

POLICY

Number: 40-32
Title: Academic Calendar Development
Original Approval Date: 3/25/2025
Area Commission Review: 3/25/2025

Last Revision:

Reference (Policy and/or Procedure)

SBTCE: Policy 3-2-201Length of Academic Semesters

FDTC: Policy 40 - 30 Academics - Defining Credit Hours Awarded for Courses

Other:

Policy Description

Purpose

This policy ensures practical consideration of factors contributing to establishing the annual academic calendar and applies to FDTC students, faculty and staff, and the general public.

Policy Statement

The College shall develop an annual academic calendar and publish it in the college catalog, class schedules and public website.

1. The College's academic calendar shall include the dates of all operational activities that affect students and the public (such as registration dates and holidays during which the College is closed). These dates shall include, but not be limited to, the following:

- class registration
- commencement ceremony
- examinations

college holidays, and campus closings
graduation deadlines
beginning and ending of primary fall, spring and summer semesters
dates for full-time faculty
dates classes begin and end each semester
last date to drop class(es) and be eligible for a refund, as well as to add and
withdraw
payment deadlines.

1. The academic calendar must be developed to ensure compliance with the South Carolina State Board for Technical and Comprehensive Education (SCSBTCE) Policy 3-2-201 Length of Academic Semesters, SACSCOC Policy Statement for Credit Hour (revised December 2024) and FDTC Policy 40 - 30 Academics - Defining Credit Hours Awarded for Courses. The contact time for one lecture hour is 750 minutes.
2. The Registrar's Office, the Office of the Vice President of Academic Affairs and the Office of the Vice President of Student Affairs will coordinate the College's academic calendar with the Office of Financial Aid, the Office of Human Resources and the Calendar Committee.
3. The approved academic calendar is published in the college catalog, schedule and website.

Statement of Accountability and Responsibility

The President, through the Vice President of Academic Affairs and the Vice President of Student Affairs and their respective Offices, shall be responsible for enforcing academic and student affairs procedures and policies. The Vice Presidents for Academic Affairs and Student Affairs shall work with the different departments and offices to comply with this policy.