

## Formula for Calculating Financial and Academic Deadlines

All teaching days (i.e. any day the University is open) are counted from the first day of classes to the last day, but not Saturdays, Sundays, or holidays.

[Open Learning classes](#) are the exception to the rule and are based on the overall duration of the class from the first day of classes to the last day, and not just teaching days.

All numbers are rounded to the nearest whole number (for example, 10.4 days would be rounded down to 10 days, but 10.6 days would be round up to 11).

### Fall and Winter Terms

Do not include weekends or statutory holidays as days when using the formula.

Teaching Days	Term	Add/Drop Deadline	%	25% Penalty Period	%	50% Penalty Period	%	# of Days to 100% Penalty Period	Academic Penalty Period	%
124, 125, 126, 127	T1T2	10 (fixed)	8%	10	16%	10	24%	30	Fixed at February 15	approximately 75%
62, 63, 64	T1/T2	10 (fixed)	16%	5	24%	5	32%	20	Fixed at November 15 and March 15	approximately 75%

### Spring and Summer Terms

Teaching Days	Term	Add/Drop Deadline	%	25% Penalty Period	%	50% Penalty Period	%	# of Days to 100% Penalty Period	Academic Penalty Period	%
60	T1T2	5	8%	5	16%	14	24%	14	45	75%
30	T1/T2	5	16%	2	24%	3	32%	10	23	75%
14, 15, 16*	Quarters	2	16%	2	24%	1	32%	5	11	75%

\* All Quarters are based on the 15 day formula.

### Open Learning Classes (Non-Standard) Classes

Duration in Days	Term	Add/Drop Deadline	%	25% Penalty Period	%	50% Penalty Period	%	# of Days to 100% Penalty Period	Academic Penalty Period	%
			16%		24%		32%			75%