

Policy of the Establishment of the Schedule of Dates

Approval Authority: Senate

Established On: 2022-10-06

Amendments: n/a

Category: Academic

1.0 POLICY STATEMENT

To guide the University in establishing an annual schedule of dates for communication and use by the University community.

2.0 SCOPE

This policy applies to all NOSM University programs, except where otherwise stated. Due to the unique distribution and diversity of the NOSM University programs, for example the Undergraduate Medical Education Program (UME) will have a unique academic schedule as outlines in Attachment A and B

3.0 DEFINITIONS

For this policy:

3.1. **Academic “Term”**: An independent academic period. NOSM University terms include the following:

- Fall Term (September -December)
- Winter Term (January -April)
- Fall /Winter Term (September -April)
- Full-year Fall/Winter Term (April -April 12 months)
- Spring/Summer Term (May – July)
- Spring Term (May -mid-June)
- Summer Term (mid-June -July)

3.2. **“Confers”**: Grants degrees.

3.3. **“Convocation”**: The ceremony at which degrees are granted. The conferral date of degrees coincides with convocation dates for semesters in which a convocation ceremony is observed.

3.4. **“Reading Weeks and Study Breaks”**: are designated periods where normal class schedules and academic requirements are suspended for a period of time.

3.5. **“Schedule of Dates”**: A list of significant dates at the University, developed using policies approved by Senate.

4.0 POLICY TERMS

4.1 The schedule of dates satisfies the following basic principles of scheduling:

- The University must provide sufficient time for faculty and instructors to submit assessments.
- The University must provide final grades to students before the beginning of the next term.
- The University must allow for time to counsel students with academic difficulties.

4.2 The schedules of dates established in accordance with this policy shall be reported annually to Senate in the preceding Fall term.

4.3 Any changes to an established schedule of dates shall be presented to Senate at the next available meeting.

5.0 ROLES AND RESPONSIBILITIES

5.1 Academic date setting is the responsibility of the Office of the Registrar in collaboration with the programs.

5.2 The Office of the Registrar will strive to have draft dates set two academic years in advance internally. The dates will be published to the public annually in the Academic Calendar.

5.3 The Academic Schedule is approved by Senate.

5.4 The Academic Date Setting – Guidelines Chart provides the guidelines to follow in setting the Academic Schedule referencing other procedures where applicable.

5.5 Once tentative dates have been set consultation will take place with the following offices:

- a. All academic programs.
- b. Human Resources
- c. Office of the President
- d. Continuing Education and Professional Development.

6.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the

- Registrar: registrar@nosm.ca

7.0 RELATED DOCUMENTS

- Program related Calendars (UME, PGME, MMS, Health Sciences etc.)
- University Calendar
- Important Dates and Paid Holidays

- Religious Dates and Dates in Observance

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: University Senate
- b. Responsible Officer: University Registrar
- c. Procedural Authority: University Registrar
- d. Procedural Officer: University Registrar

Review and Revision History

Review Period: every 3 years or as required

Date for Next Review: 2025

Appendix A: Graduate Program Academic Structure

Deadline	Fall	Winter	Spring/Summer
First day of the Term (Fall/Winter/ Spring-Summer)	Sept 1	Jan 1	May 1
First day of Classes	Wednesday after Labour Day if date otherwise, Monday of the first full week in September allowing for minimum 12 weeks of instruction plus an exam and assessment period before the holiday break	Monday of the first full week in January otherwise, the first Wednesday following January 1st allowing for minimum 12 weeks of instruction plus an exam and assessment period before the holiday break	Starts Monday of the first full week in May.
Last day to add or drop a course	10 weekdays from the first day of class	10 weekdays from the first day of class	10 weekdays from the first day of class
Last day for Refund of Term Tuition for course(s) dropped and University Withdrawals	10 weekdays from the first day of class	10 weekdays from the first day of class	10 weekdays from the first day of class
Last day to pay full fees without penalty including deregistration	10 weekdays from the first day of class	10 weekdays from the first day of class	10 weekdays from the first day of class
Deadline for refund of term tuition to 50% for University Withdrawals – no refunds after this date	October 1	February 1	June 1
Term Break	A seven-day (Saturday – Friday) break in October of the Fall Term	A seven-day (Saturday – Friday) break in February of the Winter Term	N/A

Marks due	December 23	Last Week day of April	Last week day of August
Last Day to withdraw from program	First week of November	Second week of March	Second week of June
Approval to graduate	n/a	Third week of May	n/a

Appendix B: Medical Education Academic Structure

Fall/Winter Term (April-August)	
Year 4 Program begins	Third week of April
Year 5 Program begins	Third week of May
Year 3 Program begins	Third week of August
Year 1 Transition Week begins	First day after Labour day
Year 2 Program begins	Second week of September
Last day to be Registered	First day of class
Last day to Withdraw	September 15
Winter Recess	Third week of December to end of December
Years 1, 2 Reading Week	Second week of March
UME Promotion to year 4	Mid April
Approved to graduate	Third week of May
UME Promotion to year 3	June 30

