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## ADMINISTRATIVE GUIDELINES FOR DETERMINING THE ACADEMIC SCHEDULE

### PURPOSE

1. The purpose of these Guidelines is to provide the Office of the Registrar with guiding principles for determining the Graduate and Undergraduate Academic Schedules.

### DEFINITIONS

2. For the purposes of these Guidelines the following definitions apply:

**“Calendar Day”** means any day of the week, including Saturdays and Sundays, on which business can be conducted.

**“Working Day”** means any day, excluding Saturdays, Sundays, statutory holidays, and university closures, on which business can be conducted.

**“Semester”** means sixty days of lectures and a final examination period.

**“Session”** means a period of approximately six consecutive weeks in the summer semester consisting of 30 days of lectures and a final examination period. The first half of summer semester is designated as spring session; the second half is designated as summer session.

**“Flat-fee program”** refers to a graduate program in which a flat rate is charged per term based on full-time or part-time status.

**“Fee-per credit program”** refers to a graduate program in which tuition is charged per credit hour in which the student is registered.

### SCOPE AND AUTHORITY

3. These Guidelines apply to those faculties and programs, including both undergraduate and graduate programs which operate on a 60 day teaching Semester.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.
5. The School of Graduate and Postdoctoral Studies (SGPS) is responsible for overseeing the implementation, administration and interpretation of these Guidelines as they pertain to graduate students.

### GUIDELINES

## 6. Semester Start and End Dates

6.1. Each fall, winter, and summer Semester will comprise a maximum of 12 teaching weeks comprising of 60 “lecture days.” Lectures will not be held on statutory holidays or at other times as directed by the University Academic Council, administration or Board of Governors.

- a) Fall Semester. Lectures will normally begin on the first week Thursday following Labour Day.
- b) Winter Semester. Lectures will normally begin on the first Monday following January 2nd.
- c) Summer Semester. Lectures will normally begin on the first Monday in May.

## 7. Session Start and End Dates

7.1. Each spring and summer Session will comprise a maximum of six teaching weeks comprising of 30 “lecture days.” Lectures will not be held on statutory holidays or at other times as directed by the University Academic Council, administration or Board of Governors.

- a) Spring Session. Lectures will normally begin on the first Monday in May.
- b) Summer Session. Lectures will normally begin on the fourth Monday in June.

## 8. Registration Dates for Undergraduate students

### 8.1. Adding a Course

- a) The last day to add a course for a Semester will be ten Working Days from the first day of lectures.
- b) The last day to add a course for a Session will be five Working Days from the first day of lectures.

### 8.2. Dropping a Course

- a) The last day to drop a course for a Semester and receive a 100% refund will be ten Working Days from the first day of lectures.
- b) The last day to drop a course for a Session and receive a 100% refund will be five Working Days from the first day of lectures.
- c) Last day to drop a course for a Semester with no academic consequence and receive a 50% refund will be twenty Working Days from the first day of lectures.
- d) Last day to drop a course for a Session with no academic consequence and receive a 50% refund will be ten Working Days from the first day of lectures.
- e) \_\_\_\_\_ Last day to drop a course for a Semester and receive a “W” in lieu of grade will be the last day of lectures. forty five Working Days from the first day of lectures.
- e)f) \_\_\_\_\_ Last day to drop a course for a Session and receive a “W” in lieu of grade will be the last day of lectures. twenty two Working Days from the first day of lectures.

## 9. Registration Dates for Graduate Students

### 9.1. Registration change requests

- a) The last day to submit the following registration changes to [the School of Graduate and Postdoctoral Studies \(SGPS\)](#) will be the first day of lectures:
- i. Change of program request
  - ii. Change in time-status
  - iii. Leave of absence request

### 9.2. Adding a course

- a) The last day to add a course for a Semester will be ten Working Days from the first day of lectures.
- b) The last day to add a course for a Session will be five Working Days from the first day of lectures.

### 9.3. Dropping a course

- a) Last day to drop a course for a Semester in a fee-per-credit graduate program and receive a 100 per cent refund will be ten Working Days from the first day of lectures.
- b) Last day to drop a course for a Session in a fee-per-credit program and receive a 100 per cent refund will be five Working Days from the first day of lectures.
- c) Last day to drop a course for a Semester in a fee-per-credit graduate program and receive a 50 per cent refund will be twenty Working Days from the first day of lectures.
- d) Last day to drop a course for a Session in a fee-per-credit graduate program and receive a 50 per cent refund will be ten Working Days from the first day of lectures.
- e) Last day to drop a course for a Semester without academic consequences will be twenty Working Days from the first day of lectures.
- f) Last day to drop a course for a Session without academic consequences will be ten working day from the first day of lectures.
- g) Last day to drop a course for a Semester and receive a “W” in lieu of grade will be forty-five Working Days from the first day of lectures.
- Study week dates will not be considered Working Days.
- f)h) Last day to drop a course for a Session and receive a “W” in lieu of grade will be twenty-two Working Days from the first day of lectures.

### 9.4. Withdrawing from a flat-fee program

- a) Last day to withdraw from a flat-fee graduate program and receive a 100 per cent refund will be ten Working Days from the first day of lectures.

- b) Last day to withdraw from a flat-fee graduate program and receive a 50 per cent refund will be twenty Working Days from the first day of lectures.

**10. Submission of Certificate of Approval for graduate students**

Students that submit by the dates indicated will not incur fees or charges for the next academic semester.

**10.1. Fall Semester**

- a) Last day to submit final thesis package with Certificate of Approval to program office will be between seven and ten Working Days after lectures end.
- b) Last day to submit the Certificate of Approval for project/paper to SGPS will be between seven and ten Working Days after lectures end.

**10.2. Winter Semester**

- a) Last day to submit final thesis package with Certificate of Approval to program office will be between seven and ten Working Days after lectures end.
- b) Last day to submit the Certificate of Approval for project/paper to SGPS will be between seven and ten Working Days after lectures end.

**10.3. Summer Semester**

- a) Last day to submit final thesis package with Certificate of Approval to program office will be between ten and fourteen Working Days after lectures end.
- b) Last day to submit the Certificate of Approval for project/paper to SGPS will be between ten and fourteen Working Days after lectures end.

**11. Study Weeks**

**11.1. Fall Semester**

- a) The fall study week will be scheduled to align with Thanksgiving in October. No scheduled academic activities during this break. Non-academic and research activities may continue.

**11.2. Winter Semester**

- a) The winter study week will be scheduled to align with Family Day in February. No scheduled academic activities during this break. Non-academic and research activities may continue.

**11.3. Summer Semester**

- a) The summer study week will be scheduled to align with the spring Session final examination period. Non-academic and research activities may continue.

**12. Study Days**

- 12.1.** There will be at least one study day (including Saturdays and Sundays) between the completion of lectures and the first scheduled final examination.

### 13. Final Examination Periods

- 13.1. The final examination period will begin following the study day and be at least nine Calendar Days. No examinations will be scheduled on a statutory holiday.
- 13.2. The final day of examinations will be no later than December 22 in the fall Semester and April 25th in the winter Semesters.

### 14. Deferred Examination Dates

- 14.1. Normally, deferred examination dates for the fall Semester will be scheduled the first week of January.
- 14.2. Normally, deferred examination dates for the winter Semester will be scheduled in the second week following the end of the winter final examination period.
- 14.3. Normally, deferred examination dates for the summer Semester and the spring and summer Sessions, will be scheduled in the second week following the end of the Semester or Session's final examination period.

### 15. Grading Deadlines

#### 15.1. Semesters

- a) Grades will be approved by the deans and due to the Office of the Registrar within five Calendar Days of the last regularly scheduled final examination. Grades will be due by 10:00 a.m. on the fifth Calendar Day.

#### 15.2. Sessions

- a) Grades will be approved by the deans and due to the Office of the Registrar within four Calendar Days of the last regularly scheduled final examination. Grades will be due by 10:00 a.m. on the fourth Calendar Day.

### 16. Convocation Ceremonies

- 16.1. ~~Normally, Spring~~ Convocation ceremonies will be scheduled in the first two weeks-full week in June.

### MONITORING AND REVIEW

- 17. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Guidelines.

### RELEVANT LEGISLATION

- 18. This section intentionally left blank.

### RELATED POLICIES, PROCEDURES & DOCUMENTS

- 19. Course Selection and Registration Policy  
Examination and Grading Policy  
Graduate Academic Schedule  
Undergraduate Academic Schedule