

ACADEMIC CALENDAR NORMS AND DEFINITIONS

To provide for the orderly development of campus academic calendars that are responsive to local needs and are basically consistent throughout the system, the Chancellor's Executive Council has adopted a number of norms and definitions. These are to be used in developing all academic calendars. The basic principle governing academic calendars throughout the system is that differences from campus to campus should be rationally based. They should not simply be chance occurrences.

NORMS:

Typical Year - The typical academic year shall consist of 147 instructional days, or the equivalent in effort. From year to year and from campus to campus, a variation of plus or minus two days is permissible.

Minimum Work Days - There shall be a minimum of 170 academic work days, or the equivalent in effort, in the academic year.

Maximum Work Days - The work year of an academic year employee shall not exceed 180 workdays, pursuant to the California Faculty Association Collective Bargaining Agreement (Provision 20.4).

DEFINITIONS:

Instructional Day - Any Monday through Friday during regular academic terms when class meetings are scheduled on a regular and extensive basis for the purpose of instruction. During a summer term that satisfies the criteria to be equivalent to a full semester, designation of a Saturday as an instructional day will be approved by exception only.

Weekend Work Day - Any Saturday or Sunday that is within the period of instruction for a term and that is counted as an Academic Work Day.

Examination Day - Any day that is set aside for the exclusive purpose of administering final examinations for the term. When comparing campus calendars, institutions which integrate all or part of examination activity with regular instruction will be presumed to have four examination days per term. EIGHT (8) DAYS MAXIMUM MAY BE SCHEDULED.

Registration Day - Any day during the academic year during which faculty members are on duty for the purpose of advising, orientation, course enrollment, and similar activities. For purposes of counting work days, registration days which are also instruction or examination days will not be included a second time.

"Other Day" - Any day during the academic year when faculty members are on duty for such purposes as faculty and departmental conferences, committee meetings, faculty development activities, etc.

Grades Due Days - Any day(s) prior to or at the close of the term that is designated specifically for the purpose of turning in final grades. This day must be included when computing total academic work days. Campuses that schedule grades due over several dates may count up to two (2) days per semester or one (1) day per quarter as academic work days. One day is preferred.

Evaluation Day - Days that are set aside for the reading of examinations and papers and for submission of final grades. A maximum of one (1) day per term may be scheduled.

Commencement - Any day set aside for graduation ceremonies. Commencement is counted as an academic work day only if faculty participation is expected and normal, and if the day is not otherwise credited as an academic day. Campuses with school commencements extending over several days may count only one (1) day in computing total academic work days.

Academic Work Days - The total of all of the above that occur between the beginning and ending dates of the academic year.

Academic Holiday - Any day (Monday through Friday) occurring between the beginning and ending of the academic year that is so designated by the President. Except by special arrangement, faculty members are not expected to be on duty during academic holidays.

Faculty Vacation - The period from the end of one academic year to the beginning of the next, when all continuing academic year faculty members are on vacation status, except for those scheduled to teach in summer term or for those on duty by other special arrangement. For faculty members taking a quarter off in exchange for summer quarter teaching, the period extends from the end of the quarter preceding the quarter taken off to the beginning of the quarter succeeding the quarter taken off.

Starting/Ending Cutoff Dates - Dates between which the census date for a term must fall, for purposes of the Enrollment Planning and Reporting Calendar. When a census date falls between the starting cutoff date and the ending cutoff date for a term, the enrollment data collected "at census" are attributed to that term, and reporting deadlines for that term are applicable to the data. *Note: The actual starting date for a term may precede or follow the starting cutoff date; the census date always follows the starting cutoff date.* For all campuses, the starting cutoff date for a summer term is June 1, the ending cutoff date for a summer term is August 31, the starting cutoff date for a fall term is September 1, and the ending cutoff date for a spring term is May 31. A campus may set the other cutoff dates – those that distinguish between fall and spring terms or between fall and winter terms and winter and spring terms. The ending cutoff date for a term must be the day before the starting cutoff date for the next term. Once set, the cutoff dates are considered permanent.