



PROCEDURES

Title	Academic Year
Policy No.	C.3.13
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	February 25, 2015
Effective Date	November 25, 2020

1. The Registrar's Office is responsible for preparing Academic Year information.
2. The Registrar's Office is responsible for setting the first and last date of the Academic Year, as well as the first and last date of each term.
3. The Academic Year has three (3) terms:
 - a. The Fall Term normally starts on the first business day following the Labour Day weekend.
 - b. The Winter Term normally starts on the first business day of the first full week after New Year's Day.
 - c. The Spring/Summer Term normally starts on the first business day in May.
4. Each term is 16 weeks long and includes a one-week exam period as part of the 16 weeks.
5. The Academic Year includes, among others, all dates with regard to:
 - a. Program and course start and end dates
 - b. Final examination dates
 - c. Known College closure dates, as well as any breaks unique to a program or course
6. Dates for programs and courses approved after the Academic Year has been set are approved by the Registrar's Office as part of the implementation process for programs and courses.

APPROVAL OF THE ACADEMIC YEAR

7. Academic Year information must be published at least three (3) years before the beginning of that Academic Year, in order to facilitate institutional planning, coordination, procedures and student awareness.
8. The Registrar's Office presents the draft Academic Year to Education Council. Education Council provides a recommendation regarding approval to the Board of Governors.
9. The Board of Governors is responsible for approving the Academic Year.
10. The Academic Year is posted to the College website after it is approved by the Board of Governors.

11. Once the Academic Year has been approved by the Board, no changes will be made except in extraordinary circumstances. The Registrar's Office serves as the point of contact for any such requests prior to a recommendation being made to the Education Council and in turn to the Board of Governors.

RELATED POLICIES

Refer to C.3.13 Academic Year Policy.