

Marva Johnson, *Chair*  
Andy Tuck, *Vice Chair*  
*Members*  
Ben Gibson  
Tom Grady  
Michael Olenick  
Andrew Pollack  
Joe York

Kathryn S. Hebda  
Acting Chancellor, Florida College System

## MEMORANDUM

**TO:** Florida College System Chief Academic and Student Affairs Officers

**FROM:** Dr. Karinda Barrett, Associate Vice Chancellor for Academic and Student Affairs

**DATE:** January 16, 2019

**SUBJECT:** 2019-2020 Academic Calendar Submission

**DEADLINE:** May 17, 2019

In accordance with Rule 6A-10.019, Florida Administrative Code (F.A.C.), *Required Annual Calendar for Schools and 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.

For your convenience in developing your 2019-2020 academic calendar, I have attached a copy of Rule 6A-10.019, F.A.C. (Attachment A). Colleges should coordinate with local school districts to finalize your academic calendars. Once your calendars are finalized, submit the information in SurveyMonkey at [https://www.surveymonkey.com/r/AcademCall\\_9-20](https://www.surveymonkey.com/r/AcademCall_9-20) by Friday, May 17, 2019. For your convenience, Attachment B includes all survey questions.

All exception requests will be reviewed at the end of the submission period, with approval notifications sent via email by Friday, May 17, 2019. Please contact me at 850-245-9523 or [Karinda.Barrett@fldoe.org](mailto:Karinda.Barrett@fldoe.org) if you have any questions. Thank you for your assistance!

KB/ac

Attachments

cc: FCS Registrars

# Attachment A

## **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

Composite Calendar Submission Worksheet Survey Questions 2019-2020

<https://www.surveymonkey.com/r/AcademCal19-20>, Submit by May 17, 2019

1. Please list the following

Name

College

Email Address

Phone Number

2. Term One - Fall 2019

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

3. Term One - Fall 2019

No classes (Dates there are no classes due to holidays or breaks)

4. Term Two- Spring 2020

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

5. Term Two - Spring 2020

No classes (Dates there are no classes due to holidays or breaks)

6. Term Three - Summer 2020

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

7. Term Three - Summer 2020

No classes (Dates there are no classes due to holidays or breaks)

8. Commencement Dates - 2019-2020

MM/DD/YY (01/30/19, 02/14/20)

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

Yes (If Yes, the survey will skip to question 11.)

No (If No, the survey will move to question 10 so you may request an exception.)

10. 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 give request for an exception.)

11. 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, DOCX)