
San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4010 ACADEMIC CALENDAR

(Replaces current SBCCD BP 4010)

❖ From current SBCCD AP 4010 titled Academic Calendar

The academic calendar is composed of at least 170 scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A District-wide committee meets to coordinate the academic calendar for the District.

The deliberations from this committee will be reported to District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Deleted: ¶

NOTE: This procedure is **legally required**. Local procedures related to the establishment of the academic calendar may be inserted here, including:

The number of days that define an academic year (traditionally, 175 days of instruction and evaluation)

Flexible calendar options, if any

Processes for determining the academic calendar

Holidays, which include:

New Year's Day (January 1)

Dr. Martin Luther King, Jr. Day (Third Monday in January)

Lincoln Day (February 12 or see Note below)

Washington Day (Third Monday in February)

Memorial Day (Last Monday in May)

Independence Day (July 4)

Labor Day (First Monday in September)

Veterans Day (November 11 or see Note below)

Thanksgiving Day (Fourth Thursday in November)

46 Christmas Day (December 25)

47
48 Cesar Chavez Day and Native American Day are local options if collectively bargained
49 (Education Code Sections 79020(k) and 79020(l))

50
51 Other Holidays – The Board of Trustees may declare other days to be holidays and
52 close the colleges and offices when good reason exists. (These holidays traditionally
53 have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

54
55 **NOTE:** Please refer to Education Code Section 79020 for language regulating the
56 scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends.

57
58 **References:** Education Code Section 79020;
59 Title 5, Sections 55700 et seq., and Section 58142

60
61
62 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
63 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
64 the current SBCCD AP 4010 titled Academic Calendar approved in 5/04. The language in **blue ink** is
65 included for consideration.

66
67 **Approved:** 5/04
Revised:

67

68

69
70

COMMENTS

| BP or AP # | Representative group | COMMENT | RESPONSE |
|------------|----------------------|---------|----------|
| | | | |
| | | | |
| | | | |

71

Legal Citations for AP 4010

72

73

74

EDUCATION CODE SECTIONS 79020 & 84890

75

76

79020. Except as otherwise provided the community colleges shall continue in session or close on specified holidays as follows:

77

78

(a) The community colleges shall close on January 1st, the third Monday in January, commencing in the 1989-90 fiscal year, known as "Dr. Martin Luther King, Jr. Day," February 12th known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," July 4th, the first Monday in September known as "Labor Day," November 11th known as "Veterans Day," that Thursday in November proclaimed by the President as "Thanksgiving Day," and December 25th.

86

87

(b) Any contractual provision between any community college district and its employees in effect on the effective date of the act that adds this subdivision shall prevail over any conflict regarding Dr. Martin Luther King, Jr. Day until the termination date of the contract or upon termination by mutual agreement of the parties, whichever occurs first.

92

93

(c) The Governor in appointing any other day for a public fast, thanksgiving, or holiday may provide whether the community colleges shall close on the day. If the Governor does not provide whether the community colleges shall close, they shall continue in session on all special or limited holidays appointed by the Governor, but shall close on all other days appointed by the Governor for a public fast, thanksgiving, or holiday.

99

100

(d) The community colleges shall close on every day appointed by the President as a public fast, thanksgiving, or holiday, unless it is a special or limited holiday.

102

103

(e) The community colleges shall continue in session on all legal holidays other than those designated by or pursuant to this section, and shall hold proper exercises commemorating the day.

105

106

(f) When any of the holidays on which the schools would be closed fall on Sunday, the community colleges shall close on the Monday following, except that (1) if Lincoln Day falls on a Sunday, the community colleges may observe this holiday on the preceding or following Friday, the following Monday, or the following Tuesday, and maintain classes on the date specified in subdivision (a) where applicable, or (2) if Lincoln Day falls on a Monday, the community colleges may observe this holiday on the preceding or following Friday, that Monday, or the following Tuesday, and maintain classes

107

108

109

110

111

112

113

114 on the date specified in subdivision (a) where applicable.

115 (g) When any of the holidays on which the schools would be closed,
116 except Lincoln Day, fall on Saturday, the community colleges shall
117 close on the preceding Friday, and that Friday shall be declared a
118 state holiday.

119 (h) If any holiday on which the community colleges are required to
120 close pursuant to subdivision (a) occurs under federal law on a date
121 different than the date specified in subdivision (a), the governing
122 board of any community college district may close the community
123 colleges of the district on the date recognized by federal law and
124 maintain classes on the date specified in subdivision (a).

125 (i) When Veterans Day would fall on Tuesday, the governing board
126 of a community college district may close the colleges on the
127 preceding Monday, and maintain classes on the date specified in
128 subdivision (a). When Veterans Day would fall on Wednesday, the
129 governing board of a community college district may close the
130 colleges on either the preceding Monday or the following Friday, and
131 maintain classes on the date specified in subdivision (a). When
132 Veterans Day would fall on Thursday, the governing board of a
133 community college district may close the colleges on the following
134 Friday, and maintain classes on the date specified in subdivision (a).

135 (j) When Lincoln Day would fall on Tuesday, the governing board of
136 a community college district may close the colleges on the preceding
137 Monday, the preceding Friday, or the following Friday, and maintain
138 classes on the date specified in subdivision (a) where appropriate.
139 When Lincoln Day would fall on Wednesday, the governing board of a
140 community college district may close the colleges on the preceding
141 Monday, the preceding Friday, or the following Friday, and maintain
142 classes on the date specified in subdivision (a). When Lincoln Day
143 would fall on Thursday, the governing board of a community college
144 district may close the colleges on the preceding Friday or the
145 following Friday, and maintain classes on the date specified in
146 subdivision (a). When Lincoln Day falls on Saturday, the governing
147 board of a community college district may close the colleges on the
148 preceding Friday or the following Friday, and maintain classes on the
149 date specified in subdivision (a) where appropriate.

150 (k) In addition to the holidays specified in subdivision (a), a
151 community college may close on March 31 known as "Cesar Chavez Day"
152 if the governing board, pursuant to a memorandum of understanding
153 reached pursuant to Chapter 10.7 (commencing with Section 3540) of
154 Division 4 of Title 1 of the Government **Code**, agrees to close the
155 community college for that purpose.

156 (l) In addition to the holidays specified in subdivision (a), a
157 community college may close on the fourth Friday in September known
158 as "Native American Day" if the governing board, pursuant to a
159 memorandum of understanding reached pursuant to Chapter 10.7
160 (commencing with Section 3540) of Division 4 of Title 1 of the
161 Government **Code**, agrees to close the community college for that
162 purpose.

163 (m) Nothing in this section is to be interpreted as authorizing a
164 community college district governing board to maintain community

165 colleges in its district for a lesser number of days during the
166 college year than the minimum established by law.

167

168

169 **84890.** A community college district board may offer, subject to the
170 approval of the Board of Governors of the California Community
171 Colleges, and in accordance with rules and regulations to be adopted
172 by the board of governors, courses under a flexible calendar.

173

174

175 **Title 5 Sections 55700 et seq. and 58142**

176

177 5 CCR s 55700

178 Cal. Admin. Code tit. 5, s 55700

179

180

TITLE 5. EDUCATION

181

DIVISION 6. CALIFORNIA COMMUNITY COLLEGES

182

CHAPTER 6. CURRICULUM AND INSTRUCTION

183

SUBCHAPTER 8. ACADEMIC CALENDAR

184

ARTICLE 1. 175-DAY MINIMUM ACADEMIC CALENDAR

185

s **55700.** Scope.

186

187 The provisions of this article pertain to changes made to any traditional academic year calendar
188 consisting of at least 35 weeks of instruction and evaluation. The conversion to a flexible
189 calendar operation is not addressed by the provisions of this article; rather, the provisions of
190 article 2 (commencing with section 55720) govern the flexible calendar option.

191

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section
70901, Education Code.

192

s **55700.1.** Studies on a Quarter System, Trimester Basis or Flexible Calendar.

193

194

195 At the request of a community college district, the Chancellor may approve a program of studies

196

on a quarter system or a trimester basis, or a flexible calendar.

197

198

s **55701.** College and Academic Year.

199

200

201 The "college year" begins on the first day of July and ends on the last day of June. The
202 "academic year" means that portion of the college year during which the community college is
203 maintained, which period shall include not less than the number of days required by regulations
204 adopted by the Board of Governors.

205

206

s **55702.** Approval of Changes.

207

208

209 (a) Prior to any change in academic year configuration, including the addition, deletion,
210 shortening or lengthening of any term, the governing board of a district shall obtain the approval

211 of the Chancellor.

212

213 (b) Requests for approval shall be made on a form provided by the Chancellor, and shall
214 address:

215

216 (1) A complete description of the calendar configuration;

217

218 (2) The district's ability to comply with the 175-Day Rule as provided in section 58142; and

219

220 (3) The educational implications, positive and negative, of the proposed change.

221

222 (c) The Chancellor shall approve a requested change in academic year terms if it is found that:

223

224 (1) The state aid implications of the requested change have been addressed; and

225

226 (2) The district will be able to comply with the 175-Day Rule; and

227

228 (3) The change in configuration is consistent with the continued delivery of quality education.

229

230

231 s **55720**. Offering Classes Under Flexible Calendar: Accountability of Employees Under
232 Contract for 175 Days; Activities.

233

234 (a) Subject to the approval of the Chancellor pursuant to Section 55724, a community college
235 district may designate an amount of time in each fiscal year for employees to conduct staff,
236 student, and instructional improvement activities. These activities may be conducted at any time
237 during the fiscal year. The time designated for these activities shall be known as "flexible time."

238

239 (b) A district with an approved flexible calendar may designate as flexible time for an employee
240 not more than 8.57 percent of that employee's contractual obligation for hours of classroom
241 instruction which are eligible for state apportionments in that academic year, exclusive of any
242 intersessions.

243

244 (c) Pursuant to Section 55726, a district with an approved flexible calendar shall ensure that all
245 employees under contract with the district work at least 175 days, including flexible days, in
246 each academic year.

247

248

249 s **55722**. Schedule Configurations.

250

251 A flexible calendar is a community college calendar and course scheduling plan pursuant to
252 Section 84890 of the Education Code and Section 55720 of this Part which may include, but is
253 not limited to, the following scheduling configurations:

254

255 (a) 4-1-4 calendar comprised of two 16-week semesters with an intersession;

256

257 (b) traditional semester or quarters with some or all courses scheduled irregularly with respect
258 to the number of times the course meets per week or the number of hours the courses meet
259 during the scheduled days;

260

261 (c) modular scheduling for all or part of the courses within the traditional semester, quarter, or

262 academic year;
263
264 (d) courses scheduled for student enrollment on an open entry-open exit basis:
265
266 (e) courses scheduled independently of any term configuration; or
267
268 (f) a combination of any one or more of the configurations in subdivisions (a) through (e).
269
270
271 s **55724**. Request for Approval.
272
273 (a) The governing board of a district wishing to conduct a flexible calendar pursuant to this
274 article shall obtain the advance approval of the Chancellor. The request for approval shall be on
275 a form provided by the Chancellor, and shall address at least the following:
276
277 (1) A complete description of the calendar configuration.
278
279 (2) The number of days of instruction and evaluation which will meet the requirements of the
280 175-Day Rule (Section 58120 of this part).
281
282 (3) The number of days during which instructional staff will participate in staff, student, and
283 instructional improvement activities in lieu of part of regular classroom instruction.
284
285 (4) The activities which college personnel will be engaged in during their designated staff,
286 student and instructional improvement days. Activities for college personnel may also include,
287 but need not be limited to, the following:
288
289 (A) course instruction and evaluation;
290
291 (B) staff development, in-service training and instructional improvement.
292
293 (C) program and course curriculum or learning resource development and evaluation;
294
295 (D) student personnel services;
296
297 (E) learning resource services;
298
299 (F) related activities, such as student advising, guidance, orientation, matriculation services, and
300 student, faculty, and staff diversity;
301
302 (G) departmental or division meetings, conferences and workshops, and institutional research;
303
304 (H) other duties as assigned by the district;
305
306 (I) the necessary supporting activities for the above;
307
308 (5) A certification that all college personnel, as defined, will be involved in at least one of the
309 activities authorized in subsection (4). For the purposes of this section, "all college personnel"
310 shall include any district employee specified by the district in its approved plan to participate in
311 such activities; and
312

313 (6) A certification that the district will fully implement the provisions of Section 55730, as well as
314 a description of the current status of such implementation, and a timetable for completion of the
315 initial implementation.

316
317 (b) The Chancellor shall approve a request which is found to be complete and meets the
318 requirements of law.

319
320
321 5 CCR s 55726
322 Cal. Admin. Code tit. 5, s 55726
323

324 TITLE 5. EDUCATION
325 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
326 CHAPTER 6. CURRICULUM AND INSTRUCTION
327 SUBCHAPTER 8. ACADEMIC CALENDAR
328 ARTICLE 2. FLEXIBLE CALENDAR OPERATIONS
329

s 55726. Activities During Designated Days.

330
331 (a) For each instructor specified by the district to participate in staff, student, and instructional
332 improvement activities in lieu of classroom instruction the district shall enter into an agreement
333 with such employee specifying the particular activities during the designated days which the
334 instructor will perform in lieu of classroom instruction. The agreement shall also specify the
335 number of classroom hours which are being substituted with such activities, and the number of
336 hours the instructor is required to spend carrying out the in-lieu-of instruction activities. The
337 required hours of in- lieu-of instruction activities must at least be equal to the sum of the
338 classroom hours from which the instructor is released plus those out-of-classroom hours of
339 responsibilities which will no longer need to be performed as the result of being released from
340 classroom instruction.

341
342 (b) For each employee specified by the district to participate in staff, student and instructional
343 improvement activities during the designated days the district shall also maintain records on the
344 type and number of activities assigned, and the number of such employees participating in
345 these activities.
346

Note: Authority cited: Sections 66700, 70901 and 84890, Education Code. Reference:
Section 84890, Education Code.

347
348 5 CCR s 55728
349 Cal. Admin. Code tit. 5, s 55728
350

351 TITLE 5. EDUCATION
352 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
353 CHAPTER 6. CURRICULUM AND INSTRUCTION
354 SUBCHAPTER 8. ACADEMIC CALENDAR
355 ARTICLE 2. FLEXIBLE CALENDAR OPERATIONS
356

s 55728. Flexible Calendar Attendance Reporting.

357
358 (a) On forms provided by the Chancellor, districts with approved flexible calendar operations
359 shall report at least the following:

360 (1) the total hours of classroom assignments (teaching time) which instructors specified in
the district's approved plan were required to teach;

361 (2) of the total in Subsection (a)(1), the total faculty contact hours of instruction for which
staff, student, and instructional improvement activities are being substituted. This total of
faculty contact hours shall further be reported in terms of credit and noncredit faculty contact
hours of instruction; and

362 (3) the number of faculty contact hours of instruction for which instruction during the
designated days is being substituted. Such instruction during the designated days meeting
the attendance accounting standards may be claimed for apportionment; and the faculty
contact hours shall not be eligible for adjustment pursuant to Section 55729.

363 (b) Districts with approved flexible calendar operations shall also report such additional data as
364 deemed necessary by the Chancellor including any data necessary to compute the FTES
365 adjustment specified in Section 55729.
366

Note: Authority cited: Sections 66700, 70901 and 84890, Education Code. Reference:
Section 84890, Education Code.

367
368
369 5 CCR s 55729
370 Cal. Admin. Code tit. 5, s 55729
371

372 TITLE 5. EDUCATION
373 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
374 CHAPTER 6. CURRICULUM AND INSTRUCTION
375 SUBCHAPTER 8. ACADEMIC CALENDAR
376 ARTICLE 2. FLEXIBLE CALENDAR OPERATIONS
377

s 55729. Full-Time Equivalent Student (FTES) Units; Adjustments to Reflect Activities;
Computation by Multiplier Factor.

378
379 (a) The Chancellor's Office shall adjust the actual units of full-time equivalent student of a district
380 operating under a plan approved in accordance with this article to reflect the conduct of staff,
381 student, and instructional improvement activities in lieu of scheduled instruction during flexible
382 time. The adjusted units of full-time equivalent student shall be computed by multiplying the
383 actual units of full-time equivalent student in the academic year, exclusive of any intersessions,
384 computed pursuant to section 58003.1, by a factor which does not change the full-time
385 equivalent student which would have otherwise been generated if the time for the improvement
386 activities had not been permitted and scheduled instruction had instead taken place.
387

388 (b) For courses other than those described in subdivision (b) of section 58003.1, the multiplier
389 factor shall equal the sum of the following:

(1) 1.0; and

(2) the total of all the actual hours of flexible time of all instructors pursuant to section 55720
in the fiscal year, divided by the total of all the actual hours of classroom instruction of all
instructors in the academic year, exclusive of any intersessions.

390
391 (c) For those courses described in subdivision (b) of section 58003.1, this multiplier factor shall
392 equal the term length multiplier applicable to the district.

393
394 (d) The Chancellor shall also withhold the appropriate amount of state aid whenever there is a
395 final audit finding that an instructor did not spend at least as much time performing staff,
396 student, and instructional improvement activities as the amount of time he or she was released
397 from classroom instruction.
398

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section
70901, Education Code.

399
400
401 5 CCR s 55730
402 Cal. Admin. Code tit. 5, s 55730
403

404 TITLE 5. EDUCATION
405 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
406 CHAPTER 6. CURRICULUM AND INSTRUCTION
407 SUBCHAPTER 8. ACADEMIC CALENDAR
408 ARTICLE 2. FLEXIBLE CALENDAR OPERATIONS
409

s 55730. Ongoing Responsibilities of Districts.

410
411 A district conducting an approved flexible calendar shall do all of the following to ensure
412 effective use of resources during flex days:

(a) conduct and annually update a survey of the most critical staff, student, and instructional
improvement needs in the district;

413

(b) develop and carry out a plan of activities to address the critical needs;

414

(c) maintain records on the description, type and number of activities scheduled and the
number of district employees and students participating in these activities;

415

(d) evaluate annually the effectiveness of conducted activities and update the plan to reflect
needed changes;

416

417 (e) appoint and hold regular meetings of an advisory committee composed of faculty,
students, administrators and other interested persons to make recommendations on staff,
student, and instructional improvement activities; and

418 (f) provide, upon request of the Chancellor, copies of documents and information specified in
Subsections (a) through (d), inclusive.

419 Note: Authority cited: Sections 66700, 70901 and 84890, Education Code. Reference:
420 Section 84890, Education Code.

421 5 CCR s 55732
422 Cal. Admin. Code tit. 5, s 55732
423

424 TITLE 5. EDUCATION
425 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
426 CHAPTER 6. CURRICULUM AND INSTRUCTION
427 SUBCHAPTER 8. ACADEMIC CALENDAR
428 ARTICLE 2. FLEXIBLE CALENDAR OPERATIONS
429

430 s 55732. Ongoing Responsibilities of the Chancellor.

431 The Chancellor shall:

432 (a) Adjust state aid for districts with approved flexible calendar operations in accordance with
433 the provisions of section 55729;

434 (b) Periodically review documentation from selected districts to determine whether they are in
435 compliance with the provisions of sections 55720, 55726, 55728, and 55730, and to determine
436 whether they are conducting their flexible calendar operations in a manner consistent with the
437 approved requests. Districts which are found to be out of compliance shall be notified and be
438 given an opportunity to respond; and
439

440 (c) Terminate approval of any flexible calendar operation if it is found that the district has,
441 without good cause:

442 (1) failed to conduct its flexible calendar operation in a manner consistent with its approved
443 request;

444 (2) failed to comply with the requirements of section 55720;

445 (3) failed to carry out the responsibilities specified in section 55726; or

446 (4) failed to meet its ongoing responsibilities as specified in section 55730.

Note: Authority cited: Sections 66700, 70901 and 84890, Education Code. Reference:
Section 84890, Education Code.

447
448
449

Cal. Admin. Code tit. 5 Section 58142

450
451
452
453
454
455

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 9. FISCAL SUPPORT
SUBCHAPTER 2. LIMITATIONS ON STATE AID
ARTICLE 5. OTHER LIMITATIONS

456 s 58142. Required Time for Maintaining Colleges During Preceding Fiscal Year; Withholding of
457 Apportionment upon Failure to Comply.

458 (a) No community college district, other than one newly formed, shall, except as otherwise
459 provided in this article, receive its full apportionment from the State School Fund unless it has
460 maintained the colleges of the district for at least 175 days during the next preceding fiscal year.

461
462 (b) For the purposes of this article, the Board of Governors shall establish standards to
463 determine whether the districts maintained the colleges of the district for at least 175 days
464 during the next preceding fiscal year.

465
466 (c) If a community college district fails to maintain its colleges for the required 175 days, the
467 Board of Governors shall withhold from that district's apportionment the product of 0.01143
468 times the district's apportionment for each additional day the district would have had to maintain
469 its colleges in order to meet the requirement prescribed by this section. This subdivision shall
470 apply retroactively to fiscal year 1975-76 and each fiscal year thereafter.
471