



## Medicine Hat College Policy ACADEMIC SCHEDULE

Policy #:	AC-06
Policy Authority:	Registrar
Executive Sponsor:	Vice-President, Academic
Approved by:	President
Effective Date:	October 19, 2017
Next Mandatory Review Date:	October 19, 2022
Frequency of Review:	every 5 years

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### 1. POLICY OBJECTIVE

This policy provides guidance to the Registrar and to Medicine Hat College (MHC) administration in setting an Academic Schedule that provides learners with programs that meet academic standards that are generally acceptable in higher education in Alberta and Canada. This provides support for the credibility of programs and assures that the College meets the standards for programs as approved by Alberta Advanced Education. It also assures that students receive adequate information in order to plan their time while attending the College.

### 2. POLICY SCOPE

This policy applies to the Registrar and all those involved in consultations leading to the approved Academic Schedule for MHC.

### 3. DEFINITIONS

- **Academic Schedule:** identifies significant dates for admission, registration, terms, course schedules, examination, convocation, breaks, and all statutory and college holidays.
- **Alternate Academic Schedule:** a schedule that varies from the approved Academic Schedule.

### 4. PRINCIPLES

- 4.1 An annual Academic Schedule for MHC will be prepared to provide students and staff with key dates which affect learning outcomes and academic progress.
- 4.2 An Academic Schedule is prepared for each academic year. The academic year for MHC is July 1 to June 30.

- 4.3 The academic year is divided into four terms, normally between these dates:
- Summer term: July 1 – August 31
  - Fall term: September 1 – December 31
  - Winter term: January 1 – April 30
  - Spring term: May 1 – June 30
- 4.4 A specific Academic Schedule will be developed by the Registrar and published for programs in which dates vary from the general Academic Schedule terms as listed above. Programs using an Alternate Academic Schedule will be noted in the calendar. These programs shall adapt the guidelines below within fair and reasonable boundaries.
- 4.5 The Academic Schedule will
- (a) include all significant dates for admission, registration, examinations, fees, graduation, breaks, all statutory and college holidays;
  - (b) set the first day of classes in the Fall term to occur after Labour Day;
  - (c) include a New Student Orientation to occur in each of the Fall and Winter terms;
  - (d) maximize instructional days in each term as follows
    - Summer term: at least 21 days
    - Fall term: at least 65 days
    - Winter term: at least 65 days
    - Spring May term: at least 21 days
    - Spring June term: at least 21 days
  - (e) set the last date to withdraw from courses without academic penalty at approximately 80% through the term;
  - (f) include a last day to add a course for the Fall and Winter terms around the 5<sup>th</sup> instructional day in the term and prorate the amount of days for shorter terms;
  - (g) include a last day to drop a course for the Fall and Winter terms around the 9<sup>th</sup> instructional day of the term and prorate the amount of days for shorter terms;
  - (h) incorporate a mid-term break around November 11<sup>th</sup> in the Fall term;
  - (i) incorporate a one week mid-term break in the Winter term around the February Alberta Family Day holiday;
  - (j) include a final exam time period; and
  - (k) ensure availability of final grades and academic progress decisions from each term before classes begin the following term.
- 4.6 In order to begin classes and hold orientation after Labour Day and to maintain the minimum number of instructional days, if it becomes necessary, changes will be made in the following order
- removal of one day between the last day of classes and the beginning of exams, and
  - removal of Fall mid-term break that has been scheduled to coincide with the Remembrance Day holiday.

**5. SCHEDULE**

5.1 The following process will apply

- (a) A draft schedule including the next two academic years will be developed by the Registrar using the guidelines as listed in the policy.
- (b) General Academic Council (GAC) receives the proposed Academic Schedule information and provides approval to the Registrar.
- (c) The Registrar updates MHC Academic Calendar to include the approved Academic Schedule for two academic years.

**6. RESPONSIBILITIES**

6.1 **Registrar** is responsible for the preparation and coordination of the Academic Schedule.

6.2 **GAC** is responsible for approval of the Academic Schedule.

**7. APPLICABLE LEGISLATION/REGULATIONS**

*Post-secondary Learning Act*

**8. RELATED POLICIES**

AC-05: Final Exams

**9. RELATED INFORMATION**

MHC Academic Calendar

***ORIGINAL COPY SIGNED***

Denise Henning  
President and CEO

Date: October 19, 2017

***ORIGINAL COPY SIGNED***

Sandy Vanderburgh  
Interim Vice-President, Academic

Date: October 19, 2017

**DOCUMENT HISTORY**

October 19, 2017      Revised policy approved