

ACADEMIC SCHEDULE POLICY			
Effective Date	July 1, 2019	Policy Type	Academic
Responsibility	Director, Student Experience	Cross-Reference	1. Academic Council Authority and Bylaws 2. Course Outline Policy 3. Examination Policy 4. Fee Policy 5. Grading Policy 6. Students Rights and Responsibilities
Approver	Academic Council	Appendices	Appendix 1 – General Holidays Appendix 2 – Review Process
Review Schedule	Every 5 years.		

1. Policy Statement

1.1. The Academic Schedule provides the framework for the academic year. To this end, Grande Prairie Regional College (“GPRC” or the “College”) will prepare and publish details, and govern its academic activities in accordance with the published schedule.

2. Background

2.1. The Academic Schedule will list significant dates in the Academic Year as they apply to all College campuses and Learning Centers and as they refer to a majority of courses/programs at a particular campus.

3. Policy Objective

3.1. This policy is intended to provide structure for GPRC staff when scheduling and to clarify GPRC students’ expectations of the Academic Schedule.

4. Scope

4.1. This policy applies to GPRC students, staff and faculty.

5. Definitions

5.1. “Academic Schedule” is a schedule of events and deadlines important to students and prospective students, covering the period of the College’s Academic Year.

5.2. “Academic Year” includes the Summer, Fall, Winter and Spring semesters, normally beginning in July and ending in June.

5.3. “Audit” (AU) is the marking used on a transcript to show that a Credit Course was taken on a not-for-credit basis. A student may receive an instructor’s permission to register in a course on a not-for-credit basis. It is expected that the student will attend classes regularly but will not normally be expected to participate in assignments or examinations.

5.4. “Business Days” are days on which the College is open for service.

- 5.5. "Continuing Student" is a current student who is returning to the College after an absence of less than one Academic Year in the same program.
- 5.6. "Credit Course" is a course that carries credit toward a certificate, diploma, or program of study.
- 5.7. "Fall Semester" is the academic period between September and December, normally beginning in September.
- 5.8. "Final Examinations" are end-of-term testing scheduled during the examination period. When course requirements include examinations as defined, course outlines will inform students of this detail.
- 5.9. "Instructional Days" are days on which instruction occurs for most Credit Courses.
- 5.10. "New Student" is a student who is attending a program for the first time.
- 5.11. "Registration" is the process of selecting and enrolling in courses that are to be taken by a student in a term or session, usually in accordance with specific program curriculum.
- 5.12. "Returning Student" is a student who is returning to the college after an absence of a minimum of one Academic Year.
- 5.13. "Spring Semester" is the academic period during May and/or June, normally beginning in May.
- 5.14. "Summer Semester" is the academic period during July and/or August, normally beginning in July.
- 5.15. "Winter Semester" is the academic period between January and April, normally beginning in January.
- 5.16. "Withdraw with Permission" results in a final grade of "W".

6. Guiding Principles

- 6.1. The Registrar will recommend the Academic Schedule for the Academic Year with consideration for the following:
 - 6.1.1. Application
 - 6.1.1.1. October 1st in any given year will be the first day applications are received for the next Academic Year.
 - 6.1.1.2. Application deadlines specific to quota programs will normally be identified in the Academic Calendar.
 - 6.1.1.3. The deadline for acceptance of applications for Fall Semester will normally be July 30th.
 - 6.1.1.4. The deadline for acceptance of applications for Winter Semester will normally be November 30th.
 - 6.1.2. Registration
 - 6.1.2.1. Registration for Continuing Students will normally begin April 1st.
 - 6.1.2.2. Registration for New and Returning Students will normally begin May 1st.

6.1.3. Confirmation of Attendance

- 6.1.3.1. Students on Grande Prairie Campus will be expected to confirm their attendance through a student management system.

6.1.4. Orientation

- 6.1.4.1. Normally, at least a one-day orientation in the Fall Semester for credit students, on a Business Day.
- 6.1.4.2. Normally, a one-day orientation in the Winter Semester on the Business Day before classes begin.
- 6.1.4.3. Orientation for trades programs offered on Grande Prairie and Fairview Campus will normally be held on the first day of classes in those programs.

6.1.5. Add/Drop Registration Deadlines

- 6.1.5.1. The deadline to add/drop courses for the Fall and Winter Semesters will normally be the sixth Instructional Day.
- 6.1.5.2. Normally, the deadline to add/drop courses with start dates outside of the regular start dates for Fall and Winter semesters will be the sixth Instructional Day.
- 6.1.5.3. The deadline to add/drop courses for Spring and Summer Semesters will normally be the end of the second Instructional Day.
- 6.1.5.4. The deadline to add Early Learning and Child Care distance courses will normally be 10 Business Days prior to the course start date.
 - 6.1.5.4.1. The deadline to drop Early Learning and Child Care distance courses will normally be the sixth Instructional Day.
- 6.1.5.5. The deadline to add/drop courses for apprenticeship programs will normally be the beginning of the first Instructional Day.
- 6.1.5.6. The deadline to add/drop clinical courses in the Nursing program will normally be at the beginning of the first Instructional Day.

6.1.6. Dates Affecting Final Grades (as per the Grading Policy)

6.1.6.1. Changing of Status

- 6.1.6.1.1. Credit/Audit – the deadline to change Registration from Credit to Audit or Audit to Credit will coincide with the add/drop dates in each semester.
- 6.1.6.1.2. Withdrawn – the Withdraw with Permission deadline will normally be 85% of the total semester or course instructional days.

6.1.7. Repeat Final Examination

- 6.1.7.1. The deadline for students to apply for repeat Final Examinations will normally be five (5) Business Days following the commencement of the next semester.

- 6.1.7.1.1. The deadline for students to complete repeat Final Examinations will normally be five (5) Instructional Days following the application deadline.
- 6.1.7.1.2. The Repeat Final Examination grade will normally be submitted to the Registrar's Office within five (5) Instructional Days following the completion deadline.
- 6.1.7.2. Incomplete and Deferred Deadlines to Clear Grades
 - 6.1.7.2.1. As per the Grading Policy, the deadline to clear grades of incomplete (IN) is fifteen (15) Business Days following the commencement of the next semester.
 - 6.1.7.2.1.1. For courses with start dates outside of the regular starts dates for Fall, Winter, Spring and Summer semesters, the deadline to clear grades of incomplete (IN) is fifteen (15) Business Days from the last day of the Final Examination.
- 6.1.8. Dates Associated with Fees
 - 6.1.8.1. Final fee assessment date in each semester will normally coincide with the last day to add/drop courses for the semester.
 - 6.1.8.1.1. Tuition and fees for Early Learning and Child Care distance courses are due at the time of registration.
 - 6.1.8.2. Students dropping courses after the declared add/drop dates will be assessed full fees for those courses.
 - 6.1.8.3. Students who have not paid fees in full by the dates above may have their Registrations cancelled.
 - 6.1.8.4. Students who have had their Registrations cancelled, and wish to be reinstated, are required to complete the reinstatement process within ten (10) Instructional Days of the add/drop deadline.
- 6.1.9. Final Examinations
 - 6.1.9.1. The Final Examination for Fall and Winter Semesters will normally be eight days in both December and April, and may include any Saturday that falls within those days.
 - 6.1.9.2. One Business Day will normally be scheduled between the last day of classes and the first day of examinations.
 - 6.1.9.3. If the last day of classes for the semester falls on a Friday, the first day of the Examination Period will normally be Monday.
 - 6.1.9.4. For classes offered on Fairview Campus/School of Trades, Agriculture and Environment and for Spring and Summer Semesters, Final Examinations will normally be held on the last scheduled day of the class.

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- 6.1.10. Number of Instructional Days per Semester
 - 6.1.10.1. The minimum number of instructional days in the Fall and Winter Semesters will be 65.
 - 6.1.10.2. The number of Instructional Days will normally be consistent between Fall and Winter Semesters.
- 6.1.11. Convocation
 - 6.1.11.1. Grande Prairie Campus Convocation is normally scheduled in May.
 - 6.1.11.2. Fairview Campus/School of Trades, Agriculture and Environment Convocation is normally scheduled for the second Saturday in March.
- 6.1.12. General holidays observed by the College are outlined in Appendix 1.
- 6.1.13. Days that the College's Administrative Offices are not open for business includes any days negotiated in Collective Agreements.
- 6.1.14. Wherein 6.1.10. has been accommodated within the Academic Schedule and there are days remaining:
 - 6.1.14.1. A Fall Semester break will be scheduled in accordance with the learning activities at each campus to coincide with either Thanksgiving Day or Remembrance Day.
 - 6.1.14.2. A Winter Semester break will be scheduled in accordance with the learning activities at each campus to coincide with Family Day.
- 6.1.15. Each year the Academic Schedule will be reviewed as outlined in Appendix 2.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council	<ul style="list-style-type: none">• Approve and formally support this policy and the Academic Schedule.
Vice-President, Academics and Research	<ul style="list-style-type: none">• Review and formally support this policy.
Deans/Chairs	<ul style="list-style-type: none">• Review and provide feedback on the Academic Schedule.
Students' Association Executive Council	<ul style="list-style-type: none">• Review and provide feedback on the Academic Schedule.
Director, Student Experience	<ul style="list-style-type: none">• Periodically review this policy and draft amendments as required.

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Registrar's Office	<ul style="list-style-type: none">• Draft the Academic Schedule• Implement the approved Schedule
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8. Exceptions to the Policy

- 8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President Academics and Research and the Director, Student Experience. Evidence of the approval must be submitted to the Registrar's Office for processing.
- 8.2. Policy exceptions must describe:
 - 8.2.1. The nature of the exception
 - 8.2.2. A reasonable explanation for why the policy exception is required
 - 8.2.3. Any risks created by the policy exception

9. Inquiries

- 9.1. All inquiries regarding this policy should be forwarded to the Director, Student Experience.

10. Amendments (Revision History)

- 10.1. March 8, 2001 – Approved by Academic Council
- 10.2. December 13, 2001 – Reviewed by Academic Council
- 10.3. October 12, 2006 – Revised and Approved by Academic Council
- 10.4. November 8, 2007 – Revised and Approved by Academic Council
- 10.5. February 14, 2008 – Revised and Approved by Academic Council
- 10.6. September 11, 2008 – Revised and Approved by Academic Council
- 10.7. December 18, 2008 – Revised and Approved by Academic Council
- 10.8. November 18, 2010 – Reviewed and Approved by Academic Council
- 10.9. October 11, 2012 – Revised and Approved by Academic Council
- 10.10. November 13, 2014 – Revised and Approved by Academic Council
- 10.11. December 10, 2015 – Reviewed and Approved by Academic Council
- 10.12. December 12, 2019 – Reviewed and Approved by Academic Council

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Appendix 1 – General Holidays

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Heritage Day
7. Labour Day
8. Thanksgiving Day
9. Remembrance Day
10. Christmas Day

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Appendix 2 – Review Process

1. The Deans/Chairs and the Students' Association Executive Council will review a draft of the Academic Schedule by the end of October.
2. The Registrar will review feedback and present the Academic Schedule for the review and approval of Academic Council at its November meeting.
 - 2.1. The Registrar will provide details of program specific information along with the Academic Schedule for the information of Academic Council.
3. The Registrar will publish and implement the approved Academic Schedule, ensuring all academic activities are adhered to.