

RULE

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LEGAL AUTHORITY	6Hx23-1.29	7/20/16 Revision #16-7

I. College Calendar Process

- A. The President shall submit to the Board of Trustees annually an official calendar which meets the required rules of the Board of Trustees, regulations of SBE Rule 6A-10.019, Florida Administrative Code (F.A.C.), and requirements of the Southern Association of Colleges and Schools.
- B. A College calendar is prepared annually. This calendar contains start and stop dates for each academic session, including faculty duty days, in-service days, holidays and student service days.
- C. The President appoints a calendar committee representing faculty, career and administrative-professional staff. The calendar is presented to the Executive Committee for review and to the Board of Trustees for approval. When approved by the Board of Trustees, the calendar is sent to the State Board of Education for approval. After notice of approval from the State Board of Education, the calendar is distributed to all staff. An official copy of the annual calendar adopted by the Board of Trustees shall be filed with the State Board of Education.

II. Emergency Procedures

During extended periods of natural disasters or collegewide emergencies the President shall, in consultation with the Board of Trustees, and the Emergency Management Council enact such procedures as will provide for make up of lost instructional time.

III. Guidelines

Should the disaster cause a possible permanent disruption of coursework for the remainder of the term, the following procedures shall guide grading and withdrawal policies:

- A. Should the class be less than 50% completed, the College shall have the following option of including but not limited to:
 - 1. restarting the term with a modified schedule;

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2. declaring the term lost and providing either a credit for the subsequent term or a full refund to students registered in classes;
3. implementing 'blended' course procedures, utilizing a transition to online instruction; or
4. combining independent assignments and online assignments to achieve at least 90% completion of material.

Students may have the option of receiving a "W" with a refund. Decisions on refunds shall be made by the administration based on the severity and length of time of the disruption in class attendance.

- B. Should the class be between 50 and 90% completed, the College shall have the option of:
 1. implementing 'blended' course procedures utilizing a transition to online instruction; or
 2. combining independent assignments and online assignments to achieve at least 90% completion of material.

Students may have the option of receiving a "W" with a refund. Decisions on refunds shall be made by the administration based on the severity and length of time of the disruption in class attendance.

- C. Exceptions to guidelines A. and B. include limited access courses/programs that have specific hour requirements based on accreditation, licensure or clinical competency.
- D. Should the class be 90% or more completed, the College may declare the term finished. Instructors shall (a) have the discretion to average student grades based on the assignments made and completed by students as of that time, or (b) Assign a grade of "I" and establish an agreement for students' completion based on the current Incomplete Grade procedure.

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IV. Procedure for Make-Up of Class Time Lost to Emergencies/Natural Disasters

For faculty and students, the following is recommended:

- A. One day only Block Classes- program directors/dean will add the appropriate number of minutes to each class meeting for the remainder of the term.
- B. M/W, M/F, and T/R Classes- program directors/dean will add the appropriate number of minutes to each class meeting for the remainder of the term.
- C. MWF Classes- For each 50-minute class missed, program director/dean will add appropriate number of minutes to each class meeting for the remainder of the term.
- D. Nontraditional class times such as clinicals, internships—Submit make-up plan to program director/dean
- E. Blended class – submit make-up plan to program director/dean. Faculty should use the approach above, or an alternative make-up plan involving students in projects, outside sessions, etc. Alternative plans must be approved by program directors/dean.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64 (2), (4) & (6), 1001.65(7), F.S.; SBE Rule 6A-10.019, F.A.C.

History: This history reflects changes to the rule and procedure which were formerly combined. Formerly - 6Hx23.3-7-01; Readopted - 10/25/77; Amended, filed and effective - 9/17/81; 9/19/00. Filed - 9/19/00; 11/18/08. Filed – 11/18/08. Effective – 11/18/08. Update – 7/20/16.