

**SOLANO COMMUNITY COLLEGE DISTRICT**

**ACADEMIC CALENDAR**

**6500**

**POLICY:** The Superintendent/President or Designee shall, in consultation with the appropriate groups, develop or submit to the Board for approval, an academic calendar.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 70902(b) (12)

**ADOPTED:** December 19, 2001

**REVISED:** January 17, 2007

**REVIEWED:** \_\_\_\_\_

**SOLANO COMMUNITY COLLEGE DISTRICT**  
**(Proposed)**

**ACADEMIC CALENDAR**

**6500**

**PROCEDURES**

*The Solano College Academic Calendar Advisory Committee will convene during the Fall semester of each Academic Year to develop the initial (Draft #1) of a three-year Academic Calendar. Committee members will take Draft #1 and review with constituents. The Academic Calendar Advisory Committee will consist of the following members:*

*Director of Records and Registration (Chair of the Committee)*  
*1 Designated Solano College Faculty Association representative*  
*1 Designated Academic Senate representative*  
*1 Designated Flex-Cal Committee Representative*  
*1 Curriculum Office representative*  
*1 Designated CSEA representative*  
*1 Designated Operating Engineers representative*  
*1 Designated ASSC Student representative*  
*1 School Dean*  
*1 School Administrative Assistant*  
*Vice-President of Academic Affairs*  
*Vice President of Student Services*

*The Committee will then reconvene to review recommended changes. Once the calendar has been completed, a Final Draft will be forwarded to the Solano College Faculty Association and Solano College Board of Trustees for approval as specified in Article 23.1 of the Solano College Faculty Association Agreement.*

**Guidelines for Development of Academic Calendar Development**

*The Academic Calendar Committee will take into consideration both the faculty contract as well as Chancellor's Office guidelines according to California Education Code and Title 5.*  
*Begin Summer session after the end of Academic year for local high schools.*  
*Begin fall semester at same time or after local K-12 schools begin.*  
*Begin term on Mondays if possible.*  
*Schedule Commencement during the evening on or after the last day of classes*  
*End fall semester in time to have grades processed for students taking into account: end of term processing times; Winter break; and missing Grades.*

**Legal Requirements**

*Of the 175 contract days, the number of instructional days and the number of Flexible Calendar days may vary according to the constraints of state mandates, however, there will be*

*no more than seven (7) Flexible Calendar days with no more than two (2) required days and no more than five (5) optional days. The distribution of the instructional and Flexible Calendar days may also vary from semester to semester and year-to-year to meet state mandates.*

*There must be 35 instructional weeks across fall/spring. 17/18 instructional weeks. For a week to be considered an instructional week there must be 3 instructional days. For a day to be considered an instructional day there must be 3 hours of instruction. There can be a non-instructional week and still have class (i.e. Thanksgiving week). Class hours meet Carnegie Unit Requirement for all unit value classes. Final hours-2 hours per standard 3 unit course; evening and weekend on last class meeting.*

### *Observance of Holidays*

*Holidays shall be observed on the date established by law and by Governing Board designation. If a designated holiday falls on a Saturday, the Friday preceding said day shall be considered the legal holiday. If a designated holiday falls on Sunday, the Monday following said day shall be considered the legal holiday.*

*The District will observe the following holidays provided by the Chancellor's office (non-instructional days):*

- *Labor Day*
- *Veteran's Day on Veteran's Day*
- *\*Day before Thanksgiving Day (SCFA Holiday)*
- *Thanksgiving Day*
- *Friday immediately following Thanksgiving Day (Local)*
- *Christmas Day*
- *New Year's Day*
- *Dr. Martin Luther King Jr. Day*
- *Lincoln Day*
- *Washington Day*
- *Memorial Day*
- *Independence Day (if falls on non-instructional day observance will be on first day prior according to both SCFA and CSEA contracts)*
- *If Easter falls before April 15th, Spring break will be scheduled after Easter. If Easter falls on April 15th or later, Spring break will be scheduled before Easter. In no case, however, shall Spring break be scheduled within four weeks of the beginning of final exams.*

*\*To meet state mandates in some years, the Wednesday before Thanksgiving may be scheduled as an optional flex day.*

### **REFERENCES/**

**AUTHORITY:** *California Education Code, Section 70902*  
*Title 5 Sections 55700 et seq. and 58142*