



<b>Category:</b>	<b>Academic Programming &amp; Instructional</b>
<b>Approved By:</b>	<b>Board of Governors</b>
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<b>Revised Date(s):</b>	
<b>Policy Sponsor:</b>	<b>Provost and Vice President Academic</b>
<b>Policy Administrator:</b>	<b>Registrar</b>

## **Academic Calendar Policy**

### **Purpose**

The purpose of this policy is to guide the production and release of the annual Academic Calendar for the purpose of informing students through the student/program life cycle: admission requirements; program selection; application process; program requirements; course credits; graduation criteria; and relevant dates as they are defined by the Academic Schedule.

### **Scope / Limits**

This policy is presented to provide guidance and assistance to prospective students, students and staff of Lethbridge College who provide information for and use the Academic Calendar concerning Lethbridge College credential bearing programs.

### **Definitions**

**Academic Schedule** Identifies significant dates for admission, registration, terms, course schedules, examinations, convocation, breaks, and all statutory and College holidays.

**Academic Term** A period of time within the Academic Year.

**Academic Year** Identifies the start and end of the College's operational year.

**Prospective Student** An individual who has made an inquiry concerning program offerings, with the intent to pursue studies.

**Student(s)** Individuals who have applied to a Lethbridge College program and/or are registered in Lethbridge College courses.

### **Policy Statements**

1. The Academic Calendar is produced and made available annually in early spring to guide potential students with respect to admission requirements and provide a listing of approved programs intended for delivery by Lethbridge College.
2. The online calendar is the official Academic Calendar of Lethbridge College.

3. The Academic Calendar articulates graduation requirements for learners admitted to Lethbridge College programs under a particular calendar year; therefore, students are governed by the program requirements listed for the academic year of their admission.
4. Students will be governed by the current Academic Calendar in other matters (e.g., fees, Academic Schedule (dates) and other academic policies and regulations)
5. The Academic Year is defined by the Academic Schedule and will be published in the Academic Calendar.
6. The Registrar or designate is responsible for the development of the Academic Schedule.
7. The Registrar or designate is responsible for the compilation, release and publication of the Academic Calendar.

## **A: Policy Supports**

[Academic Calendar Procedures \(Appendix A\)](#)

[Academic Schedule Guidelines \(Appendix B\)](#)

[Academic Schedule Procedures \(Appendix C\)](#)

## **B: Legislated References**

## **C: Other References**

## **D: Related Policies**

Admissions

Academic Timetable

Credentials and Parchments

Grading

Graduation Requirements

Student Rights and Code of Conduct

Board of Governors

EL-10 – Access to Education



<b>Parent Policy:</b>	<b>Academic Calendar</b>
<b>Effective Date:</b>	<b>July 1, 2011</b>
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<b>Policy Administrator:</b>	<b>Registrar</b>
<b>Appendix A</b>	

## **Academic Calendar - Procedures**

The Academic Calendar is produced and made available annually in early spring to guide potential students with respect to admission requirements and to provide a listing of approved programs intended for delivery by Lethbridge College.

The online calendar is the official Academic Calendar of Lethbridge College.

New program proposals, program changes, program suspension or termination, and new course proposals, course changes or termination which have been approved as per the Academic Council Process are tracked by the Registrar's Office. Courses and programs are recorded in the student information system, from which the calendar is derived.

Established times and protocol for release of information to the calendar ensures that due rigor and care have been applied and that information about changes is communicated consistently and carefully to impacted parties.

Program and course changes will be approved by November 30 for the next academic year. Changes related to increased (more restrictive) admission requirements must be approved by November 30, one year earlier than the above, to give prospective learners time to adjust their course load to meet the new admission requirements. (Example: Program admission requirements changes approved at Academic Council by November 30, 20XX will be in effect no earlier than July 1, 20XX+2)

The official academic calendar will be posted to the web by the end of February each year and will include approved programs and courses up to and including November 30 from the previous fall. Where mid-year changes are warranted and approved, all changes will go through the Registrar before they are published to the web version of the Academic Calendar. Approved changes to the web Calendar will be released to the web by the Registrar in a manner that will maintain the original information and note the changes in a way that is obvious to the reader. Releases to the web will be kept to a minimum so as to avoid confusion and to maintain integrity. This will be balanced by a need to ensure that readers have the most current information available.



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<b>Appendix B</b>	

## Academic Schedule Guidelines

1. Lethbridge College has a defined academic year which is July 1 to June 30.
  
2. Generally, an academic term is a period in which all classes are scheduled to begin and end within a set time frame. The Academic Year is divided into five terms, normally between these dates:
  - a) Summer Term: July 1 - August 31
  - b) Fall Term: September 1 - December 31
  - c) Winter Term: January 1 - April 30
  - d) Spring Term (short) : May 1 - June 30
  - e) Spring Term (long) : May 1 – August 31
  
3. Significant dates shall be listed in the Academic Schedule as follows:
  - a) indicate the last day to add or drop courses (course add/drop deadline), with no financial penalty, as defined by the Add/Drop Period – Extended Drop Period Policy (ADP-EDP)
  - b) indicate the last day to drop courses (extended drop deadline), with a financial penalty, as defined by Policy-(ADP-EDP)
  - c) indicate the last date to withdraw from courses (withdrawal deadline), with financial penalty, as defined by Policy-(ADP-EDP)
  - d) incorporate a reading/study break (typically referred to as Reading Week) in the Winter term, generally the four week-days following the Alberta Family Day holiday, which is the third Monday in February.
  - e) indicate the Convocation date in April, generally the last Friday in the month.
  - f) indicate the following holidays during which classes will not be scheduled:
    - Labour Day Monday
    - Thanksgiving Monday
    - Remembrance Day
      - Note:** Where November 11 falls on a weekend-day, the class holiday shall be on the Monday.
    - Christmas – New Years college closure dates as follows:
      - December 25 to the first weekday after January 1<sup>st</sup>
      - (or after the January 1<sup>st</sup> statutory holiday )
      - Note:** Where December 24 falls on a weekday, the college will be closed effective 12:00pm on that day.
    - February – Family Day
    - Good Friday

Easter Monday  
Victoria Day Monday  
Canada Day  
Heritage Day (August Long Weekend)

- g) indicate the tuition fee payment due dates as defined by the Credit Tuition Fee Policy

4. Significant dates shall be determined for the academic schedule as follows:

- a) include a new student orientation to start:
  - I. the day after Labour Day in the Fall term
  - II. the first day of classes in the Winter term
- b) set the first day of classes in the Fall term to occur after Labour Day, generally the day following the new student orientation
- c) set the first day of classes in the Winter term, to occur after New Years' Day, such that it will provide 2-3 days for student and term preparation, while meeting the minimum instructional days requirement.
- d) minimum instructional days in each term as follows:
  - I. Summer term-July 1 to August 31: at least 31 days
  - II. Fall term-September 1 – December 31: at least 63 days
  - III. Winter term-January 1 – April 30: at least 63 days
  - IV. Spring term – short – May 1 – June 30: at least 31 days
  - V. Spring term – long- May 1 – August 31: at least 63 days
- e) ensure two calendar days between the last day of classes and the first day of final exams; prorated for shorter terms
- f) include five exam days at the end of fall and winter terms; prorated for shorter terms
- g) include at least 1 calendar day for faculty marking between the last exam day and the day grades are due to the registrar's office.
- h) ensure minimum 2.5 – 3 days for processing grades and academic standing by the registrar's office at the end of each term after the final grades due date.

5. In order to maintain the minimum number of instructional days, if it becomes necessary, changes will be made in the following priority order:

- a) removal of one day between the last day of classes and the beginning of exams
- b) removal of one day between last day of exams and grade submission date (marking day)
- c) removal of one exam day



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<b>Appendix C</b>	

## **Academic Schedule Procedures**

1. A draft academic schedule is developed by the Registrar
2. The draft schedule is circulated for input to:
  - a) Director of Finance
  - b) Manager Human Resources
3. Dean's Council
4. A proposed academic schedule is finalized.
5. Academic Council receives and reviews to approve the proposed academic schedule
6. Once approved, the Registrar includes two complete years of Academic Schedules in the Academic Calendar.