



Policy Title Academic Calendar Development Policy	Original Adoption Date 03/30/2012	Policy Number IN-691
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement The Vice President of Instruction and the Vice President of Student Services are responsible to plan the academic calendar that best meets the needs of students, staff, and college. Following solicitation from key stakeholders, the Instructional Leadership Team will make recommendations to the Leadership Team for approval. The Vice President of Instruction will be responsible for communicating the final calendar to all college staff.		
Reason for Policy To ensure compliance with guidelines (see procedure) that are student-focused.		
Historical Data, Cross References and Legal Review Created/Adopted: 3/30/12 Reviewed/Revised: 10/28/14; 4/10/17; 1/25/19 Legal Reference: Cross Reference: Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		

See: [Academic Calendar Development Procedure](#)