PENSACOLA STATE COLLEGE
CHARTER ACADEMY

STUDENT HANDBOOK

2025-2026

PENSACOLA STATE COLLEGE
CHARTER ACADEMY

Dear Students,

On behalf of the entire Pensacola State College Charter Academy community, I would like to extend our warmest welcome.

At the Charter Academy, with the support of school leaders, teachers, families, and strategic partners within the community, we lay the groundwork so that our students can excel as college and career-ready lifelong learners and instill in our students a profound understanding of their roles and responsibilities as citizens and leaders in their communities.

Through a rigorous academic program housed within the supportive environment of Pensacola State College, we are committed to providing our students the opportunity to earn a high school diploma, college credits, and an Associate in Arts or Associate in Science degree concurrently. Through their time at the Charter Academy, students develop the critical thinking, communication, problem-solving, and technical skills necessary for postsecondary and career success.

In this Student Handbook, you will find important information about the Pensacola State College Charter Academy along with the responsibilities and expectations we have of our students. Please take the time to review the information below as it will serve to guide you in the coming years.

Once again, I want to welcome you to the Pensacola State College Charter Academy.

Wishing you much success,

Dr. Karen McCabe

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About the PSC Charter Academy

Mission

The Pensacola State College Charter Academy, under the governance of a local Board of Trustees and through a rigorous academic program housed within a supportive environment, is committed to providing high school students the opportunity to earn a high school diploma, college credits, and an Associate in Arts or Associate in Science degree concurrently.

Vision

Pensacola State College Charter Academy, with the support of school leaders, teachers, families, and strategic partners within the community, will lay the groundwork for students to excel as college and career-ready lifelong learners and instill in students a profound understanding of their roles and responsibilities as citizens and leaders in their communities.

This vision will be accomplished for high school students through a four-year curriculum which develops the critical thinking, communication, problem-solving, and technical skills necessary for students' postsecondary and career success. Pensacola State College Charter Academy students will demonstrate the culmination of skills and knowledge gained through their academic career by completing a multi-faceted capstone project that includes field work, a research paper, an oral presentation, and a portfolio.

Program Overview

The Pensacola State College Charter Academy (PSCCA) serves high school students in grades 9 –12 who desire to graduate from high school while simultaneously earning an Associate in Arts degree that prepares the student for entry into the junior year of a baccalaureate program or an Associate in Science degree that prepares the student for immediate entry into employment requiring specialized skills.

The PSCCA ***Precollegiate Program*** is designed to prepare 9th and 10th grade high school students for success in college-level coursework. High school courses in core content areas and electives, as appropriate, are available. Students enrolled in the Precollegiate Program who meet the criteria for dual enrollment may enroll in PSC college courses as approved by the Dean of Charter Academies. The PSCCA does not offer 11th and 12th grade high school courses; as a result, by the completion of the 10th grade, all PSCCA students must meet the criteria for dual enrollment under s. 1007.271, F.S.

The PSCCA ***Collegiate Program*** is designed for 11th and 12th grade high school students who meet the criteria for dual enrollment under s. 1007.271, F.S. Students enrolled in the Collegiate Program will satisfy any remaining high school graduation requirements through enrollment in college credit coursework.

During the 2025-2026 academic year, the PSCCA will enroll students in the Precollegiate Program (grades 9–12) on the Warrington Campus. PSCCA students in the Collegiate Program (grades 11–12) may enroll in courses on the Warrington Campus or the Pensacola Campus.

Admission Requirements

Grade 9

- Minimum 3.0 middle school GPA*,
- Earned middle school credits in Government, Mathematics, Science, and English,
- No disciplinary issues, and
- No attendance issues.

*During the term of the Florida Department of Education Charter School Program (CSP) Grant, Pensacola State College Charter Academy will waive the entrance GPA criterion for incoming 9th grade students.

Grade 10

- Minimum 3.0 unweighted high school GPA,
- Minimum of five (5) earned high school credits, including English I and Algebra I ,
- No disciplinary issues, and
- No attendance issues.

Grades 11 and 12

- High school unweighted GPA of 3.0,
- No disciplinary issues,
- No attendance issues, and
- Demonstration of College Readiness per Rule 6A-10.0315 F.A.C. College Readiness

Preference given to:

- Siblings of enrolled students,
- Children of founding board members,
- Children of staff, and
- Children of active duty military*.

*During the term of the Florida Department of Education Charter School Program (CSP) Grant, Pensacola State College Charter Academy will waive the preference for active-duty military.

Educational Principles

Five essential educational principles provide the foundation on which PSC Charter Academy is based:

1. Students should develop the capacity to think critically, solve problems, and communicate effectively through mastery of academic courses with an emphasis on language and mathematics.
2. Students should learn about themselves, their heritage, and the interdependent world through academic courses.
3. Students should prepare for further education and work through career research, academics, electives, and technical courses.
4. Students should learn to fulfill their civic obligations through school and community service.
5. Students should experience the joy and value of reading to enhance their ability to be independent learners, critical thinkers, lovers of language, and life-long learners.

Governing Board

- **Gordon "Flash" Sprague**, Chair, is retired from careers in Parks and Recreation and Investment. He currently serves on the Board of Directors for several organizations.
- **Chief Deputy Andrew Hobbs**, Vice Chair, is a distinguished law enforcement officer with the Escambia County Sheriff's Office.
- **Troy Tippett**, M.D., is a retired neurosurgeon and Medical Director of the Neurosurgical Group of Pensacola.

Relationship to Pensacola State College

The PSC Charter Academy is sponsored by the School Board of Escambia County and operated by Pensacola State College. A subset of the District Board of Trustees of Pensacola State College serves as the Governing Board of the PSC Charter Academy. The Policies of the District Board of Trustees, available at the Pensacola State College District Board of Trustees website, applies to the Charter Academy, its students, and its staff. If there is a conflict or discrepancy between an Escambia County School District Policy and a policy of the Pensacola State College District Board of Trustees, the College Board policy shall prevail.

Nondiscrimination Policy

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its educational programs, activities, or employment. For inquiries regarding Title IX and the College's nondiscrimination policies, contact the Executive Director, Institutional Equity and Student Conduct at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

General Contact Information

Pensacola State College Charter Academy
charteracademy@pensacolastate.edu
(850) 484-2366

School Contacts

Interim Dean/Principal
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Administrative Coordinator for the Dean, Charter Academies
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Administrative Coordinator
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School Hours and Bell Schedule

High School Hours

- The normal high school day is 8:00 a.m. to 2:35 p.m., Monday through Friday, encompassing 6 high school classroom periods and a lunch period.
- Most extra-curricular and co-curricular activities for students occur outside the normal school day.
- Students in high school courses should arrive in the morning no earlier than 7:30 a.m. and be picked up no later than 3:00 p.m. (or 4:00 p.m. if attending tutoring).
- Collegiate students have access to other campus resources outside of those designated hours.
- Student schedules may vary from this time frame to accommodate course availability, course preferences, and student activities.
- Junior and senior students may extend the school day outside of the hours of 8:00 a.m. to 2: p.m. if necessary to meet PSC class schedule and graduation requirements.

High School Bell Schedule

Regular School Day Bell Schedule		
Start and End Time	**Class Period**	**Class Length**
8:00 a.m. - 9:00 a.m.	1st	60 minutes
9:05 a.m. - 10:00 a.m.	2nd	55 minutes
10:05 a.m. - 11:00 a.m.	3rd	55 minutes
4th Period Split Lunch Cycles		
11:05 a.m. - 11:30 a.m.	4th- split	In Class - 25 minutes
11:30 a.m. - 12:00 p.m.	***1st Lunch***	**Lunch - 30 minutes**
12:05 p.m. - 12:35 p.m.	4th split	In Class - 30 minutes
11:05 a.m. – 12:00 p.m.	4th	55 minutes
12:00 p.m. – 12:35 p.m.	***2nd Lunch***	**35 minutes**
12:40 p.m. - 1:35 p.m.	5th	55 minutes
1:40 p.m. - 2:35 p.m.	6th	55 minutes

Early Release Day Bell Schedule		
Start and End Times	**Class Period**	**Class Length**
8:00 a.m. - 8:35 a.m.	1st	35 minutes
8:40 a.m. - 9:15 a.m.	2nd	35 minutes
9:20 a.m. - 9:55 a.m.	3rd	35 minutes
10:00 a.m. - 10:35 a.m.	4th	35 minutes
10:40 a.m. - 11:15 a.m.	5th	35 minutes
11:20 a.m. - 11:55 a.m.	6th	35 minutes
11:55 a.m. - 12:30 p.m.	Lunch	35 minutes

Academics

Florida High School Graduation Requirements

	24 Credit Standard Diploma
English	**4 Credits English Language Arts (ELA)**
	*ELA I, II, III, IV *ELA Honors, AP, AICE & Dual Enrollment courses may satisfy this requirement.
Mathematics	**4 Credits in Mathematics**
	1 Credit in Algebra I 1 Credit in Geometry Industry certifications that lead to college credit may substitute for up to 2 math credits (except for Algebra I and Geometry)
Science	**3 Credits in Science**
	1 Credit in Biology, 2 of which must have a laboratory component. Industry certifications that lead to college credit may substitute for up to 1 science credit (except for Biology)
Social Studies	**3 Credits in Social Studies**
	1 Credit in World History 1 Credit in U.S. History .5 Credits in U.S. Government .5 Credits in Economics
Personal Financial Literacy	**.5 Credit in Personal Financial Literacy**
Foreign Languages	**Not required for graduation. Minimum 2 years of the same language for admission into most universities.**
Fine & Performing Arts, Speech/Debate, or Practical Arts	**1 Credit in Fine and Performing Arts, Speech/Debate, or Career and Technical Education**
Physical Education	**1 Credit in Physical Education to include integration of Health**
Electives	**7.5 Credits**
TOTAL	**24 Credits**
State Assessments	Students must earn a passing score on the Grade 10 ELA assessment (or CLT/ACT/SAT concordant score). Student must earn a passing score on the Algebra I EOC or Geometry EOC (or PSAT, CLT, ACT or SAT concordant score).
Grade Point Average	**Cumulative GPA or 2.0 on a 4.0 scale (unweighted)**

	18 Credit ACCEL Standard Diploma
English	**4 Credits English Language Arts (ELA)**
	*ELA I, II, III, IV *ELA Honors, AP, AICE & Dual Enrollment courses may satisfy this requirement.
Mathematics	**4 Credits in Mathematics**
	1 Credit in Algebra I 1 Credit in Geometry Industry certifications that lead to college credit may substitute for up to 2 math credits (except for Algebra I and Geometry)
Science	**3 Credits in Science**
	1 Credit in Biology, 2 of which must have a laboratory component. Industry certifications that lead to college credit may substitute for up to 1 science credit (except for Biology)
Social Studies	**3 Credits in Social Studies**
	1 Credit in World History 1 Credit in U.S. History .5 Credit in U.S. Government .5 Credit in Economics
Foreign Languages	**Not required for graduation.**
Fine & Performing Arts, Speech/Debate, or Practical Arts	**1 Credit in Fine and Performing Arts, Speech/Debate, or Career and Technical Education**
Personal Financial Literacy	**0.5 Credit**
Electives	**2.5 Credits**
TOTAL	**18 Credits**
State Assessments	Students must earn a passing score on the Grade 10 ELA assessment (or CLT/ACT/SAT concordant score). Student must earn a passing score on the Algebra I EOC or Geometry EOC (or PSAT, CLT, ACT or SAT concordant score).
Grade Point Average	**Cumulative GPA or 2.0 on a 4.0 scale (unweighted)**

College Graduation Requirements

See the Pensacola State College Catalog for graduation requirements for the Associate in Arts degree as well as for the graduation requirements for the Associate in Science degree programs offered by Pensacola State College.

PSC Charter Academy 2025-2026 Student Progression Plan

For PSC Charter Academy students, the PSC Charter Academy has adopted the Escambia County School District (ECSD) Student Progression Plan for student progression towards a high school diploma. The ECSD Student Progression Plan is available by selecting the hyperlink above.

Capstone Project

All Seniors will be required to complete a Capstone Project representing the culmination of skills and knowledge gained through the Career Exploration and Research performed throughout the student's academic career at the PSCCA. Each student will design a personalized learning experience to answer a compelling question, applying critical thinking skills to investigate specialized areas of interest. Collaborating with a mentor with knowledge of the topic, the student will engage in fieldwork, complete a research paper, present the results of the project to an audience, and document the process through a portfolio.

The Capstone Project is made up of four parts:

1. Select a career field to investigate and prepare a research paper to detail their findings.
2. Acquire a Mentor to shadow in the selected career field.
3. Prepare a Capstone presentation in an approved media to convey findings and conclusions about the chosen career field.
4. Deliver the Capstone presentation during the Senior Symposium for parents, community member, Board members, and Pensacola State College staff members.

GPA Requirements and Expectations for Academic Performance

All PSCCA students in grades 9-12 must keep their cumulative high school GPA at 3.0. The PSC Charter Academy will not offer any pre-collegiate (high school) courses for the 11th and 12th grades. If a student's unweighted cumulative pre-collegiate (high school) GPA falls below a 3.0, the following actions will be taken:

Pre-Collegiate

- The student will be placed on Academic Probation for the following semester.
- If the unweighted high school GPA remains below 3.0 for after the probationary semester, the student will be disenrolled from the Charter Academy.
- If a 10th grade student's high school GPA falls below a 3.0 after the Spring semester of 10th grade, the student will be disenrolled from the PSC Charter Academy without being placed on Academic Probation because the student will not be eligible for Dual Enrollment.

Collegiate

- A student failing to maintain a 3.0 high school GPA may lose Dual Enrollment eligibility and will be placed on PSCCA academic probation for the following semester. Failure to bring the high school GPA up to a 3.0 will result in loss of dual enrollment eligibility and will lead to disenrollment by the PSC Charter Academy.
- A student who maintains a high school GPA of 3.0 but falls below a college GPA of 2.5 will be on PSCCA academic probation for the following semester. Failure to bring the college GPA up to a 2.5 will result is loss of Dual Enrollment eligibility and will lead to disenrollment by the PSC Charter Academy.
- Students receiving a D+, D, or F in a college course will be on PSCCA academic probation for the following semester. Students must not receive any grades of D+, D or F for courses taken during the academic probation semester. Failure to satisfy this requirement will lead to disenrollment by the PSC Charter Academy.

Course Registration

The School Guidance Counselor will oversee course registrations for all PSCCA students at both the Pre-collegiate and Collegiate levels. All course registrations will be processed by a PSCCA staff member; students will not register themselves. Students will be registered in courses using the following priorities.

- The first priority of academic advising will be to ensure that all high school graduation requirements are satisfied as early as possible. Any proposed enrollment in the Florida Virtual School must be approved by the Dean, Charter Academies.
- The second priority is registration in courses that satisfy the general education and other non-program-specific requirements of the desired associate degree, such as the foreign language requirement.
- The third priority is registration in courses that satisfy the program-specific requirements of the desired associate degree, including the common prerequisite course indicated on each advising track for the Associates in Arts Degree.
- The final priority is registration in courses that satisfy elective requirements.

Additional registration guidelines for college courses include the following.

- Recognizing the benefits of in-person, on campus instruction, the PSCCA will strive to enroll students in course sections using the in person/on campus delivery mode so that students receive a traditional college experience of seeing the professor and other students in person. Requests for enrollment in asynchronous online sections must be approved by the Dean, Charter Academy.
- Students will be allowed to take summer PSC college courses only in special circumstances. These circumstances will be presented to the Dean of Charter Academies by the PSCCA principal. The Dean must approve registration in any summer PSC course before the student is registered for the course.

Grades

Grading and Course Policies

High school and college instructors provide each student a course syllabus, which includes important information, such as course learning outcomes, course policies, and a course outline or course calendar. The course syllabus represents an agreement between the student and the instructor regarding the requirements of the course. Students are responsible for reviewing the course syllabus and course outline or calendar and observing all course policies. Students also have the right to understand their course grades, and instructors have the responsibility to provide adequate feedback on all course grades.

Pre-Collegiate

- Course grades will be found in FOCUS. Parents and students will receive information on how to access online grades. To access FOCUS, parents will be notified of the district login information required by the Escambia County School District (ECSD).
- All Pre-Collegiate and Collegiate final course grades will be available in FOCUS.
- Incomplete (I) grades must have coursework completed by the end of the subsequent fall or spring semester for a final grade to be recorded.

Absence Considerations (§1003.26 F.S.)

A student must be in attendance for ninety percent (90%) of the instructional time required for each course to receive credit. Students with more than nine (9) days of absences of any kind who are passing the course must demonstrate mastery of the performance standards through a competency test. If the competency test is passed, the student receives the grade earned in the course. If the competency test is failed, the student will not receive credit for the course and will receive a semester grade of 59 or the actual average, whichever is lower.

Collegiate

- The College's learning management system is Canvas, and College instructors may enter course grades for students in Canvas. In college courses, Canvas access is provided to students only, not to parents or guardians.
- Students who take a college course during the final semester of their senior year and who receive an Incomplete grade must satisfy the course requirements prior to the end of the current pre-collegiate high school semester in order to graduate from high school if the course is required for high school graduation.

Grade Reports

Pre-Collegiate

- Informal progress reports for Pre-Collegiate high school courses and students are sent to parents at the mid-term of each quarter to inform them of the student's current progress in their high school courses. The reports help students and parents identify when academic support services may be needed to encourage student success.

Collegiate

- Final Grades in all college courses accessed via the student's profile in Workday. Collegiate-dual enrolled students will be scheduled with Charter Academy staff at least twice a semester to review current grades in college courses. Collegiate-dual-enrolled students are expected to stay abreast of all course grades and log in regularly to Canvas and review current grades with their parents.

Course Withdrawal

Pre-Collegiate

- Depending upon the timing and circumstances of a course withdrawal, the student may lose the course credits, enroll in a comparable Pre-Collegiate high school course, be redirected to individualized performance-based instruction, or be enrolled in an alternate course for the remainder of the semester.
- If withdrawal from the course is unavoidable and is based on excused absences, efforts will be made to provide alternate instructional options so that the student does not fall behind in earning credits toward completion of the high school diploma.

Collegiate

- A College instructor may withdraw a student for excessive absences.
- A student's request for a course withdrawal will be processed only in the event of extenuating circumstances. All students are expected to complete each course on their schedule. If a failing grade is earned, that class will be repeated the following semester unless approved by the Dean, Charter Academy.
- The student must meet with a PSC Charter Academy Guidance staff member to discuss options prior to a request for withdrawal and prior to the student withdrawal deadline. A student's withdrawal request will not be processed until a consultation takes place.
- The student must continue attending classes until a decision regarding withdrawal request has been determined.
- Parental permission for a student withdrawal request is also required.

Note: The student may also be required to join in an individualized scheduling and academic performance contract to monitor his/her continued progress and ensure timely advancement toward the diploma/degree. In such cases, scheduling priority will be given to courses necessary to meet pre-collegiate (high school) graduation requirements.

When the student re-enrolls in the course during a future term, the grade for the most recent attempt in the course will be counted in the GPA. The effect of the "W" grade on university admissions will vary by institution. Most Florida SUS schools will view the "W" grade in the same manner for GPA purposes, as does Pensacola State College. Reference the PSC College Catalog for additional information regarding grade forgiveness and repeating college courses.

Academic Success and Resources

Academic Advising and Scheduling Priorities

- Students will receive individual academic advising each term from the PSCCA Guidance Counselor and, when applicable, PSC Student Services Advisors.
- The PSCA Guidance Counselor will recommend PSC course offerings unless outside courses are approved by the Dean, Charter Academies.
- Parents may attend advising sessions with students.
- Parents will be notified of schedule changes.
- Every effort will be made to facilitate simultaneous graduation from high school and college; however, in selecting courses, priority will be placed upon the following;
    - The first priority of academic advising will be to ensure that all high school graduation requirements are satisfied as early as possible. Any proposed enrollment in the Florida Virtual School must be approved by the Dean, Charter Academies.
    - The second priority is registration in courses that satisfy the general education and other non-program-specific requirements of the desired associate degree, such as the foreign language requirement.
    - The third priority is registration in courses that satisfy the program-specific requirements of the desired associate degree, including the common prerequisite course indicated on each advising track for the Associates in Arts Degree.
    - The final priority is registration in courses that satisfy elective requirements.

Succeeding in the College Environment

Below is important advice for success in college courses.

- Attend all classes and arrive on time.
- Know where and when your instructors hold office hours.
- Go to class prepared–take your laptop, books, paper, pencil/pen or whatever supplies the instructor expects you to have with you in class.
- Keep all course handouts–especially the course outlines and syllabi.
- Review each class syllabus and course outline or calendar to be sure you know what is expected of you.
- Do not expect “extra credit” opportunities; few college instructors provide additional ways to raise your grade; the assignments are explained on the course outline.
- Many college instructors do not give make-up exams or accept late assignments; if you know in advance that you will miss a class, always check with the instructor first about how the absence will affect your grade; if you are ill and miss class, always notify the PSCCA Office.
- College classes move at a much faster pace than high school classes, so be prepared.
- Keep up with textbook reading and class note organization.
- Exams will cover more than just the textbook – often test questions address information given in a lecture or demonstration, so be sure to take good notes.
- If you are struggling with a class or a particular topic in a class, talk to your instructor or a PSC Charter Academy staff member ASAP.

Tutoring and Learning Support Services

PSC Charter Academy is committed to student success. Collegiate students enrolled at PSC Charter Academy have access to all the college tutorial and learning support services as well as to the resources of the school. Students have access to the following learning support services:

Academic Tutoring

Charter Academy collegiate (dual enrollment) students have full access to the PSC Math Labs, PSC Writing Labs, and the award-winning PSC Virtual Tutoring. Below are links to valuable information.

- Writing Lab
- Math Lab
- Virtual Tutoring
- ADA Services & Resources
- PSC Student Resources Guide

Honor Roll Recognition for Freshmen, Sophomores, and Juniors

- The Charter Academy will generate a list of "A" Honor Roll students each grading period for freshmen and sophomores. Collegiate students in the Charter Academy may be recognized on the PSC "President's List" each semester.

Student Excellence Awards

The Annual Pensacola State College - Student Excellence Awards recognizes and honors some of Pensacola State College's many outstanding students. Over 100 students are recognized each year for their service and scholastic achievements.

PSC Robinson Honors Program

The Robinson Honors Program offers a unique learning experience in a "college within a college" atmosphere intended to cultivate critical thinking, encourage civic and community engagement, and develop a synthesis of knowledge across disciplines. Our honors courses are created to improve transferability prospects while providing an enhanced college experience which includes an enriched curriculum, off-campus educational and cultural events, academic and career planning services, service-learning opportunities, conferences, and opportunities for travel. Link provided here to the Robinson Honors Program Student Handbook.

PSC Charter Academy– Honors Recognition for Graduating Seniors

At the time of graduation, a student's total academic record for 9^{th} – 12^{th} grade is reviewed to determine eligibility for recognition of outstanding academic achievement. If the student's cumulative grade point average for all pre-collegiate high school and collegiate (dual enrollment) credits completed through 12^{th} grade meets the standards listed below and if the student meets all other graduation requirements, he or she will graduate from the PSC Charter Academy with the appropriate level of recognition.

Valedictorian	Highest cumulative weighted GPA
Summa Cum Laude	Cumulative weighted GPA of 4.00
Magna Cum Laude	Cumulative weighted GPA of 3.8 – 3.99
Cum Laude	Cumulative weighted GPA of 3.5 – 3.79

The student's cumulative GPA at the end of the fall semester shall be used to determine honors recognition for inclusion in the graduation program and for wearing cords or other honors regalia during the commencement ceremonies.

Attendance

General Policies

Pre-Collegiate

- Attendance is a fundamental requirement for success pre-collegiate courses.
- The official record of a student's daily attendance is recorded in Focus by the student's teacher each period.
- Parent permission is required for a student to leave campus during normal school hours.
- Students who must leave school during the day for an appointment or other activity are required to sign out through the front office in Building 3400.
- Students who return to school before the end of the day must sign in at the front office in Building 3400.
- Students may participate in activities at their zoned school if they do not interfere with their normal school day and academic obligations at the PSC Charter Academy. If there are scheduling conflicts, the Dean, Charter Academies, must approve any accommodations needed to remedy the situation.
- Students who participate in extracurricular activities at the school where they are zoned to attend are required to complete an Off-Campus Activity/Course Approval Form.

Collegiate

- Regular class attendance and consistent participation are significant factors that promote student success. Each student is expected to attend all class meetings for all college courses for which he or she is registered. Each student is responsible for knowing and adhering to the faculty member's attendance policy for each course taken. Although college instructors are not required to withdraw students for excessive absences, they may do so using the following guidelines. A student may miss one class beyond the number of times the class meets before being considered excessively absent. These allowable absences provide for student illness, emergencies, or other business.
- Collegiate are required to record their attendance each day upon arrival on campus with the sign-in system in Building 3400 or Building 11. This is for their high school record in Focus.
- College instructors will record attendance for each class.
- Students may participate in activities at their zoned school if they do not interfere with their normal school day and academic obligations to courses at PSC.

Absences

Pre-Collegiate

- An absence is defined as students who are not present at the class start time will be marked absent if they are present for less than 50% of the period.
- Students have five (5) days, including the day they return, to bring written verification for an excused absence.
- Students who do not provide written verification within five (5) days will receive an unexcused absence.
- Absences may be excused for the following reasons:
  - Illness
  - Medical Emergency
  - Natural Disaster (hurricane, etc.)
  - Death in the Family
  - Family Hardship
  - Religious Holiday
  - Participation in an approved PSC Charter Academy activity.
  - College visits require prior approval.
- Routine medical appointments should be scheduled outside of normal school hours; where conflict is unavoidable, advance arrangements must be made with the PSC Charter Academy office to ensure the absence is excused.
- The following absences will be considered unexcused, and the student will not be able to make up the missed work:
  - Truancy (Failing to attend scheduled classes)
  - Suspension
  - Absence not excused by parental note within five (5) days.
  - Student employment is not grounds for an excused absence.
- Optional activities such as travel, or family celebrations are unexcused, unless approved in advance by administration.
- Students may be permitted to make up work at the discretion of the teacher apart from unexcused absences for truancy or suspension.

Collegiate

- Students should discuss absences in advance with college instructors when possible.
- Students should not assume they will be permitted to make up missed work or complete extra credit work for absences (excused or unexcused).
- Policies regarding make-up work in college credit courses vary by course and instructor; students should consult individual course syllabi for classes to determine the guidelines.
- College instructors may report excessive absences to PSC Charter Academy

Absences and Driving Privileges (SS 1003.27 F.S.)

- Any student who has 15 unexcused absences within 90 calendar days is classified by the state as "habitually truant" and is reported to the Department of Highway Safety and Motor Vehicles for the suspension of driving privileges. Suspended licenses may be reinstated after the student has attended school for 30 consecutive school days or through a hardship hearing.

General Student Information

Communications

Regular communication between home and school is a key factor in the academic success of students. General questions about the Charter Academy should be asked at the main office at (850) 484-2336. Parents are encouraged to contact the Charter Academy high school teachers and staff anytime they wish to discuss their child's academic progress in high school courses or general welfare. Because Charter Academy high school teachers are in class during the school day, the best way to contact them is through email, which parents can access through the PSC Charter Academy website.

Parents who have questions regarding college classes should contact the PSC Charter Academy main office for assistance. For college classes, students should contact faculty directly using the guidance in the instructor's syllabi. PSC Charter Academy students are expected to be the primary contact with their College faculty.

Student Identification

- A PSC Charter Academy ID card is issued to each student at no cost upon initial enrollment at PSC Charter Academy. The ID card is mandatory for classroom access and recording the student's attendance.
- *Upon request*, students taking dual enrollment classes will be issued a Pensacola State College ID card.
- PSC Charter Academy students must always keep the ID card(s) in their possession while on campus as a means of verifying their enrollment as a PSC Charter Academy student.
- A student is responsible for any replacement charge for lost or unusable ID cards. If a card is lost or requires replacement, the student should visit the PSC Charter Academy main office. The fee for card replacement is $10.
- Lost or damaged ID cards must be replaced within one week or parents will be notified and billed.
- The PSC Charter Academy complies with s. 1000.071, FS, which provides that no PSC Charter Academy employee or PSC Charter Academy student is required to refer to another person using that person's preferred pronouns if they do not correspond with that person's sex. PSC Charter Academy employees may not provide PSC Charter Academy students with preferred pronouns if they do not correspond with that person's sex. PSC Charter Academy employees may not ask PSC Charter Academy students to provide preferred pronouns if they do not correspond with that person's sex. This law applies to K-12 institutions. PSC Charter Academy students who are also College students may encounter other individuals sharing or using preferred pronouns as they participate in College classes or activities.
  Note: Dual enrolled Students can select their preferred pronouns in WD.

Student Email Accounts

Charter Academy students are assigned an email account through PSC PirateMail email accounts and are the official approved communication method for PSC Charter Academy students and college instructors. PSC Charter Academy and College instructors use PSC email accounts for distributing important information about classes and school business to all students; therefore, it is important for students to check their email at least once daily. In compliance with the Acceptable Use Policy for PSC, student emails are for student use only and all login credentials must remain secure. Students are responsible for securing their login credentials. PSC PirateMail is the primary means of communication between the college and the students.

PSCCA Laptop Usage Requirements

PSCCA students will receive a Dell laptop that will be taken home by the student. Students will be responsible for ensuring that they come to school with their device fully charged. These devices will be used by students for classes for the majority of the day. These laptops are designed to have long battery life and should not need to be charged during the day.

PSCCA students will receive a Laptop, Charging Cable, and a Protective Sleeve. Students will also be responsible for returning or paying replacement costs for their device, charger, and sleeve at the end of the school year or when transferring out of school.

Student Organizations and Activities

Student activities are an integral part of student life at the Charter Academy, and collegiate students will have access to all college student organizations. Please reference this link: PSC College Student Organizations for more information.

Most student activities occur during the day on Pensacola or Warrington campus but may occasionally fall outside the usual Charter Academy school day. Participation in activities outside the usual Charter Academy day may require the student/parent to provide transportation.

Student Guidelines

PSC Charter Academy 2024-2025 Student Code of Conduct

PSC Charter Academy Students enrolled in college courses are subject to both PSC Charter Academy and Pensacola State College Code of Conduct. In most cases, the PSC Charter Academy Code of Conduct will serve as the primary resource for disciplinary action for a PSC Charter Academy student or a PSC Charter Academy student organization; however, the College also reserves the right to pursue conduct matters. Student Code of Conduct policies governing students' rights and responsibilities are published online:

For PSC Charter Academy students, PSC Charter Academy has adopted the Escambia County School District (ECSD) Secondary Code of Student Conduct. In the event a student commits an act considered to be a zero-tolerance infraction by the ECSD Code of Student Conduct, the student will come before the Dean of PSC Charter Academies and a committee of the PSC Charter Academy staff. If a determination is made that the student did, in fact commit the infraction, the student shall be disenrolled from the PSC Charter Academy.

PSC Charter Academy does not adopt the ECSD "Equity Policy for Adults" or "Title IX Policy," which are listed in the Secondary Code of Student Conduct, because the PSC Charter Academy follows the PSC College Board Policy Manual on matters including, but not limited to, discrimination, sexual harassment, complaint procedures, and Title IX policy.

For College students, including PSC Charter Academy Collegiate (dual-enrolled) students, the Pensacola State College's Student Handbook, including the Code of Conduct, also applies.

The PSC Charter Academy reserves the right to change any provision or requirement when such action becomes necessary. Falsification of information on any admission document or other materials submitted to PSC Charter Academy or the Pensacola State College may result in denial of admission or immediate dismissal from the school.

Dress Code

Students are expected to dress safely and comfortably in attire which is not distracting and appropriate to the educational setting. Students must adhere to the following guidelines:

- Clothing, pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, violent, or gang-related messages; promoting the use of alcohol, drugs, or tobacco products; racial remarks, sexual connotations, violence, or messages that promote illegal activities are not permitted.
- Pajamas, house slippers, and blankets are not appropriate school attire.
- The midriff and back must be covered.
- Spaghetti straps, strapless tops and strapless dresses are not permitted.
- Underwear or undergarments must be covered at all times.
- Jewelry that contains any type of sharp object is not permitted.
- Hair must not interfere with a student's vision.
- No capes, costumes, or masks may be worn.
- Shoes must be worn at all times.

- Pants, skirts and/or shorts that sag below the waistline that must be held in place with the hands are not permitted.
- Clothing that is inappropriate in length shall not be permitted (determination of length is at fingertip length when both of the student's hands are extended down at his/her side).
- In addition, when leggings are worn, a top garment is required and shall be no shorter than fingertip length around the entire circumference of the article of clothing with relaxed shoulders.

Note: Refer to the Student Handbook referencing Escambia County School District (ECSD) Code of Conduct section for disciplinary actions regarding dress code violations.

Personal Belongings

Per Section 1006.09 (10), F.S, any search of a student's personal belongings, including a purse, backpack, or bookbag, must be conducted discreetly to maintain the privacy of the student's personal items within such belongings. Personal items that are not prohibited on school grounds must be immediately returned to the student's personal belongings. Refer to the Florida School Search Reference Guide.

Student Use of Electronic Devices

The following guidelines must be adhered to by students using a personal communication device at school:

- Communication devices are only to be used during class for educational purposes at the direction of a classroom teacher.
- Internet access is limited on electronic communication devices in the same manner as school-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the Charter Academy is required.
- These devices are the sole responsibility of the student owner. The PSC Charter Academy assumes no responsibility for electronic communication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any teacher or staff member diagnose, repair, or work on a student's personal telecommunication device.
- Communication devices will not be used as a factor in grading or assessing student work.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers)
- Students are only allowed to use video and audio-conferencing tools under the direct supervision of a staff member.
- An administrator/designee may examine a student's electronic communication device and search its contents, in accordance with disciplinary guidelines.
- Students may face disciplinary or criminal penalties if a cell phone or other wireless communication device is used in a criminal act.

Computer Acceptable Use

Below is a summary of the Computer Acceptable Use Policy, which should guide students in use of these resources. The full Acceptable Use Policy can be found on the college website.
Access to college computers, software and related network services is a privilege, not a right. Acceptable use of the college computer/network resources includes only those activities associated with college course, programs and services, and the college mission in general. When in doubt, ask your teacher or computer technician if what you are planning is permitted.

- Violation of the Acceptable Use Policy may result in immediate loss of computer/network access and/or other disciplinary action, including financial restitution.
- Unacceptable uses of computer/network resources include, but are not limited to the following:
  - Using network access to alter or destroy information belonging to others.
  - Using profanity, obscenity or other language which may be offensive or abusive to another person.
  - Copying personal communications to others without the original author's permission.
  - Copying software or other copyright-protected material in violation of copyright law.
  - Using network for any illegal activity or private business purpose.
  - Spreading computer viruses deliberately or by importing files from unknown sources.
  - Using resources to harass or impersonate another person.
  - Using the network to disrupt college business or educational activities.
  - Destroying or disabling computer hardware, software, or processing.
  - Loading or downloading unauthorized software.
  - Engaging in destructive computer activities such as "hacking," "spamming," etc.
  - Using computer/network resources for cheating, plagiarizing, or assisting in such activities.
  - Using any computer, network, software package or program in a manner other than that for which it was intended.

Restrooms

Restrooms are available for PSC Charter Academy student use in Building 3400 on the Warrington Campus and Building 11 on the Pensacola Campus with signs designating which bathrooms are female and male . Students with questions about restroom facility locations may see the PSC Charter Academy main office for more information.

Requests for Reading Alternatives

All pre-collegiate (high school) textbooks are adopted from the approved FLDOE textbook list as part of an internal process at PSC Charter Academy, which was approved by the ECSD and which is conducted by PSC Charter Academy staff with certification to conduct secondary school instructional materials reviews. Parent notification is provided for any books that are utilized that are not on the adopted textbook list. Additional information, including forms for reading alternative requests, may be found on the PSC Charter Academy website.

Whenever possible, and with good cause validated by a student's parent, reading selections in Pre-Collegiate (high school) classes may be altered under the following conditions:

- Parents must provide a written statement of the objection to an assignment stating the cause of the objection and requesting an alternate assignment.
- A request for an alternative reading selection must be made prior to the beginning of the original class reading assignment to allow sufficient time for an alternate assignment to be selected and completed within the normal class schedule.
- Any alternate assignment must meet the instructional objectives of the class, must be appropriate for the student's age and reading level, and must be approved by the instructor.
- As a public school, The PSC Charter Academy cannot alter the curriculum to meet individual differences in philosophy or religion except as provided by Florida Statutes.
- Instructional accommodations are limited to the selection of reading material in as much as it is possible to substitute titles that meet the educational objectives of the course and the curriculum of the State of Florida.

Note: PSC Charter Academy students may also be PSC students. These standards **DO NOT** apply to college classes and materials.

General Policies

Notice of Equal Access/Equal Opportunity/Nondiscrimination

Pensacola State College and the PSC Charter Academy is committed to nondiscrimination in employment and educational opportunities. The College prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or marital status. Provided here is the full Pensacola State College link to the Equal Access/Equal Opportunity non-discrimination policy. The College has designated the following individual to handle inquiries regarding its non-discrimination policies:

Dr. Lynsey Listau
Executive Director, Institutional Equity and Student Conduct
Title IX/Section 504 Coordinator
Pensacola Campus Building 5, Room 510
(850) 484-1759
llistau@pensacolastate.edu

More information about the College's non-discrimination policies and the process for filing a complaint can be found at this link for Institutional Equity.

Title IX

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations (34 C.F.R. part 106) prohibit and are designed to eliminate discrimination based on sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination based on sex includes, but is not limited to, sex- based harassment that is sufficiently serious to deny or limit an individual's ability to participate in or benefit from the program at issue. Examples of sex-based harassment include sexual harassment, sexual violence, and gender- based harassment. PSC Charter Academy complies with all aspects of Title IX and other federal and state laws regarding non-discrimination. If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact PSC 's Title IX Coordinator: For PSC 's Title IX procedure Pensacola State College - Student Conduct.

Dr. Lynsey Listau
Executive Director, Institutional Equity and Student Conduct
Title IX/Section 504 Coordinator
Pensacola Campus Building 5, Room 510
(850) 484-1759
llistau@pensacolastate.edu

Release of Student Information - FERPA

Both PSC Charter Academy and PSC comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g et seq., 34 CFR Part 99, and Florida Statutes § 1002.225 to protect the privacy of students' education records. FERPA grants students the right to inspect, review, and amend their education records. FERPA provides certain rights for parents regarding their children's education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student.

For students of the Charter Academy, FERPA gives parents certain rights with respect to their children's education records. For all registered pre-collegiate (high school) students, regardless of student age, parents are provided access to FOCUS, the approved platform with Escambia County School District, to review students' academic progress, including performance, attendance, and behavior. Beyond the information visible in FOCUS, parents or eligible students have the right to inspect and review the student's pre-collegiate (high school) education records maintained by the Charter Academy; these pre-collegiate (high school) records are the only educational permanent records maintained by the Charter Academy. Requests by parents to inspect and review their student's pre-collegiate (high school) education record should be submitted to the PSC Charter Academy main office in writing and must be scheduled with the Charter Academy. A PSC Charter Academy administrator is required to be present to oversee records reviews. Parents or eligible students have the right to request that PSC Charter Academy correct pre-collegiate (high school) educational records which they believe to be inaccurate or misleading. If the PSC Charter Academy decides not to amend the pre-collegiate (high school) record, the parent or eligible student then has the right to a formal hearing. After the hearing, if PSC Charter Academy still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Students' Pensacola State College educational records cannot be amended by PSC Charter Academy staff.

However, FERPA allows PSC Charter Academy to disclose those College and pre-collegiate (high school) records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific Florida law.

PSC Charter Academy and PSC may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Directory information includes name; local and permanent address; student email address; major; dates of attendance; current enrollment status (FT/PT); degree(s) earned, and date(s) awarded; honors and awards; prior post-secondary institution(s) attended; participation in officially recognized activities and sports; height and weight of student- athletes; and student's photographic image independent of any additional personal identifiers.

Parents and eligible students may request that PSC Charter Academy not disclose directory information about the student by completing a form at the PSC Charter Academy main office. ***Many students at PSC Charter Academy are generally both PSC Charter Academy and dual enrolled PSC students.*** For the purposes of a student becoming an "eligible student," meaning the student controls their own rights under FERPA for their College education record, "enrolled" as defined by PSC is the point of registration. In other words, when a PSC Charter Academy student registers with PSC for Dual Enrollment, the student controls their rights under FERPA for the purpose of their education records at PSC. Review the PSC FERPA notice here: Family Educational Rights and Privacy Act (FERPA) | Pensacola State College

Students may request that PSC not disclose directory information about the student by completing the Directory Hold Request here: Request for Confidential Status of Directory Information Pensacola State College.

To support transparency of academic progress and performance across all pre-collegiate (high school) and College courses, PSC Charter Academy includes, as part of its orientation materials, a FERPA release, which all students are asked to complete. The form provides parents with access to students' College educational records. While students are not required to complete a FERPA release as part of the PSC Charter Academy orientation packet, all students are encouraged to do so in order to ensure that parents can work frequently and collaboratively with school faculty and staff in support of their success.

The Solomon Amendment (10 U.S.C. §§ 983, 503)

The Solomon Amendment is a federal law that requires institutions receiving federal funding to fulfill military recruitment requests for access to campus and for lists containing student recruiting information. It provides branches of the military access to certain student information which would have been denied them under FERPA. For students aged 17 and older, military recruiters may receive student recruiting information for either the immediately previous, current, or future term for all students who are/were registered in the requested semester/term. Student recruitment information includes names, addresses, student email addresses, and telephone listings, date and place of birth, levels of education, academic majors, degrees received, and the most recent educational institution enrolled in by the student. Military recruiters are entitled to student recruitment information even if PSC Charter Academy or PSC has not designated the information as directory information under FERPA. However, PSC may not release a student's name, address, electronic mail address, and telephone listing without the prior written consent of a parent of the student if the student, or a parent of the student, has submitted a request to PSC that the student's information not be released without prior written parental consent. Complete the Directory Hold Request.

Visitors

Any Visitor to any PSCCA location must provide identification, sign in, and sign out with office staff, and wear a visitor's badge while on school premises. Any individual who is not employed by PSC must be accompanied by an employee to any area where students are present.

Use of Medication

Parents may administer medication or treatment to their own children at school or during school sponsored events. Before any prescribed medication, OTC medication, or medical treatment may be administered to any student by PSCCA personnel or before a student is permitted to self-administer a medication or treatment, as approved by statute, during school hours or at school-sponsored events, the school shall require the written authorization of the parent on the Medication Permission Form, which shall be valid for the school year in which it is signed by the parent. A separate Medication Permission Form shall be signed and placed on file at the school for each prescription or nonprescription medication or medical treatment. This does not include low-THC medical marijuana. In such cases, parents would need to assist with the administration of this medication in an off-campus setting.

School Calendars

Charter Academy Academic Calendar

Fall Semester 2025	
First Day of School for Students Start of First Semester Start of First 9-weeks First Day of Academic Year	August 11
Enrichment Days Mandatory Attendance for Grades 11 and 12	August 12-14
Labor Day All Campuses Closed	September 1
Enrichment Day Mandatory Attendance for Grades 11 and 12	September 19
Last Day of First 9-weeks	October 10
No High School Classes Teacher Planning Day	October 13
First Day of the Second 9-weeks	October 14
Enrichment Day Mandatory Attendance for Grades 11 and 12	October 17
Veterans Day All Campuses Closed	November 11
Enrichment Day Mandatory Attendance for Grades 11 and 12	November 14
Fall Break All Campuses Closed	November 26–28
Early Release at 12:30 p.m. Last Day of Semester End of Second 9-weeks	December 17
Winter Break All Campuses Closed	December 18 - January 1
Note: The PSC Charter Academy reserves the right to change the academic calendar as necessary. Charter Academy Collegiate students (11th and 12th grade) follow the PSC academic calendar. See the PSC academic calendar at https://www.pensacolastate.edu/documents/academic-calendar/. For more information, contact the Charter Academy at: (850) 484-1771 or email: charteracademy@pensacolastate.edu	

Spring Semester 2026	
Students Return First Day of Second Semester Start of Third 9-weeks	January 6
Enrichment Day Mandatory Attendance for Grades 11 and 12	January 16
Martin Luther King Jr. Day All Campuses Closed	January 19
Enrichment Day Mandatory Attendance for Grades 11 and 12	February 13
No High School Classes Teacher Professional Development Day	February 16
End of Third 9-weeks	March 13
Spring Break All Campuses Closed	March 16-20
First Day of Fourth 9-weeks	March 23
Enrichment Day Mandatory Attendance for Grades 11 and 12	March 27
No High School Classes Teacher Planning Day	April 3
Enrichment Day Mandatory Attendance for Grades 11 and 12	April 17
Senior Symposium	April 23 6:00 p.m.
Pensacola State College Commencement Ceremony	May 13 5:00 p.m.
Charter Academy High School Graduation	May 11 6:00 p.m.
Enrichment Days Mandatory Attendance for Grade 11 Only	May 13-14
Early Release at 12:30 p.m. Last Day of Semester End of Fourth 9-weeks End of Academic Year	May 22

Board approved 6/17/25

Revised - 05/28/2025

Pensacola State College Academic Calendar

PSC | PENSACOLA STATE COLLEGE

Student Academic Calendar 2025 – 2026

Academic Dates and Deadlines	Fall 2025 Term				Spring 2026 Term				Summer 2026 Term			
	Session A	**Session B**	**Session C**	**Session D**	**Session A**	**Session B**	**Session C**	**Session D**	**Session A**	**Session B**	**Session C**	**Session D**
	Aug 18 – Dec 12	**Aug 18 – Oct 13**	**Sep 9 – Dec 12**	**Oct 14 – Dec 12**	**Jan 9 – May 8**	**Jan 9 – Mar 6**	**Feb 2 – May 8**	**Mar 9 – May 8**	**May 13 – Aug 6**	**May 13 – Jun 24**	**Jun 11 – Aug 6**	**Jun 25 – Aug 6**
Registration Begins	Mar 3	Mar 3	Mar 3	Mar 3	Oct 13	Oct 13	Oct 13	Oct 13	Feb 9	Feb 9	Feb 9	Feb 9
Tuition and Fees Open for Payment	Jul 1				Nov 1				Apr 1			
Deadlines to Pay Fees See Details Below	Jul 28 Aug 11	Jul 28 Aug 11	Sep 2	Oct 7	Jan 5	Jan 5	Jan 26	Mar 2	Apr 22 May 6	Apr 22 May 6	Jun 4	Jun 18
Classes Begin	Aug 18	Aug 18	Sep 9	Oct 14	Jan 9	Jan 9	Feb 2	Mar 9	May 13	May 13	Jun 11	Jun 25
Schedule Adjustment (Drop/Add) Period Ends	Aug 22	Aug 19 Add Aug 22 Drop	Sep 12	Oct 15	Jan 15	Jan 12 Add Jan 15 Drop	Feb 5	Mar 10	May 14	May 14	Jun 12	Jun 26
Midterm	Oct 13	Sep 15	Oct 22	Nov 10	Mar 6	Feb 10	Mar 24	Apr 10	Jun 24	Jun 3	Jul 9	Jul 16
Last Day to Withdraw	Nov 4	Sep 25	Nov 12	Nov 21	Apr 6	Feb 18	Apr 13	Apr 22	Jul 13	Jun 11	Jul 21	Jul 24
Final Exams	See PSC web page for the final exam schedule. www.pensacolastate.edu				See PSC web page for the final exam schedule. www.pensacolastate.edu				Administered during the last regularly scheduled class period.			
Last Day of Term	Dec 12	Oct 13	Dec 12	Dec 12	May 8	Mar 6	May 8	May 8	Aug 6	Jun 24	Aug 6	Aug 6
Commencement Ceremony	Fall Commencement Ceremony Sunday, December 14, 2025 3:00 p.m.				Spring Commencement Ceremony Wednesday, May 13, 2026 5:00 p.m.				There is no Summer Commencement Ceremony. Summer graduates are invited to attend the Spring or Fall Commencement Ceremony.			
HOLIDAYS (College Closed)	• Labor Day: Monday, September 1 • Veterans Day: Tuesday, November 11 • Fall Break: Wednesday, November 26 – Sunday, November 30 • Winter Break: Thursday, December 18 – Thursday, January 1				• Martin Luther King Jr. Day: Monday, January 19 • Spring Break: Monday, March 16 – Sunday, March 22				• Memorial Day: Monday, May 25 • Independence Day Observance: Friday, July 3			

Standard operating hours for the College are Monday – Friday, 7:30 a.m. – 4:00 p.m. Student Services operating hours are Monday – Thursday, 7:30 a.m. – 5:00 p.m., and Fridays, 7:30 a.m. – 4:00 p.m.
Exceptions:
- The College will be open until 6 p.m. on the following Deadline to Pay Fees days: August 11, 2025, January 5, 2026, and May 6, 2026.
- Summer Schedule: Beginning May 11 and ending June 28, the College operating hours are Monday – Thursday, 7:00 a.m. – 5:00 p.m. Student Services will continue operating hours on Fridays, 7:30 a.m. – 4:00 p.m.

Pensacola State College reserves the right to change the academic calendar as necessary.

Revised: 04/23/2025
Approved by the District Board of Trustees: 03/24/2025

School District of Escambia County, Florida
Academic Calendar 2025-2026 (Board Approved 2/15/22)

Aug 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nine Weeks

1st 8/11 – 10/10	44 days
2nd 10/14 – 12/19	43 days
3rd 1/6 – 3/13	47 days
4th 3/23 – 5/22	44 days
Total Days:	178 days

Holidays/Breaks

Labor Day	September 1
Veterans Day	November 11
Fall Break	Nov 24-28
Thanksgiving	November 27
Christmas Break	Dec 22 – Jan 2
Christmas	December 25
New Year's Day	January 1
MLK Day	January 19
Spring Break	March 16-20
Memorial Day	May 25

Legend

	Student Days
	Teacher/Student Holiday or Break
	Teacher Work Day/No School for Students
	Early Release Day
	Early Release/Professional Development
	Professional Development Day/No School for students
◯	First/Last Day

**Calendars are subject to revisions based on statutory changes. Break days may be used as make-up days.*

Campus Maps

Pensacola Campus Map

Charter Academy – Building 11



1 **BAARS TECHNOLOGY BUILDING**

2 **REGISTRATION CENTER**
Admissions and Information Center
Student Financial Services
Financial Aid / Scholarships
Registration

2A **HAGLER AUDITORIUM**

3 **LOU ROSS CENTER**
Athletic Director Coaches' Offices
Hartsell Arena Swimming Pool

4 **ALLEN LIBERAL ARTS BUILDING**
English and Communications Department

5 **DELAINO STUDENT CENTER**
Bookstore
Culinary Arts Dining Room
Public Safety - Student ID Center
Student Leadership and Activities
Subway Food Service
Institutional Equity and Student Conduct
Esports Game Room

* Garrett T. Wiggins Student Complex consists of Buildings 2, 5, and 6.

6 **STUDENT AFFAIRS**
Vice President Administrative Services and General Counsel
Career and Technical Education
Educational Opportunity Center
Educational Talent Search
Student Support Services
Student Resource Center & ADA Services
Student Job Services
Student Veterans' Lounge
Testing Center
Veterans Affairs Center
Veterans Upward Bound

7 **BARFIELD ADMINISTRATION BUILDING**
Office of the President
Vice President Academic Affairs
Vice President Business Affairs
Comptroller
Institutional Research
Staff and Professional Development
Dean, Institutional Effectiveness and Grants
Human Resources Department
Marketing and College Information
Purchasing

8 **ASHMORE FINE ARTS CENTER**
Auditorium
Performing Arts Department

9 **PHYSICAL PLANT**
Mail Room
Receiving
Facilities Planning and Construction
Maintenance
Transportation Services

10 **BUSINESS BUILDING**
Business Department

11 **HOBBS CENTER FOR TEACHING EXCELLENCE**

12 **COSMETIC ARTS**

13 **INFORMATION TECHNOLOGY SERVICES**

14 **SPEARS BEHAVIORAL SCIENCES BUILDING**
History, Language, and Social Sciences Department

15 **SWITZER CENTER FOR VISUAL ARTS**
Visual Arts Department Gallery
Charles W. Lamar Studio

16 **MANAGEMENT INFORMATION SYSTEMS**

17 **BAROCO CENTER FOR SCIENCE & TECHNOLOGY (EAST)**
Applied Technology Department
Biological Sciences Department
Physical Sciences Department
Cisco Training Center
Pensacola State College Foundation

18 **MECHANICAL TECHNOLOGY LAB**

19 **GYMNASIUM**

20 **CHADBOURNE LIBRARY**
Coffee Shop
e-Learning
Dean, Baccalaureate Studies and Academic Support

21 **BAROCO CENTER FOR SCIENCE & TECHNOLOGY (WEST)**
Academic Computing Center
Planetarium

23 **KUGELMEN CENTER FOR TELECOMMUNICATIONS**
Jean & Paul Amos Performance Studio
WSRE-TV

26 **1ST FLOOR: L.I.F.E. CENTER**

27 **BEAR, JONES, MOORE, REEVES CENTER FOR MATH AND ADVANCED TECHNOLOGY**
Mathematics and Computer Science Department
Grand Hall
Morette Sky Terrace

50 **MECHANICAL SOUTH UTILITIES**

80 **WELDING LAB**

84 **WEIGHT TRAINING FACILITY**

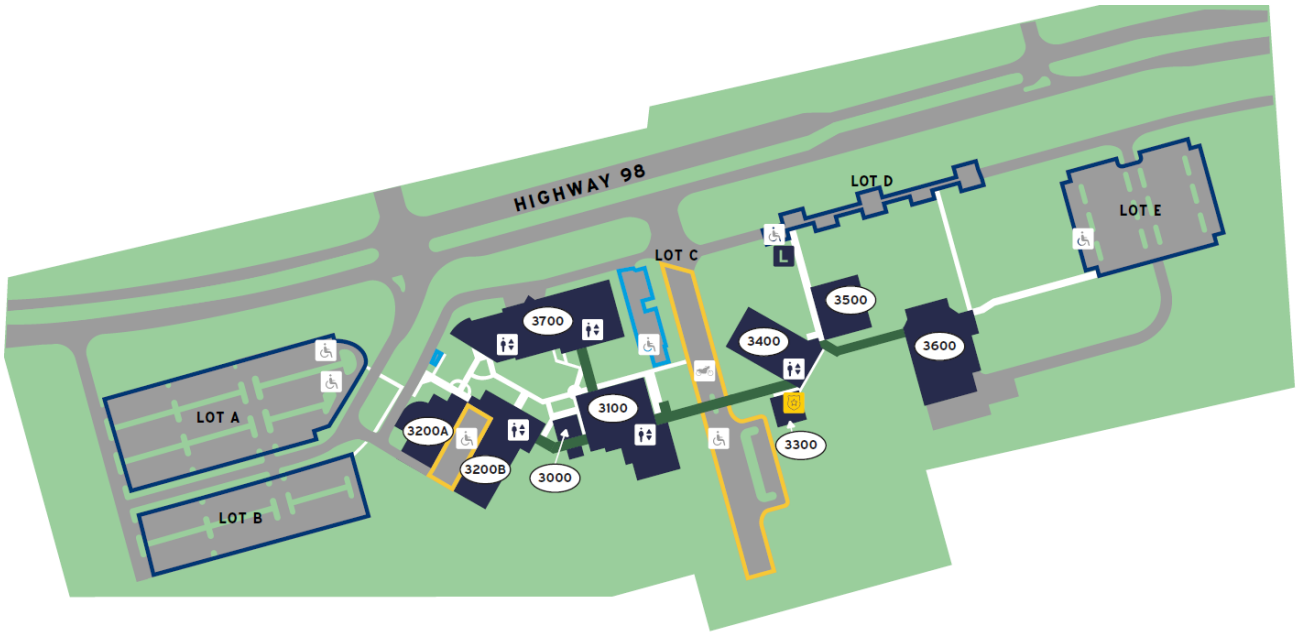
96 **COLLEGE CENTER**
Continuing Education
Workforce Education
Corporate and Professional Training

97 **OFFICES**

98 **OFFICES**

Warrington Campus Map

Charter Academy – Building 3400



3000 **AUDITORIUM**

3100 **BOYD HEALTH RELATED EDUCATION BUILDING**
Allied Health Department
Classrooms
Computer Center
Dental Clinic
Nursing Department

3200A **BUILDING 3200A**
Classrooms

3200B **BUILDING 3200B**
Classrooms
Fitness Center

3300 **PUBLIC SAFETY**
Public Safety
Testing Center

3400 **VENETTOZZI ARTS & SCIENCES BUILDING**
Charter Academy
Science Labs

3500 **LIBRARY**

3600 **HARRISON STUDENT AFFAIRS BUILDING**
Advising
Bookstore
Educational Opportunity Center
Financial Aid
Food Service
Pirate Cares
Registration
Student Financial Services
Student Services

3700 **ATWELL HEALTH SCIENCES COMPLEX**
Classrooms
Dean, Health Sciences
D.W. McMillan Auditorium
Health Science Learning Center
Smart Center for Patient Simulation Training and Research

