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 9, 2014

Person(s) Responsible for Updating
Productivity Improvement & HRIS Specialist

Location(s) of this Procedure
k:/Policies & Procedures/Procedures/Creating & Posting the Academic Calendar.doc

Persons Involved in Procedure
Curriculum Systems Coordinator
Director – Institutional Research
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 2017/18 academic year will be created in December of 2014). The “Rules for Developing an Academic Calendar” is provided below and is also 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*
    Productivity Improvement & HRIS Specialist

3. By the end of the second week of December, the Productivity Improvement & HRIS Specialist 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.
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 75 days of instruction (do not count Saturdays)
- Faculty report Wednesday before classes start
- Fall 2 classes begin the Monday of the 5th week of the semester
- First half of semester ends on the 37th day
- Second half of classes begin on the 38th 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 8th 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
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.