

### **Policy Statement**

The Finger Lakes Community College academic calendar shall contain an appropriate number of days inclusive of instruction, examination, advisement, commencement, orientation, registration and recruitment, and shall comply with the requirements of any collective bargaining agreement(s) to which the College may be a party from time to time.

In developing the calendar, careful attention shall be given to the following factors (in addition to other factors deemed relevant):

- a) The relationship between the calendar and the number of hours of weekly obligation of faculty and students
- b) Optimal utilization of campus facilities, with special consideration given to the summer period(s) of instruction
- c) The effect of holidays upon the total period of instruction, and the possibility of closing all College offices and not scheduling classes on those days observed by the State of New York as holidays which fall on a Monday or Friday

In addition, a good faith effort shall be made to avoid scheduling classes, other courses of instruction or major events such as registration, examinations or student convocations on those days when a significant number of members of a faith group are expected to be absent from school or work to observe a religious holiday or event. In these circumstances, the College will endeavor to assure that instructional time or work requirements are met by alternate scheduling or calendar arrangements. The academic calendar shall be developed by the College President and the President's Cabinet, in consultation with the full-time faculty, professional association, and CSEA bargaining units.

A copy of the campus instructional calendar shall be filed with the Chancellor of the State University of New York, or designee.

### **Reason for Policy**

This policy is designed to ensure that the College complies with applicable provisions of the NYS Education Law, NYS Education Department regulations and SUNY Board of Trustees Guidelines for Instructional Calendar Development.

### **Applicability of the Policy**

All College personnel involved in the development of the academic calendar should be familiar with this policy.

### **Definitions**

None

### **Related Documents**

- NYS Education Law Section 224-a
- NYS Education Department Regulations, 11 NYCRR Part 605.3
- SUNY Board of Trustees Guidelines for Instructional Calendar Development

### **Forms/Online Processes**

- None

### **Appendix**

- None

### **Review date/action taken:**

- March 2011: original approval date
- Fall 2012: no revisions
- Fall 2014: no revisions