



Procedure Title	Procedure No.	
<b>Academic Schedule</b>	<b>E-1.55</b>	
Executive Responsible	Administrator Responsible	
<b>VP Student Affairs</b>	<b>Registrar</b>	
Approving Body	Approval Date	Date of Next Review
<b>Executive Committee</b>	<b>January 27, 2026</b>	<b>January 2031</b>
Associated Policy and Resources		
<b>Academic Schedule Policy</b>		

## PURPOSE

These procedures support the implementation of the Academic Schedule Policy by detailing the steps for developing, approving, publishing, and updating the annual academic schedule. They ensure consistency in semester lengths, instructional days, holiday and reading breaks, and examination periods, enabling planning across the College community.

## PROCEDURE

### 1. General Semester Dates

- 1.1 For the fall semester, an orientation day is scheduled on Tuesday following Labour Day. Instruction continues for fourteen (14) weeks (minimum 60 instructional days), followed by an exam period.
- 1.2 For the spring semester, instruction normally begins in the first full week of January, with the first day being an orientation day. Instruction continues for fourteen (14) weeks (minimum 60 instructional days), followed by an exam period.
- 1.3 For the intersession semester, instruction normally begins in the second full week of May, and an orientation day may be scheduled on the first day. Instruction continues for eleven (11) weeks (minimum of 50 instructional days), followed by an exam period.
- 1.4 Laboratory sessions associated with courses will begin in the second week of classes, unless otherwise specified by the program or instructor
- 1.5 A reading break will occur in February, beginning on the Sunday that includes BC Family Day statutory holiday each year and ending on the following Saturday. Exceptions to this standard must be approved by the Registrar or designate.
  - a) Trades foundations and Apprenticeship programs will not have a scheduled reading break.

- b) Where programs are delivered in partnership with other educational institutions (e.g., school districts, Indigenous education authorities, or community partners), academic schedules may be aligned with the partner's calendar as mutually agreed upon in the program Memorandum of Understanding (MOU) or delivery plan.

**2. Developing the Academic Schedule**

- 2.1 The Office of the Registrar will develop the annual academic schedule two years in advance.
- 2.2 By February 1<sup>st</sup> of each year, the final draft will be provided to the Deans for review and feedback.
- 2.3 By March 1<sup>st</sup> of each year, Deans (or designates) will respond with any feedback for consideration by the Registrar.
- 2.4 At the April Education Council meeting of each year, the Registrar or designate will submit the final draft of the academic schedule to the Education Council for advice.
- 2.5 By May 30<sup>th</sup> of each year, the Office of the Registrar will publish the final academic schedule.

**3. Changes to the Published Academic Schedule**

- 3.1 If necessary, the Dean (or designate) will submit new intakes or changes to the Registrar for review and approval or denial.
  - a) In the event of disagreement, the Dean (or designate) and the Registrar (or designate) will collaborate to explore potential solutions and reach a mutual resolution. The VP Academic and VP Student Affairs (or designates) may provide support and guidance if needed.
- 3.2 The Office of the Registrar will maintain a record of all changes to the published academic schedule and provide a report of changes to the Education Council once per term.

<b>Definitions and Acronyms</b>	
<b>Academic Schedule</b>	The annual schedule of significant dates that indicate the first and last day of term for all academic programs at the institution. Typically, the academic schedule is published 2 years in advance.
<b>Academic Timetable</b>	A listing of all course sections scheduled at the institution. Course section start and end dates are informed by, and must be in alignment with, the academic schedule.
<b>Orientation Day</b>	Is designated as a non-instructional day. Regular daytime classes will not be held. However, any classes scheduled to begin at or after 5:00 p.m. will proceed as planned.

Supporting Information	
Related Policies, Forms, Documents, Websites	<a href="#">Academic Program Suspension and Cancellation E-1.40</a> <a href="#">Academic Timetabling E-1.52</a> <a href="#">Administration of Exams E-1.51</a>
Acts and Regulations	<a href="#">BC College &amp; Institute Act, RSBC 1996, c 52, s 23(1)(h)</a> <a href="#">CNC &amp; Faculty Association Collective Agreement</a> <a href="#">CNC &amp; Faculty Association Common Agreement</a>