**TITLE:   ACADEMIC SCHEDULE**

**POLICY:**

The Academic Schedule for Red Deer College is prepared annually, two (2) years in advance, to provide learners, faculty and staff with key dates affecting academic progress and operational activities.

**PURPOSE:**

To allocate adequate instructional time to meet approved post-secondary program standards and provide direction to the College in setting an academic schedule that supports teaching, learning and operational requirements.

**SCOPE:**

This policy applies to the Registrar, Schools and administrative units responsible for approving operational dates included in the academic schedule.

**PRINCIPLES:**

1. Policies at RDC:

    1.1.   Treat all persons fairly and respectfully.

    1.2.   Are non-discriminatory and non-intrusive.

    1.3.   Incorporate open, honest and timely communication.

    1.4.   Are made in a timely manner.

    1.5.   Provide appropriate confidentiality and privacy.

    1.6.   Provide appropriate access to education.

    1.7.   Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.

    1.8.   Operate with clear written expectations for conduct and handling of complaints.

    1.9.   Meet all accreditation standards.

    1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.

    1.11. 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.

**Academic Year:** July 1st to June 30th.

**Alternate Academic Term:** Academic Terms that vary from the general academic schedule. Programs using alternate academic schedules are noted in the Academic Calendar.

**Editorial Change:** a change that corrects errors, clarifies written text, and provides shared meaning including changes to correct spelling, grammar, and punctuation.

**Instructional Days**: the number of days within a term for instruction excluding statutory holidays.

**Reading Break:** a break in the Academic Term to provide students an opportunity to complete outstanding course work without the addition of new assignments or the requirement to attend classes.

**GUIDELINES:**

1.  An Academic Schedule is prepared for each Academic Year and published two (2) years in advance in the Academic Calendar. The Academic Year for RDC is July 1 to June 30.

2.  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

3.  Programs using an alternate term are noted in the Academic Calendar and adapt these guidelines by prorating deadlines with fairness and within reason.

4.  The Academic Schedule:
    4.1  includes all significant dates for admission, registration, feedback, examinations, fees, graduation, breaks, statutory and College holidays.

    4.2  sets the first day of classes for all terms with the first day of classes in Fall term normally occurring after Labour Day.

    4.3  includes a Student Orientation to occur before the first day of classes in the Fall term.

    4.4  maximizes Instructional Days in each term as follows:
    - Summer term:        at least 31 days
    - Fall term:              at least 63 days
    - Winter term:          at least 63 days
    - Spring term:          at least 31 days

    4.5  allows for a minimum of 36 contact hours.

    4.6  indicates the mid-term feedback deadline as five (5) Instructional Days after the midpoint of the Fall and Winter terms (pro-rated for Spring and Summer terms)

    4.7  includes the last date to withdraw from courses, without academic penalty, as, on or prior to, the last day of scheduled classes.

    4.8  indicates the last day to change registration (add or drop courses) as seven (7) Instructional Days after the first day of classes allowing students to attend at least one scheduled class.

    4.9  includes the last day to apply to programs in the current term as two (2) days prior to the last day to change registration (add or drop courses).

    4.10  incorporates a five (5) day Reading Break in the Fall term.

4.11 incorporates a five (5) day Reading Break in the Winter term.

4.12 indicates the dates for:

    i.   continuing and new student registration;
    ii.  final examinations;
    iii. deferred examinations;
    iv. supplemental examinations;
    v.  tuition fee deadlines;
    vi. emergency response days; and,
    vii. campus power shut down.

4.13 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.

5. In order to accommodate Student Orientation within September and a Reading Break, changes to the academic schedule will, if necessary, be made in the following priority order:

5.1 removal of one day between the last day of exams and the deadline for submission of final grades, as outlined in the Assessment and Grading Policy;

5.2 removal of one day between the last day of classes and the beginning of the final examination period, as outlined in the Final Examinations Policy.

5.3 removal of one day from the final examination period.

**PROCEDURE:**

1. A draft schedule of the next two (2) Academic Years is developed by the Registrar and sent for consultation.

2. The draft academic schedule, incorporating input from the consultation, is proposed to Academic Council.

3. The Registrar submits the final draft academic schedule, incorporating input from Academic Council, to the Associate Vice President Academic for approval.

4. The Registrar publishes the approved academic schedule as part of the Academic Calendar.

5. The Registrar may change the Academic Schedule when Editorial Changes are required or when the College declares an emergency.

**OFFICER RESPONSIBLE:** Chair, Academic Council

**POLICY CATEGORY:** Academic

**RECOMMENDING AUTHORITY:** Academic Council

**CONSULTATION FOR REVIEW**: Associate Vice President Academic Research and Student Affairs, Associate Deans, Campus Management, Deans' Council, Finance, Human Resources, Director of Student Services, Registrar, School Councils, Service Council, Strategic Planning and Analysis, Students' Association

**POLICY REVIEW DATE**: July 1, 2023

**EFFECTIVE DATE:**  July 1, 2018

**REVISION HISTORY:**          July 1, 2000
                              January 1, 2005
                              January 1, 2008
                              July 1, 2014
                              July 1, 2017
                              July 1, 2018

**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.