

ACADEMIC CALENDAR PROCEDURE

PARENT POLICY	
Academic Calendar Policy	
SPONSOR	EFFECTIVE DATE
Provost and Vice President Academic	July 1, 2023
POLICY ADMINISTRATOR	LAST REVISION
Registrar	July 1, 2023

Purpose

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

Scope and limits

See parent policy



*Defined terms are capitalized throughout this document.
Refer to the parent policy and the Policy Framework for definitions.*

Definitions in addition to those in the parent policy

N/A

A: Changes to the Academic Calendar

1. 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.
2. 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.
3. Normally, 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 support appropriate notification to potential students and for publication purposes. (Example: Program admission requirements changes approved at Academic Council by November 30, 2022 will be in effect no earlier than July 1, 2024).

B: Release of the Academic Calendar

1. The official academic calendar will be posted to the web by the end of April 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.

C: Academic Schedule Guidelines

1. Significant dates shall be listed in the Academic Schedule as follows:
 - The last day to add or drop courses (course add/drop deadline), with no financial penalty
 - The last day to drop courses (extended drop deadline), with a financial penalty
 - The last date to withdraw from courses (withdrawal deadline), with financial penalty
 - Incorporate a reading/study break (typically referred to as Reading Week) in the Fall and Winter terms. For Fall, one day will be added, generally in the Thanksgiving week. For Winter, generally the four weekdays following the Alberta Family Day holiday, which is the third Monday in February
 - Indicate the Convocation date in May (generally the last Friday in the month), and October (generally the third Saturday in the month)
 - Indicate the tuition fee payment due dates as defined by the Student Fees Policy
 - Indicate the following statutory holidays/breaks during which classes will not be scheduled:

DATE	WHEN	NOTES
Statutory Holidays		
Labour Day Monday	September	
Thanksgiving Monday	October	
Remembrance Day	November	Where November 11 falls on a weekend-day, the class holiday shall be on the Monday.
Christmas Day	December	
Boxing Day	December	
New Years Day	January	
Family Day	February	
Good Friday	March/April	
Easter Monday	March/April	
Victoria Day Monday	May	
Canada Day	July	
Heritage Day	August	
Scheduled Breaks		
Fall Reading Break	November	Fall Reading Break is a minimum of 4 day break from class instruction. If November 11 falls on a Thursday. There will be a 4 day weekend beginning on Thursday, including the Friday and weekend. If November 11 falls on a Monday, the Friday prior to the long weekend will have no classes scheduled. If November 11, lands on a Wednesday. Either the preceding Monday-Tuesday have no classes scheduled or the Thursday-Friday following the stat holiday have no classes.
Christmas Break	December – January	December 25 to the first weekday after January 1 st (or after the January 1 st statutory holiday) Where December 24 falls on a weekday, the college will be closed effective 12:00pm on that day
Winter Reading Break	February	For Winter, generally the four weekdays following the Alberta Family Day holiday, which is the third Monday in February

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

- Include a new student orientation to start:
 - The day prior to the first day of class in the Fall term
 - The day prior to the first day of class in the Winter term

- Set the first day of classes in the Fall term to occur after Labour Day, generally the day following the new student orientation
 - 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.
- Minimum instructional days in each term as follows:

Term	General Dates	Days
Summer	July 1 to August 31	at least 31 days
Fall	September 1 – December 31	at least 63 days
Winter	January 1 – April 30	at least 63 days
Spring – Short	May 1 – June 30	at least 31 days
Spring - Long	May 1 – August 31	at least 63 days

- Ensure two calendar days between the last day of classes and the first day of final exams; prorated for shorter terms
 - Include five exam days at the end of Fall and Winter terms; prorated for shorter terms
 - 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
 - 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
3. In order to maintain the minimum number of instructional days, if it becomes necessary, changes will be made in the following priority order:
- Removal of one day between the last day of classes and the beginning of exams
 - Removal of one day between last day of exams and grade submission date (marking day)
 - Removal of one exam day

D: Academic Schedule Approval

1. The following outlines the process of approving the annual academic schedule:
 - A draft academic schedule is developed by the Registrar
 - The draft schedule is circulated for input to:
 - i. Director, Finance
 - ii. Director, Human Resources
 - The draft academic schedule is presented at Dean's Council by the Registrar, and recommended to Academic Council
 - Academic Council receives and reviews to approve the draft academic schedule
 - Once approved, the annual academic schedule is published online and within the Academic Calendar