



# Pima County Community College District Administrative Procedure

AP Title:

Academic Calendar

AP Number: AP 3.10.05

Adoption Date:

Schedule for Review & Update: Every three years

Review Date(s): 1/7/26

Revision Date(s): 1/7/26

Sponsoring Unit/Department: Office of the Provost

Policy Title(s) & No(s): Admissions and Registration, BP 3.10

Legal Reference:

Cross Reference:

## PURPOSE

Academic calendars provide important dates for each semester and are developed to ensure students and disciplines can plan course schedules and co-curricular events accordingly.

## SECTION 1: Foundation

- The College schedules on a semester model that includes 16-week Fall and Spring semesters and a 10-week trailing Summer semester.
- The session start and end dates are not fixed but are built to maximize the number of instructional days in each Part of Term (POT) and thus may not fall on the same day of the week year-to-year.
- Various POT may exist within the semester model. Each standard POT will start and end within the start and end date of the established semester time frame.
- The College may schedule course dates that do not start and or end within the semester model academic calendar (non-standard terms).
- The academic calendar will be established three years in advance.

- The academic calendar will account for any significant issues resulting from key holiday closures by adjusting individual courses, rather than adjusting the semester, to ensure proper student contact hours are met.
- The academic calendar goes to the Pima Community College Governing Board as an informational item.
- The academic calendar is published on the college website two years in advance.
- The amount of time between semesters will be at least seven (7) calendar days. Determining factors for the planned time will be the end-of-semester processes required to inform students of their progress.

## SECTION 2: Revisions

Any change requires the approval of the Provost or designee. Revisions to an approved academic calendar must be made and communicated no less than one year before the date the academic calendar goes into effect. Final approval of revisions or exceptions are made by the Provost or designee.

## SECTION 3: Creation

A Standard Operating Procedure (SOP) exists to guide employees through the creation of the academic calendar.