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| A blue circle with white letters and a letter v  Description automatically generated | Student Success Focused Compressed Calendar Project |
| Crafton Hills College Alternative Mark |

Contents

[Background 2](#_Toc155616106)

[Recommendation 2](#_Toc155616107)

[Additional Benefits of Compressed Calendar 3](#_Toc155616108)

[Dual Enrollment 3](#_Toc155616109)

[CTE Exceptions 3](#_Toc155616110)

[Spring 2 (Part of Summer Term) 3](#_Toc155616111)

[Streamlined Short-Term/Late-Start Terms 3](#_Toc155616112)

[Update Standardized Schedule Time Blocks 4](#_Toc155616113)

[Three Compressed Calendar Options 4](#_Toc155616114)

[16-16-12 Week Compressed Calendar 5](#_Toc155616115)

[Trimester Compressed Calendar (Three 16-Week Terms) 9](#_Toc155616116)

[Winter Session: 16-5-16-8 Week Compressed Calendar 11](#_Toc155616117)

[Sample Scheduling Options 16](#_Toc155616118)

[Six Week Sample Scheduling Options 16](#_Toc155616119)

[Eight Week Sample Scheduling Options 17](#_Toc155616120)

[Twelve Week Sample Scheduling Options 18](#_Toc155616121)

[Sixteen Week Sample Block Schedule 19](#_Toc155616122)

[Sixteen Week Sample Scheduling Options 20](#_Toc155616123)

# Background

A compressed calendar means altering the academic schedule from an 18 (or 17.5) week semester to a 16-week semester (the minimum mandated by California Ed Code) without lost of instructional time in the classroom. As of November 2023, 65 of the 114 California Community Colleges have converted to a compressed calendar.

In Fall 2021 71% of students attending SBCCD (San Bernardino Community College District) are successful part-time students. In the previous five years from Fall 2017 to Fall 2021 the percent of part-time students has ranged from 68% to 71%. Rather than adapting to aid these successful students in the completion of their educational goals as part-time students, numerous initiatives have been attempted over the past two decades to increase the rate of part-time students that become full-time students. None of these initiatives has increased the percentage of students attending full-time. With this history, it has become our goal to shift from solely promoting full-time enrollment for part-time students to better supporting our part-time students as part-time students, while continuing to remove barriers to full-time enrollment.

# Recommendation

As we review the following compressed calendar proposals, please keep the following in mind.

* There is no link to student success and full-time enrollment. Research strongly indicates that students who enroll in short-term compressed classes are more likely to successfully complete the course when compared to students enrolled in traditional length courses.
	+ When controlling for instructor, course, and demographics, the best predictors of course success are prior GPA and short-term courses ([Gamboa, 2013](https://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Research%20Briefs/Academic%20Success%20Studies/Compressed%20Course%20Study.pdf)).
	+ A literature review comparing course success among compressed and traditional length courses shows that students in compressed courses performed as well or better than students in traditional length courses ([Aslanian, 2021](https://www.craftonhills.edu/faculty-and-staff/committees/enrollment-strategies-committee/meetings/2021/04-05/rrn2269-lit-review-compressed-courses-final.pdf))
	+ Our part-time students are completing successfully; our goal is to decrease the time it takes for them to do so.
	+ Research conducted in [Fall 2006 by Chaffey College published by the ASCCC](https://www.asccc.org/content/what-can-we-say-about-impact-compressed-calendars-and-courses-student-success) strongly indicates that moving to a compressed calendar increases the success rate by 3% over a six-year period.
* Many of the District’s part-time students take between 6-9 units in each primary term.
	+ The average number of units enrolled in by part-time students in the primary terms from 2018 to 2023 is 7.2 units each primary term.
	+ The District’s term planning needs to adapt to this need rather than asking students to enroll in additional units.
* A year-round approach toward education planning will enable students to progress towards their academic goals (completion) at a greater rate.
* This plan builds on the excellent work to date on developing guided pathways, increasing dual enrollment (CCAP) participation, and providing more opportunities for students to engage in short-term/late start courses.

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| Sample Part-Time Student Unit Pathway | Sample Full-Time Student Unit Pathway |
| Fall Term (6-9 units)Spring Term (6-9 units)Spring 2 Term (part of summer) (3-6 units)Summer Term (3-6 units) | Fall Term (12 units)Spring Term (12 units)Spring 2 Term (3 units)Summer Term (3 units) |
| **Total units = 18-30 units** | **Total units = 30 units** |

* The compressed calendar provides more opportunities for part-time students to complete the same number of units as full-time students during the same amount of time.

# Additional Benefits of Compressed Calendar

## Dual Enrollment

As part of our part-time enrollment, our Dual Enrollment students will also benefit from the movement toward a compressed calendar. With this proposal high school students will be able to earn 6 units of General Education (GE) transferable dual enrollment credit during their Junior and Senior years in high school. A sample combination could be 3 units College Success Counseling Course + 3 units GE/IGETC/CSU course that is applicable to one of the developed college guided pathways. This would allow us to build a more substantial dual enrollment CCAP initiative with our service area high schools, promoting retention and completion rates.

## CTE Exceptions

As with our current calendar, our district CTE programs will continue to operate outside of the academic calendar as their program/licensure requirements dictate.

## Spring 2 (Part of Summer Term)

Depending on which option is chosen, Spring 2 starts early enough in May to allow students to either take a 6- or 8-week section back to back, allowing for the ability to complete six units and keep pace with completing a full load within a year.

## Streamlined Short-Term/Late-Start Terms

To further support all students, the compressed calendar presents the opportunity to streamline short-term/late start blocks. A large array of short-term classes can be confusing to navigate, understand, and schedule. We are proposing 8-week short-term/late start blocks in both the primary Fall and Spring terms, as well as standardizing the two secondary terms at 6-weeks—both secondary terms can also be combined to create a 12-week short-term that may better support higher unit and lab-based courses. This would allow us the opportunity to clearly communicate to our students our enrollment and class start times, as well as workload expectations for short-term/late-start classes.

## Update Standardized Schedule Time Blocks

The compressed calendar allows us to continue to use and better adapt standardized schedule blocks (start & end times) for all courses. Readdressing and clarifying our time blocks with this compressed calendar and standardized short-term/late-start terms enable students to schedule successive courses more readily in a single day. These changes would also create significantly increased efficiency with the use of classrooms and labs. A standard schedule block will be revised for the most common course units: 3-, 4- & 5-unit courses for both lecture & lab sections.

# Three Compressed Calendar Options

There are three compressed calendar options, the 16, 16, 12-week option, the 16, 16, 16 Trimester Option, and the option with a winter session (16, 5, 16, 8 week option). Each offers different benefits.

## 16-16-12 Week Compressed Calendar

The proposed compressed calendar utilizes the creation of two primary 16-week terms and one secondary 12-week (or two secondary 6-week) terms. This includes a week with no instruction prior to start of the Spring 2 (summer) term and a week with no instruction at the end of the summer term.

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| Term | Length | Notes |
| Fall Term | 16-week | Aug - Dec |
| Spring Term | 16-week | Jan - Apr |
| Spring 2 Term (Considered part of Summer) | 6-week | May - Aug12-week combinations |
| Summer Term | 6-week |

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| San Bernardino Community College District (16-16-12-Week Compressed Calendar Option) | Fall 2022 |
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 | **WK16** | **Fall Term starts August 29 and Ends December 17: 16 weeks.****Flex and In-Service would start two weeks later, August 23-26.** **There is no fall break and classes would be scheduled for November 21-23.****Finals week stays the same.** |
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|  **CURRENT LEGEND**

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| Flex Days |  | Aug 9 |
| In-Service Days |  | Aug 10 – 12 |
| Term Start Days |  | Aug 15 (Fall) |
| Final Exam Weeks |  | Dec 10 – 16 (Fall) |
| Recesses |  | Nov 21 – 23 (Thanksgiving) |
| Holidays: campus closed |  | Sep 5 (Labor Day) | Nov 24 – 26 (Thanksgiving) | Nov 11 (Veterans Day) | Dec 24 – Jan 2 (Winter Break) |

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| **Fall 2022 Legend with Compressed Calendar Changes**

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| Flex Days |  | Aug 23 |
| In-Service Days |  | Aug 24-26 |
| Term Start Days |  | Aug 29 (Fall) |
| Final Exam Weeks |  | Dec 10 – 16 (Fall) |
| Recesses |  |  |
| Holidays: campus closed |  | Sep 5 (Labor Day) | Nov 24 – 26 (Thanksgiving) | Nov 11 (Veterans Day) | Dec 24 – Jan 2 (Winter Break) |

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| San Bernardino Community College District (16-16-12-Week Compressed Calendar Option) | Spring 2023 |
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**WK16**

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| Mar 2023 |
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 |  |  |  | **Spring Term starts January 9 and Ends April 29: 16 weeks.****Flex and In-Service would start a week early, January 4-6.** **There is no spring break, however, summer break would be an additional four weeks off starting in May.****Finals week would occur four weeks earlier, April 24-29.** |
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|  **LEGEND**

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| Flex Days |  | Jan 11 |
| In-Service Days |  | Jan 12 – 13, Apr 11, May 24 (Commencement) |
| Term Start Days |  | Jan 17 (Spring) |
| Final Exam Weeks |  | May 17 – 23 (Spring) |
| Recesses |  | March 20 – 25 (Spring Break) |
| Holidays: campus closed |  | Jan 16 (MLK Day) | Feb 17 (Lincoln’s Bday) | Feb 20 (Washington’s Bday) | May 29 (Memorial Day) |

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| **Spring 2023 Legend with Compressed Calendar Changes**

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| Flex Days |  | Jan 4 |
| In-Service Days |  | Jan 5-6, Apr 11 (May want to move), April 28 (Commencement) |
| Term Start Days |  | Jan 9 (Spring) |
| Final Exam Weeks |  | April 24-29 (Spring) |
| Recesses |  | No Spring Break |
| Holidays: campus closed |  | Jan 16 (MLK Day) | Feb 17 (Lincoln’s Bday) | Feb 20 (Washington’s Bday) | May 29 (Memorial Day) |

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| San Bernardino Community College District (16-16-12-Week Compressed Calendar Option) | Summer 2023 (12 weeks) |
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**WK12**

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| Aug 2023 |
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 |  | **A 12-week summer can start two weeks after spring ends and end two weeks prior to the start of the fall term.****Summer 2023 would start on May 15 and end on August 3.****Fall 2023 Term would start on August 28.** |  | **With the 12-week summer it is more challenging to schedule high unit courses and courses with labs.****The start and end dates for the term could move earlier or later if needed.** |

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|  **LEGEND**

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| Flex Days |  | Aug 8 |
| In-Service Days |  | Aug 9 – 11, May 24 (Commencement) |
| Term Start Days |  | Aug 14 (Fall) |
| Final Exam Weeks |  | May 17 – 23 (Spring) |
| Holidays: campus closed |  | May 29 (Memorial Day) | Jul 4 (Ind. Day Observed) | June 19 (Juneteenth) |

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|  **Summer 2023 Legend with Compressed Calendar Changes**

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| Flex Days |  | Aug 22 |
| In-Service Days |  | Aug 23 – 25 |
| Term Start Days |  | May 15 (Summer), Aug 28 (Fall) |
| Final Exam Weeks |  |  |
| Holidays: campus closed |  | May 29 (Memorial Day) | Jul 4 (Ind. Day Observed) | June 19 (Juneteenth) |

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## Trimester Compressed Calendar (Three 16-Week Terms)

The proposed compressed calendar utilizes the creation of two primary 16-week terms and one secondary 16-week (or two secondary 8-week) terms. This option adds an additional four weeks to the summer break.

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| Term | Length | Notes |
| Fall Term | 16-week | Aug - Dec |
| Spring Term | 16-week | Jan - Apr |
| Spring 2 Term (Considered part of Summer) | 8-week | May - Aug16-week combinations |
| Summer Term | 8-week |

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| San Bernardino Community College District (Trimester Compressed Calendar: Three 16 week terms) | Summer 2023 (16 weeks) |
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 |  | **Moving to a 16 week semester means that the District will move towards a trimester format.****Summer 2023 would start on May 1 and end on August 17.****Fall 2023 Term would start on August 28.** |  | **With the 16-week summer it is easier to schedule high unit courses and courses with labs.** |

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|  **LEGEND**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Aug 8 |
| In-Service Days |  | Aug 9 – 11, May 24 (Commencement) |
| Term Start Days |  | Aug 14 (Fall) |
| Final Exam Weeks |  | May 17 – 23 (Spring) |
| Holidays: campus closed |  | May 29 (Memorial Day) | Jul 4 (Ind. Day Observed) | June 19 (Juneteenth) |

 |
|  **Summer 2023 Legend with Compressed Calendar Changes**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Aug 22 |
| In-Service Days |  | Aug 23 – 25 |
| Term Start Days |  | May 1 (Summer), Aug 28 (Fall) |
| Final Exam Weeks |  |  |
| Holidays: campus closed |  | May 29 (Memorial Day) | Jul 4 (Ind. Day Observed) | June 19 (Juneteenth) |

 |

## Winter Session: 16-5-16-8 Week Compressed Calendar

The proposed compressed calendar utilizes the creation of two primary 16-week terms, a winter session, and one secondary 8-week summer term. This includes a week with no instruction prior to start of the Spring 2 (summer) term and a week with no instruction at the end of the summer term.

|  |  |  |
| --- | --- | --- |
| Term | Length | Notes |
| Fall Term | 16-week | Aug - Dec |
| Winter Term | 5-week | January |
| Spring Term | 16-week | February - May |
| Summer Term | 8-week | June - Aug |

|  |  |
| --- | --- |
| San Bernardino Community College District (**Winter Session: 16-5-16-8 Week**) | Fall 2022 with Winter Session |
|  |  |

**WK1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Aug 2022 |
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| Sep 2022 |
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| Oct 2022 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |  |  |  |  |  |

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| Nov 2022 |
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| 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 |  |  |  |

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| Dec 2022 |
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| 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 |

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 | **WK16** | **Fall Term starts August 15 and Ends December 9: 16 weeks.****Flex and In-Service would start on the same days, August 9-12.** **There is no fall break and classes would be scheduled for November 21-23.****Finals week would be December 3 - 9.** **There is no instruction for two weeks: December 12-23.****The Spring In-Service Days normally in January move to December after the semester ends.** |
|  |  |  |  |  |
|  **CURRENT LEGEND**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Aug 9 |
| In-Service Days |  | Aug 10 – 12 |
| Term Start Days |  | Aug 15 (Fall) |
| Final Exam Weeks |  | Dec 10 – 16 (Fall) |
| Recesses |  | Nov 21 – 23 (Thanksgiving) |
| Holidays: campus closed |  | Sep 5 (Labor Day) | Nov 24 – 26 (Thanksgiving) | Nov 11 (Veterans Day) | Dec 24 – Jan 2 (Winter Break) |

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| **Fall 2022 Legend with Compressed Calendar Changes**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Dec 12 |
| In-Service Days |  | Dec 13-14 |
| Term Start Days |  | Aug 15 (Fall) |
| Final Exam Weeks |  | Dec 3 – 9 (Fall) |
| Recesses |  |  |
| Holidays: campus closed |  | Sep 5 (Labor Day) | Nov 24 – 26 (Thanksgiving) | Nov 11 (Veterans Day) | Dec 24 – Jan 2 (Winter Break) |

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| San Bernardino Community College District (**Winter Session: 16-5-16-8 Week**) | Winter 2023 Intersession |
|  |  |

**WK1**

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| Jan 2023 |
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 | **WK5** |

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| Feb 2023 |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 |  |  |  |  |

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 |  | **The Winter Intersession would start January 3 and end Friday, February 3: 5 weeks.****There is no instructional break between the Winter Intersession and Spring Semester.****The Spring In-Service Days normally in January move to December after the semester ends.** |
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|  **LEGEND**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Jan 11 |
| In-Service Days |  | Jan 12 – 13 |
| Term Start Days |  | Jan 17 (Spring) |
| Holidays: campus closed |  | Jan 16 (MLK Day) |  |  |  |

 |
| **Winter 2023 Intersession Legend with Compressed Calendar Changes**

|  |  |  |
| --- | --- | --- |
| Flex Days |  |  Dec 12 |
| In-Service Days |  |  Dec 13-14 |
| Term Start Days |  | Jan 3 (Spring) |
| Term End Day |  | Feb 3 |
| Holidays: campus closed |  | Jan 16 (MLK Day) |  |  |  |

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| --- | --- |
| San Bernardino Community College District (**Winter Session: 16-5-16-8 Week**) | Spring 2023 with Winter Session |
|  |  |

**WK16**

**WK1**

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| Feb 2023 |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 |  |  |  |  |

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| Mar 2023 |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

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| Apr 2023 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
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| May 2023 |
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| 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 |  |  |  |
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 |  |  |  | **Spring Term starts February 6 and ends May 27: 16 weeks.****This example does not include a spring break. If a spring break was added, the spring semester would end the first week of June.** |
|  |  |  |  |  |
|  **LEGEND**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Jan 11 |
| In-Service Days |  | Jan 12 – 13, Apr 11, May 24 (Commencement) |
| Term Start Days |  | Jan 17 (Spring) |
| Final Exam Weeks |  | May 17 – 23 (Spring) |
| Recesses |  | March 20 – 25 (Spring Break) |
| Holidays: campus closed |  | Jan 16 (MLK Day) | Feb 17 (Lincoln’s Bday) | Feb 20 (Washington’s Bday) | May 29 (Memorial Day) |

 |
| **Spring 2023 Legend with Compressed Calendar Changes**

|  |  |  |
| --- | --- | --- |
| Flex Days |  |  |
| In-Service Days |  | , Apr 11, May 26 (Commencement) |
| Term Start Days |  | Feb 6 (Spring) |
| Final Exam Weeks |  | May 22 – 27 (Spring) |
| Recesses |  | March 20 – 25 (Spring Break) |
| Holidays: campus closed |  | Jan 16 (MLK Day) | Feb 17 (Lincoln’s Bday) | Feb 20 (Washington’s Bday) | May 29 (Memorial Day) |

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| San Bernardino Community College District (**Winter Session: 16-5-16-8 Week**) | Summer 2023 with Winter Session (8 weeks) |
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**WK1**

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| Jun 2023 |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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| Jul 2023 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |  |  |  |  |  |

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| Aug 2023 |
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| 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 |  |  |
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**WK 8** |
|  |  |  |  |  |
|  |  |  |  | **There would be a break of instruction during the first week in June.****With a winter session, summer would start on June 12 and end on August 3.** |

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|  **LEGEND**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Aug 8 |
| In-Service Days |  | Aug 9 – 11 |
| Term Start Days |  | Aug 14 (Fall) |
| Holidays: campus closed |  | Jul 4 (Ind. Day Observed) | June 19 (Juneteenth) |  |

 |
|  **Summer 2023 Legend with Winter Session**

|  |  |  |
| --- | --- | --- |
| Flex Days |  | Aug 8 |
| In-Service Days |  | Aug 9 – 11 |
| Term Start Days |  | Jun 12 (Summer) Aug 14 (Fall) |
| Holidays: campus closed |  | Jul 4 (Ind. Day Observed) | June 19 (Juneteenth) |  |

 |

# Sample Scheduling Options

## Six Week Sample Scheduling Options

|  |  |  |  |
| --- | --- | --- | --- |
| Units / Inst Method | Scheduling Pattern | Included 10-minute Breaks | Number of Sessions Per Week |
| 1-u lec | Once per week for 2 hr 50 min | Two | 1 |
| Twice per week for 1 hr 15 min | None | 2 |
| Three sessions per week for 50 min | None | 3 |
|  |  |  |  |
| 1.5-u lec.5-u lab | Twice per week for 4 hr 15 min | Three | 2 |
| Three sessions per week for 2 hr 50 min | Two | 3 |
| Four sessions per week for 2 hr 5 min | One | 4 |
| Five sessions per week for 1 hr 30 min | None | 5 |
|  |  |  |  |
| 2-u lec | Twice per week for 2 hr 50 min | Two | 2 |
| Three sessions per week 1 hr 50 min | One | 3 |
| Four sessions per week for 1 hr 15 min | None | 4 |
| Five sessions per week for 1 hr 5 min | None | 5 |
|  |  |  |  |
| 3-u lec1-u lab | Four sessions per week for 4 hr 15 min | Three | 4 |
| Five sessions per week for 3 hr 20 min | Two | 5 |
|  |  |  |  |
| 4-u lec | Three sessions per week at 3 hr 50 min | Three | 3 |
| Four sessions per week at 2 hr 50 min | Two | 4 |
| Five sessions per week for 2 hr 10 min | One | 5 |
|  |  |  |  |
| 5-u lec | Three sessions per week at 4 hr 50 min | Four | 3 |
| Four sessions per week at 3 hr 25 min | Two | 4 |
| Five sessions per week for 2 hr 50 min | Two | 5 |
|  |  |  |  |
| 6-u lec2-u lab | Five sessions per week for 7 hr | Five | 5 |

## Eight Week Sample Scheduling Options

|  |  |  |  |
| --- | --- | --- | --- |
| Units / Inst Method | Scheduling Pattern | Included 10-minute Breaks | Number of Sessions Per Week |
| 1-u lec | Once per week for 2 hr 5 min | One | 1 |
| Twice per week for 50 min | None | 2 |
|  |  |  |  |
| 1.5-u lec.5-u lab | Twice per week for 3 hr 5 min | Two | 2 |
| Three sessions per week for 2 hr 5 min | One | 3 |
| Four sessions per week for 1 hr 20 min | None | 4 |
|  |  |  |  |
| 2-u lec | Once per week for 4 hr 15 min | Three | 1 |
| Twice per week for 2 hr 5 min | One | 2 |
| Three sessions per week 1 hr 15 min | None | 3 |
|  |  |  |  |
| 3-u lec1-u lab | Three sessions per week for 4 hr 15 min | Three | 3 |
| Four sessions per week for 3 hr 5 min | Two | 4 |
| Five sessions per week for 2 hr 25 min | Two | 5 |
|  |  |  |  |
| 4-u lec | Two sessions per week at 4 hr 15 min | Three | 2 |
| Three sessions per week at 2 hr 50 min | Two | 3 |
| Four sessions per week at 2 hr 5 min | One | 4 |
| Five sessions per week at 1 hr 30 min | None | 5 |
|  |  |  |  |
| 5-u lec | Three sessions per week at 3 hr 25 min | Two | 3 |
| Four sessions per week at 2 hr 30 min | One | 4 |
| Five sessions per week at 2 hr 5 min | One | 5 |
|  |  |  |  |
| 6-u lec2-u lab | Four sessions per week at 6 hr 25 min | Four | 4 |
| Five sessions per week at 5 hr 10 min | Five | 5 |

## Twelve Week Sample Scheduling Options

|  |  |  |  |
| --- | --- | --- | --- |
| Units / Inst Method | Scheduling Pattern | Included 10-minute Breaks | Number of Sessions Per Week |
| 1-u lec | Once per week for 1 hr 15 min | None | 1 |
|  |  |  |  |
| `1.5-u lec.5-u lab | Once per week for 4 hr 15 min | Three | 1 |
| Twice per week for 2 hr 5 min | One | 2 |
| Three per week for 1 hr 15 min | None | 3 |
|  |  |  |  |
| 2-u lec | Once per week for 2 hrs 50 min | Two | 1 |
| Twice per week for 1 hr 15 min | None | 2 |
| Three sessions per week for 50 min | None | 3 |
|  |  |  |  |
| 3-u lec1-u lab | Twice per week for 4 hr 15 min | Three | 2 |
| Three sessions per week for 2 hr 50 min | Two | 3 |
| Four sessions per week for 2 hr 5 min | One | 4 |
| Five sessions per week for 1 hr 30 min | None | 5 |
|  |  |  |  |
| 4-u lec | Twice per week for 2 hrs 50 min | Two | 2 |
| Three sessions per week at 1 hr 50 min | One | 3 |
| Four sessions per week at 1 hr 15 min | None | 4 |
|  |  |  |  |
| 5-u lec | Twice per week for 3 hrs 25 min | Two | 2 |
| Three sessions per week at 2 hr 15 min | One | 3 |
| Four sessions per week at 1 hr 30 min | None | 4 |
| Five sessions per week for 1 hr 15 min | None | 5 |
|  |  |  |  |
| 6-u lec2-u lab | Three sessions per week 5 hrs 50 min | Five | 3 |
| Four sessions per week at 4 hr 15 min | Three | 4 |
| Five sessions per week for 3 hr 20 min | Two | 5 |

## Sixteen Week Sample Block Schedule

Purpose: Provide common passing times for students to pass from one class to another.

Principles: Classes should be scheduled to fit into the standard scheduling blocks in one of two ways:

1. START at a standard start time.

OR

1. END at a standard end time.

**Standard 16-Week Scheduling Blocks**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Times |  | End Times for 3-unit lecture | Block scheduling applies to ALL classes, regardless of units.Standard block length is 85 minutes.Standard break between classes is 15 minutes. |
| 8:00 AM | 9:25 AM |
| 9:40 AM | 11:05 AM |
| 11:20 AM | 12:45 AM |
| 1:00 PM | 1:40 PM |
| 2:40 PM | 4:05 PM |
| 4:20 PM | 5:45 PM |
| 6:00 PM | 7:25 PM or 9:05 PM |

* Preference should be given to Principle #1 whenever possible.
* Classes meeting prior to 8:00 AM should follow Principle #2.
* Evening classes should start at 6:00 PM or 6:30 PM.
* Required 10-minute breaks may not be saved and taken at the end of the class session. However, two or more 10-minute breaks can be taken together during the middle of the class session.
* Deans may grant necessary exceptions to these guidelines in consultation with the faculty in the discipline, if approved by the Vice President of Instruction.

## Sixteen Week Sample Scheduling Options

|  |  |  |  |
| --- | --- | --- | --- |
| Units / Inst Method | Scheduling Pattern | Included 10-minute Breaks | Number of Sessions Per Week |
| 1-u lec | Once per week for 1 hr 5 min | None | 1 |
|  |  |  |  |
| 1.5-u lec.5-u lab | Once per week for 3 hr 5 min | Two | 1 |
| Twice per week for 1 hr 20 min | None | 2 |
| Three sessions per week for 1 hr 5 min | None | 3 |
|  |  |  |  |
| 2-u lec | Once per week for 2 hrs 5 min | One | 1 |
| Twice per week for 1 hr 5 min | None | 2 |
|  |  |  |  |
| 3-u lec1-u lab | Twice per week for 3 hrs 5 min | Two | 1 |
| Three sessions per week for 2 hr 5 min | One | 2 |
| Four sessions per week for 1 hr 20 min | None | 3 |
| Five sessions per week for 1 hr 5 min | None | 4 |
|  |  |  |  |
| 4-u lec | Once per week for 4 hrs 15 min | Three | 1 |
| Twice per week for 2 hrs 5 min | One | 2 |
| Three sessions per week at 1 hr 15 min | None | 3 |
| Four sessions per week at 1 hr 5 min | None | 4 |
|  |  |  |  |
| 5-u lec | Once per week for 5 hrs 20 min | Four | 1 |
| Twice per week for 2 hrs 30 min | One | 2 |
| Three sessions per week at 1 hr 30 min | None | 3 |
| Four sessions per week at 1 hr 10 min | None | 4 |
|  |  |  |  |
| 6-u lec2-u lab | Four sessions per week 4 hrs 15 min | Three | 3 |
| Four sessions per week 3 hrs 5 min | Two | 4 |
| Five sessions per week 2 hrs 25 min | One | 5 |