

Principles for Setting the University Academic Sessional Dates: Direct Entry Divisions

The University Registrar, in consultation and with the approval of first-entry divisional/faculty registrars will propose sessional dates to the Council of First Entry Deans (CFED) for approval. A rolling five-year academic schedule will be presented with an opportunity to review existing academic dates and to approve the next year in the rolling schedule annually.

Academic Terms

The academic year will be comprised of four academic terms per year starting with the Fall term. The term includes instructional days, the term break and final examination.

- Fall term (F)
- Winter term (W)
- Summer term (S)
- Fall/Winter (Y term): courses scheduled across both the Fall and the Winter terms

Instructional Days

There will be a minimum of 60 instructional days (12 weeks) in a term. Instructional days exclude Saturdays, Sundays and statutory or University holidays. Co-op/internship placements are typically scheduled between 12 to 14 weeks in duration. Actual start and end dates for Co-op/internships may vary depending on the agreed upon work arrangement.

Where possible, the schedule should balance the days of the week, Monday to Friday, available for instruction. Where an imbalance occurs due to statutory holidays, classes scheduled on the statutory holiday may be rescheduled to a different day to balance the number of course meets. This should be highlighted to students during registration.

Start of Term

Term start dates will be determined annually to incorporate start of term activities.

Terms may include intersessions to meet different pedagogical needs across divisions. For example, the summer term could include an intersession to cover the first six weeks of the summer term and another intersession to cover the second six weeks of the term.

Start of Classes

Fall term: The start of Fall term classes will be the first Tuesday immediately following Labour Day.

Winter term: The start of Winter Term classes will normally be set to start on a Monday as follows:

- When January 1st is a Sunday, the start of classes will be January 9
- When January 1st is a Monday, the start of classes will be January 8
- When January 1st is a Tuesday, the start of classes will be January 7
- When January 1st is a Wednesday, the start of classes will be January 6
- When January 1st is a Thursday, the start of classes will be January 5
- When January 1st is a Friday, the start of classes will be January 11
- When January 1st is a Saturday, the start of classes will be January 10

Note: The winter term dates may be revised to an earlier start date in years when January 1st falls on a Friday, Saturday, or Sunday to ensure there are sufficient days for final examinations.

Summer Term: The first day to schedule the start of a course during the summer term will be:

- When May 1st is a Sunday, the start of classes will be May 9
- When May 1st is a Monday, the start of classes will be May 8
- When May 1st is a Tuesday, the start of classes will be May 7
- When May 1st is a Wednesday, the start of classes will be May 6
- When May 1st is a Thursday, the start of classes will be May 5
- When May 1st is a Friday, the start of classes will be May 4
- When May 1st is a Saturday, the start of classes will be May 5

While the start and end of summer term classes are provided, there is greater flexibility in the summer term for divisions to schedule courses of varying durations. For example, courses could be scheduled as one week intensive, 3-week or 6-weeks in duration.

Term Breaks

Term breaks will occur in all Faculties/Divisions as follows:

- **Fall break:** Monday to Friday during the 7th week of the fall term (Convocation would align with this break)
- **Winter break:** Tuesday to Friday following Family Day in February
- **Summer break:** Optional, to be determined by each division

Course Change Period

- The last day to add a class will be 13 calendar days from the start of classes for courses scheduled over a traditional 12-week term
- For shorter term courses, the last day to add a course will be as follows:
 - One-week courses: 1 calendar day from the first day of classes
 - Three-week courses: 3 calendar days from the first day of classes
 - Six-week courses: 6 calendar days from the first day of classes

Refund Dates

- **Program-based fees:**
 - 100% refund date will be set to 13 calendar days from the first day of Fall classes
 - 50% refund date will be set 13 calendar days from the first day of Winter term classes
- **Course-based fees (F and W terms):**
 - 100% refund date will be set to 13 calendar days from the first day of classes
 - 50% refund date will be 35 calendar day from the first day of classes
- **Course-based fees (Y-term courses):**
 - 100% refund date will be set to 13 calendar days from the first day of Fall classes
 - 50% refund date will be set to 63 calendar days following the first day of Fall classes
- **Course-based fees (Summer term):**
 - 100% refund date will be set to 13 calendar days from the first day of classes for 12-week courses

- 50% refund date will be 35 calendar days from the first day of classes for 12-week courses
- For shorter term courses, the 100% refund date will be set as follows:
 - **One-week courses:** 1 calendar day from the first day of classes
 - **Three-week courses:** 3 calendar days from the first day of classes
 - **Six-week courses:** 6 calendar days from the first day of classes

Note: Percentage refund is minus the minimum charge.

Final Exams

There will be a minimum of 12 calendar days for final exams in each term. Final exam scheduling will start with 12 days. Additional days will be added, only if extra time codes are needed to accommodate all exam requests with minimal conflicts.

Examinations will not be scheduled on the Saturday following Good Friday when Good Friday falls within the examination schedule or on the Saturday and Sunday of a long weekend.

Flex Days

Flex days will be scheduled between the last day of classes and the start of the exam period in the fall and winter terms. These can be used as additional instructional days or study days, as determined by the Division. In addition, Divisions can use 1-2 days at the start of the exam period for study days if unable to utilize the flex days outlined below. Divisions will communicate these study dates when submitting their final examination requests to the University Registrar's Office.

Supporting Documents: Available on the Registrarial Community SharePoint site.