



MOTLOW STATE
COMMUNITY COLLEGE

LEADERSHIP COUNCIL MEETING

Friday, September 21, 2018

Clayton Glass Library

Room CG 129

AGENDA

1. Approval of Minutes:
 - April 13, 2018

2. Updates:
 - Faculty Council- Brian Robinson
 - Administrative Council- Elizabeth Fitch
 - Support Staff Council- Bertha Smith
 - Student Government Association- Jamie Money

3. Review of Policies
 - Academic Calendars
 - Athletic and Other Group Travel 4:03:03:50
 - Academic Affairs Committee 6:10:00:04
 - Faculty Class Assignment, Teaching Load & Summer School 5:10:00:00
 - Substantive Change Policy 1:08:10:19
 - Substantive Change Committee 6:10:00:19
 - TN eCampus Committee 6:10:00:37

4. President's Updates
 - Communication
 - Update on ATD
 - Census Date
 - Strategic Planning

5. Future Meetings of Leadership Council will be held the following dates in Clayton-Glass Library, Room CG-129 at 9:00 AM:

September 21, 2018

October 19, 2018

November 30, 2018

February 15, 2019

March 29, 2019

April 26, 2019



Category
SUBSTANTIVE CHANGE – 1:08:10:09
Approval
Leadership Council Approved: July 28, 2017
Effective Date/Approved: July 28, 2017
Revised: N/A
Responsible Party: SACSCOC Liaison

I. PURPOSE

The purpose of the Substantive Change policy is to ensure that the appropriate college officials monitor potential SACSCOC substantive changes and to assist the college in initiating substantive change requests in accordance with SACSCOC’s Substantive Change Policy for SACSCOC Accredited Institutions.

II. SACSCOC DEFINITION OF SUBSTANTIVE CHANGE

All SACSCOC institutions must notify the Commission of changes addressed in SACSCOC’s Substantive Change Policy and, when required, seek approval before implementing the change. SACSCOC defines Substantive Change as “[. . .] a significant modification or expansion of the nature and scope of an accredited institution.”

SACSCOC Substantive Changes

Adapted from SACSCOC’s Substantive Change Policy for SACSCOC Accredited Institutions

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level that is different from that which is included in the institution’s current accreditation or reaffirmation
- A change from clock to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- The establishment of a branch campus

- The closure of a program, off-campus site, branch campus, or institution
- Collaborative academic arrangements that include only the initiation of dual or joint academic programs with another institution
- The acquisition of another institution or a program or location of another institution
- The addition of a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Establishment of a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

It is the responsibility of the institution to follow SACSCOC's Substantive Change Policy and to report changes in a timely manner: "Failure of an institution to gain approval for substantive changes involving programs that qualify for federal financial assistance could result in the institution jeopardizing such funding."

Before implementing any change identified above, the responsible individual must submit the Substantive Change Form (see pp. 3-4) to Motlow State Community College's SACSCOC Liaison, who will review the change, recommend appropriate action, and notify the MSCC SACSCOC Substantive Change Committee for discussion. The liaison will determine if proposed changes will result in the need for a substantive change as defined by SACSCOC; advise submitter of the Substantive Change Form whether a proposed change is a substantive change and whether that change requires a letter, prospectus, or no action; and discuss all submissions with the Substantive Change Committee.

III. SUBSTANTIVE CHANGE COMMITTEE MEMBERS AND RESPONSIBILITIES

- A. The committee will include the following: **(See Policy 6:10:00:19)**
 1. ~~Vice President for Academic Affairs (VPAA)~~
 2. ~~Vice President for Quality Assurance and Performance Funding (VPQAPF)~~
 3. SACSCOC Liaison
 4. ~~Director of Institutional Effectiveness and Assessment~~
 5. ~~All Academic Deans and Assistant Deans~~
 6. ~~Coordinator of Academic and Adjunct Services~~
- B. The committee will meet at least three times per year, in early August, January, and May, prior to the beginning of the terms. All potential substantive changes identified above must come to the Substantive Change Committee before implementation; this includes all new academic programs and teaching locations. Additional meetings may be called at the discretion of the VPAA, VPQAPF, or liaison. At each meeting, the committee will review a report of program percentage taught at every location to ensure that MSCC does not offer in excess of 24.9% at locations for which SACSCOC has not been notified and 49.9% at locations for which SACSCOC has been notified but the institution has not submitted prospectuses. This real-time report is kept by the Coordinator of Academic and Adjunct Services and is available at any time in the Office of the Vice President for Academic Affairs.
- C. The SACSCOC Liaison will serve as committee chair.
- D. The Executive Secretary for Academic Affairs will take minutes and maintain them in the Vice President for Academic Affairs Office.



MOTLOW STATE COMMUNITY COLLEGE

Substantive Change Audit Form

All SACSCOC institutions must notify the Commission of changes addressed in SACSCOC's Substantive Change Policy and, when required, seek approval before implementing the change. SACSCOC defines Substantive Change as "[. . .] a significant modification or expansion of the nature and scope of an accredited institution."

SACSCOC Substantive Changes

Adapted from SACSCOC's Substantive Change Policy for SACSCOC Accredited Institutions

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level that is different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- The establishment of a branch campus
- The closure of a program, off-campus site, branch campus, or institution
- Collaborative academic arrangements that include only the initiation of dual or joint academic programs with another institution
- The acquisition of another institution or a program or location of another institution
- The addition of a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Establishment of a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

It is the responsibility of the institution to follow SACSCOC's Substantive Change Policy and to report changes in a timely manner: "Failure of an institution to gain approval for substantive changes involving programs that qualify for federal financial assistance could result in the institution jeopardizing such funding."

Before implementation of any change identified above, the responsible individual must submit the following Substantive Change Form to Motlow State Community College’s SACSCOC Liaison, who will review the change, recommend appropriate action, and notify the MSCC SACSCOC Substantive Change Committee for discussion.



MOTLOW STATE COMMUNITY COLLEGE

Form submitted by _____ Email _____
 Title _____ Department _____
 Type of Substantive Change _____

CHECKLIST

This Initiative:	Yes	No	Unclear
Expands at current degree level (significant departure from current programs – no closely related counterpart exists among previously approved programs in the curriculum) <ul style="list-style-type: none"> • Are new faculty required? • Are >25% of the courses new? • Are ≥50% of the courses new? • Are new library or other learning resources required? 			
Initiates or expands off-campus sites where <ul style="list-style-type: none"> • Student can obtain 50% or more credits toward a program. • Student can obtain 25-49% of credits toward a program. • Adds significantly different program (see above) at an approved site. 			
Initiates programs/courses offered through contractual agreement or consortium			
Closes a program/institution <ul style="list-style-type: none"> • Closes a program with an internal teach-out protocol • Closes a program with a teach-out agreement with another institution • Closes an institution/site 			
Alters significantly the length of a program <ul style="list-style-type: none"> <input type="checkbox"/> The change has noticeable impact on program’s completion time 			
Other changes identified in SACSCOC Substantive Change Policy (Attach Description)			

Description of proposed change and proposed timeframe (Attach addition information, if necessary):

Submitted by (signature) _____ **Date** _____

Review and Recommendation for Action (To be completed by the Liaison):

No action needed Letter of Notification Prospectus

Accreditation Liaison (signature) _____ **Date** _____



Category
ACADEMIC AFFAIRS COMMITTEE - 6:10:00:04
Approval
Leadership Council Approved: October 27, 2017
Effective Date/Approved: October 27, 2017
Revised: April 24, 2012; October 28, 2016; October 27, 2017
Responsible Party: Vice President for Academic Affairs

I. PURPOSE

The Academic Affairs Committee is a recommending body to the President to organize and serve the best interest of the academic program.

II. DUTIES

The duties of this committee are:

- A. Reviews, evaluates, and votes on course proposals and other matters related to the curricula, and programs of study at the College to ensure their academic rigor and contribution to the Strategic Plan.
- B. Periodically reviews and updates academic policies, procedures, and practices.
- C. Recommends the academic calendar.
- D. Develops and maintains the College Catalog.
- E. Solicits from the college community feedback regarding academic affairs policies, procedures and practices.

III. MEMBERS

- A. This committee is composed of the following members:
 - 1. Vice President for Academic Affairs, Chair (Ex-officio, voting*)
 - 2. Executive Secretary to the Vice President for Academic Affairs, recording secretary
 - 3. One student (Voting) nominated by the Student Government Association (SGA)
 - 4. One faculty member from each of the academic departments with two or more full-time faculty:
 - a. Nursing & Allied Health
 - b. Business & Technology
 - c. Mechatronics
 - d. Humanities
 - e. Languages
 - f. Mathematics
 - g. Natural Science
 - h. Social Science
 - 5. Curriculum Chairs/Director from each academic department
 - 6. Director of Student Success
 - 7. Dean of Career & Technical Programs
 - 8. Dean of Digital Learning **Academic Technology**
 - 9. ~~Dean of Allied Health & Director of Nursing~~
 - 10. Dean of McMinnville campus

11. Dean of Moore County campus
12. Assistant Dean of Fayetteville campus (Ex-officio, non-voting)
13. Dean of Smyrna campus
14. Assistant Dean of Smyrna campus (Ex-officio, non-voting)
15. Director of Admissions & Records
16. Chief Information Officer (Ex-officio, non-voting)
17. SACSCOC Liaison (Ex-officio, non-voting)
18. Coordinator of Academic & ~~Adjunct~~ Services (Ex-officio, non-voting)

- B. The Student Government Association, with the concurrence of the Dean of Students, nominates a student member for a one-year term.
- C. Any faculty member from an academic department is eligible to be nominated by his or her Curriculum Chair for a two-year period of membership.

The Vice President for Academic Affairs serves as chair of the committee and will vote only in the case of a tie. The Executive Secretary to the Vice President for Academic Affairs records the proceedings and prepares the minutes of each meeting.



Category
SUBSTANTIVE CHANGE COMMITTEE – 6:10:00:19
Approval
Leadership Council Approved: September 2, 2016
Effective Date/Approved: September 2, 2016
Revised: January 28, 2009; September 2, 2016
Responsible Party: SACSCOC Liaison

I. PURPOSE

The mission of the Substantive Change Committee is to monitor potential substantive changes and to assist the college in initiating substantive change requests. **A secondary purpose is to monitor financial aid approvals from the Department of Education for both teaching locations and programs.**

II. FUNCTION

- A. Determine if proposed **program** changes will result in the need for a substantive change as defined by SACSCOC.
- B. **Ensure off-campus locations maintain approved SACSCOC percentage degree program limits.**
- C. Advise the President when a substantive change request is appropriate so that writing responsibility(ies) may be assigned.
- ~~D. Review the written substantive change proposal prior to recommending its submission to the President.~~
Ensure necessary financial aid approvals from the Department of Education are secured in a timely fashion.

III. MEMBERS AND RESPONSIBILITIES

- A. The committee will include the following:
 1. Vice President for Academic Affairs (VPAA) (Ex-officio)
 - ~~2. Vice President for Quality Assurance and Performance Funding (VPQAPF)~~
 3. SACSCOC Liaison, **if not an existing member**
 4. Director of Institutional Effectiveness and Research (Ex-officio)
 5. All Academic Deans and Assistant Deans
 - ~~6. Academic Assessment Specialist~~ **Executive Director of Financial Aid or designee**
 7. **Coordinator of Academic Services**
- B. Academic deans must submit new program requests by October 1 each year.
- C. The committee will meet four times per year, in early August, January, and May, prior to the beginning of the terms, as well as early October following the submission of new program requests. Additional meetings may be called at the discretion of the VPAA, ~~VPQAPF~~, or **SACSCOC** liaison.
- ~~D. The committee will select from its membership a chairperson and recorder to serve for one year.~~

E. Minutes of all meetings will be maintained in the Vice President for Academic Affairs Office.



Category
TN eCAMPUS ONLINE COLLABORATIVE OVERSIGHT COMMITTEE– 6:10:00:37
Approval
Leadership Council Approved: November 4, 2016
Effective Date/Approved: November 4, 2016
Revised: N/A
Responsible Party: Vice President for Academic Affairs

I. PURPOSE

Motlow State Community College has established a TN eCampus online collaborative task force to monitor and oversee MSCC's participation in the TN eCampus online collaborative and any additional collaboratives that might arise in the future. TN eCampus is an online collaborative facilitated by the Tennessee Board of Regents that allows colleges to provide increased access to higher education in Tennessee. This committee will evaluate the effectiveness of collaborative online courses, ensure the credentialing of all collaborative faculty who teach MSCC's students and document that all faculty meet MSCC's and SACSCOC's faculty credentialing criteria, ensure that all MSCC curriculum procedures are followed, verify that all students meet MSCC's residency requirements, and make recommendations for improvement to the Vice President for Academic Affairs, who represents the college at TN eCampus for the Tennessee Board of Regents.

This committee will meet every fall and spring, at a minimum.

II. MEMBERSHIP

Membership will include:

- A. Vice President for Academic Affairs
- B. SACSCOC Liaison
- C. Coordinator of Academic and ~~Adjunct~~ Services
- D. Dean of ~~Digital First Learning~~ **Academic Technology**
- E. Director of Admissions and Records
- F. One Faculty member appointed by the Vice President for Academic Affairs



Category
ATHLETIC & OTHER GROUP TRAVEL – 4:03:03:50
Approval
Corresponding Policy: TBR Policies 4:03:03:00 ; 4:03:03:50
Leadership Council Approved: October 28, 2009
Effective Date/Approved: October 28, 2009
Revised: October 28, 2009; editorial updates July 1, 2016
Responsible Party: Vice President for Finance and Administration

I. PURPOSE

This policy shall apply only to travel by athletic personnel, teams, and other groups. Travel for other purposes is discussed in other Tennessee Board of Regents (TBR) and Motlow State Community College policies.

II. ATHLETIC RECRUITING

- A. Reimbursement Rates - The following reimbursement rates shall apply to athletic staff members in travel status for recruiting purposes:
 - 1. Meals will be reimbursed within the provisions of the TBR General Travel Policies and Procedures.
 - 2. Arrangements may be made for lodging in local motels/hotels and, with the approval of the athletic director or designee, may be charged to the athletic department. Rates shall not exceed the rates established by the TBR General Travel Policies and Procedures.
 - 3. Automobile Mileage
 - a. If a staff member uses the "courtesy vehicle" provided, reimbursement will be for the actual expenditure for oil and gasoline. Receipts must accompany requests for reimbursement.
 - b. If a staff member does not have a vehicle provided, reimbursement will be at the maximum rate allowed under TBR General Travel Policies and Procedures.

- B. Approval for Travel - The following are subject to prior approval by the President or his/her designee:
 - 1. Blanket travel authorization for scouting or recruiting; and
 - 2. the travel of visitors and guests at institutional expense for any occasion relating to recruiting.

- C. Guest Meals
 - 1. The actual cost of guest meals may be claimed when incurred by a staff member in travel status for recruiting purposes but must not exceed applicable state rates.
 - 2. Such claims must be submitted in appropriate detail.
 - 3. Receipts are required.

- D. Student Recruits
 - 1. Staff members are responsible for compliance with pertinent NJCAA and conference rules regarding student recruits.

2. Arrangements may be made for lodging in local motels/hotels and, with the approval of the athletic director, may be charged to the athletic department. Rates shall not exceed the rates established by the Board of Regents' General Travel Policies and Procedures.
3. If available, the use of campus dining services should be arranged and costs may be charged to the athletic director. If necessary, staff members will be reimbursed at in accordance with the TBR General Travel Policies and Procedures Receipts must accompany claims.
4. In-state transportation may be arranged through a local travel service and charged to the athletic department with the approval of the athletic director. Automobile mileage may be reimbursed at the maximum rate allowed under the Board of Regents' General Travel Policies and Procedures for the use of a personal vehicle by a student recruit.
5. Entertainment expenses may be reimbursed at cost within NCAA, NJCAA, and Conference rules.

E. Other Travel Provisions

1. Except where provided specifically in this policy, no expenses may be charged to the institution or athletic department. No institutional charge cards will be used except for gasoline when using a state owned vehicle **or a third-party provided courtesy car**. Staff members may make personal charge arrangements or use a personal charge card. The staff member will seek direct reimbursement from the institution, but is responsible for payment of personal charges. Annual fees and interest charges for personal charges will not be reimbursed by the institution.
2. Mileage claims for use of personal vehicles by athletic department employees will follow procedures outlined in the Board of Regents and Motlow State Community College General Travel Policies and Procedures. Odometer readings must be provided. For travel outside the local area, in-city travel at the point of destination must be documented separately.
3. Business-related telephone calls may be reimbursed, but they must be documented separately, not included with lodging or other expenses. Local calls must be identified as "local business calls."

III. TRAVEL

- A. Institution officials and guests of the institution that accompany the team or student groups on trips must be approved in advance by the President or his/her designee. Volunteer forms are required to be completed.
- B. In all cases, team and group transportation will be arranged through established institutional procedures, and travel itineraries are to be arranged in advance. Documentation must be maintained in the athletic or other appropriate department indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by the College's Business Office, that office should maintain the appropriate documentation.
- C. A roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes and filed with the travel claim.
- D. A travel advance in the amount of 100% of the estimated trip expenses may be allowed. One person from the athletic department or other appropriate department who is familiar with the travel regulations will be responsible for the advance and all bills connected with team or group travel. Receipts and/or cash amounting to the advance must be submitted to the Business Office immediately upon return.
- E. Receipts are required for all team or group travel expenses consistent with [TBR Policy No. 4:03:03:00](#).
- F. Actual lodging expenses up to the maximum allowed by the travel policy will be reimbursed. Documentation must be maintained in the athletic department or other appropriate department or office indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by the Business Office, that office should maintain the appropriate documentation. Exceptions to maximum allowances will require the approval of the President.

- G. Miscellaneous expenses must be supported by receipts. Telephone calls by staff members for business purposes may be claimed with detailed documentation.
- H. Individual meals associated with team travel will follow the Board of Regents General Travel Policies and Procedures.
- I. All team or group meals and snacks will be reimbursed at actual cost, not to exceed aggregate of costs for individuals, following the Board of Regents General Travel Policies and Procedures.
- J. All travel claims and requisitions for team or group travel must be approved in writing by the appropriate approving authority.

IV. OTHER GROUP TRAVEL

- A. Travel by student groups or other groups of participants in programs or activities of Motlow College may be reimbursed under the same provisions as included in Section II, I above.
- B. Travel by student groups or other groups of participants in programs or activities of Motlow should be addressed by specific institutional guidelines which describe the approval process, discussion of possible liability issues and requirement of waiver/releases of liability by the student if appropriate.
 - 1. Sample waivers/releases and a discussion of liability issues have been provided by the Office of General Counsel and should be on file in the offices of student and academic affairs.

V. EXCEPTIONS

The President or his/her designee may approve exceptions to the requirements of this policy in appropriate cases.



Category
FACULTY CLASS ASSIGNMENT, TEACHING LOAD & SUMMER SCHOOL – 5:10:00:00
Approval
Corresponding Policy: TBR Guideline P-050
President’s Council Approved: February 3, 2017
Effective Date/Approved: February 3, 2017
Revised: January 12, 2009; November 4, 2016; February 3, 2017
Responsible Party: Vice President for Academic Affairs

I. CLASS ASSIGNMENT & TEACHING LOAD

- A. The schedule and teaching assignments for each semester are developed by the academic deans, in cooperation with faculty members of that department. Each semester the Vice President for Academic Affairs receives from the department heads an assignment of duties to each faculty member. The equated teaching load should average fifteen (15) credit hours per semester or the equivalent.
- B. The equated teaching load is determined by taking one-half the sum of the actual credit hour assignment and the actual contact hours for that assignment.

$$\text{Equated load} = \frac{1}{2} (\text{credit hours} + \text{contact hours})$$

- C. It is the practice of the college to arrive at an equated fifteen (15) credit hour load each semester for each full-time faculty member. Normally, a scheduled equated load in excess of fifteen (15) equated hours is not permitted.
- D. Eligibility for extra compensation for equated hours in excess of the average fifteen (15) hour load per semester is compensated in four equal payments throughout the semester (February – May for Spring or September – December for Fall). The faculty member shall be limited to teaching no more than two additional courses per semester for extra pay. Faculty **equated** load shall not exceed forty-two (42) credit hours per academic year.
- E. The rates for determining extra compensation amounts are as follows:
 1. Instructor rank \$550 per semester hour
 2. Assistant Professor rank \$600 per semester hour
 3. Associate Professor rank \$650 per semester hour
 4. Professor rank \$700 per semester hour
 NOTE: These rates became effective fiscal year 2006-2007.

II. SUMMER SCHOOL ASSIGNMENTS

- A. Faculty members are employed on an academic year basis without obligation for or guarantee of summer school employment.

- B. Faculty who wish to teach during the summer sessions of the college will be given an opportunity to request such employment during the early part of the spring semester.
- C. Questions concerning summer assignments should be directed to the appropriate Dean.
- D. Method of Selection for Summer Assignments.
 - 1. Once the summer schedule is formulated, the appropriate Dean provides each faculty member the opportunity to request employment for the summer.
 - 2. When scheduling summer courses, the Deans, in consultation with appropriate curriculum chairs/directors, shall determine faculty assignments after considering the WMHAs, load, seniority and rank, online teaching experience, evaluations, administrative responsibilities, and training. A majority vote of the deans is required to assign summer courses to faculty.
 - 3. If no one from within the department can cover a scheduled class, it may be staffed by a qualified staff/faculty member from another department area or by a qualified adjunct faculty member.
- E. Compensation
 - 1. Regular academic year faculty personnel who serve the institution as teaching faculty during intersessions and summer school.

Faculty in this category shall be compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load. The maximum summer and intersession pay may not exceed 25 percent of the preceding year salary; however, except as needs are determined by the Vice President for Academic Affairs, a faculty member may teach and be compensated for nine semester hours for the summer term. Such need shall be based on curricular needs of students and appropriately documented.

- 2. Regular academic year faculty who serve under sponsored contracts for research and other professional services between academic years.

Compensation in this category shall not exceed the rate equivalent to one-ninth per month of the preceding academic year salary. If the faculty member works on a part-time basis on a sponsored contract project, the pay should be adjusted accordingly.

- 3. Faculty on a 12 month contract will teach and be paid based on their contractual agreement with the institution.

- F. Part-time faculty
The level of compensation for faculty in this category should follow the schedule set forth in [TBR Guideline P-050](#), Part-Time Faculty Compensation.



Academic Calendar

Fall 2019 Full Term: Monday, August 26- Saturday, December 14

August 26	Classes Begin
September 2	Labor Day Holiday-No Classes-campus closed
October 4 - 10	Midterm Exams
October 10	Last day to submit completed work to the instructor to remove an "I" for Spring and Summer 2019
October 11 - 15	Fall Break
November 27- December 1	Thanksgiving Break - no classes Wed 11/27 - Sun Dec 1st (campus closed Thursday 11/28- Sunday 12/1)
December 7	Last day of Classes
December 8-14	Final Exams
December 16	Grades Due

Fall 2019 First Session: Monday, August 26 - Thursday, October 10

August 26	Classes Begin
September 2	Labor Day Holiday-No Classes-campus closed
October 10	Last day to submit completed work to the instructor to remove an "I" for Spring and Summer 2019
October 10	Last day of Classes
Last day class meets	Final Exams
October 14	Grades Due

Fall 2019 Second Session: Wednesday, October 16 - Saturday, December 7

October 16	Classes Begin
November 27- December 1	Thanksgiving Break - no classes Wed 11/27 - Sun Dec 1st (campus closed Thursday 11/28- Sunday 12/1)
December 7	Last day of Classes
Last day class meets	Final Exams
December 9	Grades Due

These calendars are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution.

[Click Here for Important Student Dates and Deadlines](#)

- 1) Presidents Council-approved 8/28/18
- 2) Academic Affairs Committee-presented in Sept 7, 2018 meeting
- 3) Leadership Council-meeting 9/21/18
- 4) Faculty Council-meeting 10/5/18



MOTLOW STATE
COMMUNITY COLLEGE

Academic Calendar

Spring 2020 Full Term: Tuesday, January 21 - Thursday, May 7

January 21	Classes Begin
March 2 - March 8	Midterm Exams
March 8	Last day to submit completed work to the instructor to remove an "I" for Fall 2019
March 9 - March 15	Spring Break
April 10 - April 12	No Classes
April 30	Last day of Classes
May 1 - May 7	Final Exams
May 10 (SUNDAY)	Commencement
May 11	Grades Due

Spring 2020 First Session: Tuesday, January 21 - Saturday, March 7

January 21	Classes Begin
March 7	Last day of classes
Last day class meets	Final Exams
March 8	Last day to submit completed work to the instructor to remove an "I" for Fall 2019
March 9	Grades Due
May 10 (SUNDAY)	Commencement

Spring 2020 Second Session: Monday, March 16 - Saturday, May 2

March 16	Classes Begin
April 10 - April 12	No Classes
May 2	Last day of Classes
Last day class meets	Final Exams
May 4	Grades Due
May 10 (SUNDAY)	Commencement

These calendars are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution.

[Click Here for Important Student Dates and Deadlines](#)

- 1) Presidents Council-approved 8/28/18
- 2) Academic Affairs Committee-presented in Sept 7, 2018 meeting
- 3) Leadership Council-meeting 9/21/18
- 4) Faculty Council- meeting 10/5/18



Academic Calendar

Summer 2020 Full Term: **Tuesday, May 26 – Friday, August 7**

May 26	Classes Begin
July 3	Independence Day Holiday- No classes-Campus Closed
August 6	Last day of classes
August 7	Final Exams
August 10	Grades Due

Summer 2020 First Session: **Tuesday, May 28 – Tuesday, June 30**

May 26	Classes Begin
June 29	Last day of classes
June 30	Final Exams
July 2	Grades Due

Summer 2020 Second Session: **Monday, July 6 – Friday, August 7**

July 6	Classes Begin
August 6	Last day of Classes
August 7	Final Exams
August 10	Grades Due

These calendars are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution.

[Click Here for Important Student Dates and Deadlines](#)

- 1) Presidents Council-approved 8/28/18
- 2) Academic Affairs Committee- presented in Sept 7, 2018 meeting
- 3) Leadership Council-meeting 9/21/18
- 4) Faculty Council-meeting 10/5/18