Name:	**Senate Policy on the Creation of the Academic Calendar of Events**
Policy Number:	8-1024
Approving Authority:	University Senate
Approved:	September 21, 2018
Responsible Office:	University Senate
Responsibility:	**Academic Regulations Committee,** University Senate
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Next Required Review:	September 21, 2023

1. Preamble

1.1 The Saint Mary's University Act, 1970 (including amendments to December 2007), states that "Subject to the powers of the Board, the Senate shall be responsible for the educational policy of the university." The Academic Calendar of Events is created annually under the authority of the Academic Senate with detailed oversight the responsibility of the Academic Regulations Committee, a standing committee of Senate.

2. Purpose

2.1 This Policy is established to provide rules and criteria with respect to the scheduling of academic programs and related events.

3. Policy - Rules and criteria for creating the Academic Calendar of Events

3.1 Full semesters are 24 Monday/Wednesday and Tuesday/Thursday teaching days (or equivalent) long.
3.2 Summer Sessions are 12 Monday/Wednesday and Tuesday/Thursday teaching days (or equivalent) long.
3.3 *Short courses (3.5 weeks) will not be scheduled in the summer sessions.*
3.4 An exam period for a full semester is 11 calendar days (excluding holidays, including Sundays in exam period, and utilizing Patronal Feast Day as necessary as a teaching, study, or exam day).
3.5 An exam period for the summer terms is three calendar days, excluding holidays.
3.6 The fall and winter breaks are one-week long and, as much as is possible, scheduled to coincide with those of other post-secondary institutions in Halifax.
3.7 There is a 1–2-week break between each teaching session (including summer sessions).
3.8 Classes do not ever resume on a Thursday or Friday because of the MW/TR class schedule. Start classes on Monday or Wednesday.
3.9 There must be at least two business days prior to the start of classes in January.

3.10 Course addition or exchange - the period required from the first official day of classes in full semesters is four working days, two working days in a summer session.
3.11 Dropping courses - the period required from the first official day of classes in full semesters is seven working days, three working days in a summer session.
3.12 Last day to pay for tuition is 7 working days from the first official class date in full semesters and 3 working days in summer sessions.
3.13 Withdrawing from a course - provided the course still has one quarter of the instruction time remaining, students may withdraw from the course without academic penalty. (Full semesters – 3 credit hour courses = 6 teaching days, full year courses / 6 credit hours courses = 12 teaching days, summer courses = 3 teaching days).
3.14 Graduate summer sessions run from the first official day of classes in the first summer session to the last day of classes in the second summer session.
3.15 Fall Convocation is during the last week in September.
3.16 Last day to file applications for September graduation is the first working day in June
3.17 Winter Convocation is held during the last full week in January.
3.18 Last day to file applications for January graduation is the first working day in August.
3.19 Spring Convocation is scheduled in mid-May (the week after the Senate meeting).
3.20 Last day to file applications for May graduation is the first working day in October.
3.21 According to 15.8 of the current SMUFU Collective Agreement, Faculty have the following paid holidays:

> The following shall be considered paid holidays for Faculty Members for the purpose of this Agreement:
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> |---|---|
> | New Years Day | Labour Day |
> | Good Friday | Thanksgiving Day |
> | Easter Monday (Effective in the academic | Remembrance Day |
> | Victoria Day | Christmas Eve (designated .5 day) |
> | Canada Day | Christmas Day |
> | Halifax Natal Day | Boxing Day |

or the day(s) officially proclaimed in lieu of such paid holidays and any holidays declared by the Employer in any year to be of general application throughout the University.