



TO: Chief Instructional Officers

FROM: Raul Arambula
Dean, Educational Services and Support Division

RE: Flexible Calendar Planning and Certification for FY 2024-25

This is a notification for the submission to the Chancellor's Office, the 2024-25 Fiscal Year Flexible Calendar survey and certification form (FC-001), by June 14, 2024. The certification form has been embedded within the survey as question number four, you may download the form and upload once completed. All colleges are required to complete the information related to the Flexible Calendar Program and return a certification form, whether or not they participate in the Flexible Calendar Program.

Concerning the online activity survey, the designated flexible calendar coordinator for your college will be sent a unique link to the Flexible Calendar Data Submission Form for Academic Year 2024-25. A link to the survey may also be found on our website in the following hyperlink: [CCC 2024-25 Flexible Calendar Activity Submission Link](#)

Failure to obtain approval for the Flexible Calendar Program by June 14, 2024, may affect the college's apportionment in 2024-25.

The Flexible Calendar Program provides in-lieu-of regular instruction time for faculty who teach apportionment-generating courses to participate in development activities that are related to faculty, staff, student, and instructional improvement. Strategies for developing a successful Flexible Calendar Program can be found in the *Guidelines for the Implementation of the Flexible Calendar Program* (2007) located on the Chancellor's Office website at the bottom of the page, using the following link: [Flexible Calendar Guidelines](#)

Requested Action for All Colleges:

- Complete the online survey no later than June 14, 2024.
- The certification form (FC-001) is now included in the survey as question number four.
 - The question has a link to the form embedded
 - Download the form, fill out with the required information/signatures
 - Upload the completed file

Flexible Calendar Planning and Certification for FY 2024-25

May 1, 2024

Please do not hesitate to contact Yvonne Lopez by email at flexcalendar@cccco.edu should you have any questions or need further clarification

cc: John Stankas, Vice Chancellor, Educational Services and Support
Wrenna Finche, Director, Fiscal Standards and Accountability
Yvonne Lopez, Analyst, Educational Services and Support