

## Guidelines for developing the Academic Calendar for Florida Gulf Coast University

Rank	Guideline	Source
1	One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Also known as a contact hour, example semester computation for a 3 credit hour course is as follows: 37.50 hours or 2250 meeting minutes per term.	Florida Rule 6A-10.033 Postsecondary Instructional Unit Definitions (The rule SUS is using until one is passed specifically for SUS in the near future.)
2	Unless an exception is granted by the Board of Governors, as appropriate, three (3) common entry periods shall be established so that the first day of classes will fall within each of the three (3) periods listed below. Note: Exceptions have been granted in the past with justification. Fall: The first three (3) weekdays after August 22; Spring: The first three (3) weekdays after January 4; Summer: The first three (3) weekdays after May 5.	BOG Regulation 8.001 University Calendars
3	Minimum of 210 Instructional Days per year not including examinations or 220 Days including examinations annually.	BOG Regulation 8.001 University Calendars
4	Not exceed an average of 75 instructional days per Fall and Spring semesters and the period for testing, advisement and other scheduled assignments shall not exceed an average of 10 days per semester.	Faculty CBA (Article 9.2, Section B (2))
5	Fall & spring semesters will hold a minimum of 5 days of finals (exams).	Registrar's Office and Academic Affairs
6	HR needs the end of Summer semester not to overlap the beginning of an annual contract year.	Human Resources
7	No bureaucratic days (Tuesdays on Mondays, etc.). Besides causing confusion for students, these days cause programming issues for Banner and Series 25 (scheduling & event software).	Registrar's Office and Campus Reservations
8	Office of the Registrar needs a minimum of 3-5 days between semesters in which to close the term, update student academic history and notify students in a timely manner. Most university offices that deal with students need a minimum of three days prior to a start of a term to accommodate student needs.	Student Affairs, Advising, Registrar's Office, Student Financial Services, Admissions and Colleges.
9	Housing <i>prefers</i> a start date of Monday for residence students for all semesters, particularly Fall terms.	Student Affairs (Housing)
10	Adjustments after the calendar is published are to be made with extreme caution. In the past, changes cause issues for Housing, Athletics, Financial Aid, Faculty, Students and Parents who base some of their decisions on posted calendar dates.	Registrar's Office and all listed areas.