



STANDARD BUILDING HOURS POLICY AND PROCEDURE

The Standard Building Hours have been set forth by the Office of Campus Environment, with the purpose of regulating the operating hours of each building to allow for scheduled courses and for student access to academic resources for course related work.

Beginning Tuesday, September 2, 2008 and continuing thereafter, the Standard Building Hours for all Columbia College Chicago buildings will be defined by the following categories.

	J-TERM HOURS	SPRING HOURS	SPRING BREAK HOURS
BEGINS	Day after Staff Holiday Break ends	First Day of Spring Semester	First Monday of Spring Break
ENDS	Day before Spring Semester	Monday after Commencement	Sunday of the same week
SUMMER HOURS			
		FALL HOURS	HOLIDAY BREAK-Buildings Closed
BEGINS	Monday after Commencement	First Day of Fall Semester	First Day of Staff Holiday Break
ENDS	Labor Day	Day before Staff Holiday Break starts	Last Day of Staff Holiday Break

Standard Building Hours for each category above are posted on the Campus Environment Web Page on IRIS

Please note: Pre- and Post- semester Building Hours will no longer be practiced.

Exceptions to the Standard Building Hours will be minimal. All requests for exceptions must be submitted by the Vice President or Dean of the sponsoring department via e-mail to the Executive Assistant to the Vice President of Campus Environment 2 months prior to the semester in which the exception will take place. Requests will be evaluated on a case-by-case basis and will be made at the discretion of the Vice President of Campus Environment.

BUILDING HOURS EXTENSION PROCEDURES

The procedure to request an extension to the building hours is as follows:

A Building Extension Request Form must be completed by the requested department and signed by the school Dean, Chair, Director or Vice President.

Signed requests then must be submitted directly to the Executive Assistant to the Vice President of Campus Environment 3 weeks prior to the requested dates.

Upon approval, the Dean, Chair, Director or Vice President will receive an IDRF (Inter-Departmental Request Form) to be signed and returned to the Office of Campus Environment. The IDRF will then be sent to Accounting and the requesting department will be charged for the security and building costs associated with the extension.

The Building Hours Extension procedure and forms are posted on the Campus Environment Web Page on IRIS.