

POLICY TITLE	Academic Schedule
POLICY NUMBER	E-1.2
POLICY TYPE	Educational
APPROVAL DATE	Nov. 25, 2002
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	Mar. 7, 2016
NEXT REVIEW DATE	2026
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

ACADEMIC SCHEDULE

PURPOSE

To establish an academic schedule that meets the needs of the academic programming at Camosun College

POLICY APPLICATION AND SCOPE

This policy covers all students enrolled in a College course or program as well as prospective students, while engaged in college activity either on or off campus.

PRINCIPLES

1. For the fall semester, instruction normally begins on the Tuesday following Labour Day and continues for fourteen weeks followed by an exam period that will normally be eight days in duration, including Saturday.
2. For the winter semester, instruction normally begins in the first full week of January and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
3. For the summer semester, instruction normally begins in the first full week of May and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
 - a) Seven-week courses will be followed by an exam period that will normally be three days in duration, including Saturday.

4. Winter reading break will occur in February of each year.
 - a) For the semester system, a week-long reading break will occur in the winter semester, generally during week six of instruction. AND
 - b) Trades/Apprenticeship programs and courses do not observe a reading break.
5. Recognition of the number of working days between the end of one teaching period, including exams, and the beginning of the next teaching period will be a determining factor in establishing the academic schedule.
6. The academic schedule will be developed by the Office of the Registrar based on the above principles. The academic schedule will normally come to the VP Education in September for approval and the purpose of affirming that it aligns with the principles identified in the policy. Approval will be provided in October to the Office of the Registrar.
7. An effort will be made to include dates important to students such as, application, registration and withdrawal dates.