

## 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. 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)

## Procedure

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

**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](#)

# Procedure

## History

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

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

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

