



Type:	A – Educational (Board)	Last Approved: Oct. 21, 2009
Executive Responsibility:	VP Academic & Provost	Next Review:
Administrative Responsibility:		Procedure:

STATEMENT:

Fall and Spring semesters shall be scheduled for Academic & Career/Technical programs according to the guidelines below. Programs, which schedule activity outside the normal date range, must ensure students affected are duly notified.

- Class days, excluding exam days, shall number 63 - 65.
- Fall semester will always begin on the Tuesday after Labour Day, and the last scheduled class day will be on a Monday.
- Spring semester will always begin on the first Monday following the New Year's Day holiday, and the last scheduled class day will be on a Friday. In Years where January 1 falls on a Saturday or Sunday, the spring semester will begin on the first Tuesday following the New Year's Day holiday.
- At least two (2) week days fall between the last day of classes and the first day of exams. No take-home exams, lab exams or assignments shall be allowed to fall due on, or be held on, these two (2) days.
- No exam worth more than 10% of the final mark of a course shall be scheduled during the last five teaching days in the semester. Such exams must be scheduled during the final exam period. Lab exams are exempt from this rule.
- Take-home exams worth more than 10% of the final mark shall not have a due date during the last five teaching days in the semester, nor during the non-instructional days prior to the start of the exam period.
- Examinations shall be spread over a period of 8 weekdays and the Saturday.
- Spring semester Reading Week shall be week 8.
- The deadline for the submission of grades to the Registrar shall be 5 weekdays after the last day of exams.

Consistent with Section 35.2(6)(h) of the University Act, Senate must advise the Board and the Board must seek advice from Senate on the development of educational policy for the setting of the academic schedule.