ACADEMIC CALENDAR

Each spring semester, the Chancellor's Office informs the Superintendent/President of the official academic holidays for the next academic year and for the subsequent two academic years for long-range planning purposes.

The District, facilitated by the Academic Services Office, then develops its calendar taking into consideration the following:

1. The college year must include a minimum of 175 days of primary instruction plus relevant secondary instructional days.
2. Flex days are considered part of the 175-day minimum. Any increase/decrease in the number of flex days must be approved by the Chancellor's Office.
3. Final exams must be scheduled for each semester.
4. Recesses for Winter and Spring breaks, along with recesses between semesters, must also be scheduled.
5. No more than 30 days may elapse between the end of summer session and the beginning of the fall semester for Veterans to receive continuous educational benefits.
6. As directed by the Chancellor's Office, certain state and federal holidays must be observed (as listed on the yearly communication from the Chancellor's Office). As directed by the COS Board of Trustees, Veterans Day will be observed on November 11 or federally designated day of observance.
7. Each day of the week meets a minimum of 16 times each semester.
8. Census date correlates to the number of weeks in a semester.
9. To count as a week of instruction, there must be at least three days of instruction or final exams scheduled.
10. Classes are traditionally not held during Thanksgiving week, except for special programs (e.g. police, fire).
11. To count as a day of instruction, course instruction or final exams must be offered for a minimum of three hours during the period 6:00 a.m. – 11:00 p.m.

Upon notification of the official academic holidays, the Calendar Work Group, comprised of representatives from Academic Services, Student Services, Academic Senate, Student Senate, COSTA, COSAFA, and CSEA, will meet to develop the Academic Calendars for the next academic year and for the subsequent two academic years (as directed by the Superintendent/President).

The Calendar Work Group's recommendation will be submitted to the District Governance Senate for approval. After confirmation by the District Governance Senate, the Superintendent/President will present the Academic Calendars to the Board of Trustees for adoption and discussion.

Calendar information is then submitted by Technology Services to the Management Information System at the Chancellor's Office.

Reference: Education Code Section 79020; Title 5, Section 55700 et seq., Section 58142

Approved: March 10, 2009
Revised: September 1, 2014
Revised: January 8, 2024