



# HUMAN RESOURCES PROCEDURE

## *Creating & Posting the Academic Calendar*

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### **Purpose of Procedure**

To document the steps necessary to (a) create the Academic Calendar based on the guidelines outlined in Appendix D of the MCCEA collective bargaining agreement; (b) ensure that three year's worth of academic calendars will always be available on the HR website; and (c) ensure that newly created academic calendars are provided to the individuals responsible for creating the Academic/Registration Calendar, which is posted separately on the Mott website.

### **Date Procedure Originally Documented**

February 19, 2004

### **Date Last Revised**

October 25, 2011

### **Person(s) Responsible for Updating**

Supervisor–HR Systems & Research

### **Location(s) of this Procedure**

k:/Policies & Procedures/Procedures/Creating & Posting the Academic Calendar.doc

### **Persons Involved in Procedure**

Michele Traver – Academic Affairs  
Lori Hancock – Institutional Research  
Chris Engle – Registrar

### **Links to Other Procedures**

- Rules for Developing an Academic Calendar (available on the HR Website)
- HR Website Maintenance Procedure

### **Detailed Procedure**

1. Each year during the first week of December, the Curriculum Systems Coordinator prepares the Academic Calendar for the academic year three years out (for example, the calendar for the 2013/14 academic year will be created in December of 2010). The *“Rules for Developing an Academic Calendar”* is available on the HR website under *“General Information”*.
2. The Curriculum Systems Coordinator e-mails a copy of the Academic Calendar to the following:
  - Director – Institutional Research\*
  - Registrar\*
  - Supervisor–HR Systems & Research
3. By the end of the second week of December, the Supervisor–HR Systems & Research converts the Academic Calendar from the original Word format to PDF and requests that the new document be posted to the HR website and the oldest academic calendar be deleted. (See *“Converting a Word Document to PDF”* and *“Communicating PDF Changes to the Web Master”* in the *“HR Website Maintenance”* procedure.)

\* The Director–Institutional Research and the Registrar will use the Academic Calendar to develop the Academic/Registration Calendar and post it to the appropriate location on the MCC website following their own documented procedures.



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**ATTACHMENT**  
**Faculty Collective Bargaining Agreement**  
**Appendix D**

**Information Related to the Academic Calendar**

- Existing courses may be started anytime upon receiving majority approval of the Committee established in Article I.B.5.
- Any faculty member may request that single sections of existing courses be taught as 15-week or 10 to 12-week offerings beginning with the first day of classes of the Spring session. The course will be offered as such if approved in accordance with the usual scheduling procedures with approval from the appropriate Dean. If not approved, the faculty member may appeal to the Administrative/Faculty Committee established in Article I.B.5.

**Rules for Developing the Academic Calendar**

- All semesters and sessions will consist of fifty-five (55) minute contact hours.
- Half-semester courses begin the fifth week or the middle of a semester.

**Fall:**

Classes begin the Tuesday after Labor Day  
Lasts 15 weeks with 75days of instruction (do not count Saturdays)  
Faculty report Wednesday before classes start  
Fall 2 classes begin the Monday of the 5<sup>th</sup> week of the semester  
First half of semester ends on the 37<sup>th</sup> day  
Second half of classes begin on the 38<sup>th</sup> day  
Fall 2 classes end 37 days after they begin  
Fall semester will include a four-day Thanksgiving recess (Thursday – Sunday)  
Classes end after 15 weeks (75 days)  
Final grades due two days after classes end

**Winter:**

Classes begin on the second Saturday of January  
Faculty report the Wednesday before classes start  
Martin Luther King Day - classes dismissed  
Winter 2 classes begin the Monday of the 5th week of the semester  
First half semester ends 37th day  
Second half semester begins 38th day  
Spring recess begins Monday following the 8<sup>th</sup> week of classes  
Winter 2 classes end 37 days after they begin  
Winter classes end after 15 weeks (74 days) - Do not count MLK day and spring recess  
Commencement the Saturday after the end of the winter semester  
Winter grades due 2 days after classes end



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### APPENDIX D (Continued)

#### **Spring:**

Normally, two day break between the end of winter & beginning of spring session (Monday & Tuesday)

Memorial Day - classes dismissed

Classes end 37th day (7-1/2 weeks long)

Spring grades due three (3) calendar days after classes end

#### **Summer:**

Summer session begins on the Monday following the last day of Spring Classes

July 4th Holiday - classes dismissed

Summer classes end 38th day (7-1/2 weeks long)

Final grades due three (3) calendar days after classes end

*\* Holidays that fall on Saturday are observed on Friday, and those that occur on Sunday are observed on Monday.*