# CHANCELLOR’S PROCEDURES FOR POLICY

**723.01 Calendar: Instruction**

Colleges will develop a local policy that will include a prescribed instructional calendar to include:

* The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.
* The calendar shall include instructional and non-instructional days, registration, drop/add, final examination days, and holidays.
* The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
* Days that the institution is officially open are duty days for all full-time non-instructional personnel.