



ACADEMIC DATE SETTING PROCEDURE			
Procedure Type:	Academic	Initially Approved:	February 2018
Procedure Sponsor:	President and CEO	Last Revised:	December 16, 2020
Administrative Responsibility:	Registrar's Office	Review Scheduled:	December 2025
Approver:	General Faculties Council		

A. INTENT

The intent of this procedure is to standardize the development of the Academic Schedule date setting and to provide a guideline to follow while setting academic dates and deadlines.

B. SCOPE

This procedure applies to setting dates for all graduate and undergraduate credit programs. The academic dates include all those listed in the chart which includes defining semester dates, course start and end dates, course registration dates and deadlines, tuition and fee deadlines, and end of term exams/assessment periods. These dates and deadlines will be applied to all undergraduate and graduate students and will be published in the academic calendar as well as on the AUArts.ca website.

C. PROCEDURE

- 1.1 Academic date setting at AUArts is the responsibility of the Office of the Registrar. The Office of the Registrar will strive to have draft dates set three academic years in advance internally. The dates will be published to the public annually in the Academic Calendar.
- 1.2 The Academic Schedule is approved by the GFC Standing - Academic Policy Committee.
- 1.3 The Academic Date Setting – Guidelines Chart provides the guidelines to follow in setting the Academic Schedule referencing other procedures where applicable.
- 1.4 Once tentative dates have been set consultation will take place with the following offices:
 - a. ORAA (Office of Research and Academic Affairs)
 - b. HR, specifically regarding statutory holidays and ensuring that we are meeting the requirements of AUArtsFA and AUPE's collective agreements.

D. DEFINITIONS

Academic Day:	The academic day runs from 8:00am – 10:00pm Monday through Saturday
Academic Terms:	
Summer Term:	The period of the academic year that runs from July – August. Term Code: 202X01
Fall Term:	The period of the academic year that runs from September – December. Term Code: 202X02
Winter Term:	The Period of the academic year that runs from January – April. Term Code: 202X03
Spring Term:	The period of the academic year that begins the first full week in May and is scheduled for 6 weeks from May – June. Term Code: 202X04 (part of term)
Spring/Summer:	The period of the academic year that runs from May – August. Term Code: 202X04.
Academic Year:	The Academic year starts on July 1 to June 30 of the following year.
Weekday:	Any day of the week excluding weekend days (Saturday/Sunday); excludes holiday days.
Calendar Day:	Any day of the calendar including weekend days; excludes holiday days.
Term Length Calculation:	Each academic term will have a minimum 12 meeting times for classes delivered once per week (12 deliveries each of M, T, W, R, F, Sa). There will be a four-day term break in the spring, Saturday to Friday, during the week in which Family Day (Monday) is observed in February.

E. REFERENCE

- AUArtsFA Collective Agreement Article 11
- AUPE Collective Agreement Article 31

Appendix A: Academic Date Setting – Guidelines Chart

DEADLINE	FALL	WINTER	SPRING	SPRING/ SUMMER	Policy/ Procedure
First day of the Term (Fall/Winter/ Spring-Summer Orientation / Welcome Back	September 1	January 1	May 1	May 1	
	Begins Tuesday after Labour Day	Weekday prior to the first day of classes	N/A	N/A	
First day of Classes	Wednesday after Labour Day if date > = Sept 6; Otherwise, Monday of the first full week in September allowing for 12 weeks of instruction plus an exam and assessment period before the holiday break	Monday of the first full week in January if date <= 7; otherwise, the first Wednesday following January 1 st allowing for 12 weeks of instruction plus an exam and assessment period before the holiday break	Starts Monday of the first full week in May (scheduled twice per week).	Starts Monday of the first full week in May.	
Non-degree and Visiting student registration opens	First day of class	First day of class	First day of class	First day of class	
Last day to waitlist	Three weekdays prior to the last day of add/drop	Three weekdays prior to the last day of add/drop	First day of classes	N/A	
Waitlist ends; remaining seats are open for registration	One weekday prior to the last day to add/drop	One weekday prior to the last day to add/drop	Third day of classes	N/A	
Last day to add or drop classes	10 weekdays from the first day of class	10 weekdays from the first day of class	5 weekdays from the first day of class	10 weekdays from the first day of class	

Last day for Refund of Term Tuition & Fees for course(s) dropped and University Withdrawals	10 weekdays from the first day of class	10 weekdays from the first day of class	5 weekdays from the first day of class	10 weekdays from the first day of class	
Last day to pay full fees without penalty including deregistration	10 weekdays from the first day of class	10 weekdays from the first day of class	5 weekdays from the first day of class	10 weekdays from the first day of class	Credit Tuition and Student Fees Procedure
Last day for Health & Dental Opt-Out	As set by the SA	As set by the SA (new students only)	As set by the SA (new students only)	As set by the SA (new students only)	
Deadline for refund of term tuition to 50% for University Withdrawals – no refunds after this date	Day prior to first late fee penalty	Day prior to first late fee penalty	Day prior to first late fee penalty	Day prior to first late fee penalty	
First late fee penalty	October 1	February 1	May 15	June 1	Credit Tuition and Student Fees Procedure
Second late fee penalty	November 1	March 1	N/A	July 1	Credit Tuition and Student Fees Procedure
Term Break	N/A	Saturday before Family Day(Monday) and Tuesday-Friday following Family Day	N/A	N/A	
Mid-term Grading Complete	By the 8 th week or November 1	By the 8 th week or March 1	By the 3 rd week	By the 8 th week or July 1	Undergraduate Course Management
Mid-term Grades Available	By the 9 th week or November 7; 2 weekdays before last day to withdraw	By the 9 th week or March 7; 2 weekdays before last day to withdraw	By the 4 th week; minimum 2 weekdays before last day to withdraw	By the 9 th week or July 7; 2 weekdays before last day to withdraw	Undergraduate Course Management

Last Day to Withdraw	Friday before November 11	Second Friday in March	Second Friday in June	Second Friday in July	
Last Day to apply to graduate	N/A	March 15	N/A	N/A	
Classes End – SCCS, SVA, SCEM	Ensuring minimum 12 meetings in a term (once per week)	Ensuring minimum 12 meetings in a term (once per week)	Ensuring minimum 12 meetings in a term (two meetings per week)	Ensuring minimum 12 meetings in a term (once per week)	
Classes / Exams / Final Assessments End - SCD	Ensuring minimum 13 meetings in a term (once per week)	Ensuring minimum 13 meetings in a term (once per week)	Ensuring minimum 13 meetings in a term (two meetings per week)	Ensuring 13 meetings in a term (once per week)	
Exams / Final Assessments, Critique Period – SCCS, SVA, SCEM	5 business days + 1 Saturday	5 business days + 1 Saturday	3 business days including 1 Saturday	5 business days + 1 Saturday	
Final Grade Submission Deadline	Minimum 5 calendar days following the last day of exams @12noon; at least 2 days prior to the end of term	Minimum 5 calendar days following the last day of exams @12noon; at least 2 days prior to the end of term	Minimum 5 calendar days following the last day of exams @12noon	Minimum 5 calendar days following the last day of exams @12noon; at least 2 days prior to the end of term	
Last day of the term	The weekday prior to December 25	April 30	June 30	August 31	
Last day to apply to graduate		March 1			
Convocation	N/A	N/A	Last Thursday in May	N/A	
Grade Appeal Deadline	14 th weekday in January	14 th weekday in May	14 th weekday in September	14 th weekday in September	Grade Appeal Procedure
Incomplete Grade Change Deadline	March 1 following grade assignment	July 1 following grade assignment	November 1 following grade assignment	November 1 following grade assignment	

Appendix B: Holidays

Month	Holiday	Calculation of Date
January	New Year	1 January. If 1 January is Thursday, university closed both Thursday and Friday. If 1 January falls on a Saturday or Sunday, the following Monday is counted as a holiday.
February	Family Day	The third Monday in February
March or April	Good Friday	The Friday preceding Easter Sunday.
March or April	Easter Monday	The Monday following Easter Sunday.
May	Victoria Day	The Monday preceding 25 May
July	Canada Day	1 July (unless 1 July falls on a Saturday or Sunday, in which case Canada Day is observed on the following Monday)
August	August Civic Holiday	The first Monday in August
September	Labour Day	The first Monday in September
October	Thanksgiving Day	The second Monday in October
November	Remembrance Day	11 November (unless 11 November is a Saturday or Sunday, in which case Remembrance Day is observed on the following Monday)
December / January	Holiday Observance	University closed from 25 December until 1 January inclusive. See January (above).