

TITLE: ACADEMIC CALENDAR

POLICY STATEMENT:

The Academic Calendar is the official record of approved academic programs, apprenticeship and trades programs, career development programs, other training opportunities and course descriptions of Red Deer College.

The Academic Calendar includes the Academic Schedule, Academic Policies and Regulations, Admission and Graduation Requirements, Fees and Recognition of Prior Learning practices.

PURPOSE:

The purpose is to: provide students with information to make informed decisions; publish timelines and protocol for the production and release of Academic Calendar information ensuring due rigor and care are applied and that changes are communicated consistently and carefully; maintain the format and standards of the Academic Calendar as the responsibility of the Registrar; and provide timely updates to Academic Calendar information.

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:

- Are nondiscriminatory, respectful, dignified.
- Are not unnecessarily intrusive.
- Are made in a timely manner.
- Provide appropriate confidentiality and privacy.
- Provide appropriate access to education.
- Treat all learners fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Meet all accreditation standards.
- Maintain a high standard of administration and instruction, clearly stated in College practices and policies, in all areas of educational programs and services.

DEFINITIONS:

Academic Calendar: The official document that formally describes and establishes approved programs; courses; fees; academic policies and regulations; and the Academic Schedule. The Web, or online calendar, is the official Academic Calendar of Red Deer College.

Academic Schedule: The Academic Schedule for Red Deer College provided to students and staff with key dates for activities and actions which affect learning outcomes and academic progress.

Editorial Change: Editorial changes are for the purposes of: simplifying the language; eliminating redundant information; correcting punctuation and grammar; and ensuring a print-friendly format.

GUIDELINES:

1. Generally, a student admitted to the College is governed by the program requirements of the Academic Calendar in effect at the time of beginning the program. Students are, however, governed by the current Academic Calendar in other matters (e.g., fees, course prerequisites, academic policies and regulations).
2. The Academic Calendar is published annually to the Web, in a printer friendly format, and is the official Academic Calendar of Red Deer College.
3. Academic Calendar changes are requested by departments and are reviewed by the Curriculum Committee which makes recommendations to Academic Council.
4. Following review by Academic Council recommendations for accepting program changes are forwarded to the Board of Governors for approval.
5. The Registrar or designate is responsible for the compilation, release and publication of approved Academic Calendar information.
6. The Registrar's Office is the official record holder for Red Deer College academic calendars past and present which are available in print format up to the 2003/2004 academic year and electronically, through the current online Academic Calendar, from the 2004/2005 academic year onward.

PROCEDURE:

1. Proposed program changes (except editorial changes) are submitted electronically, on approved templates, by program departments to the Recording Secretary of Curriculum Committee in a timely manner to allow for approval processes and deadlines.
2. Proposed program changes are reviewed by the Curriculum Committee and recommendations are forwarded to the Recording Secretary of Academic Council for review by Academic Council.
3. Academic Council reviews and recommends approval of proposed program changes to the Board of Governors.
4. The Board of Governors approved program changes are published in the Academic Calendar.
5. Proposals, changes, recommendations and approvals are tracked by the Registrar's Office through the Academic Council Secretariat.
6. Requests, to make editorial changes to the Academic Calendar, must be directed to the Registrar's Office and do not require approval of the Curriculum Committee.

7. Approved program changes are recorded on the Academic Calendar database from which both the official Web or online calendar and the printed guide are derived.
8. All editorial and program changes are signed off by the Registrar before they are published. The Registrar is given final editorial authority in regard to the purely descriptive materials in the Academic Calendar.
9. The deadlines for requesting calendar changes, the review and approval dates, and the publication date for the calendar, are scheduled annually by the Registrar.
10. The Official Academic Calendar is published to the web annually by February 15th for the following academic year commencing July 1st.
11. Approved changes to the calendar after the February 15th publication date are released to the Web by the Registrar in a format that maintains the original information, notes the changes in a way that is obvious to the reader, and indicates the date of the change.
12. 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: Executive Vice President, Academic, Director of Student Services, Registrar

RECOMMENDING AUTHORITY: Academic Policy Committee, Academic Council

CONSULTATION FOR REVIEW: Registrar's Office, Academic Advisors, Dean's Council, Curriculum Committee, Program Departments, Students, Finance

POLICY REVIEW DATE: July 2014

EFFECTIVE DATE: February 1, 2010

REVISION HISTORY: December 2009

RELATED POLICIES:

- [Academic Schedule](#)
- [Graduation, Certification and Completion](#)
- [New Course Development – Transfer of Courses and Programs](#)
- [Program Development and Redevelopment for Credit Courses](#)
- [Timetable Development for Programs at Red Deer College](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.