

College Operating Procedures (COP)



Procedure Title: Annual Calendar Procedure
Procedure Number: 03-1715
Originating Department: Vice President Academic Affairs

Specific Authority:
Board Policy 6Hx6:2.06
Florida Statute 1001.65(7)
Florida Administrative Code 6A-10.019

Procedure Actions: Adopted: 07/24/2009; 11/07/2017; 02/17/2020; 02/12/2025

Purpose Statement: To provide the process for development and approval of the annual calendar.

Guidelines:

This College Operating Procedure governs the development and approval of the annual calendar.

Procedures:

Under the direction of the Office of Academic Affairs, a committee comprised of Registrar's Office staff members, Financial Aid Office staff members, and selected faculty and administration is responsible for preparation of the annual calendar in accordance with Section 6A- 10.019, Florida Administrative Code. Following preparation, the annual calendar shall be submitted for approval to the District Board of Trustees. Once approved, the Office of the Registrar shall post the annual calendar and file a copy with the Florida Department of Education in the manner prescribed by the Commissioner of Education.