fall term for that calendar.

## Development

- **State Rule 6A-14.004** states the calendar must have:
  - “220 days of instruction with exams OR 210 days of instruction excluding exams.” Palm Beach State College designs its academic calendar on 220 days of instruction including exams.
  - “3 common entry periods: 1<sup>st</sup> 3 workdays after August 22; 1<sup>st</sup> 3 workdays after January 4; and 1<sup>st</sup> 3 workdays after May 5.”
- **Faculty Contract:**
  - 4 days of non-instruction per each fall and each spring term are required by faculty contract and designated as: 2 in-service days before each term begins, 1 professional development day, and commencement. Faculty are required to participate in all 4 days as they are paid contractual days.
- **Terms:**
  - Fall Term: Major term with 80 class days and 4 non-class faculty duty days which include:
    - 2 in service days prior to the first day of the term
    - 1 Academic Development Day
    - 1 Commencement
  - Spring Term: Major term with 80 class days and 4 non-class faculty duty days which include:
    - 2 in service days prior to the first day of the term
    - 1 Academic Development Day
    - 1 Commencement
  - 12-Week Term: 60 days of instruction within each major term, counted from last day of classes, backward 60 days. Classes are always set to begin on a Monday.
  - Express Terms: Two 8-week terms of 40 days each within each major term:
    - Express 1: Counted from first day of class, forward 40 days
    - Express 2: Counted from last day of class, backward 40 days
  - Summer Term A: 30 days of instruction
  - Summer Term B: 30 days of instruction
  - Summer Term C: Combines both Summer A & B Terms for 60 days of instruction
  - Not all terms will always have EQUAL numbers of Monday/Wednesdays and/or Tuesday/Thursdays.

- **Holidays**

- Labor Day 1 day: September
- Veterans Day 1 day: November 11 (*Given only on the actual day of the holiday*)
- Thanksgiving Day & Break 2 days: November (*Classes beginning at 5:00 p.m. or later are canceled on the Wednesday before Thanksgiving*)
- January 2 (Monday) 1 day: January 2 (*College is closed for both faculty and staff only if January 2 falls on a Monday*)
- January 2, 3, 4 (Fri-Sat-Sun) 3 days: January 2-4 (*College is closed for both faculty and staff only if January 2 falls on a Friday*)
- MLK Day 1 day: January
- Spring Holiday 1 day: March/April (*Usually the same day as Good Friday*)
- Memorial Day 1 day: May
- Independence Day 1 day: July 4 (*Given only on the actual day of the holiday*)
- With the exception of Veterans Day and Independence Day, if a holiday falls on a Monday, the Saturday preceding the Monday is designated as “College Closed.”

- **Saturday, Sunday and Holiday Class Scheduling**

- Refer to Section G of the *Academic Management Manual* located at [www.palmbeachstate.edu/academicmanagement.xml](http://www.palmbeachstate.edu/academicmanagement.xml).

- **Spring Break**

- Spring break is scheduled in March beginning on a Monday through the following Sunday.
- Spring break usually matches that of FAU; does not always coincide with the School District spring break.

- **Final Exams**

- Fall & Spring: Last week of class, excluding last day of term, which is reserved for makeup exams.
- Summer: Last day of class, excluding last day of term, which is reserved for makeup exams.