

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, October 05, 2020 meeting:

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Agenda Title: **2021-2022 Academic Schedule**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2020-2021 as set forth in Attachment 5 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 5

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Agenda Title: **Changes to Extension Faculty Council Composition and Quorum**

CARRIED MOTION:

THAT the GFC Executive Committee, under delegated authority from General Faculties Council, approve the proposed changes to Extension Faculty Council Composition and Quorum, as set forth in attachment 1, to take effective upon approval.

FINAL Item 6

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Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the October 19, 2020 meeting of General Faculties Council, as set forth in Attachment 1, as amended.

FINAL Item 11

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**Governance Executive Summary  
Action Item**

**Agenda Title: 2021-2022 Academic Schedule**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2021-2022 (submitted by the Vice-Provost and University Registrar and as set forth in Attachment 5) and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changed do not have the force of policy, to be effective upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Melissa Padfield, Vice-Provost and University Registrar
Presenter(s)	Melissa Padfield, Vice-Provost and University Registrar

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To provide term and deadline dates for the 2021-2022 Academic Year.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	<ul style="list-style-type: none"> <li>• This proposal provides term and deadline dates for the 2021-2022 Academic Year.</li> <li>• The impact of the proposal is the establishment of deadline dates for the 2021-2022 Academic Year.</li> <li>• The Academic Schedule will be published in the 2021-2022 <i>University Calendar</i>. (The dates of the Academic Schedule run from July 1, 2021 – June 30, 2022).</li> </ul>
Supplementary Notes and context	

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

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a> >	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>• Office of the Registrar</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>• Office of the Provost</li> <li>• Deans, Associate, and Assistant Deans of all faculties</li> <li>• Students' Union</li> <li>• Graduate Students' Association</li> <li>• Office of the Registrar</li> <li>• GFC Executive Members</li> <li>• First draft review August 10, 2020</li> <li>• Final version review September 15, 2020</li> </ul>
	<u><b>Those who have been informed:</b></u> <ul style="list-style-type: none"> <li>• The Academic Schedule will be published in the 2021-2022 <i>University Calendar</i>. (The dates of the Academic Schedule run from July 1, 2021– June 30, 2022).</li> </ul>
Approval Route (Governance) (including meeting dates)	GFC Executive Committee October 5, 2020 – for final approval

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p>The creation of the academic schedule is annual process led by the Office of the Registrar and created collaboratively with many partners on campus. We continually strive to ensure that it is accurate and clear and can support student success. This work touches on many elements within For the Public Good, but most specifically fits under "Excel" and "Sustain".</p> <p>Excel: Excel as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>Sustain: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p>
<p>Alignment with Institutional Risk Indicator</p>	<p>Risk: Student Success Risk statement: If students do not have the opportunity to develop to their full academic and personal potential, the university will fail to achieve its mission and academic goals.</p>
<p>Legislative Compliance and jurisdiction</p>	<p>1. <b>Post-Secondary Learning Act (PSLA)</b>: GFC is responsible, generally, for the academic affairs of the University and specifically, for the Academic Schedule of the University (Sections 26(1), 26(1)(d)(e)(g) and (j) (<i>Powers of General Faculties Council</i>)).</p> <p>2. <b>GFC Executive Committee Terms of Reference (Section 3. (Mandate of the Committee))</b> states: “4. <b>Academic Schedule</b> a. Delegation <i>Post-Secondary Learning Act (PSLA)</i> Section 26(1)(j) follows: 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to... (2) (j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term.... b. Academic Schedule Changes The GFC Executive Committee has delegated authority from General Faculties Council to approve the Academic Schedule. Any changes to the Academic Schedule proposed after the Schedule has been approved must be submitted to the Executive Committee. That committee will determine which changes are sufficiently substantial and require, therefore, GFC approval and which ones are routine in nature and could be dealt with by the Executive Committee.”</p> <p>3. <b>GFC Policy</b>: Section 25 (<i>Calendar Changes</i>) of the GFC Policy Manual states final editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)”</p> <p>4. <b>UAPPOL Academic Schedule Policy</b> states: “[...]”</p> <p>2. <b>ACADEMIC SCHEDULE DELEGATION OF AUTHORITY</b> The authority to determine the Academic Schedule is the responsibility of the GFC Executive Committee, as delegated to that body by General Faculties Council.</p>

Item No. 5

	<p>The Registrar recommends on the Academic Schedule to the GFC Executive Committee.”</p> <p>5. <b>UAPPOL Academic Schedule Procedure</b> states: “Each spring, the Exams and Timetabling Division in the Office of the Registrar will begin drafting the Academic Schedule for the following year[...].</p> <p>Two drafts will be sent out to a distribution list that includes the President, Vice-Presidents and senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes.</p> <p>The final draft of the Academic Schedule will be sent to the GFC Executive Committee no later than mid-October for approval. After the Academic Schedule has been approved, it will be published in the <i>University Calendar</i>.”</p>
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Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page 1): 2021-2022 month calendar with important dates
2. Attachment 2 (pages 2-3): Major Dates and Deadlines from the 2021-2022 Academic Schedule
3. Attachment 3 (page 4): 2021-2022 Academic Schedule Hours of Instruction Summary
4. Attachment 4 (page 5): Academic Schedule notes for 2021-2022
5. Attachment 5 (pages 6-13): Proposed Academic Schedule for 2021-2022

*Prepared by:* Anna Vocioni, Assistant Registrar, Office of the Registrar, Examinations and Timetabling

July 2021 - June 2022 month calendar

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

term start/end dates
exam dates
stat holidays
Fall/Winter break

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

<b>2021 Spring-Summer dates and deadlines</b>					
<b>IMPORTANT</b> Not all classes follow the dates listed below; check <a href="http://www.registrarsoffice.ualberta.ca">www.registrarsoffice.ualberta.ca</a> for Spring/Summer nonstandard deadline dates and detailed information.					
<b>Classes begin</b>					
Spring Term		May 3, 2021	Summer Term		July 5, 2021
	First half	May 3, 2021		First half	July 5, 2021
	Second half	May 25, 2021		Second half	July 26, 2021
Spring/Summer terms (13 week A/B, part classes)	Classes begin date exceptions may apply, refer Bear Tracks class schedule for individual class start date.				
<b>Registration Add/Delete (no academic record)</b>					
Spring Term		May 6, 2021	Summer Term		July 8, 2021
	First half	May 6, 2021		First half	July 8, 2021
	Second half	May 28, 2021		Second half	July 29, 2021
Spring/Summer terms (13 week A/B, part classes)	Deadline dates will be available on website.				
<b>Audit and Credit to Audit</b>					
Spring Term		May 3-6, 2021	Summer Term		July 5-8, 2021
Spring/Summer terms (13 week A/B, part classes)	May 3-6, 2021				
<b>Fee Payment (see Note 1)</b>					
Spring Term		May 6, 2021	Summer Term		July 8, 2021
Spring/Summer terms (13 week A/B, part classes)	May 6, 2021				
<b>Fee Refund – 50% (see Note 2)</b>					
Spring Term		May 18, 2021	Summer Term		July 19, 2021
	First half	May 10, 2021		First half	July 12, 2021
	Second half	May 31, 2021		Second half	August 3, 2021
Spring/Summer terms (13 week A/B, part classes)	Deadline dates will be available on website.				
<b>Withdrawal (Grade of W)</b>					
Spring Term		June 2, 2021	Summer Term		August 4, 2021
	First half	May 18, 2021		First half	July 19, 2021
	Second half	June 4, 2021		Second half	August 3, 2021
Spring/Summer terms (13 week A/B, part classes)	Deadline dates will be available on website.				
<b>Classes end</b>					
Spring Term		June 16, 2021	Summer Term		August 11, 2021
	First half	May 21, 2021		First half	July 23, 2021
	Second half	June 16, 2021		Second half	August 11, 2021
Spring/Summer terms (13 week A/B, part classes)	Classes end date exceptions may apply, refer Bear Tracks class schedule for individual class end date.				
<b>Examinations</b>					
Spring Term		June 17-18, 2021	Summer Term		August 12-13, 2021
Refer to "University Regulations; Academic Regulations; Examinations (Exams)" in the University Calendar for reappraisals and reexaminations procedures and application deadline dates.					

**Notes:**

1. Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid installment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline. Refer to "Deadline for Fee Payments" in the University Calendar for details.
2. Students withdrawing after this date will be assessed full fees.

<b>Fall 2021-Winter 2022 dates and deadlines</b>					
<b>Application to Convocate</b>					
	<b>Undergraduate</b>	<b>Graduate</b>		<b>Undergraduate</b>	<b>Graduate</b>
Fall Term	September 1, 2021	September 30, 2021	Winter term	February 1, 2022	April 1, 2022
<b>Classes begin</b>					
Fall Term		September 1, 2021	Winter Term		January 5, 2022
	First half	September 1, 2021		First half	January 5, 2022
	Second half	October 18, 2021		Second half	February 28, 2022
Fall/Winter Terms (A/B part classes)	September 1, 2021				
<i>Classes begin date exceptions may apply, students must contact their Faculty.</i>					
<b>Augustana</b>					
Fall Term	3 week classes	August 26, 2021	Winter Term	3 week classes	January 4, 2022
	11 week classes	September 20, 2021		11 week classes	January 24, 2022
<b>Law</b>					
Fall Term		September 8, 2021			
<b>Registration Add/Delete (no academic record)</b>					
Fall Term		September 15, 2021	Winter Term		January 18, 2022
	First half	September 15, 2021		First half	January 18, 2022
	Second half	October 30, 2021		Second half	March 11, 2022
Fall/Winter Terms (A/B part classes)	September 15, 2021				
<b>Audit and Credit to Audit</b>					
Fall Term	September 16-22, 2021		Winter Term	January 19-25, 2022	
Fall/Winter Terms (A/B part classes)	September 16-22, 2021				
<b>Fee Payment (see Note 1)</b>					
Fall Term		September 30, 2021	Winter Term		January 31, 2022
Fall/Winter Terms (A/B part classes)	September 30, 2021				
<b>Fee Refund – 50% (see Note 2)</b>					
Fall Term		October 4, 2021	Winter Term		February 4, 2022
	First half	September 27, 2021		First half	January 25, 2022
	Second half	November 22, 2021		Second half	March 18, 2022
Fall/Winter Terms (A/B part classes)	See Note 3				
<b>Withdrawal (Grade of W)</b>					
Fall Term		November 30, 2021	Winter Term		April 1, 2022
	First half	October 1, 2021		First half	February 4, 2022
	Second half	November 30, 2021		Second half	April 1, 2022
Fall/Winter Terms (A/B part classes)	January 15, 2022				
<b>Classes end</b>					
Fall Term		December 7, 2021	Winter Term		April 8, 2022
	First half	October 8, 2021		First half	February 11, 2022
	Second half	December 7, 2021		Second half	April 8, 2022
Fall/Winter Terms (A/B part classes)	April 8, 2022				
<i>Classes end date exceptions may apply, students must contact their Faculty.</i>					
<b>Augustana</b>					
Fall Term	3 week classes	September 14, 2021	Winter Term	3 week classes	January 21, 2022
	11 week classes	December 8, 2021		11 week classes	April 14, 2022
<b>Law</b>					
Fall Term		December 7, 2021			
<b>Examinations</b>					
Refer to the Academic Schedule for Fall and Winter final examination dates					
Refer to "University Regulations; Academic Regulations; Examinations (Exams)" in the University Calendar for reappraisals and reexaminations procedures and application deadline dates.					

Notes:

1. Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid installment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline. Refer to "Deadline for Fee Payments" in the University Calendar for details.
2. Students withdrawing after this date will be assessed full fees.
3. If you withdraw from a two-term (A/B part) course from October 4, 2021 to January 18, 2022, you will be assessed full fees for Fall Term. If your Faculty determines that you may have special permission to withdraw from January 19 to February 4, 2022, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 4, 2022, you will be assessed full fees for both terms.

2021-2022 TEACHING DAYS AND INSTRUCTION HOURS				
Fall and Winter term consist of 63 teaching days; faculties not following the Fall or Winter term breaks may have more teaching				
Following is a sample breakdown for an approved 3hour lecture per week course offered over 3days/week or 2days/week. (Note: courses approved for higher/lower 3hour lecture must have teaching days/instruction hours adjusted accordingly)				
Fall term	Days		Minutes	Total
MWF	37	X	50	1850
TR	26	X	80	2080
<b>Term total</b>	<b>63</b>			<b>3930</b>
Winter term	Days		Minutes	Total
MWF	38	X	50	1900
TR	25	X	80	2000
<b>Term total</b>	<b>63</b>			<b>3900</b>
Fall/Winter total	126 days			7860 minutes
<b>Number of Evening teaching</b>				
Monday	11			
Tuesday	13			
Wednesday	13			
Thursday	13			
Friday	13			
<b>Total</b>	<b>63</b>			
<b>Number of Evening teaching</b>				
Monday	12			
Tuesday	12			
Wednesday	13			
Thursday	13			
Friday	13			
<b>Total</b>	<b>63</b>			

	2017-2018			2018-2019			2019-2020			2020-2021			2021-2022		
FALL TERM	days	mins	Sub Total	days	mins	Sub Total	days	mins	Sub Total	days	mins	Sub Total	days	mins	Sub Total
MWF	37	50	1850	37	50	1850	37	50	1850	37	50	1850	37	50	1850
TR	26	80	2080	26	80	2080	26	80	2080	26	80	2080	26	80	2080
<b>Fall Term Total</b>	<b>63</b>		<b>3930</b>	<b>63</b>		<b>3930</b>	<b>63</b>		<b>3930</b>	<b>63</b>		<b>3930</b>	<b>63</b>		<b>3930</b>
<b>Number of Fall term evening classes</b>															
Monday	11			11			11			11			11		
Tuesday	13			13			13			13			13		
Wednesday	13			13			13			13			13		
Thursday	13			13			13			13			13		
Friday	13			13			13			13			13		
<b>WINTER TERM</b>															
MWF	37	50	1850	38	50	1900	38	50	1900	37	50	1850	38	50	1900
TR	26	80	2080	25	80	2000	25	80	2000	26	80	2080	25	80	2000
<b>Winter Term Total</b>	<b>63</b>		<b>3930</b>	<b>63</b>		<b>3900</b>	<b>63</b>		<b>3900</b>	<b>63</b>		<b>3930</b>	<b>63</b>		<b>3900</b>
<b>Fall/Winter Total</b>	<b>126</b>		<b>7860</b>	<b>126</b>		<b>7830</b>	<b>126</b>		<b>7830</b>	<b>126</b>		<b>7860</b>	<b>126</b>		<b>7860</b>
<b>Number of Winter term evening classes</b>															
Monday	12			13			13			12			12		
Tuesday	13			13			13			13			13		
Wednesday	13			13			13			13			13		
Thursday	13			12			12			13			13		
Friday	12			12			12			12			13		



## **2021-2022 Academic Schedule notes**

Fall 2020 - term begins September 1, 2020, before Labor Day.

New student orientation to be held August 31, 2021.

Winter 2022 - term begins January 5, 2022, Wednesday following New Years.

## **2021-2022 Academic Schedule**

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

July 2021	
1	One hundred and <b>fifteenth</b> 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.
<u>8</u>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<u>8</u>	<ul style="list-style-type: none"> <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>
<u>9</u>	Summer program ends for students in years one, two and three of the DDS programs.
<u>12</u>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <li>Last day for withdrawal from courses taught in the first three weeks of Summer Term.</li> </ul>
<u>23</u>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <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.

<u>3</u>	<ul style="list-style-type: none"> <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>
<u>4</u>	<ul style="list-style-type: none"> <li>Last day for withdrawal from six-week courses in Summer Term.</li> </ul>
<u>5</u>	<ul style="list-style-type: none"> <li>Last day for withdrawal from courses taught in the last three-weeks of Summer Term.</li> </ul>
<u>9</u>	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.
<u>23</u>	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 style="list-style-type: none"> <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 2021	
1	Fall Term and Fall/Winter two-term classes begin. Exceptions may apply; students must consult with their Faculty office
1	<ul style="list-style-type: none"> <li>Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.</li> </ul>
<u>1</u>	<ul style="list-style-type: none"> <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.
<u>9</u>	<ul style="list-style-type: none"> <li>Augustana Faculty last day to withdraw from Fall Term 3-week classes.</li> </ul>
<u>14</u>	<ul style="list-style-type: none"> <li>Last day of Fall Term 3-week classes for Augustana Faculty students.</li> </ul>
15	<ul style="list-style-type: none"> <li>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 <u>4</u> will be assessed 50% fees for withdrawn courses. Exceptions may apply; students must consult with their Faculty office.</li> </ul>
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 opt-out of this service or change their coverage must do so through <a href="http://www.ihaveaplan.ca">www.ihaveaplan.ca</a> .
<u>27</u>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <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>29</u>	<ul style="list-style-type: none"> <li>▪ Augustana Faculty Fall Term 11-week classes drop deadline; students withdrawing after this date through October <b>15</b> will be assessed 50% fees. Students must contact a Faculty advisor for assistance.</li> </ul>
30	<ul style="list-style-type: none"> <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>
30	<ul style="list-style-type: none"> <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>
30	<ul style="list-style-type: none"> <li>▪ Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.</li> </ul>
30	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
October 2021	
<u>4</u>	<ul style="list-style-type: none"> <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>
<u>4</u>	<ul style="list-style-type: none"> <li>▪ Last day for withdrawal from six-week courses offered in the first half of the Fall Term.</li> </ul>
<u>8</u>	<ul style="list-style-type: none"> <li>▪ Last day of classes for six-week courses offered in the first half of Fall Term.</li> </ul>
<u>11</u>	Thanksgiving Day; University buildings closed.
<u>12</u>	No classes for first, second and <b>third</b> year PharmD students.
<u>15</u>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>▪ Last day to drop six-week courses offered in the second half of the Fall Term. Students can contact the teaching department for assistance.</li> </ul>
November 2021	
11	Remembrance Day; University buildings closed.

<b><u>8-12</u></b>	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.
<b><u>12</u></b>	No classes for first, second and <b><u>third</u></b> year PharmD students.
<b><u>22</u></b>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>▪ Last day for withdrawal from six-week courses offered in the second half of Fall Term.</li> </ul>
30	<ul style="list-style-type: none"> <li>▪ Last day for withdrawal from Fall Term courses. Exceptions may apply; students must consult with their Faculty office.</li> </ul>
December 2021	
<b><u>1</u></b>	<ul style="list-style-type: none"> <li>▪ Augustana Faculty last day to withdraw from Fall Term 11-week classes.</li> </ul>
<b><u>7</u></b>	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.
<b><u>8</u></b>	Last day of Fall Term 11-week classes for Augustana Faculty students.
<b><u>10</u></b>	Last day of classes for students in year three and four of the BSc Dental Hygiene program.
<b><u>10-17</u></b>	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 <b><u>13-22</u></b> (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
<b><u>13-18</u></b>	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.
<b><u>13-21</u></b>	Final exam period for students in the Faculty of Law.
<b><u>17</u></b>	Last day of Fall Term classes for students in the DDS program.
25-31	Christmas holiday period; University buildings closed.
<b><u>28</u></b>	Winter term classes begin for students in year three <b><u>and four</u></b> 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 <b><u>and</u></b> two of the MD program
<b><u>4</u></b>	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.
<u>11</u>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>Augustana Faculty last day to withdraw from Winter Term 3-week classes.</li> </ul>
<u>18</u>	<ul style="list-style-type: none"> <li>Last day to withdraw from Fall/Winter two-term courses.</li> </ul>
<u>18</u>	<ul style="list-style-type: none"> <li>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 <u>4</u> will be assessed 50% fees for withdrawn courses. Exceptions may apply; students can consult with their Faculty office.</li> </ul>
<u>19-25</u>	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 style="list-style-type: none"> <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>
<u>28</u>	<ul style="list-style-type: none"> <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>
<u>31</u>	<ul style="list-style-type: none"> <li>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.</li> </ul>
February 2022	
<u>1</u>	<ul style="list-style-type: none"> <li>Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.</li> </ul>
<u>1</u>	<ul style="list-style-type: none"> <li>Last day for application for reappraisal of final examinations for Fall Term courses.</li> </ul>
<u>2</u>	<ul style="list-style-type: none"> <li>Last day to withdraw from Fall/Winter two-term 11-week classes for Augustana Faculty.</li> </ul>
<u>4</u>	<ul style="list-style-type: none"> <li>Augustana Faculty Winter Term 11-week classes drop deadline; students withdrawing after this date through <b>March 1</b> will be assessed 50% fees. Students must contact a faculty advisor for assistance.</li> </ul>
<u>4</u>	<ul style="list-style-type: none"> <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>
<u>7</u>	<ul style="list-style-type: none"> <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

<b><u>14</u></b>	Registration system opens for Spring/Summer <b><u>2022</u></b> .
<b><u>21</u></b>	Statutory Provincial holiday; University buildings closed.
<b><u>22-25</u></b>	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.
<b><u>28</u></b>	Classes begin for six-week courses offered in the second half of Winter Term.
March 2022	
<b><u>1</u></b>	<ul style="list-style-type: none"> <li>▪ Augustana Faculty Winter Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.</li> </ul>
1	12:00 to 1:00 pm Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
<b><u>11</u></b>	Last day to drop from six-week courses offered in the second half of Winter Term. Students can contact Department for assistance.
<b><u>18</u></b>	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	
<b><u>1</u></b>	<ul style="list-style-type: none"> <li>▪ Last day for withdrawal from six-week courses offered in the second half of Winter Term.</li> </ul>
<b><u>1</u></b>	<ul style="list-style-type: none"> <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.
<b><u>6</u></b>	<ul style="list-style-type: none"> <li>▪ Augustana Faculty last day to withdraw from Winter Term 11-week classes.</li> </ul>
<b><u>11</u></b>	Last day of classes for students in year two of the BSc Dental Hygiene program.
<b><u>11-26</u></b>	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 <b><u>13-26</u></b> (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
<b><u>13</u></b>	Last day of Winter Term classes for students in year three and four of the BSc Dental Hygiene program.
<b><u>14</u></b>	Last day of Winter Term 11-week classes for Augustana Faculty students.

<b><u>14-22</u></b>	Final exam period for students in the Faculty of Law.
<b><u>15</u></b>	Good Friday; University buildings closed.
<b><u>18</u></b>	Easter Monday; University buildings closed.
<b><u>19-22</u></b>	Winter Term examinations for students in year three and four of the BSc Dental Hygiene program.
<b><u>19-25</u></b>	Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.
<b><u>29</u></b>	Last day of Winter Term classes for students in the DDS program.
<b><u>29</u></b>	Last day of Winter term classes and examinations for students in year one of the MD program.
May 2022	
<b><u>9</u></b>	Spring Term classes begin.
<b><u>9</u></b>	Charter Day.
<b><u>9</u></b>	Summer program begins for students in years one, two and three of the DDS program.
<b><u>9</u></b>	<ul style="list-style-type: none"> <li>Last day for withdrawal from courses taught in the last three weeks of Spring Term.</li> </ul>
<b><u>9-12</u></b>	Auditor registrations for Spring Term courses will be accepted only on these days.
<b><u>12</u></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><u>12</u></b>	<ul style="list-style-type: none"> <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 Centre.</li> </ul>
<b><u>12</u></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><u>16</u></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><u>20</u></b>	<ul style="list-style-type: none"> <li>Last day for withdrawal from courses taught in the first three weeks of Spring Term.</li> </ul>
<b><u>20</u></b>	Last day of classes and examinations for students in the second year of the MD program.
<b><u>23</u></b>	Victoria Day; University buildings closed.
<b><u>24</u></b>	<ul style="list-style-type: none"> <li>Spring Term Refund Deadline for six-week courses: Students withdrawing after this date will be assessed full fees.</li> </ul>
<b><u>27</u></b>	Last day for classes taught in the first three weeks of Spring Term.



<u>27</u>	<ul style="list-style-type: none"> <li>Last day of classes for students in year four of the MD program.</li> </ul>
<u>30</u>	Classes begin for courses taught in the last three weeks of Spring Term.
June 2022	
<u>1</u>	<ul style="list-style-type: none"> <li>Last day to add or drop courses taught in the last three weeks of Spring Term. Students can contact Department for assistance.</li> </ul>
<u>6</u>	<ul style="list-style-type: none"> <li>Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.</li> </ul>
<u>8</u>	<ul style="list-style-type: none"> <li>Last day for withdrawal from six-week courses in Spring Term.</li> </ul>
<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 <b>fifteenth</b> University year ends.

FINAL Item No. 6

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	Proposed Changes to Composition of Extension Faculty Council
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**Motion**

<p>THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of Extension Faculty Council as set forth in Attachment 1, submitted by the Faculty of Extension, to take effect upon final approval.</p>
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Maria Mayan, Interim Dean, Faculty of Extension
Presenter(s)	Maria Mayan, Interim Dean, Faculty of Extension

**Details**

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee because Extension Faculty Council voted to revise its membership and decisions pertaining to the composition of Faculty Councils must be approved by GFC Executive Committee, acting on behalf of GFC with delegated authority.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Faculty of Extension would like to make changes to the composition to reflect the updated staff categories added as voting members following the subvention decision to transition academic staff to other areas within the university. Order of voting and non-voting members has also been defined to offer clarity to membership.</p> <p>On July 17, 2020, the Faculty of Extension approved via e-Vote the composition changes to include all probationary, continuing, and full-time limited-term academic and support/supervisory staff in the Faculty of Extension as voting members of its Faculty Council.</p> <p>All other items in the Terms of Reference for the Council of the Faculty of Extension remain the same.</p>
Supplementary Notes and context	<i>&lt;This section is for use by University Governance only to outline governance process.&gt;</i>

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

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>Faculty of Extension Executive Committee, and Colette Freitas, Executive Coordinator, Office of the Dean.</li> </ul>
	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>Faculty of Extension Executive Committee</li> <li>Extension Faculty Council</li> </ul>

Item No. 6

<For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> <li>• University Governance</li> </ul>
Approval Route (Governance) (including meeting dates)	Extension Faculty Council (June 18, 2020 and e-Vote results July 17, 2020) GFC Executive Committee (October 5, 2020)

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
Legislative Compliance and jurisdiction	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1) **Proposed Composition (Membership) for Extension Faculty Council**
2. Attachment 2 (page(s) 1) **Existing Composition (Membership) for Extension Faculty Council**

*Prepared by:* Colette Freitas, Executive Coordinator, Faculty of Extension, colette.freitas@ualberta.ca

## Composition – Extension Faculty Council

Revised: June 10, 2020

Approved by EFC (via e-Vote): July 17, 2020

Approved by GFC Executive Committee:

### Composition

2008 GFC POLICY MANUAL  
SECTION 55

(EXEC 29 JUN 2001)

(EXEC 05 MAY 2008)

#### 55.5.7 Council of the Faculty of Extension

##### **Membership**

The Faculty of Extension is composed of the following **voting members**:

55.5.7.1 Dean of the Faculty of Extension

55.5.7.2 Faculty of Extension Senior Leadership Team

55.5.7.3 All probationary, continuing, and full-time limited-term academic and support/supervisory staff in the Faculty of Extension.

#### 55.5.8 Non-voting Ex-officio Members

55.5.8.1 President

55.5.8.2 Dean of Libraries or designate

55.5.8.3 University Registrar or designate

55.5.8.4 Three members of the Senate (appointed by Senate)

- 55.5.8.5 Five academic staff in Category A1.0 of the University, exclusive of the Faculty of Extension, appointed by General Faculties Council (represent University interests).
- 55.5.8.6 One academic staff in Category A1.0 from each faculty of the University that has entered into a written agreement with the Faculty of Extension concerning the sharing or division of responsibility for extension programs or courses.
- 55.5.8.7 One representative from each body that has regulatory powers in respect of a profession for which the Faculty of Extension offers a program of study or, where such a body does not exist, a member of an advisory committee may be appointed by the General Faculties Council on the recommendation of the Faculty of Extension Council.

Any additional appointments to the Extension Faculty Council shall be made by the GFC Executive Committee upon the recommendation of the Extension Faculty Council.

2008 GFC POLICY MANUAL  
SECTION 55

(EXEC 29 JUN 2001)  
(EXEC 05 MAY 2008)

**55.5.7 Council of the Faculty of Extension**

Ex officio

Dean

President

All academic staff in Category A1.0 of the Faculty (GFC 28 NOV 1988) (EXEC 19 MAR 1998)

All full-time temporary academic staff who qualify under the Faculty of Extension guidelines below:

- a. Full-time temporary academic staff who hold a Directorship position or equivalent, or
- b. Academic staff who hold full-time temporary appointments of more than one (1) year, upon recommendation of the director and appointment by the Dean.

Additional members

University Librarian

Registrar

Director of Academic Information and Communication Technologies

Three members of the Senate

Five academic staff in Category A1.0 of the University, exclusive of the Faculty of Extension, appointed by General Faculties Council (represent University interests)

One academic staff in Category A1.0 from each faculty of the University that has entered into a written agreement with the Faculty of Extension concerning the sharing or division of responsibility for extension programs or courses

One representative from each body that has regulatory powers in respect of a profession for which Faculty of Extension offers a program of study or, where such a body does not exist, a member of an advisory committee may be appointed by the General Faculties Council on the recommendation of the Faculty of Extension Council.

Two current Extension students, one of whom is enrolled in the Master of Arts in Communications and Technology program, shall be appointed.

Any additional appointments to the Extension Faculty Council shall be made by the GFC Executive Committee upon the recommendation of the Extension Faculty Council.

(GFC 30 OCT 1974)	(EXEC 08 MAR 1982)
(EXEC 15 NOV 1976)	(EXEC 01 MAY 1989)
(GFC 26 SEP 1977)	(EXEC 08 APR 1991)
(GFC 09 FEB 1981)	(EXEC 07 FEB 2000)
	(EXEC 05 MAY 2008)

**55.5.8 Council of the Faculty of Graduate Studies and Research**