TITLE: ACADEMIC CALENDAR

POLICY STATEMENT:
The Academic Calendar is the official record of approved academic programs and apprenticeship training programs. The Academic Calendar provides a comprehensive list of programs and includes:

- academic schedule, academic policies, admission information, language proficiency and graduation requirements,
- fees and program cost estimates,
- recognition of prior learning procedures,
- program outcomes, content, transfer features, and course descriptions.

PURPOSE:
This policy provides guidelines and procedures that govern the production and publication of the Academic Calendar of Red Deer College.

SCOPE:
This policy applies to all members of the college community who use, review, or request changes to the Academic Calendar.

PRINCIPLES:
Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.

2. Are nondiscriminatory and non-intrusive.

3. Incorporate open, honest and timely communication.

4. Are made in a timely manner.

5. Provide appropriate confidentiality and privacy.

6. Provide appropriate access to education.

7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities

8. Operate with clear written expectations for conduct and handling of complaints.

9. Meet all accreditation standards.

10. Maintain a high standard of administration and instruction, clearly stated in College practices and policies, in all areas of educational programs and services.

11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:
Academic Calendar: The official record documenting approved programs, courses, academic schedule and policies governing the annual academic business of the College for the period beginning July 1st and ending June 30th.

Academic Schedule: The annual schedule of events and deadlines important to applicants, students, faculty and staff published two years in advance.

Content Change: A change that updates information related to fees, program cost estimates, transfer agreements or clarifies the procedure used in the application of policy related to admission or prior learning assessment.

Editorial Change: A change that corrects errors, clarifies written text and provides shared meaning including changes to correct spelling, grammar, punctuation, course sequencing and suggested patterns for university transfer programs.

Program Change: A change to the description of the program, program outcomes or program content including courses, admission requirements or graduation requirements.

GUIDELINES:

1. Students admitted to the College are governed by the program requirements of the Academic Calendar in effect at the time of admission. Students are governed by the current Academic Calendar in all other matters including fees, course prerequisites, transfer agreements and academic policies.

2. The Academic Calendar is published annually.

3. The Registrar or designate is responsible for the compilation, release and publication of approved Academic Calendar information.

4. The Registrar is the official record holder of the Academic Calendar and is responsible for maintaining an archive of both past and present copies in electronic or paper format. The Web, or online calendar, is the official Academic Calendar of Red Deer College.

PROCEDURE:

1. Program and course changes to the Academic Calendar are submitted electronically on approved change proposal forms, to the Recording Secretary of Curriculum Committee after approval by the School Council.

    1.1   The Recording Secretary of Curriculum Committee schedules the program and course changes for review by Curriculum Committee.

    1.2   Recommendations for approval, made by Curriculum Committee, are forwarded to the Recording Secretary of Academic Council.

    1.3   Academic Council reviews the proposed program and course changes and then forwards recommendations for approval to the Board of Governors.

    1.4   The Registrar, or designate, publishes approved program and course changes.

2. Content and editorial changes are submitted directly to the Registrar or designate. The Registrar has final authority to approve content changes and editorial changes.

3. The Registrar is responsible for retaining the record of approved program, content and editorial changes, updating the Student Information System, and revising the Academic Calendar prior to publication.

4. Deadlines for program, content or editorial changes, including Curriculum Committee and Academic Council meeting dates, are scheduled annually by the Registrar through the Academic Council Secretariat.

5. The Official Academic Calendar is published by March 15th for the following academic year commencing July 1st.

    5.1 Approved program changes requested after the March 15th publication date are released by the Registrar in a format that maintains the original information, notes the changes in a way that is obvious to the reader, indicating the date of the change if required.

    5.2 Editorial and content changes approved by the Registrar are updated and published as required.

    5.3 Approved changes to the published calendar are kept to a minimum to avoid confusion and excessive maintenance. This is balanced by a need to ensure that readers have the most current information available.

OFFICER RESPONSIBLE: Chair, Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Advisors, Curriculum Committee, Deans' Council, Finance, Registrar's Office, School Councils, Students' Association and Student Funding and Awards.

POLICY REVIEW DATE: July 2020

EFFECTIVE DATE: December 1, 2015

REVISION HISTORY: February 1, 2010
                      December 1, 2015

RELATED POLICIES:
- Academic Schedule
- Graduation, Certification and Completion
- New Course Development
- Transfer of Credit Courses and Programs
- Program Development and Redevelopment for Credit Courses

CONNECTION TO BOARD POLICIES:
All RDC policies support relevant Board of Governors policies.