

Name:	Senate Policy on the Creation of the Academic Calendar of Events
Policy Number:	8-1024
Approving Authority:	University Senate
Approved:	September 21, 2018
Responsible Office:	University Senate
Responsibility:	Academic Regulations Committee, University Senate
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1. Preamble

1.1 The Saint Mary's University Act, 1970 (including amendments to December 2007), states that "Subject to the powers of the Board, the Senate shall be responsible for the educational policy of the university." The Academic Calendar of Events is created annually under the authority of the Academic Senate with detailed oversight the responsibility of the Academic Regulations Committee, a standing committee of Senate.

2. Purpose

2.1 This Policy is established to provide rules and criteria with respect to the scheduling of academic programs and related events.

3. Policy - Rules and criteria for creating the Academic Calendar of Events

3.1 Full terms are 24 Monday/Wednesday and Tuesday/Thursday teaching days (or equivalent) long.

3.2 Spring and Summer terms are 12 Monday/Wednesday and Tuesday/Thursday teaching days (or equivalent) long.

3.3 *Short courses (3.5 weeks) will not be scheduled in the Spring/Summer terms*

3.4 An exam period for a full term is 11 calendar days (excluding holidays and including Sundays in the exam period).

3.5 An exam period for the Spring/ Summer terms is three calendar days, excluding holidays.

3.6 There must be 1-2 study days between the end of classes and the beginning of exams.

3.7 The fall and winter breaks are one week long and, as much as possible, scheduled to coincide with those of other post-secondary institutions in Halifax.

3.8 There is a 1–2-week break between each teaching session (including Spring/ Summer terms).

3.9 Classes do not ever resume on a Thursday or Friday because of the MW/TR class schedule. Start classes on Monday or Wednesday.

3.10 There must be at least two business days prior to the start of classes in January.

- 3.11 Course addition or exchange - the period required from the first official day of classes in full terms is four working days, two working days in a Spring/ Summer term.
- 3.12 Dropping courses - the period required from the first official day of classes in full terms is seven working days, three working days in a Spring/ Summer term.
- 3.13 Last day to pay for tuition is 7 working days from the first official class date in full terms and 3 working days in Spring/ Summer terms.
- 3.14 Withdrawing from a course - provided the course still has one quarter of the instruction time remaining, students may withdraw from the course without academic penalty. (Full terms – 3 credit hour courses = 6 teaching days, full-year courses / 6 credit hours courses = 12 teaching days, summer courses = 3 teaching days).
- 3.15 Graduate summer terms run from the first official day of classes in the first Spring term to the last day of classes in the Summer term.
- 3.16 Fall Convocation may occur at any period between the first day and last day of classes during the Fall term and ideally occurs during the scheduled Fall Study/Reading break period.
- 3.17 Last day to file applications for Fall graduation is the first working day in June.
- 3.18 Spring Convocation is to occur a minimum of one week after the May Senate meeting and no later than the week beginning May 31.
- 3.19 Last day to file applications for May graduation is the first working day in October.
- 3.20 According to 15.8 of the current SMUFU Collective Agreement, Faculty have the following paid holidays:

The following shall be considered paid holidays for Faculty Members for the purpose of this Agreement:

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|-------------------|-----------------------------------|
| New Years Day | Thanksgiving Day |
| Good Friday | Remembrance Day |
| Easter Monday | Christmas Eve (designated .5 day) |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| Halifax Natal Day | |
| Labour Day | |

or the day(s) officially proclaimed in lieu of such paid holidays and any holidays declared by the Employer in any year to be of general application throughout the University