

## 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

The semester timeframe may vary slightly due to the required number of instructional days. The number of instructional days in a semester must equate to 80 (16-week semester x 5 days per week) including exam days. Deans will work with faculty to ensure that the required number of instructional days is met each semester.

#### II. Accelerated classes (8-week classes)

Spring: January 1 –Mid-March, Mid-March-May 15  
Fall: August 15 –Mid-October, Mid-October-December 31\*

#### III. Accelerated summer classes (5-week classes)

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

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*

#### IV. Holidays are not included in the count of 80 instructional days.

**Holidays** Please refer to the [Holiday Policy](#) and [Holiday Procedure](#) for the details on the 12 specific holidays.

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

**V. Breakdown of Faculty Contract as it relates to calendar planning**

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

SUMMER: 32 class days, 1 registration day and at least 1 faculty work day.

9 Month Contracts – 9-month contracts consist of 1560 hours (or 195 days) per contract period.

10 Month Contracts – 10-month contracts consist of 1,733.40 hours (or 216.68 days) per contract period.

11 Month Contracts – 11-month contracts consist of 1,906.74 hours (or 238.35 days) per contract period.

**VI. *Classes will be held on all exam days.***

**VII.** If possible, spring break (4 days for faculty) will coincide with the Easter breaks of the public schools of Beaufort, Hyde, Tyrell, and Washington counties.

**References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

[Operational Calendar Planning Policy](#)

[Instructional Calendar Planning Procedure](#)

[Registration Procedure](#)

[Drop/Add/Withdrawal Procedure](#)

[Financial Aid Disbursement Procedure](#)

[Holiday Procedure](#)

## Procedure

### History

**Leadership Council Review/Approval Dates:** 1/28/2020; 3/10/2023; 4/20/2023  
(*electronic vote*)

**Senior Staff Review/Approval Dates:** 1/10/2014, 7/21/2014, 12/15/2014, 02/22/2016,  
02/13/2017, 11/20/2018, 2/9/2023, 4/17/2023

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

**Implementation Dates:** *Enter date(s) here*

