

*Policy No. & Title:* **A102: POST-SECONDARY ACADEMIC CALENDAR**

*Policy Sponsor:* Registrar

*Reference Cttee:* College Council

*Effective:* 2018 02 28

*Next Review:* 2023 02 28

*Approvals:* CC-91-10, 1995 01 31/CC-94-04, 2011 05 18/CC-10-07; 2018-02-28/CC-17-06

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## 1. PURPOSE

The purpose of this policy is to define the principles for determining the start and end dates for each academic term such that each term may have consistent numbers of days set aside as class days, exam days and inter-term days, and for formal examinations, tutorials, make-up activities or other purposes as designated by the College. Such dates are consistent with the provisions of the collective agreements pertaining to instructional assignments and align with College holidays.

The dates described above apply to full-time post-secondary programs except where authorization for an exception to the academic calendar has been granted by the Registrar following consultation with College Council.

## 2. POLICY

Two years in advance of each academic year, the Registrar, following consultation with College stakeholders, prepares a detailed academic calendar for consideration by the President.

The Registrar establishes, maintains and implements standards and procedures that achieve the objective of this policy in an effective and efficient fashion. Such standards and procedures align with the College mission, vision and mandate, and reflect College values.

## 3. REFERENCES

College Policies:

[A106 Academic Withdrawal and Termination](#)

[A112 Course Grade System](#)

[A131 Evaluations](#)

## 4. ADDENDA

Guideline A: Definitions and Principles

Form 1: Application for Exception to the Approved Academic Calendar

*Policy No. & Title:* A102: POST-SECONDARY ACADEMIC CALENDAR

*Addendum:* **Guideline A: DEFINITIONS AND PRINCIPLES**

*Issued by:* Registrar

*Effective:* 2018 02 28

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## 1. DEFINITIONS

*Inter-term days:* College working days reserved for end-of-term and start-of-term activities.

*Academic standing:* End-of-term standing assigned to full-time post-secondary students after final grades have been posted.

*Study week:* A week scheduled during the term to provide students with an opportunity to complete course work and to study for mid-term examinations.

## 2. PRINCIPLES FOR THE DETERMINATION OF DATES

- 2.1. The academic year normally consists of three terms (Fall, Winter and Summer) commencing with the Fall term, and arranged so that available contact days and available working days other than contact days are divided as equally as possible over the year, having regard for College holidays and Orientation Day.
- 2.2. A term normally consists of fourteen weeks of classes and a formal examination period of up to one week.
- 2.3. An Inter-term period is provided for the purpose of grade reporting, subsequent course enrolment, grade appeal processing, make-up opportunities and other ancillary activities.
- 2.4. The Registrar is guided by the following principles and considerations:
  - That there are at least three, but preferably six, examination days in each examination period in the Fall and Winter terms, and at least three examination days in the Summer term;
  - That Saturday may be scheduled as an examination day;
  - That the daily time period in which examinations may be administered is 0800h-2200h;
  - That there is a Study Week of one week's duration during each of the Winter and Summer terms and the Fall term if possible;
  - That inter-term periods provide sufficient time for:
    - Students to receive their grades and progression status prior to the commencement of the following term;
    - Full-time and part-time students to be able to enrol in courses prior to the commencement of classes; and
    - A minimum of five full inter-term days are needed prior to the Winter term start date to process student admission and registration, and other inter-term activities.

- Similar guidelines apply for the development of the Winter-Summer and Summer-Fall inter-terms, recognizing that the number of inter-term days between these terms may be less due to the smaller number of students registered.

### **3. EXCEPTIONS TO THE APPROVED ACADEMIC CALENDAR**

Notwithstanding the foregoing, in cases where it is more efficient and academically viable, the academic year for a program may be scheduled in academic terms of more or less than three. In such cases the principles of this policy are applied such that terms are appropriately balanced and provide sufficient time for all required activities to be completed. These would be considered exceptions to the approved academic calendar (see Form 1).

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**COLLEGE POLICY MANUAL**

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*Policy No. & Title:* A102: POST-SECONDARY ACADEMIC CALENDAR

*Addendum:* **Form 1: APPLICATION FOR EXCEPTION TO THE APPROVED  
ACADEMIC CALENDAR**

*Issued by:* Registrar

*Effective:* 2018 02 28

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The purpose of this form is to provide a mechanism for academic managers to apply for an exception to the provisions of an approved academic calendar applicable to full-time post-secondary programs.

Completed forms are submitted to the Office of the Registrar no later than November 1<sup>st</sup> of the year preceding the academic year in question.

Program Name: \_\_\_\_\_

Program/Term #: \_\_\_\_\_ Acad. Year(s)/Term(s) impacted: \_\_\_\_\_

Approval to be: \_\_\_\_\_ ongoing \_\_\_\_\_ above year(s)/term(s) only

A. Describe the exemption requested. Include new semester start and end dates.

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Please note: Grades will be due 2 days after the end date and academic standing will be due 1 day after grades. Grad lists must be submitted by the published deadline or convocation will be moved to the next graduation period.

B. Indicate why the exemption should be granted:

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C. Have the student service areas of the College been consulted?

- Athletics     Residence

D. Have these areas of the College been consulted? (Please provide details below):

- Language and Liberal Studies

- General Education & Communications:

Contact: Chair, SLLS

Response:

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- Co-operative Education (if applicable)

Contact: Manager- Cooperative Education

Response:

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- Financial Aid

Contact: Associate Registrar- Fees and Financial Aid Services

Response:

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Response:

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E. Indicate if there will be final examinations and, if so, how and when these will be administered:

Response:

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Will the exemptions meet the requirements of College policy A131 Evaluations? If not, why not?

Response: \_\_\_\_\_

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EXCEPTION REQUESTED BY:

EXCEPTION RECOMMENDED BY:

\_\_\_\_\_  
Signature of PROGRAM CHAIR

\_\_\_\_\_  
Signature of PROGRAM DEAN

F. DISPOSITION OF REQUEST:

THIS EXEMPTION:      APPROVED \_\_\_\_      NOT APPROVED \_\_\_\_

Notice of Decision to Program Chair Completed on: \_\_\_\_\_

Signature: \_\_\_\_\_  
Registrar

*Return completed forms to the Registrar*