

## Policy on the Establishment of the Academic Schedule

Approval Authority: Senate

Established On: 2022 10 06

Amendments: 2024 02 15

Category: Academic

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### 1.0 POLICY STATEMENT

This policy is developed to guide the University in establishing an annual academic schedule 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, some program schedules will be structured differently. For example, the Master Medical Studies (Graduate Studies) **Appendix C: Graduate Program Academic Schedule** will have a unique academic schedule in comparison to the Undergraduate Medical Education Program (UME) **Appendix D: Medical Education Academic Schedule**.

### 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 Term (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. **Academic Schedule:** A list of significant dates at the University, developed using policies approved by Senate.

#### 4.0 POLICY TERMS

4.1 The academic schedule 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 academic schedule established in accordance with this policy shall be reported annually to Senate in the preceding Fall term.

4.3 Under exceptional circumstances, any changes to an established schedule shall be presented to Senate at the next available meeting.

#### 5.0 ROLES AND RESPONSIBILITIES

5.1 Setting the academic schedule dates is the responsibility of the Office of the Registrar in collaboration with the programs and the Office of the Provost, VP Academic.

5.2 The Office of the Registrar will set the academic schedule two academic years in advance. The dates will be published on the website one year in advance in the Academic Calendar.

5.3 The Academic Schedule is approved by the Senate.

5.4 The supporting Appendices provide the guidelines to set the Academic Schedule and reference other procedures where applicable.

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

- All academic programs
- Human Resources
- Provost, VP Academic

- University Secretary
- 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](mailto:registrar@nosm.ca)

## **7.0 RELATED DOCUMENTS**

- Program related Calendars (UME, PGME, MMS, Health Sciences etc.)
- University Academic Calendar
- Dates of observances and religious holidays

## **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:** 2027

Appendix A: Post-Graduate Medical Education Academic Schedule

<b>Full Year Term (July-June )</b>	
First Day of program	First day of July
Last day of program	Last day of June

Appendix B: Dietetic Practicum Program (DPP) Academic Schedule

<b>Full Year Term (46 weeks)</b>	
First Day of Program	Second Monday in September )
Last day to register in program	Last day of June
Last day for Refund of Tuition for 75% for University Withdrawals	Last day of August
Deadline for refund of tuition to 50% for University Withdrawals – no refunds after this date	first week of January
Winter Recess	NOSM U December Holiday closure until the first Friday in January
Senate approval to graduate	June Senate Meeting
Last Day of Program	last Friday of July
Graduation Celebration	last week of July

Appendix C: Graduate Program Academic Schedule

<b>Deadline</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring/Summer</b>
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	Last working day before Winter Recess	Last weekday of April	Last weekday of August
Last Day to withdraw from program	First week of November	Second week of March	Second week of June
Senate approval to graduate	n/a	Second week of May	n/a
Convocation Ceremonies	n/a	n/a	Third and fourth week of May

## Appendix D: Undergraduate Medical Education Academic Schedule

<b>Fall/Winter Term (April-August)</b>	
Year 4 Program begins	Fourth week of April
Year 5 Program begins	First Week of June
Year 3 Program begins	First day after Labour Day
Year 1 Transition Week begins	First day after Labour Day
Year 2 Program begins	Second week of September

Last day to be Registered	Y1 - one week (5 business days) after the first day of class Y2 - two weeks (10 business days) after the first day of class Y3 - four weeks (20 business days) after the first day of class Y4 - four weeks (20 business days) after the first day of class Y5 - one week (5 business days) after the first day of class
Last day to Withdraw	Friday of the second full week of February
Winter Recess	late December, early January
Years 1, 2 Reading Week	Second week of March
UME Promotion to Year 4	Mid-April
Senate approval to graduate	Second week of May
Convocation Ceremonies	Third and Fourth week of May
UME Promotion to Year 3	Last day of June