



## Education Council Policy

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<b>Title</b>	Academic Semester Scheduling Policy
<b>Policy Area</b>	Important Dates – in Calendar
<b>Policy Number</b>	D.4.1.6
<b>See also</b> <i>(related policies)</i>	

<b>Effective Date of Policy:</b>	June 30, 2013
<b>Approval Date:</b>	June 6, 2013
<b>Applies to:</b>	Students
<b>Approving Body:</b>	Education Council
<b>Supersedes/New:</b>	New
<b>Authority</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy:

<b>Primary Office</b>	<b>Contact</b>
Office of the Registrar	Registrar

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### Policy Statement

Implementation of an academic scheduling policy to eliminate annual approval of the academic schedule.

### Policy Details

**Okanagan College**  
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**Academic Semester Scheduling Policy**  
(excludes Distance Education courses)

**I. Fall Semester**

**A. Classes**

1. The Tuesday immediately following Labour Day will be reserved for a college-wide orientation.
2. The Wednesday immediately following Labour Day will be the first day of classes.
3. There will be a minimum of 65 instructional days excluding weekends.
4. If the Remembrance Day statutory holiday falls on a Tuesday there will be no classes on the preceding Monday. If it falls on a Thursday, there will be no classes on the following Friday.

**B. Final Examination Period**

1. The final exam period will consist of at least eight days, excluding Sundays.
2. There will be at least two days, excluding Sunday, between the last instructional day of the semester and the beginning of the final exam period.

**C. Academic Deadlines**

1. The second Friday of the semester is the last day for late registration, including change from audit to credit or credit to audit, and/or a refund of tuition fees.
2. The eighth Friday of the semester is the deadline for fall course withdrawals without penalty and/or change of status from credit to audit.
3. Final grades for fall courses would normally be submitted to and received by the Registrar within three days of the end of the final exam period.
4. The fourth Friday following the last day of instruction for the fall semester will be the deadline for submission of grade appeals to the Registrar for fall semester courses. Written submissions and the appeal fee must be received by the Registrar's Office no later than 1600 on that day.

## Winter Semester

### A. Classes

1. If the New Year statutory holiday falls on a Monday, classes will begin on the immediately following Wednesday; otherwise classes will begin on the immediately following Monday.
2. There will be a four-day break beginning on the Tuesday following Family Day.
3. There will be a minimum of 65 instructional days excluding weekends. For the Electronic Engineering Technology program there will be a minimum of 81 instructional days and the semester will end before Victoria Day.

### B. Final Exam Period

1. The final exam period will consist of at least eight days, excluding Sundays.
2. There will be at least two days, excluding Sundays, between the last instructional day of the semester and the beginning of the final exam period.

### C. Academic Deadlines

1. The second Friday of the semester is the last day for late registration, including change from audit to credit or credit to audit, and/or a refund of tuition fees.
2. The ninth Friday of the semester is the deadline for winter course withdrawals without penalty and/or change of status from credit to audit.
3. Final grades for winter courses would normally be submitted to and received by the Registrar within three days of the end of the final exam period.
4. The Friday immediately following Victoria Day is the deadline for submission of grade appeals to the Registrar for winter semester courses. Written submissions and the appeal fee must be received by the Registrar's Office no later than 1600 on that day.

D. Convocation and Commencement Dates

1. The winter convocation ceremony will normally be scheduled for the second Saturday in January.
2. The spring convocation ceremony will normally be scheduled for the first Saturday in June.
3. The Trades commencement ceremony will normally be scheduled for the first Friday in June.
4. The Vernon convocation ceremony will normally be scheduled for the last Wednesday in June.
5. The summer convocation ceremony will normally be scheduled for the last Thursday in June.

### III. Summer Session

#### A. *Classes*

1. The summer session will consist of two sessions, Session I and Session II.
2. Session I and Session II will each normally consist of six weeks (30 days) of classes.
3. Session I and Session II will be offered sequentially.
4. Classes for Session I will normally commence two weeks after the end of the winter semester final exam period.
5. Classes for Session II will normally commence two weeks after the last day of classes for Session I.

#### B. **Final Exam Period**

1. The final exam period for each session will consist of two days excluding Sunday.
2. There will be at least two days, excluding Sundays, between the end of classes and the beginning of the final exam period.

#### C. **Academic Deadlines** (see attached table)

1. The deadline for course withdrawals without penalty and/or change of status from credit to audit or audit to credit will be the fifth day of classes.
2. The deadline for course withdrawals without penalty and/or change of status from credit to audit will be the Friday of the fourth week of classes.
3. Final grades for summer courses would normally be submitted to and received by the Registrar within three days of the end of the final exam period.
4. The fourth Friday immediately following the last day of classes is the deadline for submission of grade appeals to the Registrar. Written submissions and the appeals fee must be received by 1600 on that day.

<b>Summer Session Courses other than six weeks duration</b>		
Course Duration (Calendar Days)	Last day to register, change from audit to credit, and to withdraw without record	Last day to withdraw without penalty and to change from credit to audit
6- 14 days	within the 2nd instructional day	within the 5th instructional day
15 - 21 days	within the 3rd instructional day	within the 8th instructional day
22 - 41 days	within the 5th instructional day	within the 14th instructional day
8 weeks	within the 9th instructional day	within the 30th instructional day
12 weeks	within the 10th instructional day	within the 35th instructional day
Note: the first day of classes is considered to be the first instructional day.		

**Procedures**

**Additional Information**