

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.107</b>	<b>Registrar</b>		
Policy Name			
<b>Academic Schedule Policy</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>New</b>	<b>C</b>	<b>June 2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 13, 2017</b>	<b>March 20, 2018</b>	<b>Final Exam Policy (S2017-02)</b>	

## 1. PURPOSE

1.1. This policy provides direction for the development of the annual Academic Schedule.

## 2. OVERVIEW

2.1. Capilano University has three academic terms: Fall (September to December), Spring (January to April) and Summer (May to August). In addition to the full term, Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).

2.2. The Fall and Spring terms are normally 15 weeks in duration with 13 weeks for instruction with final assessments in week 14 and 15. The Summer term/sessions do not have a separate assessment period. The Summer term is 15 weeks in duration. Summer Session 1 and Summer Session 2 are 7 weeks in duration.

2.3. Please refer to the Final Exam Policy (S2017-02) for details related to the offering of exams.

## 3. POLICY STATEMENT

### 3.1. Fall Term

#### a. Classes

- i. Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes are cancelled to accommodate Orientation Day. Night classes (classes beginning at 4:30 or later) run as scheduled.
- ii. The first full day of classes is on Wednesday immediately following Orientation Day.
- iii. There is a one (1) day Reading Break in alignment with Remembrance Day as follows:
  - Remembrance Day is on Monday - Reading Break is the Friday prior.
  - Remembrance Day is on Tuesday – Reading Break is Monday.

- Remembrance Day is on Wednesday - Reading Break is Thursday.
  - Remembrance Day is on Thursday – Reading Break is Friday.
  - Remembrance Day is on Friday – Reading Break is Thursday.
- iv. There are a minimum of sixty-one (61) instructional days, excluding weekends.
  - v. The instructional period ends on the Monday of the beginning of the 14<sup>th</sup> week.

b. Final Assessment Period

- i. The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- i. The second (2<sup>nd</sup>) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.
- ii. The sixth (6<sup>th</sup>) Friday of the term is the last day for fall course withdrawals without academic penalty.
- iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

### 3.2. Spring Term

a. Classes

- i. Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
- ii. There is a four (4) day Reading Break beginning on the Tuesday following Family Day.
- iii. There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.
- iv. The instructional period will normally end at the conclusion of the thirteenth (13<sup>th</sup>) full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.

b. Final Assessment Period

- i. The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- i. When the term begins on a Monday:

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2<sup>nd</sup>) Friday of the term.
  2. The last day to withdraw from a course without academic penalty is the sixth (6<sup>th</sup>) Friday of the term.
- ii. When the term begins on a Wednesday:
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2<sup>nd</sup>) Tuesday of the term.
    2. The last day to withdraw from a course without academic penalty is the sixth (6<sup>th</sup>) Tuesday of the term, not including Reading Break.
  - iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.
- d. Convocation Dates
- i. The convocation ceremonies are normally scheduled for the first Monday and Tuesday in June.

### **3.3. Summer Term/Sessions**

- a. Full Term
  - i. Classes
    1. Classes begin on the second (2<sup>nd</sup>) Monday of May except when May 1<sup>st</sup> is on a Tuesday or Wednesday in which case classes begin on the first (1<sup>st</sup>) Monday of May.
    2. The last day of the term is the Friday of the fifteenth (15<sup>th</sup>) week.
  - ii. Final Assessment Period
    1. The final assessment period takes place during instructional time in the final week of classes.
  - iii. Academic Deadlines
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2<sup>nd</sup>) week of instruction.
    2. The last day to withdraw from a course without academic penalty is the sixth (6<sup>th</sup>) Friday of the term.
    3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.
- b. Session 1
  - i. Classes
    1. Classes begin on the same day as the Summer Full Term classes.

2. The last day of the session is the Friday of the seventh (7<sup>th</sup>) week of instruction.
- ii. Final Assessment Period
    1. The final assessment period takes place during instructional time in the final week of classes.
  - iii. Academic Deadlines
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1<sup>st</sup>) week of instruction.
    2. The last day to withdraw from a course is the Friday of the third (3<sup>rd</sup>) week of instruction.
    3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.
- c. Session 2
- i. Classes
    1. Classes begin on the Monday of the ninth (9<sup>th</sup>) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
    2. The last day of the session is the Friday of the seventh (7<sup>th</sup>) week of instruction and is the same day as the last day of the Summer FullTerm.
  - ii. Final Assessment Period
    1. The final assessment period takes place during instructional time in the final week of classes.
  - iii. Academic Deadlines
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1<sup>st</sup>) week of instruction unless the session begins on a Tuesday, then it is on the first (1<sup>st</sup>) Monday.
    2. The last day to withdraw from a course is the third (3<sup>rd</sup>) week of instruction.
    3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

### **3.4. The Annual Academic Schedule**

3.4.1. The University Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of 11 months prior to the start of the academic year (e.g. October for the upcoming September –August).

### **3.5. Exemptions**

3.5.1. Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to Capilano University, government funding and scholarships. Those seeking exceptions to established deadlines must seek approval from the Vice President Academic and Provost by providing a rationale and documented recognition of impact to student success outcomes, timelines and operational implications. Approval must be requested a minimum of three (3) months prior to the submission of the annual Academic Schedule to Senate.

## **4. DESIGNATED OFFICER**

4.1. The President delegates the responsibility of administering this policy to the Registrar. The Registrar is responsible for the development and subsequent revisions of any associated procedures.