

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

Item	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.	FGCU Policy 2.013 and Florida Rule 6A-14.030 Postsecondary Instructional Unit Definitions (The rule SUS is using until one is passed specifically for SUS in the near future.)
2	(1) Each university shall operate on a year-round academic calendar. (2) Upon request by the university, exceptions to this requirement may be approved by the Chancellor of the State University System. Additionally, institutions must ensure that the proposed changes will not adversely impact students' ability to transfer to the university from a Florida College System institution or public secondary education school. (3) Unless an exception is granted by the Chancellor of the State University 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: (a) August 10 – August 31; (b) January 2 – January 11; (c) May 1 – May 16. (4) Each calendar shall also include the following: A summer program for teachers, school personnel and other students, as appropriate; and additional periods throughout the fiscal year in which a student can begin a program.	BOG Regulation 8.001 University Calendars (updated September 2020)
3	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))
4	Fall & spring semesters will hold a minimum of 5 exam days.	Academic Affairs and Records & Registration
5	HR needs the end of Summer semester not to overlap the beginning of an annual contract year.	Human Resources
6	Bureaucratic days (Tuesdays on Mondays, etc.) may be used but caution is advised as they may cause difficulties for students as well as programming issues for the Student Information System (Banner) and Series 25 (scheduling & event software).	Records & Registration and Campus Reservations
7	Office of Records & Registration 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.	SS&EM Division, Student Financial Services, Admissions and Colleges.
8	Housing <i>prefers</i> a start date of Monday for residence students for all semesters, particularly Fall terms. Additionally, Housing would like a day between the last day of final exams and the commencement date.	Residence Life
9	Adjustments after the calendar is published are to be made with extreme caution. In the past, changes caused issues for Housing, Athletics, Financial Aid, Faculty, Students and Parents who base some of their decisions on posted calendar dates.	Records & Registration and all listed areas.