

The following Motions and Documents were considered by the GFC Executive Committee by e-vote on July 22, 2021:

Agenda Title: Amendment to the 2021-2022 Academic Schedule

## **CARRIED MOTION:**

THAT the GFC Executive Committee approve, under delegated authority form General Faculties Council, the amended Academic Schedule for 2021-22 as set forth in attachment 1 and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy.

FINAL Item 1.



FINAL Item No. 1

## **Governance Executive Summary Action Item**

Agenda Title	Amendment to the 2021-2022 Academic Schedule

### Motion

THATthe GFC Executive Committee approve, under delegated authority form General Faculties Council, the amended Academic Schedule for 2021-22 as set forth in attachment 1 and,in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy.

#### Item

Action Requested	
Proposed by	Melissa Padfield, Vice-Provost and University Registrar
Presenter(s)	Melissa Padfield, Vice-Provost and University Registrar

Details	
Office of Administrative Responsibility	Office of the Registrar
The Purpose of the Proposal is (please be specific)	To amend the 2021-2022 Academic Schedule, originally approved by the GFC Executive Committee on October 5, 2020.
Executive Summary (outline the specific item – and remember your audience)	<ul> <li>This proposal seeks to amend the 2021-2022 Academic Schedule in order for the University of Alberta to observe the Day for Truth and Reconciliation on September 30, 2021. This will impact the current academic schedule, which was approved by the General Faculties Council Executive Committee on October 5, 2020.</li> <li>Observing this day for the Fall 2021 term will result in a loss of one instructional day. We have approximately 2000 classes that will be impacted by a campus closure on September 30, 2021. This includes a mix of in person and online classes. The Faculty of Extension has approximately 20 classes that will be impacted.</li> <li>The impact of the loss of this instructional day will vary by programs. Due to critical content or accreditation requirements, some programs may be in a position where they will be required to make up this instructional day, while others will not need to reschedule the class but can cover the content distributed throughout the remainder of the term.         <ul> <li>In order to prevent the loss of an instructional day, December 8 will be designated as a new instructional day where class time can be rescheduled where necessary.</li> <li>Classes scheduled for less than the full 13 week term will need to reschedule their courses, with the support of the Office of the Registrar, on a different date</li> </ul> </li> <li>Major deadlines that were previously scheduled on September 30, such as the tuition payment deadline, the deadline for graduate students to submit their thesis for Fall Convocation, and the deadline for graduate students to apply for graduation are revised in this amendment</li> <li>September 30<sup>th</sup> deadlines will be moved to the next</li> </ul>
	business day, October 1



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	This amendment will require a robust communications plan to instructors as soon as possible so that planning for fall classes can be finalized in time for the start of the fall semester. It will also require clear communications to students providing notice of this change.
Supplementary Notes and	<this by="" for="" governance="" is="" only="" outline<="" section="" td="" to="" university="" use=""></this>
context	governance process.>

**Engagement and Routing (Include meeting dates)** 

Consultation and Stakeholder Participation	Those who are actively participating:  ■ Office of the Registrar
(parties who have seen the proposal and in what capacity)	Those who have been consulted:  ■ Vice Provost and Dean of Students
<for governance<="" information="" on="" p="" protocol="" see="" the=""></for>	<ul> <li>Vice Provost and Dearror Students</li> <li>Vice-Provost (Indigenous Programming &amp; Research</li> <li>Deputy Provost Provost &amp; Vice-President Academic - Admin</li> </ul>
Resources section Student Participation Protocol>	Those who have been informed:  Communications plan to advise Faculty of approval which will include antices for reached with a
	<ul> <li>include options for rescheduling</li> <li>Communication to students</li> <li>Academic schedule revision/update to University Calendar</li> </ul>
Approval Route (Governance) (including meeting dates)	

Strategic Alignment

Strategic Aligninent		
Alignment with For the Public	Objective 4	
Good	Objective 5	
Alignment with Core Risk Area Please note below the specific institutional risk(s) this propo- addressing.		onal risk(s) this proposal is
	☐ Enrolment Management	⊠ Relationship with Stakeholders
		⊠ Reputation
	☐ Funding and Resource Management	☐ Research Enterprise
	☐ IT Services, Software and Hardware	☐ Safety
	☐ Leadership and Change	☐ Student Success
	☐ Physical Infrastructure	
Legislative Compliance and jurisdiction	General Faculties Executive Committee	ee

## Attachments (each to be numbered 1 - <>)

- 1. Attachment 1; Revised 2021-22 Academic Schedule
- 2. Attachment 2; GFC Executive Committee October 2020 Motion and Final document Summary
- 3. Attachment 3; University Calendar Academic Schedule
- 4. Attachment 4; UAPPOL Academic Schedule Policy
- 5. Attachment 5; <u>UAPPOL Academic Schedule Procedure</u>
- 6. Attachment 6; Canadian Press posting of Bill C-5 approval



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Prepared by: <Norma Rodenburg, Interim Deputy Registrar, normajea@ualberta.ca; Anna Vocioni, Assistant Registrar, avocioni@ualberta.ca>

# 2021-2022 Academic Schedule

Deadline dates in the schedule are marked with a ■ symbol.

July 2021	
1	One hundred and <u>fifteenth</u> University year begins.
1	Canada Day; University buildings closed.
3	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.
<u>5</u>	Summer Term classes begin.
<u>5-8</u>	Auditor registrations for Summer Term courses will be accepted only on these days.
8	<ul> <li>Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Services Centre.</li> </ul>
<u>8</u>	Summer Term Registration Deadline. Last day to add or drop six-week courses and courses offered in the first three weeks of Summer Term (Bear Tracks web registration available until midnight). Students wishing to add or drop three-week courses offered during the last three weeks of the term should seek assistance at department offices.
<u>8</u>	<ul> <li>Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.</li> </ul>
9	Summer program ends for students in years one, two and three of the DDS programs.
12	<ul> <li>Summer Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the first three weeks of Summer Term will be assessed full fees after this date.</li> </ul>
<u>19</u>	<ul> <li>Summer Term Refund Deadline for six-week courses: Students withdrawing from courses taught for six weeks will be assessed full fees after this date.</li> </ul>
<u>19</u>	<ul> <li>Last day for withdrawal from courses taught in the first three weeks of Summer Term.</li> </ul>
<u>23</u>	<ul> <li>Last day of classes taught in the first three weeks of Summer Term.</li> </ul>
<u>26</u>	Classes begin for courses taught in the last three weeks of Summer Term.
<u>29</u>	<ul> <li>Second half Summer Term Registration Deadline for three-week courses: Last day to add or drop courses offered in the last three weeks of Summer Term. Students can contact department for assistance.</li> </ul>
31	<ul> <li>Deadline to write a special deferred examination for students who have missed a deferred examination for cause. Please refer to University Calendar; University Regulations and Information for Students; Academic Regulations; Attendance; Absence from Final Exams section.</li> </ul>
August 2021	
<u>2</u>	Heritage Day; University buildings closed.

3	<ul> <li>Summer Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the last three weeks of Summer Term will be assessed full fees after this date.</li> </ul>
4	Last day for withdrawal from six-week courses in Summer Term.
<u>5</u>	<ul> <li>Last day for withdrawal from courses taught in the last three-weeks of Summer Term.</li> </ul>
9	Classes begin for years three and four of the MD program.
<u>11</u>	Summer Term classes end.
<u>12-13</u>	Final examinations for Summer Term classes, exceptions may apply.
<u>16</u>	Registration opens for Open Studies students in courses designated for delayed registration.
23	Classes begin for students in the Dentistry program and the Dental Hygiene program, years one and two of the MD program, year two of the Radiation Therapy program, and phase I Medical Laboratory Science program.
<u>26</u>	Augustana Faculty Fall Term 3-week classes begin.
<u>27</u>	<ul> <li>Augustana Faculty Fall Term 3-week classes' registration deadline; students withdrawing after this date through September <u>1</u> will be assessed 50% fees.</li> </ul>
<u>31</u>	Orientation for new undergraduate students.
September 202	1
1	Fall Term and Fall/Winter two-term classes begin. Exceptions may apply; students must consult with their Faculty office
1	<ul> <li>Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.</li> </ul>
1	<ul> <li>Augustana Faculty Fall Term 3-week classes Refund Deadline; students withdrawing after this date will be assessed full fees.</li> </ul>
<u>6</u>	Labour Day; University buildings closed.
<u>8</u>	Fall Term classes begin for students in the Faculty of Law.
9	Augustana Faculty last day to withdraw from Fall Term 3-week classes.
<u>14</u>	Last day of Fall Term 3-week classes for Augustana Faculty students.
15	■ Fall Term Registration Deadline. Last day to add or drop Fall Term and Fall/Winter two-term courses (Bear Tracks web registration system available until midnight): Students withdrawing after this date through October 4 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students must consult with their Faculty office.
16-22	Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
<u>20</u>	Augustana Faculty Fall Term 11-week and Fall/Winter two-term 11-week classes begin.

21	SU Health and Dental Plan Change of Coverage Deadline. Students wishing to optout of this service or change their coverage must do so through www.ihaveaplan.ca.
27	<ul> <li>Fall Term Refund Deadline for six-week courses: Students withdrawing from courses offered in the first six weeks of Fall Term will be assessed full fees after this date.</li> </ul>
<u>27</u>	Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Services Centre.
<u>29</u>	<ul> <li>Augustana Faculty Fall Term 11-week classes drop deadline; students withdrawing after this date through October <u>15</u> will be assessed 50% fees. Students must contact a Faculty advisor for assistance.</li> </ul>
<u>30</u>	<ul> <li>University Closed in honor of Truth and Reconciliation.</li> </ul>
October 2021	
1	<ul> <li>Last day for graduate students in thesis-based programs to submit theses to and be approved by the Faculty of Graduate Studies to ensure graduation at Fall Convocation.</li> </ul>
1	<ul> <li>Last day for Departments to submit Report of Completion of course-based masters, postgraduate diploma, or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation.</li> </ul>
1	<ul> <li>Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.</li> </ul>
1	Payment Deadline: Last day for payment of Fall Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline.
4	<ul> <li>Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Exceptions may apply; students must consult with their Faculty office.</li> </ul>
4	<ul> <li>Last day for withdrawal from six-week courses offered in the first half of the Fall Term.</li> </ul>
8	Last day of classes for six-week courses offered in the first half of Fall Term.
<u>11</u>	Thanksgiving Day; University buildings closed.
<u>12</u>	No classes for first, second and <u>third</u> year PharmD students.
<u>15</u>	<ul> <li>Augustana Faculty Fall Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.</li> </ul>
<u>18</u>	Classes begin for six-week courses offered in the second half of the Fall Term.
<u>29</u>	<ul> <li>Last day to drop six-week courses offered in the second half of the Fall Term.</li> <li>Students can contact the teaching department for assistance.</li> </ul>
November 2021	1
11	Remembrance Day; University buildings closed.

8-12	Fall Term Reading week. Classes withdrawn for a full week, except for students in Faculty of Law; Faculty of Medicine and Dentistry (excluding the BSc Dental Hygiene program); Faculty of Rehabilitation Medicine; students in the PharmD program and students in Cooperative Education, Experiential Learning Placement, Clinical Placement and Work Placement terms.
<u>12</u>	No classes for first, second and <u>third</u> year PharmD students.
22	<ul> <li>Fall Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.</li> </ul>
30	<ul> <li>Last day for withdrawal from six-week courses offered in the second half of Fall Term.</li> </ul>
30	<ul> <li>Last day for withdrawal from Fall Term courses. Exceptions may apply; students must consult with their Faculty office.</li> </ul>
December 2021	
1	Augustana Faculty last day to withdraw from Fall Term 11-week classes.
7	Last day of Fall Term classes for students in the Faculty of Law.
7	Last day of Fall Term classes. Exceptions may apply; students must consult with their Faculty office.
<u>8</u>	Instructional teaching day in lieu of September 30, (Day of Truth and Reconciliation)
8	Last day of Fall Term 11-week classes for Augustana Faculty students.
10	Last day of classes for students in year three and four of the BSc Dental Hygiene program.
10-17	Final exam period for years three and four of the BSc Dental Hygiene program.
10-22	Fall Term examinations (including consolidated examinations). Exceptions may apply; students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period December 13-22 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
13-18	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty will normally not be allowed during this period.
<u>13-21</u>	Final exam period for students in the Faculty of Law.
<u>17</u>	Last day of Fall Term classes for students in the DDS program.
25-31	Christmas holiday period; University buildings closed.
<u>28</u>	Winter term classes begin for students in year three and four of the MD program.
January 2022	
1	New Year's Day; University buildings closed.
4	Winter Term classes begin for the BSc Dental Hygiene program.
4	Winter Term classes begin for students in year one <u>and</u> two of the MD program

4	Augustana Faculty Winter Term 3-week classes begin.
<u>5</u>	Winter Term classes begin. Exceptions may apply; students must consult with their Faculty office.
<u>5</u>	Augustana Faculty Winter Term 3-week classes' registration deadline; students withdrawing after this date through January <u>11</u> will be assessed 50% fees.
11	<ul> <li>Augustana Faculty Winter Term 3-week classes refund deadline; students withdrawing after this date will be assessed full fees.</li> </ul>
<u>17</u>	Augustana Faculty last day to withdraw from Winter Term 3-week classes.
<u>18</u>	Last day to withdraw from Fall/Winter two-term courses.
18	Winter Term Registration Deadline. Last day to add or drop Winter Term courses (Bear Tracks web registration system available until midnight): Students withdrawing after this date through February 4 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students can consult with their Faculty office.
19-25	Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
<u>21</u>	Last day of Winter Term 3-week classes for Augustana Faculty students.
<u>24</u>	Augustana Faculty Winter Term 11-week classes begin.
<u>25</u>	<ul> <li>Winter Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.</li> </ul>
28	<ul> <li>Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Service Centre.</li> </ul>
31	Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
February 2022	
1	<ul> <li>Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.</li> </ul>
1	<ul> <li>Last day for application for reappraisal of final examinations for Fall Term courses.</li> </ul>
2	Last day to withdraw from Fall/Winter two-term 11-week classes for Augustana Faculty.
4	<ul> <li>Augustana Faculty Winter Term 11-week classes drop deadline; students withdrawing after this date through <u>March 1</u> will be assessed 50% fees. Students must contact a faculty advisor for assistance.</li> </ul>
4	<ul> <li>Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Exceptions may apply; students must consult with their Faculty office.</li> </ul>
7	<ul> <li>Last day for withdrawal from six-week courses offered in the first half of Winter Term.</li> </ul>

<u>11</u>	Last day of classes for six-week courses offered in the first half of Winter Term
14	Registration system opens for Spring/Summer 2022.
<u>21</u>	Statutory Provincial holiday; University buildings closed.
22-25	Winter Term Reading Week. Classes withdrawn for a full week, except for students in Nursing undergraduate focused practicum courses, Experiential Learning placement, years three and four of the MD program, year four Pharmacy, and students in the clinical component of the Radiation Therapy program. Exceptions may apply; students must consult with their Faculty office.
<u>28</u>	Classes begin for six-week courses offered in the second half of Winter Term.
March 2022	
1	<ul> <li>Augustana Faculty Winter Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.</li> </ul>
7	12:00 to 1:00 pm Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
11	Last day to drop from six-week courses offered in the second half of Winter Term. Students can contact Department for assistance.
18	Winter Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.
April 2022	
1	Last day for withdrawal from six-week courses offered in the second half of Winter Term.
1	<ul> <li>Last day for withdrawal from Winter Term courses. Exceptions may apply; students must consult with their Faculty office.</li> </ul>
1	Last day for students in thesis-based programs to submit theses for approval by the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
1	Last day for departments to submit Report of Completion of course-based master's, postgraduate diploma or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
1	Last day for graduate students to apply through Bear Tracks to ensure graduation at Spring Convocation.
<u>6</u>	Augustana Faculty last day to withdraw from Winter Term 11-week classes.
11	Last day of classes for students in year two of the BSc Dental Hygiene program.
11-26	Winter Term examinations (including consolidated examinations). Exceptions may apply; students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period April 13-26 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
<u>13</u>	Last day of Winter Term classes for students in year three and four of the BSc Dental Hygiene program.

<u>14</u>	Last day of Winter Term 11-week classes for Augustana Faculty students.
14-22	Final exam period for students in the Faculty of Law.
<u>15</u>	Good Friday; University buildings closed.
<u>18</u>	Easter Monday; University buildings closed.
19-22	Winter Term examinations for students in year three and four of the BSc Dental Hygiene program.
<u>19-25</u>	Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.
<u>29</u>	Last day of Winter Term classes for students in the DDS program.
<u>29</u>	Last day of Winter term classes and examinations for students in year one of the MD program.
May 2022	
9	Spring Term classes begin.
9	Charter Day.
9	Summer program begins for students in years one, two and three of the DDS program.
9	Last day for withdrawal from courses taught in the last three weeks of Spring Term.
<u>9-12</u>	Auditor registrations for Spring Term courses will be accepted only on these days.
12	Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
12	Last day for students enrolled in the University of Alberta Health Insurance     Program (UAHIP) to opt out of this insurance coverage by providing proof of     enrolment in the Alberta Health Care Insurance Plan to the International Centre.
12	Spring Term Registration Deadline. Last day to add or drop six-week courses and courses offered in the first three weeks of the term: (Bear Tracks web registration available until midnight.) Students wishing to add or drop three-week courses offered during the last three weeks of the term should seek assistance at department offices.
<u>16</u>	Spring Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the first three weeks of Spring Term will be assessed full fees after this date.
<u>20</u>	Last day for withdrawal from courses taught in the first three weeks of Spring Term.
<u>20</u>	Last day of classes and examinations for students in the second year of the MD program.
<u>23</u>	Victoria Day; University buildings closed.
24	Spring Term Refund Deadline for six-week courses: Students withdrawing after this date will be assessed full fees.
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<u>27</u>	Last day for classes taught in the first three weeks of Spring Term.
<u>27</u>	Last day of classes for students in year four of the MD program.
<u>30</u>	Classes begin for courses taught in the last three weeks of Spring Term.
June 2022	
1	Last day to add or drop courses taught in the last three weeks of Spring Term.     Students can contact Department for assistance.
<u>6</u>	Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.
8	Last day for withdrawal from six-week courses in Spring Term.
<u>15</u>	Last day of Spring Term classes, exceptions may apply.
<u>16-17</u>	Final examinations for Spring Term classes, exceptions may apply.
30	One hundred and <u>fifteenth</u> University year ends.