



# ACADEMIC YEAR CALENDAR

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## 1.0 GUIDING PRINCIPLE

The New Brunswick College of Craft and Design (College) recognizes the value of an established division of the academic year.

## 2.0 POLICY STATEMENT

The College maintains academic year calendars every year by:

- Publishing the upcoming academic year calendar by April 1;
- Dividing the academic year into 4 separate terms: fall, winter, spring and summer;
- Ensuring ample time for course delivery is provided;
- Observing statutory holidays;
- Indicating important dates to support academic programming requirements;
- Ensuring that they are in accordance with academic policies;
- Bringing to senior management for approval; and
- Publishing the calendars on the NBCCD official website.

## PROCEDURE

### 3.0 PURPOSE

The purpose of this procedure is to ensure that full consultation has been undertaken in the creation of the academic calendar.

### 4.0 SCOPE

This procedure begins with the revisions to the Academic Year Calendar and ends with the review and publication of the calendar on the NBCCD website.

## 5.0 WORKFLOW

**5.1.** Under the direction of the Academic Dean, the academic year calendar is reviewed on an annual basis to ensure that the calendars for the proceeding 3 years are approved and maintained on the NBCCD website.

**5.2.** Depending on the calendar year, the academic year is divided into 4 separate terms.

- i. The fall and winter terms are 14-16 weeks.
- ii. The spring term is 6 weeks.
- iii. The summer term is 10 weeks.

**5.3.** The academic year calendar will include the dates of:

- Instructors' return to work;
- Orientation;
- The start and end of terms;
- The start and end of units;
- Add/drop dates;
- Statutory holidays;
- Assessments weeks;
- Major College events;
- Incompletes;
- Marks are due;
- Marks Meeting; and
- Graduating Student Exhibitions and Convocation.

**5.4.** Once the academic year calendar is revised, it is reviewed with the Registrar.

**5.5.** The academic year calendar is brought by the Academic Dean to the senior management team for approval.

**5.6.** The academic year calendar is published on the NBCCD website.