

APPROVAL AUTHORITY  Board of Governors	APPROVAL DATE  April 28, 2011
SPONSOR  Provost and Vice President Academic	EFFECTIVE DATE  July 1, 2023
POLICY ADMINISTRATOR  Registrar	LAST REVISION  July 1, 2023 (Minor)

## PURPOSE

The purpose of this policy is to communicate how Lethbridge College will:

- guide the production and release of the annual published Academic Calendar for the purpose of informing students through the student/program life cycle; and
- 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.

## POLICY STATEMENTS

1. The Academic Calendar is produced and made available annually in early spring to guide potential students with respect to admission requirements for the following year and provide a listing of approved programs intended for delivery by Lethbridge College. Lethbridge College recognizes its duty to ensure a safe and healthy work, living and learning environment; and that this responsibility is shared by all Members of the College Community.
2. The published Academic Calendar is the official Academic Calendar of Lethbridge College.

3. The published 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 published 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 referenced in the published Academic Calendar.
6. The Registrar's Office is responsible for the development of the Academic Schedule and registration deadlines.
7. The Registrar's Office is responsible for the compilation and release of the published Academic Calendar.

## DEFINITIONS

**Academic Calendar** - The annual publication that articulates academic regulations, schedules, programs of study, graduation requirements, and course description for the learners who are admitted to a Lethbridge College program for that particular academic calendar year.

## A: POLICY SUPPORTS

- [Academic Calendar Procedure \(Standard Operating Procedure\)](#)
- [Admissions Procedure \(Standard Operating Procedure\)](#)
- [Academic Calendar Year Change Procedure \(Standard Operating Procedure\)](#)
- [Full-Time Student Status Procedure \(Standard Operating Procedure\)](#)
- [Course Numbering Procedure \(Standard Operating Procedure\)](#)

## B: RELATED LEGISLATION

## C: OTHER REFERENCES

## D: RELATED POLICIES

- Academic Timetable
- Credentials and Parchments
- Grading
- Graduation Requirements
- Student Rights and Code of Conduct
- Board of Governors
  - EL-10 – Access to Education