



## ACADEMIC YEAR POLICY

Policy Area:	Academic		
Policy Number:	AYRPL_2503R_BA/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Applies to:	Students and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors (on advice of Education Council)		
Approval Date:	March 11, 2025		
Effective Date:	May 1, 2025		
Replaces:	Academic Semester Schedule Policy (2013)		
Last reviewed:	January 2025	Scheduled review date:	January 2030
Procedures:	<i>None</i>		

### 1. Policy Statement

This policy establishes the guidelines for the Registrar to establish and annually publish Academic Dates to facilitate effective academic planning and ensure consistency from year-to-year.

### 2. Purpose

To establish the principles to be used by the Registrar to develop the Academics Dates list. This will ensure students and employees have access to a well-organized and predictable schedule that facilitates their academic progress and success. It also seeks to balance the needs of students and employees while maintaining academic rigor and the standards of the institution.

### 3. Scope and Application

This policy applies to all courses and programs following a regular academic term structure and to relevant students and employees.

#### 4. Definitions

<b>Academic Year</b>	Means the period during which the College conducts its academic educational activities including fall, winter and summer terms. The Academic Year runs from September 1 to August 31.
<b>Academic Dates</b>	Means the annual list created based on the principles established in this policy.
<b>College</b>	Means Okanagan College.
<b>Canada Day</b>	Means the public holiday observed on July 1.
<b>Family Day</b>	Means the public holiday observed the third Monday in February.
<b>Final Assessment</b>	Means an assessment of Student learning that is formally scheduled during the Final Assessment Time-Period by the Registrar.
<b>Final Assessment Time-Period</b>	Means the period during which Final Assessments are scheduled.
<b>Instructor</b>	Means College professor, vocational instructor, or continuing education instructor.
<b>Labour Day</b>	Means the public holiday observed the first Monday in September.
<b>Remembrance Day</b>	Means the public holiday observed on November 11.
<b>Term Dates</b>	The dates set based on this policy for the start and end of classes.

#### 5. Principles

- 5.1 The Registrar's Office is responsible for applying this policy to set the Academic Dates list each Academic Year.
- 5.2 The Academic Dates list shall be published online. It will include a rolling two-year cycle with an additional two-years of tentative dates for reference.
- 5.3 The Academic Dates list will accommodate all provincial public holidays.
- 5.4 The Academic Dates list will include the following:
  - a) Known College closure dates.
  - b) Term dates
  - c) First day of classes
  - d) Last day of classes
  - e) Withdrawal deadlines
  - f) Course refund deadlines
  - g) Registration deadlines
  - h) Final Assessment Time-Period

- i) Final grade submission deadlines
  - j) Orientation day(s).
- 5.5 Every effort is made to include additional dates meaningful to student success including but not limited to:
- a) Transfer Credit deadlines as per the Transfer Credit Policy.
  - b) Fee payment deadlines established by the Registrar.
  - c) Final Grade Appeal deadlines as per the Final Grade Appeal Policy.
- 5.6 The Academic Dates list will be based on the following parameters:

**i. Fall Terms**

- a) The Fall Term will start on the first business day following the Labour Day weekend.
- b) The Tuesday immediately following Labour Day shall be reserved for College-wide orientation activities.
- c) The Wednesday following Labour Day shall be set as the first day of classes.
- d) The term includes a minimum of 60 instructional days to a maximum of 65 excluding weekends.
- e) The second Friday of the term shall be set as the last day for registration, including a change from audit to credit status, and/or a refund of tuition fees.
- f) The eighth Friday of the term shall be set as the deadline for course withdrawals without penalty and/or a change from credit to audit status.
- g) If the Remembrance Day holiday falls on a Tuesday, there will be no classes on the preceding Monday, alternatively if it falls on a Thursday, there will be no classes on the following Friday.
- h) The Final Assessment Time-Period will span seven to ten days and will normally be scheduled Monday through Saturday, and on Sundays as required.
- i) A minimum of two calendar days, with a preference for three, shall be allocated between the last instructional day of the term and the beginning of the Final Assessment Time-Period.
- j) The final grade submission deadline for courses without a Final Assessment shall be set five days into the Final Assessment period.
- k) The final grade submission deadline for courses with a Final Assessment shall be set on an individual basis and be established as the date three days following the Instructor's Final Assessment, or by December 24th at noon, whichever date comes sooner.

**ii. Winter Terms**

- a) The Winter Term will start on the first business day of the first full week after New Year's Day except when New Years Day falls on a Friday in which case the semester will commence on the second full week.
- b) The term includes a minimum of 60 instructional days to a maximum of 65 excluding weekends.

- c) The second Friday of the term shall be the last day for late registration, including changes from audit to credit status, and/or a refund of tuition fees.
- d) The eighth Friday of the term shall be set as the deadline for course withdrawals without penalty and/or a change from credit to audit status.
- e) There will be a four-day study break beginning on the Tuesday following Family Day.
- f) The Final Assessment Time-Period will span seven to ten days and will normally be scheduled Monday through Saturday, and on Sundays as required.
- g) A minimum of two calendar days, with a preference for three, shall be allocated between the last instructional day of the term and the beginning of the Final Assessment Time-Period.
- h) The final grade submission deadline for courses without a Final Assessment shall be set five days into the Final Assessment period.
- i) The final grade submission deadline for courses with a Final Assessment shall be set on an individual basis and be established as the date three days following the Instructor's Final Assessment.

**iii. Summer Terms – Session I and II**

- a) The Summer Term will normally consist of two sessions, Session I and Session II.
- b) Each session will consist of a minimum of 29 instructional days to a maximum of 30 instructional days excluding weekends.
- c) Classes for the Session I term will commence the second Monday in May.
- d) Classes for the Session II term will commence the first full week after the Canada Day statutory holiday.
- e) Final Assessments will normally be scheduled on or before the last day of classes.
- f) The last day of classes will be scheduled on a Monday where possible.
- g) The final grade submission deadline for all courses will be three days following the last day of classes.

**iv. Alternate Durations**

- a) Summer Term courses may be offered for different durations than outlined above. The Academic Dates List for those courses shall be established based on the following parameters:

<b>Course Duration</b>	<b>Last day to register, change from audit to credit, and to withdraw without penalty, normally</b>	<b>Last day to withdraw without penalty and to change from credit to audit, normally</b>
<b>6- 14 days</b>	By 4:00 p.m. of the second (2) instructional day	By 4:00 p.m. of the fifth (5) instructional day
<b>15 - 21 days</b>	By 4:00 p.m. of the third (3) instructional day	By 4:00 p.m. of the eighth (8) instructional day
<b>22 - 41 days</b>	By 4:00 p.m. of the fifth (5) instructional day	By 4:00 p.m. of the fourteenth (14) instructional day

Course Duration	Last day to register, change from audit to credit, and to withdraw without penalty, normally	Last day to withdraw without penalty and to change from credit to audit, normally
<b>8 weeks</b>	By 4:00 p.m. of the ninth (9) instructional day	By 4:00 p.m. of the thirtieth (30) instructional day
<b>12 weeks</b>	By 4:00 p.m. of the tenth (10) instructional day	By 4:00 p.m. of the thirty-fifth (35) instructional day
<b>14 weeks</b>	By 4:00 p.m. of the tenth (10) instructional day	By 4:00 p.m. of the thirty-fifth (35) instructional day
<b>Two terms (spanning fall and winter)</b>	For courses spanning multiple terms the Registrar shall follow the principles established in this policy to set the Academic Dates.	

## 6. Related Acts and Regulations

*College and Institute Act*

## 7. Supporting References, Policies, Procedures and Forms

*Final Assessment Policy*

*Final Grade Appeal Policy*

*Procedures for Final Grade Appeals*

*Transfer Credit Policy*

### History / Revisions

Date	Action
2025-03-11	Revision approved by Board of Governors: <i>Academic Year Policy (AYRPL_2503R_BA/PVPA)</i>
2013-06-06	New policy approved by Education Council: <i>Academic Semester Scheduling Policy (D.4.1.6)</i>