

## **Guidelines for Setting Academic Calendar Dates**

### **Framework**

CAPP will forward the academic Calendar dates for the upcoming academic year to Senate for the November/December meeting for information.

Periodically, CAPP will review the guidelines for setting these dates and recommend revisions appropriate to the changing needs of the academic environment.

There will be a minimum number of teaching days within the fall and winter academic terms and each summer session (60 days for each academic term plus an examination period, 32 days for each summer session plus a minimum of one designated exam date.).

There will be a minimum of 12 meeting days for each teaching day (Monday-Friday) during the fall and winter terms.

In view of the University's considerable commitments to distributed learning, internationalization and access, the academic schedule herein may be adjusted in very exceptional circumstances for programs and courses delivered via distance learning (Summer Session I), and programs for off-campus and international cohort groups. For those areas, and with the approval of the Vice-President Academic, academic sessions may begin and end at different dates and may be of shorter or longer duration.

Similarly in exceptional circumstances and with the approval of the Vice-President (Academic), classes in distance, off-campus and international programs may be held on Caritas Day, during February study break and on other campus holidays. In these instances, different days may be taken as holidays or study days, to take into account the needs of particular groups of students and the circumstances of the location.

### **Guidelines for Setting the Academic Calendar Dates**

- Registration will occur from the initiative of early registration in March through the deadlines for adding fall, winter and full-year courses. Orientation will normally occur on the Tuesday after Labour Day. Classes for the fall term will begin on Wednesday after Labour Day.
- The University will be closed on Thanksgiving Day and Remembrance Day.
- Fall convocation will occur on the first Sunday of November.
- Registration for January classes will continue through the end of the first week of classes in January.
- The University will reopen on the first working day after New Year's Day.
- January classes will begin one working day after the University re-opens, but classes cannot start on Thursday or Friday. On these occasions, the University will re-open the first working day after New Year's Day and classes will begin the first Monday after the University re-opens.
- There will be a minimum of 18 calendar days between the end of exams in December and the University opening for the January term.
- No classes will be scheduled on Caritas Day which will occur on the Wednesday closest to January 31. If this disrupts the minimum number of Wednesdays in the term, Caritas Day will be held on either Monday or Friday.

- No classes will be scheduled during a five-day study break in February. This period will coincide with the student break at Dalhousie and Saint Mary's Universities.
- The Easter weekend holiday will begin on Good Friday and continue through Easter Monday.
- The day following the last day of classes in the fall and winter terms will be designated as Reading Day and examinations will not be scheduled on this day. This may be extended to two reading days when the minimum teaching day requirements allows.
- There will be a formal examination period with a minimum of eight days and a maximum of ten days (excluding Sunday) at the end of the fall and winter terms.
- Spring convocation will occur during the third week in May.
- Students can add courses until the fifth working day after the start of classes at the beginning of each academic term.
- Withdrawals from courses without transcript notation will be allowed up to one-third of the way into the academic term.
- Withdrawals from courses with transcript notation "W" will be allowed up to two-thirds of the way into the academic term.
- Courses dropped after the two-thirds date will receive an academic penalty grade of "WF".
- Last date to indicate an audit will be allowed up to one-third of the way into courses.
- Appeals of grades must be made no later than ten working days after the first day of classes following the end of the term in which the grade is earned.