



AP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

1. The adoption of the academic calendar is an “academic and professional matter,” as described in Board Policy 7215, upon which the District and the Academic Senate obligate themselves to mutually consent.
2. An “Academic Calendar Committee” shall prepare proposed academic calendars detailing each “academic year,” as defined by Title 5, sec. 55701 et seq., for adoption by the Santa Clara Community College District (“District”) in the manner described herein.
3. The District, an approved “flexible calendar” college, designates ten (10) days of each academic year for professional development activities (“FLEX”). The District’s academic calendar shall consist of 175 days, inclusive of instructional days and FLEX days, plus one additional day of service (Opening Day), for a total of 176 days of service.
4. The District’s academic calendar shall observe the following statutory holidays on the dates outlined below:
 - a. New Year’s Day (January 1)
 - b. Dr. Martin Luther King, Jr. Day (Third Monday in January)
 - c. Lincoln Day (February 12 - See below for further information)
 - d. Washington Day (Third Monday in February)
 - e. Memorial Day (Last Monday in May)
 - f. Juneteenth National Freedom Day (Third Friday in June)
 - g. Independence Day (July 4)
 - h. Labor Day (First Monday in September)
 - i. Veterans Day (November 11 – See below for further information)
 - j. Thanksgiving Day (Fourth Thursday in November)
 - k. Christmas Day (December 25)
5. The academic calendar shall observe Lincoln Day, Veterans Day, and holidays that fall on weekends as allowed by Education Code section 79020. The District shall, in the absence of necessity or good cause, refrain from exercising its legal discretion over the scheduling of closures in recognition of holidays to require closure more than once a semester or term on the same weekday.

6. The Academic Calendar Committee membership shall consist of representatives of each of the following: the Administration; each recognized bargaining group; the Academic Senate; the Classified Senate; and Associated Student Government, as stated in the Academic Calendar Committee Operating Procedures. Each separately represented group shall appoint their representatives for a two-year term as stated in the Academic Calendar Committee Operating Procedures.
7. The co-chairs of the Academic Calendar Committee shall convene an initial committee meeting during the first six weeks of each fall semester to consider the timing of the committee's work. The Academic Calendar Committee shall maintain and periodically review Operating Procedures which, at a minimum, describe the committee's voting processes (requiring one vote for each representative) and the process for the scheduling of, and conduct of, committee meetings.
8. In creating an academic calendar, the Academic Calendar Committee shall be guided primarily by concern for the interests of students and learning although other secondary interests, such as the calendars of the William S. Hart Union High School District and other area school districts and other District operations should also be considered to the extent practicable.
9. Starting with the calendars for the 2022-2023 and 2023-2024 academic years and continuing as a matter of course thereafter, the Academic Calendar Committee shall prepare a single proposal for two sequential academic calendars and submit the proposal to the President of the Academic Senate no later than eighteen months (1.5 years) prior to the first day of the first academic year described within that proposal.
10. If the Academic Calendar Committee proposes an academic calendar that substantially deviates from the general pattern of the District's last adopted academic calendar (by, for instance, eliminating an academic term entirely), the committee shall submit such a proposal to the President of the Academic Senate at least thirty months (2.5 years) in advance of the first day of the first academic year described in the proposal. These deadlines recognize the importance of the timely adoption of future academic calendars on orderly college planning and operations.
11. The Academic Senate shall consider the Academic Calendar Committee's timely proposals expeditiously to provide sufficient time for the District's Board of Trustees to subsequently consider, and potentially adopt, the proposed academic calendar as far in advance as feasible.
12. The Academic Calendar Committee may consider proposals brought forth by any committee member, acting as a representative of the member's constituency, to modify a previously-adopted academic calendar only in unusual circumstances and when supported by good cause. The Academic Calendar Committee shall present proposals to modify a previously-adopted academic calendar to the Academic Senate for its consideration as soon as practicable after the good cause, such as applicable legal changes, changes to legal holidays, or declared emergencies, supporting the need for modification became apparent to the committee. The Academic Calendar Committee's

proposal for modification to the Academic Senate must be accompanied by a written explanation of the need for the modification. The timing requirements of this procedure shall not apply to proposals to modify a previously-adopted academic calendar.

Board Approved 05/11/2022

Next review date: Spring 2028