



Policy:	E-1.2
Approved By:	Board of Governors
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Advice By Ed Co:	Nov. 18, 2002
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Policy Holder:	VP Education & Student Services

ACADEMIC SCHEDULE

Purpose / Rationale

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

Scope / Limits

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 spring/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 five days in duration, including Saturday.
4. For the spring term instruction normally begins in the first full week of May and continues for seven weeks followed by an exam period which will normally be three days in duration.
5. For the summer term, instruction normally begins the first week of July following Canada Day, ensuring three working days for grade processing following spring exams and continues for seven weeks followed by an exam period that will normally be two days in duration.
6. The first quarter will normally begin on the last Monday in September and continue for eleven weeks followed by an exam period that will normally be five days in duration.
7. The second quarter will normally begin on the first working day immediately following the New Year holiday and will continue for eleven weeks followed by an exam period that will normally be five days in duration.

8. The third quarter will normally begin the first week in April and continue for eleven weeks followed by an exam period that will normally be five days in duration.
9. The fourth quarter will normally begin the first week in July and will continue for eleven weeks, followed by an exam period that will normally be five days in duration.
10. A two-day reading break will occur on Thursday and Friday of the winter semester during week six of instruction, normally in conjunction with the University of Victoria reading break.
11. For the quarter system, a one-day reading break will occur on the Friday of the same reading break period as the semester, which is in the second quarter.
12. For continuous entry programs, a one-day reading break will occur on the Friday of the same reading break period as the semester, which is in the second quarter.
13. An effort will be made to include dates important to students such as, application, registration and withdrawal dates.
14. The registrar's scheduling office will notify the department chairs upon the release of the timetable when statutory holidays will adversely affect classroom hours.
15. 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.
16. The academic schedule will be developed by the Office of the Registrar based on the above principles. On behalf of the Board of Governors, the Education Council through the Academic Policy Committee will monitor the academic schedule for the purpose of affirming that it aligns with the principles identified in the policy.
17. The academic schedule will normally come to the Academic Policy Committee in September and be reported on at the October meeting of Education Council.