



Academic Schedule Policy

1. Purpose

This policy establishes the parameters that govern St. Mary's University Academic Schedule, including semester dates and lengths and the number of instructional weeks to occur in each semester.

2. Scope

This policy applies to the Registrar, Faculties, and Administrative Staff responsible for approving operational dates included in the academic schedule.

3. Definitions

3.1 **Academic Schedule:** the Academic Schedule is the listing of important dates and deadlines for St. Mary's University. The Academic Schedule is published in the University Calendar each year.

3.2 **Policy:** refers to the Academic Schedule Policy.

3.3 **Timetabling Year:** the twelve-month period from September 1 through August 31 of the next calendar year.

3.4 **Term:** The Academic Year is divided into 4 (Fall, Winter, Spring, and Summer) terms for the purpose of registration and the scheduling of classes and examinations.

3.5 **University:** means St. Mary's University

4. Principles

4.1 All term start and end dates are determined by the Registrar and are submitted as part of the Academic Schedule to Academic Council for approval.

4.2 3-credit courses will be allocated 36-39 contact hours per term.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Registrar	November 30, 2020	November 27, 2023	Every 5 years

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4.3 The academic year is divided into four terms, normally between these dates:

- Spring Intersession: May 1 – June 30
- Summer Intersession: July 1 – August 31
- Fall Term: September 1 – December 31
- Winter Term: January 1 – April 30

4.3.1 **Fall Term** will normally commence on the Wednesday following Labour Day. Fall term will end on/before December 22.

- The Fall Term will consist of typically fifteen weeks including instruction, statutory holidays, a 5-day mid-term break (Fall Reading Week), and final examinations. Fall Reading Week will typically be scheduled during the week of Remembrance Day holiday. When Remembrance Day falls on a Saturday or Sunday, Fall Reading Week will be the week following Remembrance Day.
- Final examinations (typically between 9-12 days, including Saturdays) will be scheduled following the last day of class.

4.3.2 **Winter Term** will normally commence on the first Monday following the first weekend after the Winter opening of the University.

- Winter Term will consist of typically fifteen weeks including instruction, statutory holidays, a 5-day mid-term break (Winter Reading Week), and final examinations. Reading Week will typically be scheduled during the week of the Alberta Family Day holiday.
- Final examinations (typically between 9-12 days, including Saturdays) will be scheduled following the last day of class.

4.3.3 **Spring and Summer Intersessions** will each typically consist of seven weeks including instruction, statutory holidays, and final examinations.

- Spring Intersession will occur in the months of May and June, and Summer Intersession will occur in the months of July and August.
- Final examinations (typically over 5 days, including Saturdays) will be scheduled following the last day of class.
- Spring Intersession will typically commence on the first Monday one week after the end of the Winter Term.
- There will typically be a break of at least a week between the end of Winter Term final examinations and the beginning of Spring Intersession.
- Summer Intersession will typically commence on the first Monday two weeks after the end of the Spring Intersession.

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- There will typically be a break of at least two weeks between the end of Spring Intersession final examinations and the beginning of Summer Intersession.
- Within the Summer Intersession, Block Week classes that are one, two, or three weeks in length may be scheduled.

4.4 All course work (assignments and examinations) must be completed within the course start and end dates specified.

4.5 The final examination period includes business days and Saturdays.

4.6 Significant dates shall be listed in the Academic Schedule as follows:

4.6.1 New Student Orientation

- FALL – A business day prior to the September long weekend.
- WINTER – In January, a business day before classes begin.

4.6.2 First Day of Term

- FALL – Wednesday following Labour Day.
- WINTER – First Monday following the first weekend after the winter opening of the University.

4.6.3 Final Examinations

- FALL – Starts the third calendar day following the last day of classes (runs 9 – 12 days, including Saturdays)
- WINTER – Allowing for two days of Student Conferences and allowing for Good Friday and Easter Monday final examinations typically begin seven days after the last day of classes. If Good Friday and Easter Monday fall within the term exams will typically start 5 days after the term ends.

4.6.4 Final Grades Due

Ten business days after the final examination or ten business days after the final class if there is no exam.

4.6.5 Last day to register or to change registration

Five business days following the first day of term

4.6.6 Fee Deadlines

Ten business days following the first day of term

4.6.7 Last day to Withdraw Without Academic Penalty

Business day that equals 75% per cent completion of the term

4.6.8 Reading Week

Typically during the week of Remembrance Day for the Fall Term, the week of Alberta Family Day for the Winter Term.

4.6.9 Convocation Dates

Typically, a Thursday and/or Friday in late May or early to mid-June.

4.6.10 Holidays during which the University campus will be closed:

- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day

Note: Where Remembrance Day falls on a weekend, the campus closure will be observed on the following Monday.

- Alberta Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day Heritage Day
- Christmas Day – New Year's Day

Note: December 25 to January 1. Where January 1 falls on a weekend, the campus closure will be observed on the following Monday.

Note: When December 24 falls on a weekday, the University will be closed effective 12:00pm on that day.

5. Academic Schedule Procedure**5.1 Purpose**

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

5.2 Procedure

Academic Schedule Drafting and Approval Process

1. Each spring/summer the Registrar will begin drafting the Academic Schedule for the following year.
2. Drafts will be sent to the VP Academic, Deans, Area Chairs and Coordinators and other stakeholders for feedback and suggested changes.

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3. The final draft of the Academic Schedule will be sent to Academic Council for a Fall Academic Council meeting.
4. After the Academic Schedule has been approved, it will be published in the University Calendar.