

Calculation of Due Date Policy

Adopted by President's Cabinet 3/3/14

Purpose: The purpose of this policy is to define the relevant terms and process for the calculation of days necessary to determine a due date for a certain act as stated in college policy. Unless expressly required by federal or state law, the calculation of a due date contained in a college policy or procedure will follow the process outlined herein.

Definitions: "Day" as referred to in any college policy means any business day on which the college operates, unless otherwise defined within the specific policy. "Business day" means any day Monday through Friday when the College is open. Business days are the same as "working days," and the terms may be used interchangeably.

"Academic holiday" is a day Monday through Friday falling within the semester when classes are not in session.

"College holiday" is a day Monday through Friday when the College is closed.

Calculation of Due Date: When calculating a deadline within a college policy or procedure, the official college calendar should be consulted to determine the days included within the calculation using the below rules.

When a certain act must be completed within a certain number of days following a specified beginning date, the beginning date shall be excluded in computing the due date. When a certain act must be completed with a certain number of days following a specified beginning date, any subsequent days that extend into Saturday, Sunday, and/or a college holiday(s) shall be excluded in computing the due date. When determining deadlines applicable to students, in addition to the above rule, academic holidays within a semester and breaks between semesters shall also be excluded from the calculation.