

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
Effective:	May 17, 1988
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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.
Academic year	July 1 through June 30.
Business days	Monday through Friday, excluding statutory holidays and other days when SAIT may be closed.

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.

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



3. SAIT's academic year is divided into terms, as set out below. Each term is approximately 15 weeks, 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, etc., and is based on the following principles:
 - a) Orientation for new students generally occurs during the week before the start of the term.
 - b) Mid-term break:
 - i) In the 2024-25 academic year, the mid-term break will be phased in as per the dates set out in Schedule A, an Associated Document to this procedure.
 - ii) In the 2025-26 academic year and beyond, 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.

Programs that fall outside of the normal start/end dates of the term or that are governed by specific external regulatory requirements, such as, for instance, apprenticeship and work integrated learning courses, may be exempt from observing the mid-term break. Any other courses/programs seeking exemption from the mid-term break must be approved to do so in writing by both the dean and the vice president, academic.

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ASSOCIATED DOCUMENT

Schedule A 2024-25 Mid-term Break Dates

POLICY/PROCEDURE REFERENCE

AC.2.1 Academic Year policy

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

PROCEDURE