

# Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



Policy Title	Policy 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 Procedure and Resources		
<b>Academic Schedule Procedures</b>		

## PURPOSE

This policy outlines the process for establishing the annual academic schedule at the College of New Caledonia (“CNC” or “the College”), including guidelines for semester lengths, instructional days, holiday and reading breaks, and examination periods. Its purpose is to ensure a coordinated, consistent, and efficient approach to developing, publishing, and revising the schedule, enabling students, communities, and College partners to plan effectively.

## SCOPE

This policy applies to all courses and programs approved by the Education Council (EdCo), trades apprenticeship training, and partnership programs.

## GUIDING PRINCIPLES

1. The academic schedule will include a listing of semester and program start and end dates, final examination period dates, orientation dates, and known college closure dates.
2. The academic schedule will be developed in consideration of the following:
  - 2.1 Collective agreements;
  - 2.2 Required contact hours;
  - 2.3 Regulatory body requirements;
  - 2.4 Impact on student funding, fees, and financial aid;
  - 2.5 Number of statutory holidays; and
  - 2.6 Time required between the end of one teaching period, including exams, and the beginning of the next teaching period for marking, processing grades, and confirming pre-requisites.
3. The College operates on a 12-month academic year running from August 1 to July 31.

4. The College will publish the academic schedule two years in advance to enable effective planning. After publication, changes will be limited to ensure stability in scheduling.

## ROLES AND RESPONSIBILITIES

5. Registrar or designate is responsible for:
  - 5.1 Establishing the draft academic schedule in consultation with the Dean or designate;
  - 5.2 Submitting the draft academic schedule to the Educational Council for advice;
  - 5.3 Approving the final academic schedule; and
  - 5.4 Reviewing and approving or denying requests for changes to the academic schedule.
  
6. Dean or designate for each school is responsible for:
  - 6.1 Reviewing the draft academic schedule and providing feedback by the deadline; and
  - 6.2 Submitting requests for changes to the academic schedule to the Registrar, when necessary.
  
7. Education Council is responsible for:
  - 7.1 Reviewing and providing advice on the draft academic schedule; and
  - 7.2 Considering implications to the academic schedule when recommending new or revised courses and programs.

Definitions and Acronyms	
<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	
<b>Related Policies, Forms, Documents, Websites</b>	<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>
<b>Acts and Regulations</b>	<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>