

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, October 15, 2018 meeting:

Agenda Title: **Changes to Composition of Faculty of Business Council**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the composition of Council of the Alberta School of Business as set forth in Attachment 2 to take effect upon final approval.

Final Item 4

Agenda Title: **Parchment for a new Joint Doctoral Program with Technical University of Munich (Germany)("TUM") and the Faculty of Science**

CARRIED MOTION: THAT the GFC Executive Committee approve, with delegated authority from the General Faculties Council, the proposed parchment wording for cohorts of students receiving the Doctor of Philosophy degree under the shared credentials policy with Technische Universität München (TUM), Germany as submitted by the Office of the Registrar and set forth in Attachment 1, to take effect upon approval

Final Item 5

Agenda Title: **2019-2020 Academic Schedule**

CARRIED MOTION: THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the Academic Schedule for 2019-2020 as set forth in Attachment 4 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, to be effective upon final approval.

Final Item 6

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

CARRIED MOTION: THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the Agenda for the October 22, 2018 meeting of General Faculties Council.

**Governance Executive Summary
Action Item**

Agenda Title: **Proposed Changes to Composition of Faculty Council, Alberta School of Business**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the composition of Council of the Alberta School of Business as set forth in Attachment 2 to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Joseph Doucet, Dean, Alberta School of Business
Presenter(s)	Kyle Murray, Vice Dean, Alberta School of Business

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (<i>please be specific</i>)	This proposal comes before the committee to approve revisions to the current composition of Faculty Council, School of Business.
Executive Summary (<i>outline the specific item– and remember your audience</i>)	<p>Recently the Associate Dean, Advancement, the Executive Director, Marketing and Communications and the Director, Finance and Administration within the School were de-designated from the AASUA union. As a result, under GFC policy 55.5.4, these positions no longer held a role as defined under the policy. This motion proposes to add these members as ex-officio voting members.</p> <p>In addition, we'd like to add a number of Associate Dean positions as ex-officio members.</p> <p>The proposed change also updates one position title to reflect the incumbent's current position title.</p> <p>This motion is being put forward to address these concerns.</p> <p>The essential composition of the Council, ex-officio leaders, category A1.0 academic staff and student participation has not changed.</p>
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 Governance Toolkit section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Faculty Council
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Faculty Relations
	<u>Those who have been informed:</u> <ul style="list-style-type: none"> Faculty Council
Approval Route (Governance)	Alberta School of Business Council – September 24, 2018

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(including meeting dates)	GFC Executive Committee – October 15, 2018
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Strategic Alignment

Alignment with <i>For the Public Good</i>	<i>For the Public Good</i> Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	Post-Secondary Learning Act GFC Executive Committee Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Attachment 1: Comparative Table of Proposed Revisions to the Current Composition of the Council of the Alberta School of Business
2. Attachment 2 Proposed Faculty Council membership

Attachment #1

Current Membership	Proposed Membership
<p data-bbox="201 247 326 275">Ex officio</p> <ul style="list-style-type: none"> <li data-bbox="253 317 363 344">• Dean <li data-bbox="253 354 431 382">• Vice Dean <li data-bbox="253 392 415 420">• President <li data-bbox="253 430 813 457">• Associate Dean (Undergraduate Program) <li data-bbox="253 468 740 495">• Associate Dean (Masters Programs) <li data-bbox="253 644 821 709">• All academic staff in Category A1.0 of the Faculty <li data-bbox="253 720 667 747">• Associate Dean, International <li data-bbox="253 758 643 785">• Human Resources Manager <p data-bbox="201 961 461 989">Additional members</p> <ul style="list-style-type: none"> <li data-bbox="253 1035 415 1062">• Registrar <li data-bbox="253 1073 724 1100">• One representative Faculty of Arts <li data-bbox="253 1110 797 1138">• One representative Faculty of Education <li data-bbox="253 1148 797 1176">• One representative Faculty of Extension <li data-bbox="253 1186 724 1213">• One representative Faculty of Law <li data-bbox="253 1224 748 1289">• One representative Business Faculty Alumni Association (appointed by that Association) <li data-bbox="253 1320 773 1348">• One representative Faculty of Science <li data-bbox="253 1358 821 1423">• One representative Chartered Professional Accountants of Alberta <li data-bbox="253 1434 789 1499">• Three full-time academic teaching staff (Category A2.1) <li data-bbox="253 1509 545 1537">• Two MBA students <li data-bbox="253 1547 805 1717">• Five undergraduate students from the Faculty of Business, as selected by the Business Students' Association using whatever method the Association deems suitable. <p data-bbox="310 1719 813 1887">Once selected, the names and contact information of these student representatives must be forwarded by the Business Students' Association to the Faculty Office, and the Students' Union.</p>	<p data-bbox="855 247 980 275">Ex officio</p> <ul style="list-style-type: none"> <li data-bbox="907 317 1018 344">• Dean <li data-bbox="907 354 1083 382">• Vice Dean <li data-bbox="907 392 1070 420">• President <li data-bbox="907 430 1468 457">• Associate Dean (Undergraduate Program) <li data-bbox="907 468 1395 495">• Associate Dean (Masters Programs) <li data-bbox="907 506 1313 533">• <u>Associate Dean (PhD Office)</u> <li data-bbox="907 543 1284 571">• <u>Associate Dean (Research)</u> <li data-bbox="907 581 1430 609">• <u>Associate Dean (Executive Education)</u> <li data-bbox="907 619 1338 646">• <u>Assistant Dean (Advancement)</u> <li data-bbox="907 657 1479 722">• All academic staff in Category A1.0 of the Faculty <li data-bbox="907 732 1317 760">• Associate Dean, International <li data-bbox="907 770 1414 798">• <u>Director, Human Resources Manager</u> <li data-bbox="907 808 1382 873">• <u>Executive Director, Marketing and Communications</u> <li data-bbox="907 884 1414 911">• <u>Director, Finance and Administration</u> <p data-bbox="855 968 1115 995">Additional members</p> <ul style="list-style-type: none"> <li data-bbox="907 1041 1070 1068">• Registrar <li data-bbox="907 1079 1382 1106">• One representative Faculty of Arts <li data-bbox="907 1117 1455 1144">• One representative Faculty of Education <li data-bbox="907 1155 1455 1182">• One representative Faculty of Extension <li data-bbox="907 1192 1382 1220">• One representative Faculty of Law <li data-bbox="907 1230 1406 1295">• One representative Business Faculty Alumni Association (appointed by that Association) <li data-bbox="907 1327 1427 1354">• One representative Faculty of Science <li data-bbox="907 1365 1479 1430">• One representative Chartered Professional Accountants of Alberta <li data-bbox="907 1440 1446 1505">• Three full-time academic teaching staff (Category A2.1) <li data-bbox="907 1516 1203 1543">• Two MBA students <li data-bbox="907 1554 1455 1724">• Five undergraduate students from the Faculty of Business, as selected by the Business Students' Association using whatever method the Association deems suitable. <p data-bbox="964 1726 1468 1894">Once selected, the names and contact information of these student representatives must be forwarded by the Business Students' Association to the Faculty Office, and the Students' Union.</p>

Attachment #1

<p>If the Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p> <ul style="list-style-type: none">• One Student Representative from the PhD program• Business Librarian (external member)• One member of the support staff (Category B1.0)	<p>If the Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p> <ul style="list-style-type: none">• One Student Representative from the PhD program• Business Librarian (external member)• One member of the support staff (Category B1.0)
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Attachment #2

Proposed Membership

Ex Officio

- Dean
- Vice Dean
- President
- Associate Dean (Undergraduate Program)
- Associate Dean (Masters Programs)
- Associate Dean (PhD Office)
- Associate Dean (Research)
- Associate Dean (Executive Education)
- Assistant Dean (Advancement)
- All academic staff in Category A1.0 of the Faculty
- Associate Dean, International
- Director, Human Resources
- Executive Director, Marketing and Communications
- Director, Finance and Administration

Additional members

- Registrar
- One representative Faculty of Arts
- One representative Faculty of Education
- One representative Faculty of Extension
- One representative Faculty of Law
- One representative Business Faculty Alumni Association
(appointed by that Association)
- One representative Faculty of Science
- One representative Chartered Professional Accountants of Alberta
- Three full-time academic teaching staff (Category A2.1)
- Two MBA students
- Five undergraduate students from the Faculty of Business, as selected by the Business Students' Association using whatever method the Association deems suitable.
Once selected, the names and contact information of these student representatives must be forwarded by the Business Students' Association to the Faculty Office, and the Students' Union.
If the Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.
- One Student Representative from the PhD program
- Business Librarian (external member)
- One member of the support staff (Category B1.0)

FINAL Item No. 5
OUTLINE OF ISSUE
Action Item

Agenda Title: **Parchment for a new Joint Doctoral Program with Technical University of Munich (Germany)("TUM") and the Faculty of Science**

Motion: THAT the GFC Executive Committee approve, with delegated authority from the General Faculties Council, the proposed parchment wording for cohorts of students receiving the Doctor of Philosophy degree under the shared credentials policy with Technische Universität München (TUM), Germany as submitted by the Office of the Registrar and set forth in Attachment 1, to take effect upon approval

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Office of the Registrar
Presenter	Melissa Padfield, Acting Vice-Provost and University Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To adjust the wording of the program-specific University parchment to reflect the shared credential of Doctor of Philosophy between the University of Alberta with the Technische Universität München, Germany
The Impact of the Proposal is	To change the University's parchment wording for the cohort of students receiving the Doctor of Philosophy, Technische Universität München, Germany
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon approval
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	Notification to the Faculty of Graduate Studies and Research upon approval that the parchment is ready for distribution through the Office of the Registrar to students in this program
Supplementary Notes and context	Shared Credentials Agreement between University of Alberta and TUM submitted for APC approval, October 10, 2018

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u> <ul style="list-style-type: none"> University of Alberta International (September 2018) Provost and Vice-President (Academic) (September 2018) Faculty of Graduate Studies and Research(September 2018)
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Office of the Registrar Faculty of Graduate Studies and Research University of Alberta International
	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Office of the Registrar
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (for joint doctoral program) – October 10, 2018

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	GFC Executive Committee – October 15, 2018
Final Approver	GFC Executive Committee

Alignment/Compliance

Alignment with Guiding Documents	UAPPOL Shared Credentials Policy UAPPOL Degrees Policy-Parchment Procedure
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	Post-Secondary Learning Act GFC Executive Committee Terms of Reference UAPPOL Shared Credentials Policy UAPPOL Degrees Policy – Parchment Procedure

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - <Sample Parchment>)

Prepared by: Corinne Callihoo, Assistant Registrar, Convocation and Ceremonies

UNIVERSITY OF ALBERTA

Certifies by this document to all whom it may concern that

STUDENT NAME

having completed all the statutory requirements of the program offered jointly by the University of Alberta and the Technische Universität München has been granted the degree of

DOCTOR OF PHILOSOPHY

in Mathematical or Statistical Sciences or Chemistry

and awarded all the rights and privileges pertaining to this degree.

Given at this university on the fourth day of June, two thousand and eighteen in the one hundred and twelfth year of the University of Alberta.

CHANCELLOR

PRESIDENT

COAT OF
ARMS

CHAIR BOARD OF GOVERNORS

REGISTRAR

FINAL Item No. 6

**Governance Executive Summary
Action Item**

Agenda Title: **2019-2020 Academic Schedule**

Motion: THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the Academic Schedule for 2019-2020 as set forth in Attachment 4 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, to be effective upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenter(s)	Melissa Padfield, Acting 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 2019-2020 Academic Year.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	<ul style="list-style-type: none"> This proposal provides term and deadline dates for the 2019-2020 Academic Year. The impact of the proposal is the establishment of deadline dates for the 2019-2020 Academic Year. The Academic Schedule will be published in the 2019-2020 <i>University Calendar</i>. (The dates of the Academic Schedule run from July 1, 2019 – June 30, 2020). <p>The changes included in the Academic Schedule are mainly updates to align the Academic Schedule with the Calendar year, and are based on the rules outlined in the Academic Schedule Policy and Procedure. There are 3 changes of note to Fall Reading week:</p> <ul style="list-style-type: none"> The Dental Hygiene program has requested to be incorporated into Fall Reading Week. Attachment three of the package includes a letter from the Dental Hygiene Students' Association and a letter from Dr. Sharon Compton (Associate Chair (Dental Hygiene) and Director) requesting their program's inclusion. Dental hygiene students' heavy course load is indicated as the primary reason for the program's proposed inclusion in Fall Term Reading Week. Augustana Faculty has requested to be included into Reading Week for the Fall 2019 term. Attachment six of the package includes a letter from Dr. Allen Berger (Dean and Executive Officer, Augustana Faculty) requesting to be included in Fall Reading Week. The letter cites the benefit to students that a full week off in November would provide as the driving factor for this request. Previously, Augustana scheduled a three day break earlier in the Fall Term for their students. With the introduction of the Augustana 3/11 initiative, the full week break in November will occur closer to the middle of their 11-week session. Their inclusion in Fall Term reading week is meant to be a trial for the Fall 2019 term and will be reassessed to determine its success for their students. The Faculty of Pharmacy has requested to be excluded from Fall

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	Term Reading Week. In order to schedule the course hours required to meet accreditation, they have requested to continue classes during the Fall Reading Week period. Attachment seven of the package includes a letter from Dr. Dion Brocks (Associate Dean Undergraduate Student Affairs, Faculty of Pharmacy and Pharmaceutical Sciences) outlining this request.
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 Governance Toolkit section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> Office of the Registrar
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Office of the Provost Deans, Associate, and Assistant Deans of all faculties Students' Union Graduate Students' Association Office of the Registrar GFC Executive Members First draft review August 15 2018 Final version review September 14 2018 Survey of Dental Hygiene year 2 and 3 students Survey of Augustana students Consultation with Pharmacy students
	<u>Those who have been informed:</u> <ul style="list-style-type: none"> The Academic Schedule will be published in the 2019-2020 <i>University Calendar</i>. (The dates of the Academic Schedule run from July 1, 2019 – June 30, 2020).
Approval Route (Governance) (including meeting dates)	GFC Executive Committee October 15, 2018

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>The creation of the academic schedule is an 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>
Alignment with Institutional Risk Indicator	Student Success
Legislative Compliance and	Post-Secondary Learning Act

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jurisdiction	GFC Executive Committee Terms of Reference GFC Policy Manual Section 25 UAPPOL Academic Schedule Policy and Procedures
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Attachments:

1. Attachment 1 (page 1): 2019-2020 Coloured month calendar with important dates
2. Attachment 2 (page 1): 2019-2020 Academic Schedule Hours of Instruction Summary
3. Attachment 3 (pages 1 – 5): Major Dates and Deadlines from the 2019-2020 Academic Schedule
4. Attachment 4 (pages 1 – 7): Proposed Academic Schedule for 2019-2020
5. Attachment 5 (pages 1 – 3): Letters requesting Dental Hygiene's inclusion in Fall Reading Week
6. Attachment 6 (page 1): Letter requesting Augustana Faculty's inclusion in Fall Reading Week
7. Attachment 7 (page 1): Letter requesting the Faculty of Pharmacy's exemption from Fall Reading Week

Prepared by: Norma Rodenburg, Associate Registrar, norma.rodenburg@ualberta.ca

July 2019 - June 2020

July 2019						
S	M	T	W	T	F	S
30	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 2019						
S	M	T	W	T	F	S
28	29	30	31	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

September 2019						
S	M	T	W	T	F	S
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 2019						
S	M	T	W	T	F	S
29	30	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 2019						
S	M	T	W	T	F	S
27	28	29	30	31	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 2019						
S	M	T	W	T	F	S
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 2020						
S	M	T	W	T	F	S
29	30	31	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 2020						
S	M	T	W	T	F	S
26	27	28	29	30	31	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

March 2020						
S	M	T	W	T	F	S
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 2020						
S	M	T	W	T	F	S
29	30	31	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 2020						
S	M	T	W	T	F	S
26	27	28	29	30	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 2020						
S	M	T	W	T	F	S
31	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				

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

**2019-2020 Academic Schedule
Hours of Instruction**

<u>Fall term</u>	<u>Days</u>		<u>Minutes</u>	<u>Total</u>
MWF	37	X	50	1850
TR	26	X	80	2080
Term total	63			3930

<u>Winter term</u>	<u>Days</u>		<u>Minutes</u>	<u>Total</u>
MWF	38	X	50	1900
TR	25	X	80	2000
Term total	63			3900

Fall/Winter total 126 days 7830 minutes

Number of Evening classes in Fall Term

Monday	11
Tuesday	13
Wednesday	13
Thursday	13
Friday	13
Total	63

Number of Evening classes in Winter

<u>Term</u>	
Monday	13
Tuesday	13
Wednesday	13
Thursday	12
Friday	12
Total	63

2019 Spring-Summer dates and deadlines

IMPORTANT Not all classes follow the dates listed below; check www.registrarsoffice.ualberta.ca for Spring/Summer nonstandard deadline dates and detailed information.

Classes begin

Spring Term		May 6, 2019	Summer Term		July 8, 2019
	First half	May 6, 2019		First half	July 8, 2019
	Second half	May 27, 2019		Second half	July 29, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			

Registration Add/Delete (no academic record)

Spring Term		May 9, 2019	Summer Term		July 11, 2019
	First half	May 9, 2019		First half	July 11, 2019
	Second half	May 30, 2019		Second half	August 1, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			

Audit and Credit to Audit

Spring Term		May 6-9, 2019	Summer Term		July 8-11, 2019
Spring/Summer terms (13 week A/B, part classes)		May 6-9, 2019			

Fee Payment (see Note 1)

Spring Term		May 9, 2019	Summer Term		July 11, 2019
Spring/Summer terms (13 week A/B, part classes)		May 9, 2019			

Fee Refund – 50% (see Note 2)

Spring Term		May 21, 2019	Summer Term		July 22, 2019
	First half	May 13, 2019		First half	July 15, 2019
	Second half	June 3, 2019		Second half	August 6, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			

Withdrawal (Grade of W)					
Spring Term		June 5, 2019	Summer Term		August 6, 2019
	First half	May 21, 2019		First half	July 22, 2019
	Second half	June 7, 2019		Second half	August 8, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			
Classes end					
Spring Term		June 12, 2019	Summer Term		August 14, 2019
	First half	May 24, 2019		First half	July 26, 2019
	Second half	June 12, 2019		Second half	August 14, 2019
Spring/Summer terms (13 week A/B, part classes)		refer to website for dates			
Examinations					
Spring Term		June 13-14, 2019	Summer Term		August 15-16, 2019
Reappraisal requests and Reexaminations applications – refer to “Academic Regulations; Examinations (Exams)” in the University Calendar for 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.

Fall 2019-Winter 2020 dates and deadlines					
Application to Convocate					
	Undergraduate	Graduate		Undergraduate	Graduate
Fall Term	September 1, 2019	September 28, 2019	Winter term	February 1, 2020	April 1, 2020
Classes begin					
Fall Term		September 3, 2019	Winter Term		January 6, 2020
	First half	September 3, 2019		First half	January 6, 2020
	Second half	October 21, 2019		Second half	March 2, 2020
Fall/Winter Terms (A/B part classes)		September 3, 2019			
<i>Classes begin date exceptions – additional class begin date exceptions may apply, students must contact their Faculty.</i>					
Augustana					
Fall Term	3 week classes	August 29, 2019	Winter Term	3 week classes	January 6, 2020
	11 week classes	September 23, 2019		11 week classes	January 27, 2020
Law					
Fall Term		September 4, 2019			
Registration Add/Delete (no academic record)					
Fall Term		September 16, 2019	Winter Term		January 17, 2020
	First half	September 16, 2019		First half	January 17, 2020
	Second half	November 1, 2019		Second half	March 13, 2020
Fall/Winter Terms (A/B part classes)		September 16, 2019			
Audit and Credit to Audit					
Fall Term	September 17-23, 2019		Winter Term	January 20-24, 2020	
Fall/Winter Terms (A/B part classes)		September 17-23, 2019			
Fee Payment (see Note 1)					
Fall Term		September 30, 2019	Winter Term		January 31, 2020
Fall/Winter Terms (A/B part classes)		September 30, 2019			

Fee Refund – 50% (see Note 2)					
Fall Term		October 3, 2019	Winter Term		February 5, 2020
	First half	September 26, 2019		First half	January 24, 2020
	Second half	November 22, 2019		Second half	March 20, 2020
Fall/Winter Terms (A/B part classes)		See Note 3			
Withdrawal (Grade of W)					
Fall Term		November 29, 2019	Winter Term		April 1, 2020
	First half	October 8, 2019		First half	February 7, 2020
	Second half	November 29, 2019		Second half	April 1, 2020
Fall/Winter Terms (A/B part classes)		January 17, 2020			
Classes end					
Fall Term		December 6, 2019	Winter Term		April 8, 2020
	First half	October 11, 2019		First half	February 14, 2020
	Second half	December 6, 2019		Second half	April 8, 2020
Fall/Winter Terms (A/B part classes)		April 8, 2020			
<i>Classes end date exceptions – additional class end date exceptions may apply, students must contact their Faculty.</i>					
Augustana					
Fall Term	3 week classes	September 17, 2019	Winter Term	3 week classes	January 22, 2020
	11 week classes	December 11, 2019		11 week classes	April 20, 2020
Law					
Fall Term		December 3, 2019			
Examinations					
Refer to the Academic Schedule for Fall and Winter final examination dates					
Reappraisal requests and Reexaminations applications – refer to “Academic Regulations; Examinations (Exams)” in the University Calendar for 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, 2019 to January 17, 2020, you will be assessed full fees for Fall Term. If your Faculty determines that you may have special permission to withdraw from January 20 to February 5, 2020, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 5, 2020, you will be assessed full fees for both terms.

2019-2020 Academic Schedule

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

July 2019	
1	One hundred and thirteenth University year begins.
1	Canada Day; University buildings closed.
4	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.
8	Summer Term classes begin.
8-11	Auditor registrations for Summer Term courses will be accepted only on these days.
11	<ul style="list-style-type: none"> ■ 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.
11	<ul style="list-style-type: none"> ■ 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.
11	<ul style="list-style-type: none"> ■ 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.
12	Summer program ends for students in years one, two and three of the DDS program.
15	<ul style="list-style-type: none"> ■ 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.
22	<ul style="list-style-type: none"> ■ Summer Term Refund Deadline for six-week courses: Students withdrawing from courses taught for six weeks will be assessed full fees after this date.
22	<ul style="list-style-type: none"> ■ Last day for withdrawal from courses taught in the first three weeks of Summer Term.
26	Last day of classes taught in the first three weeks of Summer Term.
29	Classes begin for courses taught in the last three weeks of Summer Term.
31	<ul style="list-style-type: none"> ■ 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.
August 2019	
1	<ul style="list-style-type: none"> ■ 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.
5	Heritage Day; University buildings closed.
6	<ul style="list-style-type: none"> ■ 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.
6	<ul style="list-style-type: none"> ■ Last day for withdrawal from six-week courses in Summer Term.
8	<ul style="list-style-type: none"> ■ Last day for withdrawal from courses taught in the last three-weeks of Summer Term.
12	Orientation and classes begin for years three and four of the MD program.
14	Summer Term classes end.
14-23	U of A International Undergraduate Academic Success program.

15-16	Final examinations for Summer Term classes, exceptions may apply.
19	Registration opens for Open Studies students in courses designated for delayed registration.
21-23	Orientation for International MBA students.
26	Orientation and classes begin for all: Dentistry program, Dental Hygiene program, years one and two of the MD program, year two of the Radiation Therapy program, and phase I Medical Laboratory Science students.
27-29	Orientation for International Students.
27 - September 1	Orientation for MBA students.
29	Augustana Faculty Fall Term 3-week classes begin.
29-30	Orientation for first year Pharmacy students.
30	Augustana Faculty Fall Term 3-week classes registration deadline; students withdrawing after this date through September 5 will be assessed 50% fees.
September 2019	
1	<ul style="list-style-type: none"> ▪ Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.
2	Orientation for new undergraduate students.
2	Labour Day; University buildings closed.
3	Fall Term and Fall/Winter two-term classes begin. Exceptions may apply; students must consult with their Faculty office.
3	Orientation for students in the Faculty of Law.
4	Fall Term classes begin for students in the Faculty of Law.
5	<ul style="list-style-type: none"> ▪ Augustana Faculty Fall Term 3-week classes Refund Deadline; students withdrawing after this date will be assessed full fees.
12	<ul style="list-style-type: none"> ▪ Augustana Faculty last day to withdraw from Fall Term 3-week classes.
16	<ul style="list-style-type: none"> ▪ 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 3 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students must consult with their Faculty office.
17	<ul style="list-style-type: none"> ▪ Last day of Fall Term 3-week classes for Augustana Faculty students.
17-23	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.
20-22	Alumni weekend.
23	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 www.ihaveaplan.ca .
23	Augustana Faculty Fall Term 11-week and Fall/Winter two-term 11-week classes begin.
26	<ul style="list-style-type: none"> ▪ 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.
27	<ul style="list-style-type: none"> ▪ 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.
30	<ul style="list-style-type: none"> ▪ 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.
30	<ul style="list-style-type: none"> ▪ 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.
30	<ul style="list-style-type: none"> Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.
30	<ul style="list-style-type: none"> 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.
October 2019	
2	<ul style="list-style-type: none"> Augustana Faculty Fall Term 11-week classes drop deadline; students withdrawing after this date through October 18 will be assessed 50% fees. Students must contact a Faculty advisor for assistance.
3	<ul style="list-style-type: none"> Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Exceptions may apply; students must consult with their Faculty office.
8	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the first half of the Fall Term.
11	<ul style="list-style-type: none"> Last day of classes for six-week courses offered in the first half of Fall Term.
14	Thanksgiving Day; University buildings closed.
18	<ul style="list-style-type: none"> Augustana Faculty Fall Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.
21	Classes begin for six-week courses offered in the second half of the Fall Term.
November 2019	
1	<ul style="list-style-type: none"> Last day to drop six-week courses offered in the second half of the Fall Term. Students can contact department for assistance.
11	Remembrance Day; University buildings closed.
12-15	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 Pharmacy; Faculty of Rehabilitation Medicine; and students in Cooperative Education, Experiential Learning Placement, Clinical Placement and Work Placement terms.
19-20	Fall Convocation, Part I, Parts II and III
22	<ul style="list-style-type: none"> 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.
29	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the second half of Fall Term.
29	<ul style="list-style-type: none"> Last day for withdrawal from Fall Term courses. Exceptions may apply; students must consult with their Faculty office.
December 2019	
3	Last day of Fall Term classes for students in the Faculty of Law.
4	<ul style="list-style-type: none"> Augustana Faculty last day to withdraw from Fall Term 11-week classes.
6	Last day of Fall Term classes. Exceptions may apply; students must consult with their Faculty office.
9-21	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 11-20 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
11	Last day of Fall Term 11-week classes for Augustana Faculty students and years three and four BSc Dental Hygiene students.
11-19	Final exam period for students in the Faculty of Law.

13	Last day of Fall Term classes for students in the DDS program and students in years one and two of the MD program.
13-20	Final exam period for years three and four of the BSc Dental Hygiene program.
16-20	Final exam period for years three and four Dentistry students.
16-21	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.
20	Last day of Fall Term classes for students in years three and four of the MD program.
25-31	Christmas holiday period; University buildings closed.
January 2020	
1	New Year's Day; University buildings closed.
2	Winter Term classes begin for Dentistry programs and the BSc Dental Hygiene program.
3	Orientation for new International students.
6	Winter Term classes begin for the MD program.
6	Augustana Faculty Winter Term 3-week classes begin.
6	Winter Term classes begin. Exceptions may apply; students must consult with their Faculty office.
7	Augustana Faculty Winter Term 3-week classes' registration deadline; students withdrawing after this date through January 10 will be assessed 50% fees.
10	<ul style="list-style-type: none"> ▪ Augustana Faculty Winter Term 3-week classes refund deadline; students withdrawing after this date will be assessed full fees.
16	<ul style="list-style-type: none"> ▪ Augustana Faculty last day to withdraw from Winter Term 3-week classes.
17	<ul style="list-style-type: none"> ▪ Last day to withdraw from Fall/Winter two-term courses.
17	<ul style="list-style-type: none"> ▪ 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 5 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students can consult with their Faculty office.
20-24	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.
22	Last day of Winter Term 3-week classes for Augustana Faculty students.
24	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.
27	Augustana Faculty Winter Term 11-week classes begin.
31	<ul style="list-style-type: none"> ▪ 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.
31	<ul style="list-style-type: none"> ▪ 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 2020	
1	<ul style="list-style-type: none"> ▪ Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.
1	<ul style="list-style-type: none"> ▪ Last day for application for reappraisal of final examinations for Fall Term courses.

1	<ul style="list-style-type: none"> Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs.
5	<ul style="list-style-type: none"> Augustana Faculty Winter Term 11-week classes drop deadline; students withdrawing after this date through February 21 will be assessed 50% fees. Students must contact a faculty advisor for assistance.
5	<ul style="list-style-type: none"> Last day to withdraw from Fall/Winter two-term 11-week classes for Augustana Faculty.
5	<ul style="list-style-type: none"> 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.
7	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the first half of Winter Term.
14	Registration system opens for Spring/Summer 2020.
14	Last day of classes for six-week courses offered in the first half of Winter Term.
17	Statutory Provincial holiday; University buildings closed.
18-21	Winter Term Reading Week. Classes withdrawn for a full week, except for students in Augustana Faculty, 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.
21	<ul style="list-style-type: none"> Augustana Faculty Winter Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.
March 2020	
2	Classes begin for six-week courses offered in the second half of Winter Term.
2-6	Winter Term break for Augustana Faculty students.
4	12:00 to 1:00 pm Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
9	Study abroad application deadline for certain University of Alberta International administered Summer programs.
13	Last day to drop from six-week courses offered in the second half of Winter Term. Students can contact Department for assistance.
20	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 2020	
1	Last day for students in thesis-based programs to submit theses to and be approved 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.
1	Comprehensive examination period begins for students in the fourth year of the MD program.
1	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the second half of Winter Term.
1	<ul style="list-style-type: none"> Last day for withdrawal from Winter Term courses. Exceptions may apply; students must consult with their Faculty office.
8	Last day of Winter Term classes. Exceptions may apply; students must consult with their Faculty office.
9	Last day of classes for year two of the BSc Dental Hygiene program.
10	Good Friday; University buildings closed.

13	Easter Monday; University buildings closed.
14-25	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 15-24 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
15	▪ Augustana Faculty last day to withdraw from Winter Term 11-week classes.
15	Last day of lectures/labs/clinics for years three and four of the BSc Dental Hygiene program.
16-24	Final exam period for students in the Faculty of Law.
17	Last day of classes and clinics for years three and four of the DDS program.
17-25	Winter Term examinations for years three and four of the BSc Dental Hygiene program.
20	Last day of Winter Term 11-week classes for Augustana Faculty students.
20-24	Fall/Winter Term final examination period for year three and four Dentistry.
24-30	Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.
May 2020	
1	Last day of classes and examinations for students in year one of the MD program and students in years one and two of the DDS program.
3	Orientation for Master of Arts in Communications and Technology (MACT) students.
4	Spring Term classes begin.
4	MACT Spring Institute begins (three weeks).
4-7	Auditor registrations for Spring Term courses will be accepted only on these days.
7	▪ 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.
7	▪ 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.
7	▪ 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.
9	Charter Day.
11	▪ 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.
11	Summer program begins for students in years one, two and three of the DDS program.
18	Victoria Day; University buildings closed.
19	▪ Spring Term Refund Deadline for six-week courses: Students withdrawing after this date will be assessed full fees.
19	▪ Last day for withdrawal from courses taught in the first three weeks of Spring Term.
22	Last day of classes and examinations for students in the second year of the MD program.
22	Last day of classes in the MACT Spring Institute.
22	Last day for classes taught in the first three weeks of Spring Term.
25	Classes begin for courses taught in the last three weeks of Spring Term.

28	<ul style="list-style-type: none"> ▪ Spring Term Registration Deadline for three-week courses: Last day to add or drop courses taught in the last three weeks of Spring Term. Students can contact Department for assistance.
29	<ul style="list-style-type: none"> ▪ Last day of program for fourth year students in the MD program.
June 2020	
1	<ul style="list-style-type: none"> ▪ Spring Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.
3	<ul style="list-style-type: none"> ▪ Last day for withdrawal from six-week courses in Spring Term.
5	<ul style="list-style-type: none"> ▪ Last day for withdrawal from courses taught in the last three weeks of Spring Term.
7	Augustana Faculty convocation.
9-12	Spring Convocation, Parts I to VI.
10	Last day of Spring Term classes, exceptions may apply.
11-12	Final examinations for Spring Term classes, exceptions may apply.
15-18	Spring Convocation, Parts VII to XI.
30	One hundred and thirteenth University year ends.

Edmonton Clinic Health Academy
5th Floor - 11405 – 87 Avenue NW
Edmonton, Alberta, Canada T6G 1C9

September 13, 2018

To: Dr Steven Dew, Provost & VP Academic
Ms Lisa Collins, Vice-Provost & University Registrar

RE: Participation of the Dental Hygiene Program in Fall Term Reading Week

The Dental Hygiene program in the School of Dentistry, Faculty of Medicine and Dentistry would like to participate in the Fall Term Reading Week beginning 2019-20. Therefore, I am requesting the UAPPO1 Academic Schedule Procedure be amended to reflect this.

The Dental Hygiene program is an intense program of study as students balance the classroom and clinical sessions. Most days for the students are from 8 AM to 5:30 PM. The academic faculty in the Program strongly believe that the overall wellness of our students would be best supported with having the break in the Fall term.

We polled the year 2 and 3 students for their feedback on the Dental Hygiene program participating in the Fall Term Reading Week. Fifty-nine of 85 students responded (69%), and every response was in favour of approving the Fall Term Reading Week. Some comments from the students are outlined below:

- I'm so pleased that the Faculty of Dentistry has allowed DH to participate in the break. I am grateful for all those involved in making this change possible. I strongly encourage all demanding; fast pace programs look at including a fall break. Breaks allow for students to decompress/de-stress. It also allows the opportunity to catch up on reading/research/studying.
- I'm all for it! Without it last year it was a super draining and mentally exhausting semester to get through without any breaks.
- Yes, dental hygiene should participate because we come back to school a week earlier than everyone else in both the fall and winter term. We also have more courses than most people in other programs and thus spend more hours in class and clinic. If anyone deserves this break, it is the dental hygiene classes.
- I am 100% in favour of having the fall term break. This program is very busy so having this time to rest and recuperate before finals will be very beneficial.
- We MUST participate. We need it for our own mental health and wellness.
- 120% agree for participating in the fall break, gives the students time to take some self-care and visit family as well as rest if needed. I feel that the students will be able to work harder and be more motivated after the break. Mental and physical health are very important to the success of a dental hygiene student.
- YES! We have a very intensive schedule and a week off will give us much needed time to sleep and catch up on not only school work, but life. Its needed to add some work/life balance and last year around this time, I remember feeling like everything was piling up at once and by the time

that Christmas break came, I was completely burnt out. I think this break will help with preventing burn out! Thank you for making this possible.

We also reached out to the Dental Students' Association (DSA) and have attached their letter of support from the VP Dental Hygiene representative on the DSA.

If you require any further information or evidence to support the change, please let me know. Thank you for your consideration for this change.

Sincerely,

A handwritten signature in black ink, appearing to read "S Compton". The signature is fluid and cursive, with the first name "S" being particularly large and stylized.

Dr Sharon Compton
Associate Chair (Dental Hygiene) and Director
Dental Hygiene Program
School of Dentistry
Faculty of Medicine & Dentistry

Cc: Andrea Patrick, Portfolio Initiatives Manager



5-470 Edmonton Clinic Health Academy
11405-87 ave Edmonton, AB,
T6G 1C9

dsa@ualberta.ca

September 5th, 2018

Dear Dr. Compton,

As a year 3 Dental Hygiene student and VP Dental Hygiene of the Dental Students' Association, I am writing this letter to indicate that we support the full one-week Fall term break on November 12th-16th for all years of the Dental Hygiene program.

Based from our experience in the previous year, we can attest that the months of September through November are packed with clinical competencies, process evaluations, midterm exams, and hours of technique practice outside of class. On top of our heavy course load and intensive clinical training, most of the students are involved in volunteer, extra-curricular activities. We take pride in the opportunities we are given by the Program to give back to the community. This includes volunteering on Saturdays at the student-run SHINE dental clinic, and the Dental Hygiene SMILE program which occurs throughout the year. Some of us are part-time employees as well.

The Dental Hygiene program is offered by a limited number of Canadian institutions. Majority of the students—myself included—have travelled from other cities and provinces to attend the program in Edmonton. To name a few, these are Calgary, Red Deer, Grand Prairie, Cold Lake, Invermere and Rocky Mountain House. Thus, we take advantage of the days off we have to visit friends and families back home. A full one-week break would best support student overall wellness.

From discussions with DH students who previously graduated, they too agree that this change will result in positive outcomes. We hope that this becomes implemented on the Academic Calendar.

Thank you for giving us your time. It is truly appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Christine Pasana'.

Christine Pasana
Dental Hygiene YR3 student
DSA VP Dental Hygiene

Lisa Collins, Vice Provost and University Registrar
Melissa Padfield, Deputy Registrar
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11380 – 89 Ave NW
Edmonton, AB T6G 2M7

4901 – 46 Ave
Camrose, Alberta, Canada T4V 2R3
Tel: 780.679.1100
Fax: 780.679.1129
www.augustana.ualberta.ca

Dear Lisa and Melissa,

You might be aware that, for the 2019-2020 academic year, Augustana Faculty is proposing to schedule its Fall Reading week at the same time as most of the University, during the standard 'Green and Gold' week of November 12-15, in spite of the fact that UAPPOL policy indicates that Augustana's Fall Reading break will likely vary from this practice. Augustana is not seeking to change its status in UAPPOL at this time; rather, the full-week Fall Reading Break is being explored as a possible option within the new Augustana Calendar schedule.

The implementation of a full-week Fall Reading break for 2019-2020 is a trial in the ongoing evolution of the Augustana Calendar initiative, which features a 3-week intensive class session followed by an 11-week session in both the Fall and Winter terms (hence, often abbreviated to '3/11'). The 2017-2018 academic year was the first year of the initiative, and in Winter 2018, a working group was struck to examine the impact of the new calendar. The working group surveyed faculty, staff, and students for feedback. The most resounding response from students was that the '3/11' schedule made for a very intense experience and that the inclusion of a full-week break in both Fall and Winter (3/11 initially scheduled a 3-day break in both terms) would be extremely beneficial. The anticipated benefits include an opportunity for stress relief and for students to keep up with demanding academic expectations. [The student survey, administered during the April final exam period, received 212 responses out of approximately 1000 students surveyed; 169 responders indicated that instituting a full-week Reading Break in both Fall and Winter was the 'most important' (125) or 'very important' (44) change that could be made in the new Augustana Calendar].

As a result, the working group recommended the inclusion of a full-week Fall and Winter Reading Break in Augustana's submission for the 2019-2020 schedule, and Augustana Faculty Council approved the recommendation at its Faculty Council Spring Workshop on May 8, 2018. Augustana's reluctance to initially participate in the full-week Fall Break rested in part on the concern that the November 'Green and Gold' week occurred too late in the term to meet student and faculty needs at Augustana, with the preference being to retain the shorter Augustana Fall Break, which was scheduled closer to the middle of the term. With the new 3/11 configuration, however, the November break now occurs fairly close to the middle of the 11-week session, so the shortened Augustana Fall Break was moved to this point in the schedule last year. The recommendation of moving to a full-week break now makes exploring the use of the already-existing U of A Fall Break an obvious choice.

Augustana continues to monitor how the Augustana Calendar is working and will continue to seek feedback, especially during the 2019-2020 year, to see if the addition of full-week Reading Breaks are meeting our expectations. If the change is deemed a success, Augustana will consider formalizing its inclusion in the 'standard' U of A Fall Break. At the moment, the goal is to find the right rhythm for students, staff, and faculty within the overall '3-11' academic schedule.

Please let me know if you have any questions or concerns.

Sincerely,



Allen H. Berger, Ph.D.
Dean and Executive Officer

cc: Jonathan Hawkins, Assistant Registrar, Augustana
Karsten Mundel, Associate Dean Academic
Andrea Patrick, Portfolio Initiatives Manager, Provost and VP Academic - Admin

GFC Executive Committee – For the meeting of October 15, 2018

2019-2020 Academic Schedule

Faculty of Pharmacy request to be excluded from Fall Term Reading Week:

Prepared by Dr. Dion Brocks, Associate Dean Undergraduate Student Affairs (Faculty of Pharmacy and Pharmaceutical Sciences)

The Faculty of Pharmacy and Pharmaceutical Sciences offers a professional undergraduate PharmD degree. This is the entry-to-practice degree to practice pharmacy offered in most provinces in Canada. We have just admitted our first class to the entry to practice PharmD program this summer. The degree program is an accredited program with an approved curriculum by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP). This approval includes the number of hours of instruction in the curriculum.

Our PharmD program has new courses that each fit into a 3 ucw (39 hours per course) designed curriculum. When the Fall Reading week was implemented in 2016 our Faculty's understanding was that it would not affect the total number of hours allocated to courses. This year it was realized that the number of hours allocated to courses in the Fall term by the Office of the Registrar was not 39 hours of instructional time for a 3 ucw course, but rather lower by up to 3 hours per course. Our accredited program requires that we maintain 39 hours per course. With 5 courses per term over 4 years this could mean a reduction in the total number of instructional hours of up to 45 hours.

One semester size does not fit all especially for professional programs and the current scheduling changes necessitated by the Fall reading week does not suit our mandated program needs and indeed places our professional accreditation at risk. Our consultation with our student body has overwhelmingly supported this initiative. Other health care professional faculties including Rehabilitation Medicine and Medicine/Dentistry have been recused from Fall reading week already. Like our other health care faculties, the Faculty of Pharmacy and Pharmaceutical Sciences is requesting that Fall Reading week be removed from the schedule for our PharmD program commencing the 2019-2020 academic year. This will allow us to offer our program as designed and approved by CCAPP.