

**TITLE: ACADEMIC SCHEDULE**

**POLICY:**

An annual Academic Schedule for Red Deer College is prepared to provide students and staff with key dates for activities and actions which affect learning outcomes and academic progress.

**PURPOSE:**

This policy provides guidance to the Registrar and to Red Deer College Administration in setting an academic schedule that provides learners with programs that meet academic standards that are generally acceptable in higher education in Alberta and in Canada. This provides support for the credibility of programs and assures that the College meets the standards for programs as approved by the Ministry responsible for post-secondary education in Alberta. It also assures that students receive adequate information in order to accurately plan their time while attending the College.

**SCOPE:**

This policy applies to the Registrar and those involved in consultations leading to the final academic schedule for Red Deer College.

**PRINCIPLES:**

Procedures and decisions at Red Deer College:

- Treat all persons fairly and respectfully.
- Are nondiscriminatory and non-intrusive.
- Incorporate open, honest and timely communication.
- Are made in a timely manner.
- Provide appropriate confidentiality and privacy.
- Provide appropriate access to education.
- Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
- Operate with clear written expectations for conduct and handling of complaints.
- Meet all accreditation standards.
- Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
- Are communicated in alternate forms to those who require such accommodation.

**DEFINITIONS:**

**Academic Term** – One of four academic terms scheduled with a start and end date during the academic year noted as summer, fall, winter and spring.

**Alternate Academic Term** – Academic terms that vary from the general academic schedule as listed in the Academic Schedule Policy. Programs using alternate academic schedules are noted in the Academic Calendar.

**Academic Year** – The academic year is July 1<sup>st</sup> to June 30<sup>th</sup>.

**Instructional Days** – The number of days within a term for instruction excluding statutory holidays.

## **GUIDELINES:**

An Academic Schedule is prepared for each Academic Year. The Academic Year for Red Deer College is July 1 to June 30.

The Academic Year is divided into four terms, normally between these dates:

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

A specific Academic Schedule is approved by the Registrar and published for programs in which dates vary from the general academic terms as listed above. Programs which use an alternate academic term are noted in the calendar. These programs adapt the guidelines below by prorating deadlines with fairness and within reason.

The Academic Schedule:

- includes all significant dates for admission, registration, feedback, examinations, fees, graduation, breaks, statutory and College holidays.
- sets the first day of classes for all academic terms with the first day of classes in Fall term occurring after Labour Day.
- includes a General Student Orientation to occur after Labour Day in the Fall term.
- maximizes instructional days in each term as follows:
  - a) Summer term: at least 33 days
  - b) Fall term: at least 63 days
  - c) Winter term: at least 63 days
  - d) Spring term: at least 33 days
- ensures that the first scheduled day of classes allows for a minimum of 36 contact hours.
- indicates the midterm feedback deadline as five instructional days after the midpoint of the Fall and Winter terms. Programs with alternate terms prorate the midterm feedback date.
- includes the last date to withdraw, without academic penalty, date from courses as, on or prior to, the last day of scheduled classes.
- indicates the last day to change registration (add or drop courses) as seven instructional days after the first day of classes providing students to attend at least one scheduled class.
- includes the last day to apply to programs in the current term as two days prior to the last day to change registration (add or drop courses).
- incorporates a mid-term break around November 11<sup>th</sup> in the Fall term, if the number of instructional days can be achieved.
- incorporates a one week midterm break in the Winter term.

- indicates the dates for:
  - continuing and new student registration;
  - final examinations;
  - deferred examinations;
  - supplemental examinations;
  - tuition fee deadlines;
  - emergency response days; and,
  - campus power shut down.
- sets the last day to submit final grades ensuring availability of final grades and academic progress decisions from each term before classes begin the following term.

In order to begin classes and hold Orientation after Labour Day and to maintain the minimum number of instructional days, if it becomes necessary, changes are made in the following priority order:

- removal of one day from the deadline for submission of final grades, as outlined in the Grading Standard Practice;
- removal of one day between the last day of classes and the beginning of exams, as outlined in the Final Examinations Policy;
- removal of the Fall mid-term break that has been scheduled to coincide with the Remembrance Day holiday.

**PROCEDURE:**

1. A draft schedule including the next two academic years is developed by the Registrar using the guidelines listed in this policy.
2. The draft schedule is circulated to Deans' Council, Associate Deans, Student Services, Finance, Campus Management and Human Resources for input.
3. A proposed academic schedule is developed.
4. Academic Council receives the proposed academic schedule for information and provides input to the Registrar.
5. The Registrar submits the final draft academic schedule to Associate Vice President Academic for approval.
6. The Registrar updates RDC Calendar information to include Academic Schedules for two academic years.

**OFFICER RESPONSIBLE:** Chair, Academic Council

**RECOMMENDING AUTHORITY:** Academic Council

**CONSULTATION FOR REVIEW:** Associate Vice President Academic, Associate Deans, Registrar, Director of Student Services, Students' Association, Deans' Council, Finance, Human Resources and Campus Management.

**POLICY REVIEW DATE:** July 1, 2019

**EFFECTIVE DATE:** July 1, 2014

**REVISED DATES:** July 1, 2000  
 January 1, 2005  
 January 1, 2008  
 July 1, 2014

**RELATED POLICIES:**

- [Assessment and Grading](#)
- [Course Add, Drop and Withdrawal](#)
- [Final Examinations](#)

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors policies.