



# ADMINISTRATIVE PROCEDURES

No. 408.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PROCEDURE FOR DEVELOPING THE ACADEMIC CALENDAR

The Academic Calendar will be developed by the Instruction Schedule Technician in consultation with the Vice President of Education and Student Services (VPESS) using the Chancellor's Office list of Holidays.

The VPESS will present the calendar to the President's Policy Advisory Committee (PPAC) annually at the first meeting of the Fall Semester. PPAC will discuss the calendar and distribute to all constituents through the representative groups (Management/Supervisory/Confidential, Academic Senate, Classified Senate and Student Senate) for comments/suggestions. Comments/suggestions from constituents will be presented and discussed at the following PPAC meeting.

The Academic Calendar will be presented to the Board of Trustees for adoption at the October board meeting.