

Office of Academic Affairs  
Vice President's Office

## Signature Request for President Morales

**Date:** 6/10/2024 **Re:** Academic Calendar & Pay Period Certification 2024-2025

**I have reviewed the attached request and am approving its submittal for presidential approval.**

**Reviewed & Approved:**  \_\_\_\_\_

A. Rafik Mohamed, Provost and Vice President

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| Office of the President<br>Received on<br><br>JUN 12 2024<br><br>Received by: <u>CA</u> |
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**ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION  
FOR 2024-2025 COLLEGE YEAR  
PART 1**

In accordance with Section 42800, Title 5, California Administrative Code, the following information is submitted for:  
San Bernardino campus.

Enter the beginning and ending dates for each academic pay period and the number of academic work days and holidays contained in each. When one term ends and the subsequent term begins during the same calendar month, either calendar month, either (1) add the beginning days of the new term to the subsequent pay period, (2) add the ending days to the term to the preceding pay period, or (3) establish two academic pay period for that calendar month. It should be noted that the establishment of two academic pay periods within the same calendar month will create payroll processing problems for faculty who change time base between term.

| Pay Period | Beginning Date | Ending Date | No. Academic Work Days | Academic Holidays            |
|------------|----------------|-------------|------------------------|------------------------------|
| SEP        | 19-AUG-24      | 30-SEP-24   | 30                     | 09/02/24                     |
| OCT        | 01-OCT-24      | 30-OCT-24   | 22                     |                              |
| NOV        | 31-OCT-24      | 30-NOV-24   | 19                     | 11/11/24, 11/28/24, 11/29/24 |
| DEC        | 01-DEC-24      | 19-DEC-24   | 14                     |                              |
| FEB        | 15-JAN-25      | 28-FEB-25   | 31                     | 01/20/25, 02/17/25           |
| MAR        | 01-MAR-25      | 31-MAR-25   | 20                     | 03/31/25                     |
| APR        | 01-APR-25      | 30-APR-25   | 18                     | 04/01/25-04/04/25            |
| MAY        | 01-MAY-25      | 22-MAY-25   | 17                     |                              |

Weekend Workday: 05/17/25

**ENTER DATES:**

|                     |        |                 |
|---------------------|--------|-----------------|
| College Year Begins |        | <u>08/19/24</u> |
| Fall Semester       | Begins | <u>08/19/24</u> |
| Fall Semester       | Ends   | <u>12/19/24</u> |
| Spring Semester     | Begins | <u>01/15/25</u> |
| Spring Semester     | Ends   | <u>05/22/25</u> |
| College Year Ends   |        | <u>05/22/25</u> |

**TOTAL NUMBER OF  
ACADEMIC WORK DAYS IN**

|                 |            |
|-----------------|------------|
| College Year    | <u>171</u> |
| Fall Semester   | <u>85</u>  |
| Spring Semester | <u>86</u>  |

Calendar Type: SC47-1  
(Semester)

**ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION  
FOR 2024-2025 COLLEGE YEAR  
PART 2**

Enter appropriate dates in the spaces provided. When more than one day is involved, enter inclusive dates. Every Monday through Friday that occurs during the college year must be identified. Every Saturday and Sunday that is counted as an academic work day must be identified. Enter 'NONE' for any activity or academic holiday that is not scheduled.

| ACTIVITY:  | Fall Semester           | Spring Semester         |
|--|-------------------------|-------------------------|
| College Year                                     | 08/19/2024              | 05/22/2025              |
| Faculty Meetings, Departmental Conferences, etc. | 08/19/2024 - 08/23/2024 | 01/15/2025 - 01/17/2025 |
| New Student Registration                         | 04/29/2024 - 05/16/2024 | 11/18/2024 - 01/20/2025 |
| Dates of Instruction                             | 08/26/2024 - 12/06/2024 | 01/17/2025 - 05/09/2025 |
| Final Examinations                               | 12/09/2024 - 12/13/2024 | 05/12/2025 - 05/16/2025 |
| Commencement                                     | -                       | 05/17/2025 - 05/17/2025 |
| Grade Due Days                                   | 12/19/2024 - 12/19/2024 | 05/22/2025 - 05/22/2025 |
| Evaluation Day                                   | 12/18/2024 - 12/18/2024 | 05/21/2025 - 05/21/2025 |
| Other Day (pay)                                  | 12/16/2024 - 12/17/2024 | 05/19/2025 - 05/20/2025 |

| ACADEMIC HOLIDAYS:     | Begin Date | End Date   |
|------------------------|------------|------------|
| Labor Day              | 09/02/2024 | 09/02/2024 |
| Veterans Day           | 11/11/2024 | 11/11/2024 |
| Thanksgiving Day       | 11/28/2024 | 11/28/2024 |
| Thanksgiving Recess    | 11/28/2024 | 11/29/2024 |
| Academic Holiday 1     | 11/29/2024 | 11/29/2024 |
| New Year's Day         | 01/01/2025 | 01/01/2025 |
| Martin L. King Jr. Day | 01/20/2025 | 01/20/2025 |
| President's Day        | 02/17/2025 | 02/17/2025 |
| Winter/Spring Recess   | 03/31/2025 | 04/04/2025 |
| Cesar Chavez Day       | 03/31/2025 | 03/31/2025 |
| Academic Holiday 2     | 04/01/2025 | 04/04/2025 |
| Memorial Day           | 05/26/2025 | 05/26/2025 |
| Juneteenth             | 06/19/2025 | 06/19/2025 |

**OTHER:**  
Enter date(s) of any pre-opening orientation, registration or advisement when such activities are scheduled prior to regular opening of academic year: \_\_\_\_\_ to \_\_\_\_\_

Enter date(s) and specify any academic work days or holidays not reported above: \_\_\_\_\_

Calendar Type: SC47-1  
(Semester)

PREPARED BY: Patrick Bungard  
PHONE NO.: (909) 537-7771 DATE: 14-FEB-24  
APPROVED:  DATE: 6/17/2024  
Date