AP 4010 **ACADEMIC CALENDAR**

References:
> Education Code Section 79020 and 88203;
> Title 5 Sections 55700 et seq. and 58142

The academic calendar development process adheres to a principle of student-centered planning and development, relying on quantitative and qualitative data and student input to ensure that student need is at the forefront of planning.

The academic calendar development process is initiated by the Office of Academic Affairs by November and approved no later than May of the following year through the consultation process described below. The approved calendar applies to the academic year commencing fourteen months after approval.

Consultation Process for the Academic Calendar

Step 1 - The Office of Academic Affairs facilitates the discussion and development of the calendar with the Academic Calendar workgroup composed of the key stakeholders listed below. The group meets to discuss and analyze historical academic calendars, enrollment patterns, and institutional needs to inform calendar development.
Step 2 - The Office of Academic Affairs develops preliminary calendar drafts incorporating input from the Academic Calendar workgroup as per the guidelines below.
Step 3 - Members of the Academic Calendar workgroup elicit feedback from their constituency groups and meet to develop a final calendar draft.
Step 4 - The Academic Calendar workgroup presents the final draft to the Academic Senate, and the College Planning Council for review.
Step 5 - The Academic Senate makes their recommendation regarding the Academic Calendar directly to the College Planning Council.
Step 6 - The College Planning Council reviews the proposed Academic Calendar recommendations and votes whether to recommend the calendar to the Superintendent/President.
Step 7 - The Superintendent/President approves the academic calendar and recommends it to the Board of Trustees for final approval.
Step 8 - The Board of Trustees approves the Academic Calendar.
Step 9 - The Academic Calendar is published.

Note: If the Academic Calendar is not moved forward at Steps 6, 7, and/or 8, the draft will be returned to the Academic Calendar workgroup for revision.

Stakeholders
- Academic Affairs
- Scheduling Office
- Student Affairs
- Admissions and Records
- Institutional Research & Planning
- California School Employees Association
- Faculty Leadership (credit and non-credit)
- Fiscal Services
- Associated Student Government
- School of Extended Learning

Academic Calendar Guidelines

The District follows a compressed schedule for fall and spring terms equivalent to 175 days of instruction. For credit programs, final exams week, and the equivalent of ten six-hour flex days, are considered part of the 175 days of instruction.

Statutory holidays are observed on the dates noted, or on alternate dates in accordance with Education Code 79020.

The District's college and offices of the District shall be closed on the following holidays:
- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln Day (Third Friday in February)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth Day (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Other Holidays - The Board of Trustees may declare other days to be holidays and close the college and offices when good reason exists.

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