

**of A Policies and Procedures On-Line (UAPPOL)**
**Approval Date: August 17, 2009**
**Most Recent Approval Date: October 28, 2016**
**Parent Policy: [Academic Schedule Policy](#)**

## Academic Schedule Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Registrar
<b>Approver:</b>	Office of the Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues, undergraduate students, graduate students and post-doctoral fellows.

### Overview

The Office of the Registrar recommends on the **Academic Schedule** to the GFC Executive Committee.

### Purpose

To outline the procedure by which the Academic Schedule is drafted, vetted and approved on an annual basis.

To describe the parameters around which the schedule is drafted.

## **PROCEDURE**

### 1. ACADEMIC SCHEDULE DRAFTING AND APPROVAL PROCEDURE

Each spring, the Exams and Timetabling Division in the Office of the Registrar will begin drafting the Academic Schedule for the following year. For example, the Academic Schedule for July 1, 2007 – June 30, 2008 would be initially drafted in the spring of 2006.

Two drafts will be sent out to a distribution list that includes the President, Vice-Presidents and senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes.

The final draft of the Academic Schedule will be sent to the GFC Executive Committee no later than mid-October for approval.

After the Academic Schedule has been approved, it will be published in the *University Calendar*.

### 2. LENGTH OF FALL AND WINTER TERMS

The Academic Schedule for **Fall/Winter** at the University of Alberta will provide for two equal terms as described below:

- a. Fall Term will normally commence on the first working day of September except when September 1 is a Friday, in which case Fall Term will commence on September 5. Fall Term will end on/before December 22, excepting for those Faculties that have had alternate commencement and finishing dates approved by GFC.
- b. Fall Term will consist of fifteen full weeks including instruction, examinations, statutory holidays and a 5-day mid-term break (Fall Reading Week). Fall Reading Week will be scheduled during the week of the Remembrance Day holiday. When Remembrance Day falls on a Saturday or Sunday, Fall Reading Week will be the week following Remembrance Day.

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- i. Fall Reading Week Exclusions: The following Faculties and programs are excluded from Fall Reading Week:
  - Students in programs in the Faculties of Law, Medicine and Dentistry and Rehabilitation Medicine.
  - Students on some cooperative education, clinical or work placement terms. Specific exclusions will be detailed in the annual Academic Schedule.
- c. Winter Term will commence on the first Monday following New Year's Day, excepting for those Faculties that have had alternate commencement dates approved by GFC.
- d. Winter Term will consist of fifteen full weeks including instruction, examinations, statutory holidays and a 5-day mid-term break (Winter Reading Week). Reading Week will be scheduled during the week of the Family Day holiday. There will be a minimum of 23 working days between the last day of Winter Term examinations and spring convocation.
- e. There will be a study break at the end of Fall Term of at least three calendar days and at the end of Winter Term of at least four calendar days, excluding consolidated examinations, as described in approved University Policy on Examinations. Sixty-three (63) instructional days will be retained in each term.
- f. The schedule of Fall Term and Winter Term final examinations (and December examinations in 26-week Fall/Winter courses) will be related directly to the basic Class Schedule and must comply with approved University Policy on Examinations.
- g. Within Fall Term or Winter Term, Faculties may schedule six-week classes to take place in either half of the term. The registration deadline for a six-week course will be determined in the same manner as other Fall/Winter courses, and will fall on the tenth class day following the commencement of the course. There will be a week break between the end of six-week courses in the first half of a term and the beginning of six-week courses in the second half of a term.
- h. Augustana's schedule may vary due to the Augustana Calendar. See the *University Calendar, Academic Schedule* for full details on Augustana Faculty Fall and Winter Term breaks.

## 3. LENGTH OF SPRING AND SUMMER TERMS

The Academic Schedule for **Spring/Summer** at the University of Alberta will provide for two equal terms as described below:

- a. Spring and Summer Terms will each consist of six full weeks including instruction, examinations and statutory holidays.
- b. Spring Term will occur in the months of May and June, and Summer Term will occur in the months of July and August.
- c. There will be a break of at least a week between the end of Winter Term final examinations and the beginning of Spring Term (to fall on a Monday). There will be a break of at least three weeks between the end of Spring Term final examinations and the beginning of Summer Term.
- d. Summer Term will commence on the first Monday following the Canada Day Holiday in July.
- e. Within Spring Term or Summer Term, Faculties may schedule three-week classes to take place in either half of the term. The registration deadline for a three-week course will be determined in the same manner as other Spring/Summer courses, and will fall on the 4<sup>th</sup> class day following the commencement of classes.

**of A Policies and Procedures On-Line (UAPPOL)****DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Academic Schedule</b>	The Academic Schedule is the listing of important dates and deadlines for the University of Alberta, and is published in the University Calendar each year.
<b>Term</b>	The Academic Year is divided into four (4) (Fall, Winter, Spring, Summer) terms for the purposes of registration and the scheduling of classes and examinations.
<b>Fall/Winter</b>	The eight-month period from September to April.
<b>Spring/Summer</b>	The four-month period from May to August.

**FORMS**

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There are no forms for this procedure.

**RELATED LINKS**

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[GFC Policy on Examinations](#) (University of Alberta)

[Post-Secondary Learning Act](#) (Government of Alberta)

[University Calendar](#) (University of Alberta)