

GUIDELINES FOR ACADEMIC SCHEDULE**EFFECTIVE DATE** May 8, 2001**RESPONSIBILITY FOR IMPLEMENTATION** Registrar's Office

CROSS-REFERENCED POLICIES

- Academic Council Authority and Bylaws
 - Refund for Credit Registration
 - Course Outline Policy
 - Grading Policy
 - Students Rights and Responsibilities
 - Fee Policy
-

POLICY STATEMENT

The Academic Schedule provides the framework for the academic year. To this end, the College will prepare and publish details, and govern its academic activities in accordance with the published schedule.

PREAMBLE

The Academic Schedule will list significant dates in the Academic Year as they apply to both College campuses and as they refer to a majority of courses/programs at a particular campus. Wherein courses/programs have alternate start/end dates and variable numbers of weeks that may cross over terms, details will be provided to students in the course/program outline.

DEFINITIONS

Summer Semester	The academic period during July and August.
Fall Semester	The academic period between September and December, normally beginning in September.
Winter Semester	The academic period between January and April, normally beginning in January.
Spring Semester	The period between May and June, normally beginning in May.

Instructional Days Days on which instruction occurs for most credit courses

Business Days Days on which the College is open for service.

PROCEDURES FOR DEVELOPMENT OF THE SCHEDULE/RULES STATEMENT

1. The Registrar will recommend the Schedule for the Academic Year with consideration for the following:
 - 1.1 Application
 - 1.1.1 The first business day in October in any given year will be the first day applications are received for the fall of the next year.
 - 1.1.2 Application deadlines specific to quota programs will normally be identified.
 - 1.1.3 The deadline for acceptance of applications for Fall semester will normally be July 30th.
 - 1.1.4 The Deadline for acceptance of applications for Winter semester will normally be November 30th.
 - 1.2 Registration
 - 1.2.1 Registration dates for continuing students will normally begin April 1st.
 - 1.2.2 Registration dates for new students will normally begin May 1st.
 - 1.3 Confirmation of Attendance
 - 1.3.1 Students on Grande Prairie Campus will be expected to confirm their attendance through myGPRC.
 - 1.3.2 Confirmation of Attendance will be available on myGPRC on the Monday before the semester starts and will close at the end of the first day of scheduled classes.
 - 1.4 Orientation
 - 1.4.1 Grande Prairie Campus
 - 1.4.1.1. Normally a two-day orientation in fall semester - one day for College orientation and one day for Departmental/Program orientations
 - 1.4.1.1.1. Orientation for trades programs offered on Grande Prairie Campus will normally be held on the first day of classes in those programs.

1.4.1.2. One day orientation in winter semester, normally the day before classes begins.

1.4.2 Fairview Campus / School of Trades, Agriculture and Environment

1.4.2.1. Orientation is normally held on the first day of classes in each program.

1.5 Drop/Add Registration Deadlines

1.5.1. The deadline to add/drop courses for fall semester will normally be the eighth business day following the first day of Orientation.

1.5.2 The deadline to add/drop courses for winter semester will normally be the seventh business day following the first day of Orientation.

1.5.3 The deadline to add/drop courses with start dates outside of the regular start dates for Fall and Winter semesters will normally be the sixth day of classes.

1.5.4 The deadline to add/drop courses for all apprenticeship programs and spring and summer semesters will normally be the first day of classes.

1.6 Dates Affecting Final Grades (as per the Grading Policy)

1.6.1 Changing of Status

1.6.1.1 Credit/Audit - The deadline to change registration from Credit to Audit or Audit to Credit will coincide with the Withdraw with Permission dates in each semester.

1.6.1.2 Withdrawn - The withdraw with permission deadline will normally be set 39 instructional days into the fall or winter semesters or 60% of the way into the course for those courses with start and stop dates that are outside the dates identified in the Academic Schedule.

1.6.2 Repeat Final

1.6.2.1. The deadline for students to apply for repeat final examinations for fall and winter semesters will normally be fifteen (15) business days following the end of the final examination period in each of those semesters.

1.6.2.2. The deadline for students to complete repeat final

examinations for fall and winter will normally be five (5) instructional days following the application deadline.

1.6.3 Incomplete and Deferred Deadlines to Clear Grades

1.6.3.1. As per the Grading Policy, the deadline for students to clear grades of incomplete "IN" is twenty (20) business days from the last day of final examinations if the course has a scheduled final during that period, or the last scheduled meeting of the course. The academic schedule will publish the deadline for those courses that are normally considered within the examination schedule.

1.7 Dates Associated with Fees

1.7.1 Final fee assessment date in each semester will normally coincide with the last day to drop courses for the semester.

1.7.2 Students dropping courses after the declared drop dates will be assessed full fees for those courses.

1.7.4 Students who have not paid fees in full by the dates above may have their registrations cancelled.

1.8 Final Examinations

1.8.1 The final examination for fall and winter semesters period will normally be nine days in December and ten days in April, and may include any Saturday that falls within those days.

1.8.2 If the last day of classes for the semester falls on a Friday, the first day of the examination period will normally be Monday.

1.8.3 For programs 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.

1.9 Number of instructional days per semester

1.9.1 The minimum number of instructional days in the fall and winter semesters will be 65.

1.9.2 The number of instructional days will normally be consistent between fall and winter semesters.

1.9.3 Normally there will be five business days between the last day of examinations in the fall semester and the first day of classes in the winter semester.

1.10 General holidays observed by the College

- 1.10.1 Canada Day
- 1.10.2 Heritage Day
- 1.10.3 Labour Day
- 1.10.4 Thanksgiving Day
- 1.10.5 Remembrance Day
- 1.10.6 Christmas Day
- 1.10.7 New Year's Day
- 1.10.8 Family Day
- 1.10.9 Good Friday
- 1.10.10 Victoria Day

1.11 Convocation

1.11.1 Grande Prairie Campus

- 1.11.1.1. Convocation is normally scheduled for the first Saturday in May.

1.11.2 Fairview Campus / School of Trades, Agriculture and Environment

- 1.11.2.1. Convocation is normally scheduled for the second Saturday in March

1.12 Days that the College's administrative offices are not open for business.

- 1.12.1 This includes any days negotiated in Collective Agreements that result in Administrative Offices being closed.

1.13 Days that all classes are not held during a semester.

- 1.13.1 Wherein 1.9 has been accommodated within the Academic Schedule and there are days remaining in the fall term, a fall break will be scheduled in accordance with the learning activities at each campus.

- 1.13.1.1. Wherein a fall break can be considered within the academic year, it will normally coincide with November 11.

- 1.13.2 A study day will normally be held between the last day of classes and the first day of examinations.

- 1.13.3 Winter Break will be scheduled in accordance with the learning activities at each campus.
 - 1.13.3.1. Wherein a winter break can be considered within the academic year, it will normally coincide with Family Day.
2. The draft will be circulated to Program Chairs for feedback.
 - 2.1 Departments will consider the Academic Schedule in the determination of dates specific to their programs
 - 2.2 Feedback from Department Chairs/Program Leaders will be forwarded directly to the Registrar.
 - 2.3 The Registrar will review feedback and present the Academic Schedule for the review and approval of Academic Council at its November meeting.
 - 2.3.1 The Registrar will provide details of program specific information along with the Academic Schedule for the information of Academic Council.

Approved by Academic Council: March 8, 2001
Reviewed by Academic Council - no recommendations for change: December 13, 2001
Revised and Approved by Academic Council: October 12, 2006
Revised and Approved by Academic Council: November 8, 2007
Revised and Approved by Academic Council: February 14, 2008
Revised and Approved by Academic Council: September 11, 2008
Revised and Approved by Academic Council: December 18, 2008
Revised and Approved by Academic Council: November 18, 2010
Revised and Approved by Academic Council: October 11, 2012
Revised and Approved by Academic Council: November 13, 2014
Revised and Approved by Academic Council: December 10, 2015