

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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ACADEMIC CALENDAR COMMITTEE

Effective July 1, 2013

Procedure No. 5-13 (A)

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- (1) The Academic Calendar Committee (ACC) is responsible for creating, seeking review and input, securing the President's approval and distribution of an approved three-year rolling Academic Calendar for Columbus State Community College by August 1st each year.

The ACC is chaired by the Registrar, and consists of Faculty, Staff and Administrators representing areas including, but not limited to, Academic Affairs, Enrollment Management and Student Services, Business and Administrative Services, Human Resources, Staff Advisory Council, Columbus State Education Association. Members of the Committee are appointed by their respective division Vice Presidents, Staff Advisory Council and Columbus State Education Association. Each entity will develop its own appointment process.

- (2) The ACC will utilize pertinent Columbus State Community College policy, procedures, guidelines, as well as local, state and federal laws and mandates to determine the rationale for the dates that comprise the calendar framework.
- (3) The ACC will present a draft Academic Calendar for review and comment by:
  - a) Columbus State Education Association
  - b) Academic Council
  - c) Staff Advisory Council
  - d) Academic Affairs Senior Vice President/Deans
  - e) Enrollment Management and Student Services Vice President/Deans
  - f) Cabinet
  - g) President
- (4) The President, or his/her designee, will approve the Academic Calendar.
- (5) The Registrar will distribute the approved Academic Calendar to the College and make it available for posting.
- (6) In the event there are unanticipated modifications approved by the President, or his/her designee, the Registrar will distribute the revised Academic Calendar to the College and make it available for posting.

*New Procedure*

*Note: 3-31-15: Administrative Revision: Changed department name to reflect new name. Corrected (1), and 3 e), Student Affairs to Enrollment Management and Student Services. (Request submitted by College Registrar: RLR) clh*