

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Academic Calendar

Revision Date: 3/2/10; April 9, 2013

Responsible Office: Vice President, Student Learning Office

Policy Reference: Education Code Section 79020; Title 5, Section 55700 et seq., 58142; Board Policy 4010

The academic calendar consists of 175 days. The academic year is the period of time from the beginning of the fall semester to the end of the spring semester, excluding any inter-sessions or breaks. One hundred seventy (170) days of the academic year are instruction days and five (5) days are flexible calendar days. Three (3) of the flex days are mandatory: Staff Orientation Day in the fall, Fall Planning Day and Spring Planning Day.

During the fall semester the Vice President, Student Learning Office drafts the academic calendar for the next academic year. Input is gathered from Academic Senate, Student Learning Council and College Council in October-November. The recommendations is forwarded to the Board of Trustees for approval in January.

Mandated holidays are indicated on the academic calendar and are observed as specified by Education Code Section 79020. They include:

- New Year's Day (January 1 or an alternate date if the 1st is on a Saturday or Sunday)
- Martin Luther King Day (Third Monday in January)
- Lincoln Day (February—specific date to be selected from options provided by the Chancellor's Office)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4 or an alternate date if the 4th is on a Saturday or Sunday)
- Labor Day (First Monday in September)
- Veteran's Day (November 11 or an alternate date if the 11th is on a Saturday or Sunday)
- Thanksgiving Day (Last Thursday in November)
- Christmas Day (December 25 or an alternate date if the 25th is on a Saturday or Sunday)
- Any day appointed by the President or Governor of California as a holiday (Education Code Section 88203)

Local holidays are also indicated on the calendar and are observed on the following days:

- Admission Day (Friday following Thanksgiving)
- Christmas Eve (December 24)
- New Year's Eve (December 31)
- Three days between December 26 and January 2 (when Christmas falls on a Saturday or Sunday, the third day will be on January 2)