EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

FC-2 **Spring Break**

APPROVED: July 30, 1985 **REVISED**: September 1, 1995
Year of last review: 2026

AUTHORIZING BOARD POLICY: FC

Classification: Institutional
Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Executive Director of Admissions and Registrar

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OBJECTIVE: To establish timelines and responsibilities for scheduling Spring Break

PROCEDURE:

I. Timelines

A. Dates

1. As a general guideline, Spring Break will be scheduled for the week following the end of the eighth week of the semester.

2. Spring Break begins on Monday and extends for seven days, ending on Sunday.

3. When Easter falls during the month of March, Spring Break will be adjusted so that the Good Friday holiday falls within the Spring Break. Spring Break shall not be scheduled later than the last week of March.

B. Coordination with class schedule publication

Spring Break dates will be determined in advance of the timelines for publication of the appropriate class schedule for the fall semester of every year

II. Responsibility for Implementation

A. Executive Director of Admissions and Registrar

The Vice President of Student and Enrollment Services is responsible for identifying the Spring Break periods of other educational entities within El Paso County. The Vice President of Student and Enrollment Services will recommend a Spring Break period which most, nearly coincides with the schedules of these other educational entities and which accommodate the District's academic calendar.

B. President's Office

Upon the recommendation of the Vice President of Student and Enrollment Services, the President will establish the dates for Spring Break and will notify the appropriate administrative offices for dissemination.

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