



UNIVERSITY OF CENTRAL FLORIDA

College of Engineering and Computer Science

Academic Affairs Office

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ACADEMIC UNIT STAFFING POLICY

Students and prospective students seek assistance from academic offices, including AAO and the departmental administrative offices, on a daily basis, including during periods when classes are not in session. Therefore, it is the policy of the college that, each day the university is open for business (including days when classes are not in session), there must be at least one person in each academic office who is able to serve students and prospective students with questions about undergraduate program matters and at least one person in each academic office who is able to serve students and prospective students with questions about graduate program matters.

Annual leave and planned sick leave must be requested in advance and approved by a supervisor. It is the responsibility of each unit, that is, AAO and the academic departments, to manage the approved leave times of its program coordinators, program assistants, advisors, etc., to ensure that staffing in the unit is always sufficient to meet the expected and unexpected needs of students and prospective students. Each unit may devise a rotation plan for annual leave on days that are popular for leave requests, for example, the day before Thanksgiving, to ensure that annual leave is granted fairly to all staff.

Additionally, there are times of particular importance to the college during which each unit is expected to have more than the minimal staffing described above. These times include, but are not limited to:

- The week before classes begin each term. (For the summer terms, this is the week before Summer A/C/D begins.)
- The first week of classes each term. (For the summer terms, this is the first week of Summer A/C/D begins.)
- The three weeks of early registration during the fall (for the next spring) and during the spring (for the next summer and fall).
- The three working days leading up to and including the withdrawal deadline.
- The three working days leading up to and including deadlines set by the College of Graduate Studies for reporting candidacy, scheduling defenses, reporting on defenses, and submitting all requirements for graduation.
- The 2-3 working days each term dedicated to degree certification. (These days are critical for program coordinators.)
- The days during which the university holds FTIC or transfer orientations.

AAO and the academic units must plan appropriately for any internal deadlines and/or requirements.

The following table shows key dates that can guide units when considering leave time requests for upcoming terms.

	Summer 17	Fall 17	Spring 18	Summer 18
First day of class	May 15 (A); June 26 (B); May 15 (C); May 15 (D)	Aug 21	Jan 8	May 14 (A); June 25 (B); May 14 (C); May 14 (D)
Early registration Period begins	March 20	March 20	March 20, 2017	tbd
Withdrawal deadline	June 8 (A); July 20 (B); July 5 (C); June 21 (D)	Oct 30	March 21	June 7 (A); July 19 (B); July 3 (C); June 20 (D)
PhD format deadline	June 9	tbd	tbd	tbd
MS format deadline	June 23	tbd	tbd	tbd
Grades due	June 28 (A); Aug 9 (B); Aug 9 (C); July 20 (D)	Dec 13	May 4	June 27 (A); Aug 8 (B); Aug 8 (C); July 18 (D)
Grad defense deadline	July 7	tbd	tbd	tbd
Grad submission deadline	July 21	tbd	tbd	tbd
Final exams	n/a	Dec 4-9	Apr 25 – May 1	n/a
Commencement	Aug 5	Dec 15-16	May 3-5	Aug 4
Certification	Aug 11-15	Dec 14-18	May 7-8	Aug 9-10

This policy document, and in particular the table above, will be updated periodically to include key dates for upcoming academic terms as they become known.