

<b>Selkirk College Policies and Procedures</b>		Title and number	<b>8330 Semester Scheduling</b>	
		Replaces	B3009.1	
		Effective	May 23, 2002	Next review:
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	March 17, 2011	
	Director, Student Enrollment Services/Registrar	Recommended/Approved by Education Council	April 12, 2011	
		Approved by President	N/A	

## 1 PURPOSE/RATONALE

The Registrar sets the dates for the academic year for the College in consultation with the Deans, and School Chairs. The purpose of this policy is to ensure that annual consultation takes place and that Education Council is informed of the outcome.

## 2 SCOPE/LIMITS

- 2.1 The fall and winter semesters will each be a minimum of fourteen teaching weeks excluding the examination period. It is acknowledged that some college programs may schedule courses/programs outside of fourteen weeks.
- 2.2 There will be a non-instructional break of at least one week between semesters.
- 2.3 The dates for the academic term will be set 2 years in advance and will be published in the College calendar.
- 2.4 The dates of the beginning and end of the terms will be published in the College calendar.
- 2.5 Winter Reading Week: Where feasible, there will be a non-instructional period of at least two days and not more than five days scheduled in the third week of February.
- 2.6 The School Chairs/Department Heads are responsible for ensuring that their individual program policies regarding dates and times are consistent with College academic year guidelines.
- 2.7 The School Chairs/Department Heads, in consultation with their department members and Dean, will ensure that their programs meet requirements set by government, of receiving institutions, and of program sponsors for the total number of course/practicum/fieldwork/laboratory, etc., hours.

## 4. SUPPORTING FORMS IF ANY

## 5. OTHER RELEVANT POLICIES