



# Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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## AP 4010 – Academic Calendar

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**Approved by Leadership: February 2014**

*Reference: Title 5 Sections 55700 et seq. and 58142  
Education Code 79020*

The number of days that define an academic year: 175 days of instruction and 2 Institute Days.

The academic calendar is created by the Office of Student Learning and routed through the Academic Senate for their input. The school calendar is approved as indicated in BCEA contract Article III, Section 3.14 which states “District agrees to negotiate on the calendar with Association (BCEA) in order to allow Association input prior to presentation to the Board for final decision.” After negotiations with BCEA, the calendar is put on the Leadership Team agenda for approval and then goes to the Board of Trustees for final approval.

Holidays include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (third Monday in January)
- Lincoln Day (February 12 *or see Note below*)
- 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 see Note below*)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l)). The College may close on March 31, known as Cesar Chavez Day, and the fourth Friday in September, known as Native American Day, if the governing board of the District agrees to close the college for that purpose. The District shall continue to maintain the minimum required 175 days of instruction.

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. (*These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.*)

<p><b>Note:</b> Please refer to Education Code Section 79020 for laws regulating the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends.</p>
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