



<b>Academic Calendar Procedure</b>	
<b>Policy:</b> Academic Calendar	
<b>Category:</b> Academic	<b>Approval Date:</b> June 23, 2021
<b>Procedure Owner:</b> Academic Policy Committee	<b>Effective Date:</b> July 1, 2021
<b>Procedure Administrator:</b> Registrar	<b>Review Period:</b> 5 years
<b>Associated Documents</b> N/A	

## PURPOSE

To document the process, timeline, and responsibility for publishing and maintaining the Academic Calendar.

## PROCEDURE

1. The Academic Calendar is published annually by the Registrar by March 15 for the following academic year.
2. Deadlines for Program Content changes are scheduled annually by the Registrar through the Academic Council Secretariat.
3. Approved Program Content changes are submitted electronically on approved program and/or course change proposal forms.
4. Program Content changes, approved after publication of the Academic Calendar, are kept to a minimum to avoid confusion and excessive maintenance. This is balanced by a need to ensure readers have the most current information available. These changes 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. Editorial and Content changes are submitted directly to the Registrar. The Registrar has final authority to approve editorial changes to content contained in the Academic Calendar including the Academic Schedule. Editorial changes approved by the Registrar are updated and published as required.
6. The Registrar is the official record holder of the Academic Calendar and is responsible for revising and publishing the current Academic Calendar year; maintaining an archive of

previous Academic Calendars; retaining a record of Editorial and Content changes; and, updating the Student Information System to reflect approved Program Content, academic, and billing credits.

7. Hyperlinks to external websites are included in the Academic Calendar when required by an external program accrediting body or designated governing body.
8. The official Academic Calendar of Red Deer College is published and archived on the website.

## DEFINITIONS

**Academic Calendar:** The official record documenting approved programs of study, apprenticeship training, courses, academic schedule, policies and procedures governing students and the academic business of the institution for the period beginning July 1 and ending June 30.

**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, registration, 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, progression requirements, and graduation requirements.

**Program Content:** Program description, list of courses by year, academic admission requirements, non-academic admission requirements, registration information (Apprenticeship and Trades training only) progression requirements, graduation requirements, transfer features, program cost estimate, and related career information approved by the assigned governing body (Academic Council, Alberta Industry and Trades Training, or the provincial governing body responsible for the program curriculum).