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MEMORANDUM

TO: Florida College System Chief Academic and Student Affairs Officers

FROM: Carrie E. Henderson, Ph.D., Executive Vice Chancellor 

DATE: January 4, 2023

SUBJECT: **2023-2024 Academic Calendar Submission** **DEADLINE:** June 30, 2023

In accordance with Rule 6A-10.019, Florida Administrative Code (F.A.C.), Required Annual Calendar for Colleges, prior to the beginning of each fiscal year, each Florida College System (FCS) institution is required to adopt and submit to the Florida Department of Education an annual academic calendar that meets the common entry period requirements. Specifically, the first day of classes will fall on or within each of the three periods listed below, unless an exception is granted:

1. August 10 and August 31
2. January 2 and January 11
3. May 1 and May 16

By Friday, June 30, 2023, please submit your 2023-2024 academic calendar to [FCS Academic Calendar 23-24](#). For your convenience in developing your calendar, please find attached a copy of Rule 6A-10.019, F.A.C. (Attachment A) and all survey questions (Attachment B). Please coordinate with local school districts to finalize your academic calendars.

All exception requests will be reviewed at the end of the submission period, with approval notifications sent via email on a rolling basis. Please contact Dr. Mike Sfiropoulos, Director of Academic Affairs, at 850-245-9523 or Mike.Sfiropoulos@fldoe.org if you have any questions.

Thank you for your assistance.

CH/ms

Attachments

cc: Dr. Mike Sfiropoulos, Director of Academic Affairs, Division of Florida Colleges
Dr. Shanna Autry, Director of Student Affairs, Division of Florida Colleges
FCS Institution Registrars
FCS Institution Reports Coordinators

KATHRYN S. HEBDA
FLORIDA COLLEGE SYSTEM CHANCELLOR