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| <b>Policy:</b>          | <b>E-1.2</b>                        |
| <b>Approved By:</b>     | <b>Board of Governors</b>           |
| <b>Approval Date:</b>   | <b>Nov. 25, 2002</b>                |
| <b>Advice By Ed Co:</b> | <b>Nov. 18, 2002</b>                |
| <b>Amendment Date:</b>  | <b>May 5, 2008<br/>Mar. 7, 2016</b> |
| <b>Policy Holder:</b>   | <b>VP Education</b>                 |

## **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 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. 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.

5. 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.
  6. 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.
  7. 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.
  8. 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) 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.
  - c) Trades/Apprenticeship programs and courses do not observe a reading break.
9. 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.
  10. 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.
  11. An effort will be made to include dates important to students such as, application, registration and withdrawal dates.