



ACADEMIC YEAR CALENDAR POLICY

NEW BRUNSWICK COLLEGE OF CRAFT AND DESIGN

1.0 GUIDING PRINCIPLE

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.

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;
- Assessment 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.

6.0 POLICY CUSTODIAN

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