



ADMINISTRATIVE PROCEDURES

No. 4010.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ACADEMIC CALENDAR

The number of days that define the academic year is a minimum of 175.

The Academic Calendar draft will be developed by the Vice President of Academic Affairs (VPAA) in consultation with calendar stakeholders and using the list of holidays issued by the Chancellor's Office which may include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln Day (February 12 or other date as designated by the Chancellor's Office)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11 or date designated by the Chancellor's Office)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day (March 31) and Native American Day (fourth Friday in September) are local holiday options only if collectively bargained per Education Code Section 79020(k) and 70920(l)). If the district does not close for Cesar Chavez Day or Native American Day, appropriate observances should be held in commemoration.

Other Holidays: The Board of Trustees may declare other days to be holidays and close the college and offices when good reason exists.

The VPAA will present the draft 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 the proposed calendar to the Academic Senate, Classified Senate, Management/Supervisory/Confidential, Student Senate, and the Mendocino College Federation of Teachers Executive Committee for comments/suggestions from their constituents. Any significant issues will be forwarded to PPAC for consideration.

Changes made to the Academic Calendar by PPAC in response to issues raised by the various groups will be the final recommendation to the Superintendent/President who finalizes the calendar and presents it to the Board of Trustees for adoption at the next board meeting.

References: Education Code Section 79020;
Title 5 Sections 55700 eq. seq. and 58142

Adopted: September 21, 2006
Revised: September 20, 2012
December 15, 2017

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