



## Chapter Three: Instruction and Instructional Programs

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AR 3500  
College Calendar

- I. The Office of Instruction and CCFT executive board each spring will draft an academic calendar for the year following the upcoming academic year. The academic calendar is intended to meet the needs of the student body, while adhering to the requirements of the State of California and the guidelines set by the Chancellor's Office with regard to the 16-week compressed calendar. The calendar shall show the beginning and ending dates of instruction, legal and negotiated holidays, winter, spring and summer breaks, and a winter and summer session when applicable.
  
- II. CCFT and the District have agreed to the following parameters in scheduling unless extenuating circumstances dictate otherwise. The Office of Instruction will contact local schools for their calendars, if available, to aid in meeting these parameters.
  - The summer session start date shall be scheduled later than the expected end of spring semester of the local county schools.
  - We will attempt to coordinate the Cabrillo spring break with that of the county schools.
  - Spring break should be approximately mid-semester. It should not occur prior to the 7<sup>th</sup> week of classes nor later than the 10<sup>th</sup> week of classes.
  
- III. The regulation for professional development and flexible calendar scheduling are set forth in the *Agreement Between Cabrillo Community College District and Cabrillo College Federation of Teachers*.

See Cabrillo College Academic Calendar Planning Guidelines for further information at <http://www.cabrillo.edu/services/instruction/>

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