



Name:	Senate Policy on the Creation of the Academic Calendar of Events
Policy Number:	8-1024
Approving Authority:	University Senate
Approved:	September 21, 2018
Responsible Office:	University Senate
Responsibility:	Academic Regulations Committee , University Senate
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Preamble

1.1 The Saint Mary's University Act, 1970 (including amendments to December 2007), states that "Subject to the powers of the Board, the Senate shall be responsible for the educational policy of the university." The Academic Calendar of Events is created annually under the authority of the Academic Senate with detailed oversight the responsibility of the Academic Regulations Committee, a standing committee of Senate.

Purpose

2.1 This Policy is established to provide rules and criteria with respect to the scheduling of academic programs and related events.

Policy - Rules and criteria for creating the Academic Calendar of Events

- 3.1 Full terms are 24 Monday/Wednesday and Tuesday/Thursday teaching days (or equivalent) long.
- 3.2 Spring and Summer terms are 12 Monday/Wednesday and Tuesday/Thursday teaching days (or equivalent) long.
- 3.3 *Short courses (3.5 weeks) will not be scheduled in the Spring/Summer terms*
- 3.4 An exam period for a full term is 11 calendar days (excluding holidays and including Sundays in the exam period).
- 3.5 An exam period for the Spring/ Summer terms is three calendar days, excluding holidays.
- 3.6 There must be 1-2 study days between the end of classes and the beginning of exams.
- 3.7 The fall and winter breaks are one week long and, as much as possible, scheduled to coincide with those of other post-secondary institutions in Halifax.
- 3.8 There is a 1–2-week break between each teaching session (including Spring/ Summer terms).
- 3.9 Classes do not ever resume on a Thursday or Friday because of the MW/TR class schedule. Start classes on Monday or Wednesday.
- 3.10 There must be at least two business days prior to the start of classes in January.

3.11 Course addition or exchange - o