

# Student Enrolment and Registrar Services (SEARS)

## Academic Schedule Guidelines

University of  
Lethbridge



## Revisions

<b>April 2015</b>	Provided to members of the Academic Schedule Guidelines Work-team for discussion with their Dean's/Manager's office.
<b>May 2015</b>	Presented at the CCC meeting for recommendation to GFC – motion defeated.
<b>September 2015</b>	Edited and presented to Provost Council.
<b>October 2015</b>	Approved at CCC October 21, 2015 pending amendments after additional consultation with academic units.
<b>November 2015</b>	Approved at GFC November 2, 2015 in a form to be amended through additional consultation with academic units.
<b>February 2016</b>	Edited to correct errors, implement updates approved at CCC November 24, 2015, and reflect new policies regarding Add/Drop and Extended Drop implemented by Finance January 2016.
<b>May 2016</b>	Further clarified 60-day minimum term to include minimum 12 meetings provision as per CCC May 9, 2016 discussion.
<b>March 2018</b>	Change to first day of classes to allow for Winter Saturday start.
<b>April 2018</b>	Updated wording for start/end of term, and final examination periods. Reformatted document. Removed deadlines for outstanding accounts deadline for graduation based on Convocation Committee Winter 2018. Winter Term Break adjusted to be inclusive over the preceding Saturday rather than the following Saturday in the week. Removed Deadline for Submission of Student Program Change forms from Winter and Fall terms.
<b>May 2018</b>	Updated based on May CCC Email Vote. Amended wording for "First day of Term" and "Last day of Classes for Term". New date added indicating "Last Day of Term" (defined by the 'Last day of the final exam period'). <ul style="list-style-type: none"> <li>Scholarships and Student Finance and Financial Services have confirmed that this definition works for current practice (June 7).</li> </ul>
<b>November 2018</b>	Updated based on November CCC. Addition of new guidelines for the Deadline for Withdrawal of Application for Graduation for Convocation in the Academic Schedule.
<b>May 2020</b>	Added a statement for the provision of special courses delivered outside the academic schedule term and session dates, included a listing of deadlines that are adjusted if they fall on a weekend or statutory holiday, updated or corrected various rule calculations.
<b>July 2021</b>	Added rule regarding the new September 30 <sup>th</sup> Statutory Holiday "National Day for Truth and Reconciliation".
<b>October 2022</b>	Added Appendix Three: Framework for Unexpected Institutionally Cancelled Classes.
<b>November 2023</b>	Removal of the first day of NSO that fell on Labour Day. Added guideline for Presidential Installation in October for years where a president is installed. Spring term (Jan. – Apr.) has been renamed to Winter term (Jan. – Apr.) beginning with Winter 2025.
<b>December 2023</b>	Starting May 1, 2025, the final examination period will be reduced to seven days in length. Starting May 1, 2025, the Deadline for Academic Staff to submit final grades will be changed to calculate on working days instead of calendar days.

## Revisions

- September 2024** Change to withdrawal policy; removal of Withdrawal with Cause (WC) non-grade designation (and related academic schedule deadlines); implementation of Late Withdrawal (WL) non-grade designation.

**Disclaimer:** The guidelines will be interpreted with a degree of flexibility and creativity in order to present the most ideal schedule possible for students, faculty and staff.

## What is the Academic Schedule?

The Academic Schedule is the institutional listing of the key dates and deadlines that govern the academic year (1 May to 30 April) at the University of Lethbridge. The Academic Schedule is developed and proposed by the Registrar at the Curriculum Coordinating Council (CCC) meeting and approved by the General Faculties Council (GFC) for inclusion in the Academic Calendar.

The Academic Schedule appears at the beginning of the University *Undergraduate* and *Graduate Studies Calendar* and the following two academic years, in DRAFT form, are published online.

### A. How are the dates and deadlines established?

The dates and deadlines for the Academic Schedule are established following these Academic Schedule Guidelines, a document approved by GFC and maintained by the Registrar's Office.

### B. Definitions

*\* Deadlines falling on Saturdays, Sundays or statutory holidays will be moved to the following business day. For a list of deadlines whose dates are adjusted to the following business day, see Adjusted Deadlines.*

**Term:** Division of the academic year between three terms as follows:

SUMMER – May to August  
FALL – September to December  
WINTER – January to April

**Session:** Division of a term into smaller units such as the Summer term, which is further divided into four Summer Sessions as follows:

SUMMER SESSION I – May to June  
SUMMER SESSION II – July  
SUMMER SESSION II/III – July to August  
SUMMER SESSION III – August

**Following:** Begin counting on the day after the day stated and mark the event on the last day counted. For example: if the "Last day for add/drop" is "Four working days following the first day of term", given that the first day of term is Monday, 3 May the last day for add/drop would be Friday, 7 May.

**Preceding:** Begin counting on the day before the day stated and mark the event on the last day counted.

**Working Day:** Any day of the week excluding weekend days (Saturday/Sunday); excludes holiday days.

**Calendar Day:** Any day of the calendar including weekend days; excludes holiday days.

**Course:** A unit of study or curriculum (a timetabled section) normally studied for one term. For example, students register in or withdraw from a section of a course.

**Class:** A single delivery or meeting of a course, whether face-to-face, blended or online. A course consists of multiple classes. For example, students attend classes in a classroom or participate in classes online.

## Adjusted Deadlines

When a deadline (as opposed to an opening day or event) falls on a weekend or statutory holiday, the deadline will be moved to the following business day. While many deadlines can be met or actioned by students through online means, such as Bridge web submission or email, adjusting a deadline date to a business day allows students to access support during regular business hours should they have questions or encounter technical difficulties.

The following deadlines are adjusted to the following business day should their calculation rule or fixed calendar date fall on a weekend or statutory holiday. Their adjusted dates are published in the academic schedule online and in the academic calendars:

1. Last day for course add/drop and registration...
2. Last day for cancellation of course registration (extended drop)....
3. Last day for submission of Credit/Non-Credit course designations.
4. Fees due.
5. Deadline for submission of Grade Appeal forms...
6. Deadline for Application for Graduation for students completing program requirements...
7. Deadline for Application for Visiting Student Authorization for Visiting Studies...
8. Last day for withdrawal from individual courses, or complete withdrawal...
9. Last day for submission of Application for Placement form for Professional Semester III students intending to complete requirements...
10. Deadline for receipt of outstanding documents in support for an Application for Graduation for students completing program requirements...

## Special Courses Delivered Outside the Academic Schedule

As part of a unique program delivery or a pilot project, a Faculty/School may deliver a special course offering outside the term or session dates of the academic schedule. Any uniquely scheduled courses that fall outside the normal delivery dates are subject to course-specific dates and deadlines, such as Add/Drop, Withdrawal, final exams, etc., as communicated by the Faculty/School offering the course. Academic units' course-specific deadlines should be calculated following the overall principles for calculation as described in the *Academic Schedule Guidelines* given the length of the special offering. These unique dates and deadlines should be communicated to students, e.g. via course syllabus and/or academic unit website, as early as possible, ideally prior to the start of class so students are aware of important deadlines and commitment expectations.

## Term Length Calculation

Each academic term will have minimum 60 teaching days with a range of 60-62 teaching days (not including Saturdays in the count).

Initially, this was determined by counting back from the last working day in the final month of the term:

- One to two calendar days after last day of term prior to exam period starting to accommodate student term/study break.
- Eight days (including Saturday [except Easter Saturday] but excluding Sunday) exam period.  
*Starting May 1, 2025, the Final exam period will change to "Seven days..."*
- Three calendar days following the last day of exams for marking final exams. Final grade submission is due by 12:00 p.m. (noon) on the third day.  
*Starting May 1, 2025, calculation for Final grade submission will change to "Three working days..."*
- Two and a half working days following grade submission for processing.

Each of these periods at the end of the term will be scheduled back-to-back.

The term minimum of 60 teaching days as described above includes:

- a minimum 12 meeting times for classes delivered once per week (12 deliveries each of M, T, W, R, F, S)
- a four-day term break in the winter (Saturday to Friday) over the week in which Family Day is observed in February;
- a four-day term break in the summer aligned with the 1 July holiday;
- a four-day term break in the fall over the week in which Remembrance Day is observed in November.
- a make-up day for Monday classes in the fall term will be scheduled on the last Wednesday of the term.

### A. Fall, Winter, Summer Terms

#### 1. New Student Orientation

- SUMMER – N/A
- FALL – The working day preceding the first day of Fall term.
- WINTER – The working day preceding the first day of Winter term.

#### 2. First Day of Term

- SUMMER – First Monday in May, which provides a full week of classes.
- FALL – Wednesday following Labour Day.
- WINTER – Wednesday following the winter opening of the university, unless that date is after 7 January then start classes on the first Monday following the winter opening.

#### 3. Add/Drop Deadlines

- ALL TERMS – Six calendar days following the first day of term.

#### 4. Extended Drop Deadlines

- ALL TERMS – Seven calendar days preceding the fees deadline.

#### 5. Audit Registration

- ALL TERMS – Two working days following the Add/Drop deadline.

#### 6. Credit/Non-Credit Designation

- SUMMER – The working day following the Add/Drop deadline until 1 June.
- FALL – The working day following Add/Drop until 1 October.
- WINTER – The working day following Add/Drop until 1 February.

#### 7. Term Break for Students

- SUMMER – Monday to Saturday inclusive over the week of 1 July holiday (for 12-week Summer term courses only).
- FALL – Monday to Friday, and closest Saturday (if Remembrance Day falls on a Wednesday, the following Saturday will be deemed 'closest') to the Remembrance Day observance, inclusive over the week of the Remembrance Day observance in November.
- WINTER – Saturday-Friday inclusive over the week in which Family Day is observed.
- All terms – Two calendar days prior to the exam period.

#### 8. Withdrawal Deadlines

- ALL TERMS – Final day of classes.

#### 9. Final Exam Period

- ALL TERMS – Starts the third calendar day after the last day of term; eight days long (including Saturday [except Easter Saturday], excluding Sunday).  
*Starting May 1, 2025, the Final exam period will change to "Seven days..."*

#### 10. Final Grades Due

- ALL TERMS – Three calendar days following the last day of final exams; deadline on that day is 12:00 p.m. (noon).  
*Starting May 1, 2025, calculation for Final grade submission will change to "Three working days..."*

#### 11. Deadline for Withdrawal of Application for Graduation for xxx Convocation

- ALL TERMS – Four working days following the final grade submission for the term

## B. Summer Sessions

SUMMER SESSION I (May – June)

SUMMER SESSION II (July)

SUMMER SESSION II/III (July – August)

SUMMER SESSION III (August)

### 1. Session Lengths

Each Session includes teaching days which are equivalent to teaching days (counting M-F) in a full term.

- ALL TERMS – Final day of term
- SUMMER SESSION I – Six weeks (30 teaching days)
- SUMMER SESSION II – Three weeks (15 teaching days)
- SUMMER SESSION II/III – Six weeks (30 teaching days)
- SUMMER SESSION III – Three weeks (15 teaching days)

### 2. First Day of Session

- SUMMER SESSION I – First Monday in May, after 2 May which provides a full week of classes.
- SUMMER SESSION II – First Monday in July following 1 July or the 1 July statutory holiday, unless that date is after 7 July, then start classes on the first Wednesday following 1 July or the 1 July statutory holiday.
- SUMMER SESSION II/III – First Monday in July following 1 July or the 1 July statutory holiday, unless that date is after 7 July, then start classes on the first Wednesday following 1 July or the 1 July statutory holiday.
- SUMMER SESSION III – First Wednesday in August, unless that date is after 6 August, then start classes on the first Tuesday in August.

### 3. Add/Drop Deadlines

- ALL SESSIONS – Three calendar days following the first day of session.

### 4. Extended Drop Deadline

- ALL SESSIONS – Five calendar days following the first day of session.

### 5. Audit Registration

- ALL SESSIONS – The working day following the Add/Drop deadline.

### 6. Credit/No-Credit Designation

- ALL SESSIONS – Three working days in length beginning on Audit Registration deadline.

### 7. Term Break

- N/A

### 8. Withdrawal Deadlines

- ALL SESSIONS – Final day of classes.

### 9. Final Exam Period

- SUMMER SESSION I and SUMMER SESSION II/III (2 months)
  - Mon./Wed. classes – First Monday or Wednesday following the last day of session.
  - Tue./Thu. classes – First Tuesday or Thursday following the last day of session.
  - Fri./Sat. classes – The day following the final exam dates for the Mon./Wed. classes.
- SUMMER SESSION II and SUMMER SESSION III (1 month)
  - The working day following the last day of session.

### 10. Final Grades Submission Deadline

- ALL SESSIONS – Three calendar days following the last day of final exams; deadline on that day is 12:00 p.m..  
Starting May 1, 2025, calculation for Final grade submission will change to “Three working days...”



### C. Fall and Winter Sessions (Graduate Studies Calendar only)\*

\* Future Implementation. Currently undergoing review/revisions.

FALL SESSION I (September – October)

FALL SESSION II (November – December)

WINTER SESSION I (January – February)

WINTER SESSION II (March – April)

#### 1. Session Lengths

Each Session includes teaching days which are equivalent to teaching days (counting M-F) in a full term.

- FALL SESSION I – approximately 5.5 weeks (28 teaching days)
- FALL SESSION II – approximately 5.5 weeks (28 teaching days)
- WINTER SESSION I – approximately 5.5 weeks (28 teaching days)
- WINTER SESSION II – approximately 5.5 weeks (28 teaching days)

#### 2. First Day of Session

- FALL SESSION I – Same as Fall Term
- FALL SESSION II – First Wednesday in November
- WINTER SESSION I – Same as Winter Term
- WINTER SESSION II – First Wednesday in March

#### 3. Add/Drop Deadlines

- ALL SESSIONS – Three calendar days following the first day of session.

#### 4. Extended Drop Deadlines

- ALL SESSIONS – Five calendar days following the first day of session.

#### 5. Audit Registration

- ALL SESSIONS – First two working days following the Add/Drop deadline.

#### 6. Credit/No-Credit Designation

- ALL SESSIONS – Three working days following the Add/Drop deadline.

#### 7. Term Break

- Same as WINTER and FALL Terms.

#### 8. Withdrawal Deadlines

- ALL SESSIONS – Last day of session.

#### 9. Final Exam Period

- FALL SESSION I – Final four calendar days in October
- FALL SESSION II – Align with the Term exam periods
- WINTER SESSION I – Final four calendar days in February
- WINTER SESSION II – Align with the Term exam periods

#### 10. Final Grades Submission Deadline

- ALL SESSIONS – Three calendar days following the last day of final exams; deadline on that day is 12:00 p.m. (noon).  
*Starting May 1, 2025, calculation for Final grade submission will change to “Three working days...”*

## Appendix One: Holidays

Month	Holiday	Calculation of Date
January	New Year	1 January. If 1 January is Thursday, university closed both Thursday and Friday. If 1 January falls on a Saturday or Sunday, the following Monday is counted as a holiday.
February	Family Day	The third Monday in February
March or April	Good Friday	The Friday preceding Easter Sunday. See below for the calculation of Easter
March or April	Easter Monday	The Monday following Easter Sunday. See below for the calculation of Easter
May	Victoria Day	The Monday preceding 25 May
July	Canada Day	1 July (unless 1 July falls on a Saturday or Sunday, in which case Canada Day is observed on the following Monday)
August	August Civic Holiday	The first Monday in August
September	Labour Day	The first Monday in September
September	National Day for Truth and Reconciliation	30 September (unless 30 September is a Saturday, in which case the holiday will be observed on the preceding Friday and Saturday, or if 30 September is a Sunday, in which case the holiday will be observed on the preceding Friday, Saturday and Sunday)
October	Thanksgiving Day	The second Monday in October
November	Remembrance Day	11 November (unless 11 November is a Saturday or Sunday, in which case Remembrance Day is observed on the following Monday)
December / January	Holiday Observance	University closed from 25 December until 1 January inclusive. (See note: Christmas float holidays that affect the Academic Schedule below.)

**Note:** A one-off National Holiday was observed September 19<sup>th</sup>, 2022 to observe Her Majesty Queen Elizabeth II's State Funeral.

### A. When is Easter?

The date of Easter is calculated using rules established at the Council of Nicaea in 325! Easter is the first Sunday after the first ecclesiastical full moon that falls on or after 21 March.

For the calculation of Easter Sunday, see <https://aa.usno.navy.mil/faq/easter>.

Easter Sunday will fall on:

9	April	2023
31	March	2024
20	April	2025
5	April	2026
28	March	2027
16	April	2028
1	April	2029
21	April	2030

## B. Christmas float holidays that affect the Academic Schedule

Christmas float holidays are the holidays that normally fall between the Boxing Day and New Year's Day Statutory Holidays. The Agreement between the Governors of the University of Lethbridge and the Alberta Union of Provincial Employees on Behalf of Local 053 (the 'AUPE handbook'), Article 28 'Paid Holidays', explains how Christmas float holidays are calculated for the University of Lethbridge.

Most importantly, in terms of academic scheduling, be aware that when Christmas Day falls on a Thursday, four Christmas float holidays shall be observed on 29, 30 and 31 December, plus 2 January.

## Appendix Two: Academic Schedule Month-by-Month Summary

**When a deadline date occurs on a weekend of Statutory or Civic Holiday, the deadline will be the next working day.**

- <sup>1</sup> Calgary campus final examination schedule may vary slightly from the Lethbridge campus schedule.
- <sup>2</sup> See the Fees section of the appropriate Academic Calendar ([www.ulethbridge.ca/ross/academic-calendar](http://www.ulethbridge.ca/ross/academic-calendar)).

### A. Summer Term and Summer Sessions (May – August)

#### May

Academic Schedule Item	Rule for Calculating the Date(s)
First day of the academic year.	1 May
First day of Summer Term – full term (e.g., Co-operative Education work terms and Applied Studies) (classes begin).	The first Monday in May, after 2 May, which provides a full week of classes.
First day of Summer Session I (classes begin).	First day of Summer Term – full term.
Orientation meeting for students registered in Education 2500.	First day of Summer Term – full term.
Last day for course add/drop and registration for Summer Session I, for all students.	Three calendar days following the first day of Summer Session I.
Registration for Audit Students for Summer Session I.	The working day following the add/drop deadline for Summer Session I.
Submission of Credit/Non-Credit course designations for Summer Session I.	Three working days in length beginning on the audit registration deadline.
Last day for cancellation of course registration (extended drop) for Summer Session I. After this date, students are assessed full fees. <sup>2</sup>	Five calendar days following the first day of Summer Session I.
Last day for course add/drop and registration for Summer Term – full term, including Independent Study and Undergraduate Thesis courses.	Seven calendar days preceding the fee deadline.
First day for submission of Credit/Non-Credit course designations for Summer Term – full term.	The first working day following the add/drop deadline for Summer Term – full term.
Registration for Audit Students for Summer Term – full term.	The first two working days following the add/drop deadline for Summer Term – full term.
Last day for cancellation of course registration (extended drop) for Summer Term – full term. After this date, students are assessed full fees. <sup>2</sup>	Seven calendar days preceding the fee deadline.
Winter Convocation.	Scheduled Thursday and Friday following the week of the Victoria Day long weekend.

## June

Academic Schedule Item	Rule for Calculating the Date(s)
Last day for submission of Credit/Non-Credit course designations for Summer Term – full term.	1 June
Summer Term – full term, and all Summer Session fees due. <sup>2</sup>	1 June
Deadline for submission of Grade Appeal forms for courses completed in the Winter term.	7 June (see ‘Academic Regulations’ in the University of Lethbridge <i>Academic Calendar</i> ).
Last day of classes for Summer Session I.	See <i>Term Length Calculation</i> .
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session I.	Last day of classes of Summer Session I.
Summer Session I final examinations for Tuesday-Thursday classes. <sup>1</sup>	The first Tuesday or Thursday following the last day of Summer Session I.
Summer Session I final examinations for Monday-Wednesday classes. <sup>1</sup>	The first Monday or Wednesday following the last day of Summer Session I.
Summer Session I final examinations for Friday-Saturday classes. <sup>1</sup>	Two days following Summer Session I final examination date for Monday-Wednesday classes.
Last day of Summer Session I.	Last day of the Summer Session I final exam period.

## July

Academic Schedule Item	Rule for Calculating the Date(s)
Summer Term Break (Summer Term – full term classes only) (No classes)	See <i>Term Length Calculation</i> .
First day of Summer Session II and II/III (classes begin).	The working day following the Canada Day statutory holiday (excluding Fridays).
Last day to for course add/drop and registration for Summer Session II and II/III, for all students.	Three calendar days following the first day of Summer Session II and II/III.
Registration for Audit Students for Summer Session II and II/III.	The working day following the add/drop deadline for Summer Session II and II/III.
Submission of Credit/Non-Credit course designations for Summer Session II and II/III.	Three working days in length beginning on the audit registration deadline for Summer Session II and II/III.
Last day of classes for Summer Session II.	See <i>Term Length Calculation</i> .
Last day for cancellation of course registration (extended drop) for Summer Session II and II/III. After this date, students are assessed full fees. <sup>2</sup>	Five calendar days following the first day of Summer Session II and II/III.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II. <sup>1</sup>	Last day of classes of Summer Session II.
Summer Session II final examinations. <sup>1</sup>	The day following the last day of Summer Session II.
Last day of Summer Session II.	Same day as Summer Session II final exams.

## August

Academic Schedule Item	Rule for Calculating the Date(s)
Deadline for Application for Graduation for Fall Convocation.	1 August (see 'Graduation' in the University of Lethbridge <i>Academic Calendar</i> ).
Registration begins for Open Studies and Visiting Students for the Fall term.	1 August
Deadline for Application for Visiting Student Authorization for Visiting Studies in the Fall term.	1 August
First day of Summer Session III (classes begin).	The first Wednesday in August following the August long weekend.
Last day for course add/drop and registration for Summer Session III, for all students.	Three calendar days following the first day of Summer Session III.
Last day of classes for Summer term – full term.	See <i>Term Length Calculation</i> .
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Term – full term courses (May – August).	Last day of classes of Summer Term – full term.
Last day for cancellation of course registration (extended drop) for Summer Session III. After this date, students are assessed full fees. <sup>2</sup>	Five calendar days following the first day of Summer Session III.
Registration for Audit Students for Summer Session III.	The working day following the add/drop deadline for Summer Session III.
Submission of Credit/Non-Credit course designations for Summer Session III.	Three working days in length beginning on the audit registration deadline for Summer Session III.
Summer Term – full term final examination period begins.	The third calendar day following the last day of Summer term – full term (Saturday and Sundays are included in this count).
Last day of classes for Summer Session II/III.	See <i>Term Length Calculation</i> .
Last day of classes for Summer Session III.	See <i>Term Length Calculation</i> .
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II/III.	Last day of classes of Summer Session II/III.
Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session III.	Last day of classes of Summer Session III.
Summer Session III final examinations. <sup>1</sup>	The working day following the last day of Summer Session III.
Last day of Summer Session III.	Same day as Summer Session III final exams.
Summer Session II/III final examinations for Tuesday-Thursday classes. <sup>1</sup>	The first Tuesday or Thursday following the last day of Summer Session II/III.
Summer Term – full term final examination period ends.	See <i>Term Length Calculation</i> .
Last day of Summer term – full term.	Last day of Summer term final exam period.
Summer Session II/III final examinations for Monday-Wednesday classes. <sup>1</sup>	The first Monday or Wednesday following the last day of Summer Session II/III.
Last day of Summer Session II/III.	Last day of Summer Session II/III final exam period.

**Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in Summer Session.**

The last Monday in August (see [www.uleth.ca/convocation](http://www.uleth.ca/convocation)).

## B. Fall Term (September – December)

### September

Academic Schedule Item	Rule for Calculating the Date(s)
<b>New Student Orientation (Open to all students).</b>	The working day preceding the first day of Fall term.
<b>Orientation meeting and classes for Professional Semester I students in the Faculty of Education.</b>	The Tuesday following Labour Day.
<b>First day of Fall term (classes begin).</b>	The Wednesday following Labour Day.
<b>Orientation meeting for students registered in Education 2500.</b>	The First day of Fall term.
<b>Deadline for Withdrawal of Application for Graduation for Fall Convocation.</b>	See <i>Term Length Calculation</i> .
<b>Last day for course add/drop and registration for the Fall term, including Independent Study and Undergraduate Thesis courses.</b>	Six calendar days following the first day of Fall Term.
<b>Registration for Audit Students.</b>	The first two working days following the add/drop deadline.
<b>First day for submission of Credit/Non-Credit course designations.</b>	The first working day following the add/drop deadline.
<b>Last day for cancellation of course registration (extended drop) for the Fall term. After this date, students are assessed full fees.<sup>2</sup></b>	Seven calendar days preceding the fee deadline.

### October

Academic Schedule Item	Rule for Calculating the Date(s)
<b>Last day for submission of Credit/Non-Credit course designations.</b>	1 October
<b>Fees due.<sup>2</sup></b>	1 October
<b>Deadline for submission of <i>Grade Appeal</i> forms for courses completed in Summer Session.</b>	7 October (see 'Academic Regulations' in the University of Lethbridge <i>Academic Calendar</i> ).
<b>Presidential Installation</b> <i>*Added to the Academic Schedule only in a year where a president is installed.</i>	The Friday before Fall Convocation.
<b>Fall Convocation.</b>	The first Saturday following Thanksgiving.
<b>Registration dates available on the bridge.</b>	18 October

### November

Academic Schedule Item	Rule for Calculating the Date(s)
<b>Deadline for Application for Graduation for students completing program requirements in the Fall term.</b>	1 November (see 'Graduation' in the University of Lethbridge <i>Academic Calendar</i> ).
<b>Fall Term Break (No classes)</b>	See <i>Term Length Calculation</i> .

### December

Academic Schedule Item	Academic Schedule Item
Deadline for Application for Visiting Student Authorization for Visiting Studies in the Winter term.	1 December
Additional and last class meeting for courses scheduled on Monday only.	Last Wednesday of the term.
Last day of classes for Fall term. (The last class meeting for professional semester students varies according to required hours in the practicum.)	See <i>Term Length Calculation</i> .
Last day for withdrawal from individual courses or complete withdrawal, for the Fall term.	Last day of classes of Fall term.
Fall term final examination period begins. <sup>1</sup>	See <i>Term Length Calculation</i> .
Registration begins for Open Studies and Visiting Students for the Winter term.	16 December
Fall term final examination period ends. <sup>1</sup>	See <i>Term Length Calculation</i> .
Last day of Fall term.	Last day of Fall term final exam period.
Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in the Fall term.	The last working day in December (see <a href="http://www.uleth.ca/convocation">www.uleth.ca/convocation</a> ).
Deadline for Withdrawal of Application for Graduation for February Conferral.	See <i>Term Length Calculation</i> .

## C. Winter Term (January – April)

### January

Academic Schedule Item	Rule for Calculating the Date(s)
New Year's Observance (University offices closed).	1 January or first working day following. If 1 January is Thursday, university closed both Thursday and Friday.
University open.	See <i>Term Length Calculation</i> .
New Student Orientation (Open to all students).	The working day preceding the first day of Winter term.
First day of Winter term (classes begin).	See <i>Term Length Calculation</i> .
Orientation meeting for Professional Semester II students in the Faculty of Education.	The first day of Winter term.
Orientation meeting for students registered in Education 2500.	The first day of Winter term.
Last day for course add/drop and registration for the Winter term, including Independent Study and Undergraduate Thesis courses.	Six calendar days following the first day of Winter term.
Registration for Audit Students.	The first two working days following the add/drop deadline.
First day for submission of Credit/Non-Credit course designations.	The first working day following the add/drop deadline.
Last day for cancellation of course registration for continuing students for the Winter term. After this date, students are assessed full fees. <sup>2</sup>	Seven calendar days preceding the fee deadline.

### February

Academic Schedule Item	Rule for Calculating the Date(s)
Last day for submission of Credit/Non-Credit course designations.	1 February
Fees due. <sup>2</sup>	1 February
February Conferral for December Completers	1 February
Deadline for submission of Grade Appeal forms for courses completed in the Fall term.	7 February (see 'Academic Regulations' in the University of Lethbridge <i>Academic Calendar</i> ).
Winter Term Break (No classes).	See <i>Term Length Calculation</i> .

### March

Academic Schedule Item	Rule for Calculating the Date(s)
Deadline for Application for Graduation for Winter Convocation.	1 March (see 'Graduation' in the University of Lethbridge <i>Academic Calendar</i> ).
Registration dates available on the bridge.	1 March



### April

Academic Schedule Item	Rule for Calculating the Date(s)
Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session.	1 April
Last day for withdrawal from individual courses or complete withdrawal, for the Winter term.	Last day of classes of Winter term.
Last day of classes for Winter term. (The last class meeting for professional semester students varies according to required hours in the practicum.)	See <i>Term Length Calculation</i> .
Last day for submission of Application for Placement form for Professional Semester III students intending to complete requirements in the Fall term.	Last day of Winter term.
Registration begins for Open Studies and Visiting Students for Summer Session.	16 April
Winter term final examination period begins. <sup>1</sup>	See <i>Term Length Calculation</i> .
Winter term final examination period ends. <sup>1</sup>	See <i>Term Length Calculation</i> .
Last day of Winter term.	Last day of Winter term final exam period.
Deadline for receipt of outstanding documents in support of an Application for Graduation for Winter Convocation.	30 April (see <a href="http://www.uleth.ca/convocation">www.uleth.ca/convocation</a> ).
Deadline for Withdrawal of Application for Graduation for Winter Convocation.	See <i>Term Length Calculation</i> .
Last day of the academic year.	30 April

## Appendix Three: Framework for Unexpected Institutionally Cancelled Classes

The suggestions and ideas below were generated by many different groups of academic and academic support groups across campus, including the Teaching Centre, Curriculum Coordinating Committee, Associate Deans, and the ULSU and GSA. Many of the suggestions and ideas below may be used in any event or challenge where a course may not be able to be delivered as indicated in this term or any future terms; therefore, uLethbridge may create a better community of problem-solving and support for challenges that may arise affecting the delivery of a course.

This framework is to be used in the case a day of classes is institutionally cancelled once the term has begun. If a change happens within to a future term, this framework may still be utilized, but further planning and adjustments to the term may occur.

All courses delivered on the affected weekday (e.g. Monday; regardless of schedule pattern or if delivered once per week) may consider an option below to make up for missed class time:

1. remain cancelled and the course work spread out amongst the remaining days, or
2. be held asynchronously. If option 2), there are plenty of ways this may be accomplished. Some examples include: an asynchronous activity that students can do on their own outside of class; assign an inquiry-based assignment; move an in-class exam or quiz to Moodle; or provide required reading or research to do asynchronously. The Teaching Centre can help with advice for alternate delivery of course information, or
3. be ad hoc booked at an irregular delivery time. With the increase of online and hybrid classes be mindful that Calgary campus schedules courses during the evenings and on Saturdays and many Lethbridge campus students may have classes at that time. Option 3 requires that all students are able to make the ad hoc booked class time. This means clear and early (as possible) communication to students about the expectations of the ad hoc booked class. Perhaps the ad hoc booked class can be optional for those who can make it (paired with a recorded asynchronous lecture/lap or assignment for those that cannot make it), or
4. replace a mid-semester in-class assessment with a three-day Moodle assessment to allow the in-person class time to make up learning content.
5. Other creative options may be considered and must be planned and approved through the Associate Deans' offices. Some examples include: asynchronous make-up by posting course information to Moodle; extending office hours for a time frame and encouraging students to ask questions; encourage Fine Arts students to spend additional time in practice/studio and have them verify that time with the instructor(s).

There are supports and resources in place to provide assistance:

- **Associate Deans' office:** The Associate Deans work closely with Student Enrolment and Registrar Services (SEARS) on a regular basis regarding the scheduling of courses. These folks are an excellent resource and will supply support and advice for decisions made about cancelled class(es).
- **Student Enrolment and Registrar Services (SEARS):** Timetable and Ad Hoc room bookings (Scheduling team) are handled through this unit. With support from the Associate Dean's office, SEARS is able to ad hoc book available space for missed classes. Please forward all questions and Associate Dean-supported requests to the Assistant Registrar, Curriculum and Student Records. Please do not independently reschedule synchronous learning activities without assistance from the Scheduling team.
- **Teaching Centre:** The Teaching Centre can provide support and advice for alternate delivery of a cancelled class (e.g. teaching content asynchronously, assigning alternate assignments, etc).
- If a course that has multiple sections is being taught by various instructors, the group of instructors may have ideas that can be shared. Instructors can work with their department Chair and colleagues to generate more ideas for alternate delivery.

Communication of any alternate class deliveries to students is critical for success and is required. The course outline (or an appendix to) is an important place to indicate a changed plan. Instructors are encouraged to put changes to the schedule or assessments in writing, either by providing a revised course outline, putting an announcement on Moodle, or sending an email. Any additional communication about a instructor's course change plan to your students is helpful. Keep in mind, if the course requires an ad hoc space booking for an alternate meeting that ad hoc booking won't show up in the instructor's schedule or the students' schedules.