

# THE ACADEMIC CALENDAR, COURSE SCHEDULING AND TIMETABLING

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## The Academic Calendar

1. The specific dates of the calendar are proposed by the Academic Registrar and recommended annually by Academic Board to the University Board for approval.
2. Two years of the University calendar are published as an appendix to each annual set of academic policies. While the University makes every effort to prevent changes to the published calendar, it reserves the right to do so.
3. Additional sessions may be set at the University's discretion.
4. The Academic Calendars in the University's additional location in Leeds may differ from that of the London sites.
5. Contact and credit hour expectations remain the same, and the calendar dates must be sent to Registry Services for entry into the record system and for timetabling purposes.

## Course Scheduling and Timetabling

6. The components of Year / Term / Session (YTS) form the basis of the Academic Calendar. Used in combination, these three fields are used to define individual semesters and academic sessions and allow the university to define and distinguish amongst them, even when they run concurrently. Individual YTSes must either be set or approved by Registry Services before being created within the University Information System.
7. The academic timetable is published prior to Priority Registration week, which is the 6<sup>th</sup> week of the Fall and Spring UG semesters.
8. The timetable for Spring and Summer and is published in the Fall semester that immediately precedes them, and the timetable for Fall is published in the Spring semester that immediately precedes it.

## Fall and Spring Semesters

9. The Fall and Spring timetables for Undergraduate teaching are 14 weeks.
10. The Fall and Spring timetables for Postgraduate teaching are 12 weeks with additional classes throughout the semester to total the equivalent of a 14 week semester.
11. Occasionally, the University may run Postgraduate programmes in a block-taught format which differs from the standard 14 week semester. All programme dates are clearly published on the Academic Calendar.

12. The University operates on the principle of the 50-minute class hour, but holds longer sessions to accommodate the contact hour requirements of the University's 14-week semester. Typically, undergraduate and postgraduate courses normally correspond to classroom hours as follows:
- a. 80 minute classes that meet 2 times per week (terminating 10 minutes before the 90-minute timetabling end point)
  - b. 160 minute classes that meet 3 times per week (containing a break of 10 minutes and terminating 10 minutes before the 180-minute timetabling end point)
- See Credit Hour Policy, Undergraduate and Credit Hour Policy, Postgraduate for more information on class contact hours and their relationship to credit awarded.

### Summer Sessions

13. The Academic Calendar normally includes the following summer sessions:
- a. Summer 1 and Summer 2: two 6-week intensive summer sessions
  - b. Summer A, B, C, and D: four separate 3-week intensive summer sessions.
14. The first six-week summer session (Summer 1) runs concurrently with the first two three-week sessions (Summer A and B).
15. The second six-week summer session (Summer 2) runs concurrently with the second two three-week sessions (Summer C and D).
16. A course held in the six-week session (Summer 1 or Summer 2) consists of classes held for 1.5 hours every day.
17. A course held over three weeks (Summer A, B, C, or D) consists of classes held for 3 hours every day.
18. In the summer sessions, the add/drop period is the first two days of the six-week session, and the first day of a three-week session.

### Changes to the Published Timetable

19. While every effort is made to ensure that the content of courses corresponds with their published descriptions, some variation may take place. The instructor's detailed course syllabus describes the exact content and methodology of a particular course authoritatively.
20. The University reserves the right to cancel or replace courses for which there is insufficient enrolment. Schools and Academic Advisors work with students to find appropriate substitute courses to ensure that student's progression is not affected.

