

Grant MacEwan University Policy Manual

Academic Schedule

1.0 POLICY

The Academic Schedule documents important dates and deadlines to support educational planning and instruction. The approved Academic Schedule is published in the Grant MacEwan University Calendar.

2.0 RATIONALE AND PRINCIPLES

- 2.1 The Academic Schedule guides scheduling processes and decisions to support teaching and learning.
- 2.2 The Academic Schedule is designed to provide accurate information about important dates and deadlines for students to support their educational planning and success.
- 2.3 The Academic Schedule is built so that there are sufficient instructional and final assessment days to support high quality instruction and educational standards.
- 2.4 The Academic Schedule and academic policies shall align and complement each other.

3.0 SCOPE AND DEFINITIONS

- 3.1 The Academic Schedule applies to all programs and courses at MacEwan University.
- 3.2 Institution-wide Faculty Development days, student orientation and registration activities (with the exception of occasional late registration and fee payments) are not included in the Academic Schedule and are to be accommodated elsewhere in institutional planning.

For purposes of this policy the following definitions apply:

- 3.3 Academic Year is the twelve month period from September 1st of one year through August 31st of the next.
- 3.4 Academic Schedule is the listing of important academic dates and deadlines for MacEwan University.
- 3.5 Term is one of three periods of time within which instruction occurs (Fall, Winter, Spring/ Summer). There may be one or more sessions within a term.

Academic Schedule

4.0 REGULATIONS

Roles and Responsibilities

- 4.1 The Provost and Vice President Academic is responsible for this policy.
- 4.2 The University Registrar is responsible for administration of this policy including preparation of the Academic Schedule based on Academic Schedule Guidelines published by the Office of the University Registrar.

Academic Year

- 4.3 The academic year shall typically be divided into three terms as follows:

Fall Term: September – December

Winter Term: January – April

Spring/Summer Term: May – August

- 4.4 The University Registrar shall prepare Academic Schedules for approval two years in advance of publication requirements. Normally this will include submission of Academic Schedules for two concurrent years.

Approval and Delegation of Authority

- 4.5 The Deans and Directors Group shall endorse the Academic Schedule, based on the University Registrar's recommendation.
- 4.6 The General Faculties Council shall provide final approval of the Academic Schedule.
- 4.7 The University Registrar and General Faculties Council Secretariat shall ensure appropriate consultations occur well in advance of approval deadlines.

Academic Schedule

FACT SHEET

DATES:

Approved 2013.01.22
Review 2018.01

SOURCE:

- 1980.02.21 Approved by Board motion: 16-15-79/80. Replaces '79 Calendar and past Academic Council practice, confirmed Board of Governor motion 8-10-78/79 approving 1980-81 Academic Calendar.
- 1985.09.19 Changes made to regulations and procedures to reflect current college policy as recommended by Academic Council 85.09.10 and approved 85.09.19 by Board motion 10-2-85/86.
- 2003.02.01 Format updated.
- 2009.11.18 Replaced A3020 Academic Schedule of Trimester Activities. New policy approved as recommended by Academic Policies Committee, and approved 09.11.17 by Academic Governance Council motion AGC-11-11-17-2009.
- 2010.11.16 Revisions recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-05-11-16-2010.
- 2013.01.22 Revisions recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-03-01-22-2013.
- 2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
- 2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
- 2015.03.17 Section 4.6 revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-03-03-17-2015.
- 2018.12.12 Minor change to replace Academic Governance Council with General Faculties Council effective February 1, 2019. Approved by Policy Sponsor on December 12, 2018.

RELATED POLICIES:

Grading
Academic Standing

**Grant MacEwan University
Policy Manual**

Academic Schedule

Academic Calendar
Refunds of Tuition and Student Fees

IMPLEMENTATION DATE: March 18, 2015