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MEMORANDUM

TO: Florida College System Chief Academic and Student Affairs Officers

FROM: Carrie E. Henderson, Ph.D., Executive Vice Chancellor

DATE: January 8, 2020

SUBJECT: 2020-2021 Academic Calendar Submission

DEADLINE: May 15, 2020

In accordance with Rule 6A-10.019, Florida Administrative Code (F.A.C.), *Required Annual Calendar for Colleges*, prior to the beginning of each fiscal year, each Florida College System (FCS) institution is required to adopt and submit to the Florida Department of Education an annual academic calendar that meets the common entry period requirements. Specifically, the first day of classes will fall on or within each of the three periods listed below, unless an exception is granted:

1. August 10 and August 31
2. January 2 and January 11
3. May 1 and May 16

By Friday, May 15, 2020, please submit your 2020-2021 academic calendar to [FCS Academic Calendar 20-21](#). For your convenience in developing your calendar, I have attached a copy of Rule 6A-10.019, F.A.C. (Attachment A) and all survey questions (Attachment B). Please coordinate with local school districts to finalize your academic calendars.

All exception requests will be reviewed at the end of the submission period, with approval notifications sent via email by Friday, May 29, 2020. Please contact Dr. Mike Sfiropoulos, Director of Academic Affairs, at 850-245-9523 or Mike.Sfiropoulos@fldoe.org if you have any questions. Thank you for your assistance!

CH/ms

Attachments

cc: Dr. Mike Sfiropoulos, Director of Academic Affairs
Dr. Shanna Autry, Director of Student Affairs
FCS Registrars

KATHRYN S. HEBDA
FLORIDA COLLEGE SYSTEM CHANCELLOR

6A-10.019 Required Annual Calendar for Colleges.

Each Florida College System institution board of trustees shall prior to the beginning of each fiscal year adopt an annual calendar which shall be observed by the institution operated by said board.

(1) Each board shall adopt a calendar that supports the following objectives:

(a) Minimal loss of time between student exit from one public institution and entry into another. Students who complete a phase of their education in one public institution and who need to transfer to another public institution to continue their education should be able to do so without prolonged delay.

(b) Opportunity for students to move through the educational system at their respective paces. Calendars should not be based on the assumption that all students will initiate and complete learning activities at the same pace.

(c) Opportunity for effective and efficient utilization of resources.

(d) Opportunity for family activities.

(e) Flexibility in implementation of calendar decisions.

(2) The calendar adopted by each Florida College System institution board of trustees shall include at least the following statewide requirements:

(a) Unless an exception is granted by the Chancellor of the Florida College System, as appropriate, three (3) common entry periods shall be established so that the first day of classes will fall on or within each of the three (3) periods listed below:

1. August 10 and August 31.

2. January 2 and January 11.

3. May 1 and May 16.

(b) In addition to the three (3) common entry periods prescribed in this section, each calendar shall include the following:

1. Pre-established dates for issuing certificates, diplomas, or degrees which will permit students to utilize the entry period which minimizes the loss of time to students in completing the transfer between programs or institutions.

2. A summer program for teachers and other school personnel; provided, however, that this requirement shall apply only to each postsecondary educational institution offering programs for in-service teachers.

3. As many additional periods throughout the fiscal year in which a student can begin a program as can be feasibly provided.

(3) An official copy of the annual calendar adopted by each Florida College System institution board of trustees for each institution operated by said boards shall be filed with the Department in the manner prescribed by the Commissioner.

Rulemaking Authority 1001.02(1), (2)(n), (6) FS. Law Implemented 1001.02(6) FS. History—New 6-17-74, Repromulgated 12-5-74, Amended 3-27-80, 7-7-83, 2-19-84, Formerly 6A-10.19, Amended 12-18-05, 6-23-16.

Attachment B

Florida College System, Required Annual Calendar for Colleges, 2020-2021 Academic Year
Worksheet for planning purposes only – please submit responses by May 15, 2020, to
[FCS Academic Calendar 20-21](#)

1. Please provide the following contact information.

Name

College

Email Address

Phone Number

2. Term One - Fall 2020 - Start/End Date

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

3. Term One - Fall 2020 - No Classes

(You will have a text box to note the days with no classes due to holidays or breaks.)

4. Term Two - Spring 2021 - Start/End Date

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

5. Term Two - Spring 2021 - No Classes

(You will have a text box to note the days with no classes due to holidays or breaks.)

6. Term Three - Summer 2021 - Start/End Date

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

7. Term Three - Summer 2021 - No Classes

(You will have a text box to note the days with no classes due to holidays or breaks.)

8. Commencement Dates - 2020-2021

(You will have a text box to provide all commencement dates.)

9. Please attach the official copy of your college's annual calendar that has been approved by the District Board of Trustees.

(You will attach either a PDF, DOC, or DOCX.)

10. Does your request fall within the common entry periods noted in Rule 6A-10.019, F.A.C.?

Yes (If Yes, the survey will end.)

No (If No, the survey will move on to the last question so you may request an exception.)

11. Please explain the college's request for an exception beyond the common entry periods included in Rule 6A-10.019(2)(a), F.A.C.

(You will have a text box to request an exception.)