



ACADEMIC DATE SETTING PROCEDURE

Procedure Type:	Academic	Initially Approved:	February 2018
Procedure Sponsor:	Dean of Students	Last Revised:	September 20, 2023
Administrative Responsibility:	Registrar's Office	Review Scheduled:	September 2028
Approver:	General Faculties Council		

A. INTENT

The intent of this procedure is to standardize the development of and to provide guidelines for setting academic dates.

B. SCOPE

This procedure applies to all graduate and undergraduate credit courses and programs. Academic dates include term dates, course start and end dates, end of term exams/assessment periods, and term breaks.

C. PROCEDURE

1. GENERAL

- 1.1 Academic date setting at AUArts is the responsibility of the Office of the Registrar.
- 1.2 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.
- 1.3 Once consultation above is complete, the Academic Schedule is approved by the GFC Standing - Academic Policy Committee.
- 1.4 Approved dates will be published annually in the Academic Calendar.

2. ACADEMIC YEAR AND TERM DATES

- 2.1 The AUArts academic year starts on July 1 and finishes on June 30 of the following year.
- 2.2 AUArts operates with the following academic terms:
 - a. Summer Term: The period of the academic year that runs from July 1 to August 31 (Term Code: 202X01).
 - b. Fall Term: The period of the academic year that runs from September 1 to December 31 (Term Code: 202X02).

- c. Winter Term: The period of the academic year that runs from January 1 to April 30 (Term Code: 202X03).
- d. Spring Term: The period of the academic year that runs from May 1 to June 30 (Term Code: 202x04).
- e. Spring/Summer Term: The period of the academic year that runs from May 1 to August 31(Term Code: 202X04).

3. INSTRUCTIONAL DAYS, FIRST DAYS OF CLASSES, EXAM PERIOD

- 3.1 To provide an equal number of instructional days across the term, each academic term will be set with a minimum of 12 instances of each day of the week or day in lieu (12 deliveries each of M, T, W, R, F, Sa).
- 3.2 The first day of classes for each term will be set as follows:
 - a. For the Fall term, the Wednesday after Labour Day if the date is after Sept 6; Otherwise, Monday of the first full week in September allowing for minimum 12 weeks of instruction plus an exam and assessment period before the holiday break.
 - b. For the Winter term, the Monday of the first full week in January if the date is before January 7; otherwise, the first Wednesday following January 1 allowing for minimum 12 weeks of instruction plus an exam and assessment period before the holiday break.
 - c. For the Spring/Summer term, the Monday of the first full week in May.
- 3.3 The end of term assessment period for the Fall and Winter terms will be five business days plus one Saturday after the instructional period. The exam/final critique period for undergraduate courses held during the spring term will be three business days plus one Saturday after the instructional period.

4. FALL AND WINTER TERM BREAKS

- 4.1 Fall Term Break: There will be a seven-day (Saturday – Friday) break in the Fall Term that coincides with Remembrance Day which is observed in November.
- 4.2 There will be a seven-day (Saturday – Friday) break in the Winter Term that coincides with the Alberta Family Day (Monday) which is observed in February.

D. DEFINITIONS

- 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.

E. RELATED POLICIES

- Academic Scheduling Policy
- Registration Policy
- Registration Procedure
- Undergraduate Course Management Policy
- Undergraduate Course Management Procedure
- Undergraduate Final Grading Procedure

F. RELATED DOCUMENTS

- AUArtsFA Collective Agreement
- AUPE Collective Agreement

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
03/15/2023	Added clarification about intent of Appendix A, updates to some key dates	Clause 1.5, Appendix A	Registrar	Dean, Academic Programs
09/20/2023	Clarification of the purpose of Appendix and to remove dates set by third parties.	B. Scope 1. General C. Definitions D. Reference Appendix	Registrar	Dean, Academic Programs

Appendix A: Non-Instructional Days

<i>Month</i>	<i>Holiday</i>	<i>Calculation of Date</i>
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
September	Truth and Reconciliation Day	30 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).