Academic Schedule Policy

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Provost and Vice-President (Academic)</th>
</tr>
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<tbody>
<tr>
<td>Office of Administrative Responsibility:</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>Approver:</td>
<td>General Faculties Council</td>
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<tr>
<td>Scope:</td>
<td>Compliance with University procedure extends to all members of the University community.</td>
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Overview

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

Purpose

- To establish standards regarding the preparation, approval and administration of the annual Academic Schedule.

POLICY

1. ACADEMIC YEAR

   The Academic Year shall be divided into four terms as follows:
   
   a. Summer Term: July-August
   b. Fall Term: September-December
   c. Winter Term: January-April
   d. Spring Term: May-June

2. ACADEMIC SCHEDULE DELEGATION OF AUTHORITY

   The authority to determine the Academic Schedule is the responsibility of the GFC Executive Committee, as delegated to that body by General Faculties Council.

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

3. ONE-TIME CANCELLATION OF CLASSES

   GFC delegates the authority to establish regulations for one-time class cancellations to a Faculty Council, for courses offered by that Faculty.

4. STUDENT ACTIVITY DAYS

   GFC delegates to the Provost and Vice-President (Academic) (or delegate) the authority to approve Student Activity Days. Student Groups and Associations may not schedule Student Activity Days that overlap with the normal delivery of classes without sufficient consultation and approval. Student Activity Days will not normally result in cancellation of classes. Student Activity Days shall not be granted automatically and shall not, therefore, be listed in the Academic Schedule.

5. STUDENTS’ UNION ELECTION FORUM

   Classes are cancelled from noon to 1:00 PM for the Students' Union election forum, except for classes at the Faculté Saint-Jean. A separate forum on a different day will be held at the Faculté, for which classes on that campus will be cancelled.

   The date of the annual Students' Union election forum is contained in the Academic Schedule approved by the GFC Executive Committee as printed in the current University Calendar.
6. **DEADLINE FOR REGISTRATION AND REGISTRATION CHANGES**

The deadline for registration, changes of registration ("adds" and "drops without record") or course section changes will be the tenth class day following commencement of classes in Fall or Winter terms, and the fourth class day in Spring or Summer terms. Instructors are not required to allow students to make up any class material, class time, or lab time they may have missed due to registering in a course after the commencement of classes.

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**DEFINITIONS**

<table>
<thead>
<tr>
<th>Academic Schedule</th>
<th>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.</th>
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<tbody>
<tr>
<td>Academic Year</td>
<td>The twelve-month period from July 1st of one year through June 30th of the next.</td>
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<tr>
<td>Term</td>
<td>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.</td>
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<tr>
<td>Student Activity Days</td>
<td>A day of activities scheduled by the Students’ Union, a Faculty Association (e.g. the Arts Students’ Association) or Student Group that overlaps with regularly scheduled classes. Current examples include Bar None, Antifreeze and Engineering Week.</td>
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**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca.

- General Faculties Council Terms of Reference (University of Alberta)
- GFC Executive Committee Terms of Reference (University of Alberta)
- GFC Policy on Examinations (University of Alberta)
- Post-Secondary Learning Act (Government of Alberta)
- University Calendar (University of Alberta)

**PUBLISHED PROCEDURES OF THIS POLICY**

- Academic Schedule Procedure