



## ACADEMIC (INSTRUCTIONAL) SCHEDULE

#3-12

Recommended:	December 12, 1997	by: Education Council
Approved:	January 28, 1998	by: Board of Governors
Revised:	December 13, 2002	by: Education Council
Effective:	December 13, 2002	
Date to be Reviewed:	2007	

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### POLICY

**The Registrar will annually establish and publish key dates for the instructional year in consultation with Deans' Council.**

### PURPOSE

The purpose of this policy is to permit the College to plan and publish the key dates for the instructional year and to inform all members of the College community of these key dates.

### GUIDELINES

#### 1. General Guidelines

- 1.1 The beginning of the College's instructional year is the first working day in September. This date is the effective date of the yearly College calendar and therefore any student services or student instructional related policy and procedure implementation.
- 1.2 The start and end dates for courses and programs within the instructional year for courses and programs will be developed on the basis of the number of hours or weeks required to complete the course or program with due consideration to maintaining transfer and accreditation status with appropriate external educational institutions and approving bodies. In addition, these dates will consider where possible the appropriate completion date(s) needed to permit transfer to and from other institutions.

- 1.3 The Registrar may make exceptions within the instructional year in order to meet the needs of specific regions, programs or courses. Requested exceptions will be submitted to the Registrar in time to meet the calendar production schedule. If approved, the Registrar will provide suitable notification of such changes to all appropriate parties.
- 1.4 College instructional dates will be published in one or more of the following: the College timetable, the College calendar or on the College's internet site. A summary document outlining key academic dates will be available to students.
- 1.5 Programs or courses which typically are defined as community or continuing education/studies and do not require admissions, transcript or graduation services are exempt from this policy.
- 1.6 The Registrar will ensure the published dates within the instructional year include:
  - 1.6.1 The start and end dates of each term of study;
  - 1.6.2 The last days to add, drop or change status of courses and programs;
  - 1.6.3 The last days to withdraw from a course or program without academic penalty;
  - 1.6.4 The last day to receive a refund;
  - 1.6.5 The start and end dates for the formal exam period for courses or programs that use a formal exam; and
  - 1.6.6 Statutory and institutional holidays.
- 1.7 In preparing the instructional year, the Registrar and Deans' Council will consider:
  - 1.7.1 The need for students to have appropriate reading breaks;
  - 1.7.2 The need for faculty to have adequate time to submit grades at the completion of a term of study before the next term of study begins;
  - 1.7.3 The length of time to add, drop or change courses or programs is 10% of the term of study;
  - 1.7.4 The length of time to drop a course or program and receive a refund matches the period to add, drop or change courses;
  - 1.7.5 The length of time to withdraw from courses or programs without academic penalty is equivalent to 60% of the term of study; and
  - 1.7.5 Audit Students Policy #4-06.

**Definitions:**

Term of Study: An instructional period of time required to complete a course or program with start and end dates established on the College Student Record System.

Instructional Year: The College instructional year runs from the first working day in September to the last working day in August and includes all the dates with regard to registration, withdrawal and examination.

Formal Final Exam: A course or program exam scheduled by the College for all students taking this course or program during the College final exam period.

Drop: To formally leave a course or program and receive a refund without academic penalty.

Withdraw: To formally leave a course or program with no academic penalty. No refund is provided as this occurs after the “drop” date.