

POLICY



CATEGORY	Academic	
POLICY NUMBER	D04	
POLICY NAME	Calendar of Important Dates	
CROSS REFERENCE		
COLLEGE LEADERSHIP TEAM		ACADEMIC COUNCIL
September 21, 2018		September 13, 2018
POLICY STATEMENT		
<p>A Calendar of Important Dates, for programs approved in the Provider and Program Registry System (PAPRS) will be prepared by the Office of the Registrar to provide students and staff with the days of instruction and important academic dates.</p>		
GUIDELINES		
<p>The Academic Year for Olds College will normally be July to June with specific dates outlined on the Calendar of Important Dates</p> <p>Olds College enrolls and serves students on a year round basis. The Academic Year is divided into four terms: Summer: July – August Fall: September – December Winter: January – April Spring: May – June</p> <p>Normally, programs will:</p> <ul style="list-style-type: none"> · Start at the beginning of a term · Offer courses in a format of 15 weeks of instruction which includes a 1 week final exam period <p>Some programs may not fall within these parameters. Exceptions must be approved by the Registrar in consultation with the Vice President responsible for Academics.</p>		
IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY		
VICE PRESIDENT Responsible for:	Academics	
REVIEW PERIOD:	5 Years	

PROCEDURE



SUBJECT AND POLICY NUMBER:	D04 Calendar of Important Dates
VICE PRESIDENT Sign Off Date:	September 21, 2018

The Calendar of Important Dates will include college term dates, statutory holidays, college closures, student Christmas Break, term final exam period, Reading Week Break, Fall Break for relevant years, and Convocation.

The Calendar of Important Dates will be prepared by the Registrar, and will maintain at least the next three years of calendars.

Each Fall, program and term dates specific to each program will be determined by the Office of the Registrar in consultation with the Schools.

TERMS

The Fall term will start on the Tuesday following Labor Day and will be 15 weeks in length.

The Winter term will start on the Monday in January following the staff return to work and will be 16 weeks in length (15 weeks of instruction and a one week Reading Week break).

The Spring term will start on the Monday after the Winter term ends, and will end on the Friday before Summer term starts.

The Summer term will start on the Monday prior to Canada Day when Canada Day is on a Tuesday, Wednesday or Thursday. The Summer term will start on the next business day following Canada Day when Canada Day is on Friday, Saturday, Sunday or Monday. The Summer term will end on the Friday before Fall term starts.

BREAKS AND HOLIDAYS

A Fall break for students will occur on the adjacent Monday or Friday for years when Remembrance Day is on a Tuesday or a Thursday.

A Reading Week break will occur in the Winter term Tuesday through Friday after the Family Day statutory holiday in February. This break may not be observed by all programs.

The College will observe and be closed on all statutory holidays. The Office of the Registrar will work with the Human Resources Department to coordinate the observance of the statutory holidays of Remembrance Day and Canada Day when they are on a Saturday or Sunday.

CONVOCATION

The Convocation Ceremony will be held on the first Saturday in June.