

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.05 Academic Calendar

Revision Date: 9/08; 4/15; 4/21

Policy References: Education Code Sections 70902(b)(12) and 79020; Title 5 Sections 55700 et seq. and 58142

1. Each year, the Board shall establish a Districtwide Academic Calendar.
2. The number of days that define the academic year shall be 175 days of instruction and examinations, and flex days.
3. The District will negotiate with the AFT (Local 1493) to set the Academic Calendar.
4. The Academic Calendar will be developed by the Academic Calendar Committee in consultation with the District Academic Senate and Vice Presidents (VP) Council.
5. The Academic Calendar will identify the first and last days of instruction, holidays and dates of final examinations for the Fall, Spring and Summer Terms, and Flexible Calendar options (i.e., Flex Days).
6. The Academic Calendar will identify the holidays designated by the State of California and granted by the Board of Trustees. Total or partial closing of the campus shall occur only upon order of the College President or the Chancellor (or their designee).
7. The Academic Calendar will include other important dates and deadlines, such as for registration, withdrawal and drop, financial aid, petitions for certificates and degrees, and Federal deadlines.
8. Membership of the Academic Calendar Committee, its meetings and its minutes, shall be published and made public to the District. The membership of the Academic Calendar Committee shall include:
 - Vice Presidents Council Representation (Co-Chair)
 - District Academic Senate Representation (Co-Chair)
 - AFT Representation
 - Curriculum Specialists
 - Registrars
 - Financial Aid Directors
 - Human Resources Representation
 - Professional Development Coordinators