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**APPROVED:**

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**President and CEO**

## **POLICY**

The policy of the Board of Governors is to ensure that SAIT provides clear, accurate and timely information to the SAIT community 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.

**Academic year**

July 1 through June 30.

**Business days**

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

**Instructional days**

Days on which students are scheduled to receive instruction and/or engage in learning activities.

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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, with approval from the vice president, academic, differ from the official start/end dates of terms.
2. Term start/end dates and final exam period dates will be set two academic years in advance.
3. SAIT's academic year is divided into terms, as set out below. Each term is approximately 15 weeks (a minimum of seventy instructional days), which includes a final exam period but which does not include the week allocated for the mid-term break. The final exam period is a minimum of four days.
  - a) Fall term: September – December
  - b) Winter term: January – April
  - c) Spring/summer term: May – August: note that this may be divided into a separate spring term and a summer term, each consisting of a shorter number of weeks.
4. There shall generally be a minimum of four business days after final grades are due before the next term begins.

## PROCEDURE

1. The Academic Calendar identifies important institutional dates for admission, registration, final examinations, convocation and other key academic events, and is based on the following principles:
  - a) Orientation:
    - i) Orientation for new students generally occurs prior to the start of the term. A minimum number of days must be designated for orientation to occur within the academic schedule, as follows:
      - Fall term: a minimum of four business days, after the end of the spring/summer term and before the start of the fall term.

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- Winter term: a minimum of two business days, after the winter break and before the start of the winter term.
  - Spring/Summer term: a minimum of four business days, after the end of the winter term and before the start of the spring/summer term.
- ii) New student orientations for credit programs are generally scheduled through the Office of Student Engagement, which determines availability in consultation with the schools, considering SAIT's requirements and schedule.
- b) Mid-term break:
- i) The mid-term break is a full week break as follows:
- Fall term: four business days added around the day that SAIT observes for Remembrance Day.
  - Winter term: four business days following Alberta's Family Day holiday in February.
  - Spring/summer term: four business days added around the day that SAIT observes for Canada Day.
- ii) Programs that fall outside of the normal start/end dates of the term or that are governed by specific external regulatory requirements, such as apprenticeship and work-integrated learning courses, may be exempt from observing the mid-term break. Courses and/or programs seeking exemption from the mid-term break require written approval from both the dean and the vice president, academic.

## **POLICY/PROCEDURE REFERENCE**

AC.2.1      [Academic Year policy](#)

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