

ACADEMIC CALENDAR YEAR CHANGE PROCEDURE

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| 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 applies to all students enrolled in Lethbridge College credential bearing programs who intend to complete their program and graduate from Lethbridge College.

If a program has recently undergone changes, students may apply to change their Academic Calendar (year) to graduate under the new program graduation requirements and program name as specified in the Academic Calendar (year) they have selected.

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: Current Student Procedures

1. Current/active students who feel they would benefit from approved program change(s) to credit load or content may apply to be assigned to the new Academic Calendar (year) pertaining to the approved program changes, for example – a reduction of overall program credits or inclusion of new courses.
 - Complete [Academic Calendar Year Change Request form \(requested through Registrar's Office\)](#).
 - Associate Dean approval is required

B: Returning Student Procedures (Absent for One or More Terms)

1. Students who have experienced an interruption of one or more terms will reapply for admission and pay the application processing fee.
2. Students readmitted after an absence of one or more terms (including absence due to disqualification) are governed by the Academic Calendar (year) pertaining to their year of re-admission.
3. Students who have only missed one term of study, and who feel they are negatively affected by approved program change(s) to credit load or content, may apply to have the criteria above waived and request permission to revert to their original Academic Calendar (year), as if the interruption had not taken place.
 - Complete [Academic Calendar Year Change Request form \(requested through Registrar's Office\)](#).
 - Associate Dean approval is required prior to admission