NORTH ISLAND COLLEGE

NIC

Policy	#3-12
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Administrator Responsible:	Vice President, Students & Community Engagement

INSTRUCTIONAL KEY DATES

POLICY STATEMENT

The Registrar will annually establish and publish the Instructional Key Dates (key dates) for the instructional year in consultation with the Education Team. Key dates will be published for all credentialed and learning pathway programs and courses.

PURPOSE STATEMENT

The purpose of this policy is to allow the College to plan and publish the key dates for the instructional year and to inform all members of the College community of these dates.

PRINCIPLES

1. The Registrar, in consultation with the deans, will establish the key dates based on the guidelines in this policy.

2. Dates for the start and end of the term of study for programs and courses will consider appropriate completion date(s) needed to permit timely transfer to and from other institutions.

Definitions:

Academic Calendar
The official record, listing the institutional programs and courses offered during that particular instructional year, including admission and completion requirements.

Academic Program Credential
A named qualification that is awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree which requires approval of the Board of Governors (see NIC Policy #3-22 Program and Course Credentials).

Learning Pathways
Learning pathways refer to academic preparation programs such as Adult Basic Education, English Language and University Studies.

Add-Drop Period
A period of time starting from the first day of classes up to the last day to register within which students may change status in a course or add or drop classes without academic or financial penalty.

Formal Final Exam
A course or program exam scheduled by the College to occur during the final exam period.

Instructional Year
The instructional year runs from September 1st to August 31st.

Reading Break:
Defined time(s) during the instructional year when classes within specific programs or learning pathways are cancelled.

Term of Study:
A defined period of time required to complete a course or program.

Withdraw:
The process of formally leaving a course or program with no academic penalty.

Guidelines:

1. Normally, the key dates will be provided to Education Council for information no later than December for the following instructional year.

2. The key dates will be published and posted in the College's academic calendar and on the College's website.

3. The start and end dates for courses and programs within the instructional year will be developed on the basis of the number of hours or weeks required to complete the course or program and to maintain transfer and accreditation status.

4. The Registrar will ensure that the published dates within the instructional year include:
   a. the registration periods;
   b. the start and end dates of each term of study;
   c. the add-drop periods (normally 10% of the term of study);
   d. the last day to withdraw from a course or program (normally 60% of the term of study);
   e. the last day to receive a refund;
   f. the start and end dates for the formal exam periods; and
   g. institutional and statutory holidays.

5. In planning the instructional year, the Registrar and deans will consider the need for faculty to have adequate time to submit grades at the completion of the term of study before the next term of study begins.

6. Reading breaks may be scheduled each year to support student wellness.
    a. Reading breaks will be dependent on the program area;
    b. Classes, labs and practicums will not be scheduled during reading breaks;
    c. Instructors will be available to students during reading breaks, unless they are on an approved leave;
    d. Reading break schedules will take into consideration the number of instructional hours required for a program or course.

Limitations:

Programs that are not part of a learning pathway or an academic program credential and typically do not require admission, transcript or graduation services are exempt from this policy.

Cross Reference:

Policy 3-25 Instructional Scheduling Policy
Policy 3-22 Program and Course Credentials
Policy 4-15 Reporting Final Grades
Policy 3-09 Student Final Exams