



## MEMORANDUM

May 29, 2025

ESS 25-31 | Via Email

**TO:** Chief Instructional Officers

**FROM:** Raul Arambula  
Dean of Educational Services and Support Division

**RE:** Flexible Calendar Planning and Certification for FY 2025-26

---

This is a notification for the submission to the Chancellor's Office, the 2025-26 Fiscal Year Flexible Calendar survey and certification form (FC-001), by June 27, 2025. 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 they participate in the Flexible Calendar Program or not.

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 2025-26. **Failure to obtain approval for the Flexible Calendar Program by June 27, 2025 may affect the college's apportionment in 2025-26.**

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, students, 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) using the following link: [Flexible Calendar Guidelines](#)

**Requested Action for All Colleges to be completed on or before June 27, 2025:**

- Complete the online survey
- Complete the certification form (FC-001). It is an embedded link in survey question four for download
- Complete the form (FC-001) including required information and signatures
- Upload the completed file

Please contact Yvonne Lopez at [FlexCalendar@CCCCO.edu](mailto:FlexCalendar@CCCCO.edu) with any questions.

cc: Rowena Tomaneng, Deputy Chancellor  
Yvonne Lopez, Analyst, Educational Services and Support Division