



ACAD 18:

Academic Schedule Policy

Effective Date: Friday, April 17, 2026

1.0 Purpose

The purpose of this policy is to establish a clear, consistent, and culturally grounded framework for the development, approval, and publication of the academic schedule at SKG. The academic schedule supports effective program delivery, student success, and institutional planning, while honouring Anishinaabe aadziwin, community rhythms, and holistic learning practices.

2.0 Guiding Principles

The Academic Schedule at SKG is guided by:

- Mino-bimaadiziwin (Holistic Well-being): Supporting balanced academic, cultural, and personal responsibilities;
- Relational Accountability: Respecting community, land, and cultural commitments;
- Student-Centredness: Providing clarity, predictability, and accessibility for learners;
- Flexibility and Responsiveness: Accommodating diverse learner pathways and community realities;
- Quality Assurance: Ensuring alignment with program requirements, instructional hours, and IAESC standards;
- Transparency: Clear communication of key academic dates and deadlines.

3.0 Scope

This policy applies to:

- All academic programs (certificate, diploma, degree, and microcredentials);

- All delivery modes (in-person, hybrid, and online);
- All terms and academic sessions offered by SKG.

4.0 Definitions

Academic Schedule: The official calendar outlining key dates and deadlines for academic activities within a given term or academic year.

Term: A defined period of study (e.g., Fall, Winter, Spring/Summer).

Instructional Days/Hours: Scheduled learning time required to meet program and course outcomes.

Add/Drop Period: Timeframe during which students may register or withdraw from courses without academic penalty.

Withdrawal Deadline: Final date to withdraw from a course without academic penalty.

Reading Week / Break: Scheduled pause in academic instruction.

5.0 Policy Statements

5.1 Establishment of Academic Schedule

- SKG shall establish an annual academic schedule outlining all key dates for each term.
- The schedule must ensure sufficient instructional time to meet program and accreditation requirements.
- The schedule shall reflect both academic and cultural priorities, including ceremonial and community events where appropriate.

5.2 Standard Academic Schedule Components

The academic schedule will include, at minimum:

- Term start and end dates;
- Course start and end dates;
- Add/drop deadlines;
- Withdrawal deadlines;

- Reading week or scheduled breaks;
- Examination periods (if applicable);
- Final grade submission deadlines;
- Graduation application deadlines;
- Institutional closures and holidays.

5.3 Instructional Time Requirements

- Programs must meet required instructional hours and learning outcomes as defined by:
 - Program standards;
 - IAESC requirements;
 - Partner agreements (where applicable).
- Delivery formats (e.g., block, hybrid, land-based) must demonstrate equivalency in instructional time and learning outcomes.

5.4 Flexibility and Alternative Scheduling

- SKG may implement flexible scheduling models, including:
 - Block delivery;
 - Intensive courses;
 - Land-based learning periods;
 - Community-based delivery.
- All alternative scheduling must:
 - Be approved through appropriate academic governance processes;
 - Maintain quality and instructional integrity;
 - Be clearly communicated to students.

5.5 Publication and Communication

- The academic schedule shall be:
 - Approved in advance of the academic year;
 - Published on SKG's official platforms (e.g., website, LMS);
 - Communicated clearly to students, faculty, and staff.

- Any changes must be communicated in a timely and transparent manner.

5.6 Changes to the Academic Schedule

- Changes to the academic schedule may occur due to:
 - Unforeseen circumstances (e.g., weather, public health, operational disruptions);
 - Program or delivery adjustments;
 - Cultural or community considerations.
- All changes must:
 - Be approved by the appropriate authority (e.g., Registrar, Academic Council, or designate);
 - Minimize disruption to students;
 - Be clearly communicated with rationale.

5.7 Alignment with Student Success

The academic schedule shall:

- Support student retention and progression;
- Avoid unnecessary scheduling conflicts;
- Provide adequate time for:
 - Study and reflection;
 - Cultural engagement;
 - Wellness and community responsibilities.

6.0 Roles and Responsibilities

Registrar's Office

- Develops and maintains the academic schedule;
- Ensures alignment with policy and QA requirements;
- Publishes and communicates the schedule.

Academic Leadership (e.g., Program Coordinators, AVP Academic)

- Provides input on program-specific scheduling needs;
- Ensures alignment with curriculum and delivery models.

Academic Council (or equivalent)

- Reviews and approves the academic schedule;
- Provides oversight for quality assurance and consistency.

7.0 Compliance and Quality Assurance

- The academic schedule will be reviewed to ensure:
 - Compliance with IAESC and institutional QA standards;
 - Alignment with program learning outcomes;
 - Consistency across programs and delivery modes.
- Schedule data may be used for:
 - Institutional reporting;
 - Continuous improvement;
 - Accreditation processes.

8.0 Exceptions

- Exceptions to this policy may be approved in exceptional circumstances by the Registrar and Academic Leadership, with appropriate documentation and rationale.

9.0 Policy Review

This policy will be reviewed every **3–5 years**, or as required, to ensure alignment with:

- SKG's Academic and Governance Framework;
- IAESC standards;
- Institutional priorities and student needs;
- SKG's Seven Strategic Pathways.