SAIT

	AC.2.1.1 **ACADEMIC YEAR**
Section**:**	Academic/Student (AC)
Subject**:**	Programs and Curriculum
Legislation:	
Effective:	May 17, 1988
Revision:	August 1, 2003 (reformatted); January 28, 2015; September 1, 2016 (reformatted)

APPROVED: _____

President and CEO

POLICY

The policy of the Board of Governors is to ensure that SAIT provides clear, accurate and timely information to its stakeholders about key academic dates and deadlines.

PROCEDURE

DEFINITIONS

Academic Calendar

SAIT's official document that describes its approved academic, apprenticeship, and pre-employment programs. It includes information about admission, selection, tuition fees, important dates and deadlines, student services, international students, financial assistance and academic and institutional regulations. The online calendar is SAIT's official Academic Calendar.

Business days

Monday through Friday, excluding statutory holidays and other days when SAIT may be closed.

The official controlled version of this document is held in the Board of Governors Office.

PROCEDURE

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GOVERNING PRINCIPLES

1. The timelines set out in this procedure may vary depending on the nature of a program and its method of delivery. For instance, the start/end dates of a program and its duration may differ from the official start/end dates of terms.

2. Term start/end dates and final exam period dates will be published two years in advance.

PROCEDURE

1. The Academic Calendar identifies important institutional dates for admission, registration, final examinations, convocation, etc., and is based on the following principles:

    a) Academic Year: July 1 to June 30

    b) The Academic Year is divided into four terms:

        i) Summer: July-August

        ii) Fall: September-December
            - Starts the day after Labour Day

        iii) Winter: January-April
            - Starts on the first Monday falling on or between January 5-11

        iv) Spring: May-June
            - Starts on the first Monday one full week after the end of the winter term

    c) Length of terms:

        i) Fall term: 15 weeks (including final exam week)

        ii) Winter term: 15 weeks (including final exam week, but excluding Reading Week)

        iii) Spring term: 8 weeks

        iv) Summer term: 7 weeks

    d) Orientation for new students generally occurs during the week before the start of the term.

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e) Reading Week: four days following the February Family Day. A program may choose to continue running its classes during Reading Week with the written approval of the program's dean and the vice president academic. For programs that fall outside of the normal start/end dates of the term, Reading Week may not be applicable.

f) Final exam period in the fall and winter terms: a minimum of five business days.

POLICY/PROCEDURE REFERENCE

AC.2.1   Academic Year policy

PROCEDURE