

***Academic Calendar***

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**1.0 POLICY:**

The Academic Calendar is the official record of academic programs and courses, by academic year. The Academic Calendar contains information about programs of study, MacEwan policies and regulations that affect students, admission requirements, academic schedules, and other information that is important for student success.

**2.0 RATIONALE AND GUIDING PRINCIPLES:**

The purpose of the Academic Calendar is to inform students and those who advise them. Therefore, the information contained within it needs to be accurate, timely, informative, readable, and presented in a consistent style and format.

**3.0 SCOPE AND DEFINITIONS:**

The scope of this policy is to describe and define the content of the Academic Calendar which is published annually. The Academic Calendar is a document, in paper or electronic format, that contains information concerning policies, information and services that inform the student's learning and details all Ministry-approved credentialed programs and credit courses.

**DEFINITIONS:**

**Academic Year:** The academic year spans September 1-August 31.

**Upcoming Academic Year:** The academic year immediately following the current academic year.

**Following Academic Year:** The year after the *upcoming* academic year.

**Content Manager(s):** Individual(s) responsible for ensuring the accuracy and currency of information contained in a particular section of the Academic Calendar.

**Credit Courses:** Those courses that are assigned credit by the institution.

**Ministry-approved credentialed programs:** All certificate, diploma, post-diploma certificate, applied degree and baccalaureate degree programs approved by the Ministry (C1005).

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**ACADEMIC CALENDAR CONTENT:**

*The Academic Calendar will include the following information:*

General Information

- MacEwan Coat of Arms with description
- MacEwan mission, vision, educational philosophy statement, educational goals
- Institutional directory

Office of the Registrar Information

- Academic Schedules
- Policies and procedures concerning student records, official transcripts, grading, graduation requirements, Privacy and Disclosure notices
- Listings of institutional publications
- Information concerning admissions, tuition, administrative and other fees, registration, prior learning assessment and transfer credit

Student Services Information

- Student Resource Centre, including Counselling
- Access and Disability Resources
- Residence
- Scholarships, bursaries and awards
- Financial assistance through loan and grant funding
- International students
- Aboriginal Education Centres
- Library and Bookstore services
- Athletics and Campus Recreation
- Students' Association

Program and Other Information

- Academic Policies and Regulations
- Student Services Policies and Regulations
- Approved programs of study
- Listing of approved courses, course descriptions and pre-requisite requirements
- Listing of Faculty and their credentials
- Listing of Administrative staff

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**4.0 REGULATIONS**

**Roles and Responsibilities**

- 4.1 University Registrar is responsible for the overall management of this policy.
- 4.2 The Director, Office of Communications and Marketing is responsible for the production of the Academic Calendar and for the coordination and implementation of this policy.
- 4.3 The production of the calendar is coordinated by Office of Communications and Marketing under the guidance of the Calendar Production Committee.
  - 4.3.1 The role of the Calendar Production Committee is to develop Calendar content submission criteria and identify areas responsible for content submissions.
  - 4.3.2 The committee membership includes representation from Academic Affairs, Office of the Registrar, and Office of Communications and Marketing.
  - 4.3.3 The Calendar Production Committee develops and distributes a calendar production schedule each year.
  - 4.3.4 Office of Communications and Marketing is responsible for the style, format, printing and distribution of the calendar.
  - 4.3.5 Office of Communications and Marketing notifies the faculties and schools of the calendar content submission requirements, areas responsible for content submissions and the production schedule for the upcoming calendar in May of the current academic year.
- 4.4 Information and Technology Services, Web Services Office, is responsible for management of database services related to the Academic Calendar.
- 4.5 The Associate Vice President Academic and Research determines the format for listing of faculty in the Academic Calendar and communicates this to the Deans.
- 4.6 The Content Managers are accountable for the accuracy and currency of information contained in each section of the Academic Calendar as follows and for ensuring necessary approvals as documented in *Appendix A* prior to publication in the Academic Calendar:
  - 4.6.1 Governance Information – Office of the Provost or delegate
  - 4.6.2 Institutional Directory – Director, Office of Communications and Marketing
  - 4.6.3 Disclaimer - Registrar
  - 4.6.4 Financial Information – Registrar or delegate
  - 4.6.5 Office of the Registrar – Registrar or delegate
  - 4.6.6 Student Services Information – Office of the Associate Vice-President, Students and Teaching or delegate
  - 4.6.7 Academic Policies and Regulations – Office of the Provost

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- 4.6.8** Student Services Policies and Regulations – Office of the Associate Vice-President, Students and Teaching or delegate
- 4.6.9** Admission Criteria – Registrar or delegate
- 4.6.10** Transfer Agreements – Registrar or delegate
- 4.6.11** Programs of Study – Office of the Provost
- 4.6.12** Courses, course descriptions and pre-requisite requirements - Office of the Provost
- 4.6.13** Faculty listing with credentials – Dean of the Faculty or School
- 4.6.14** Administrative staff listing - Office of Communications and Marketing.

**Publication, Amendment and Retention**

- 4.7** The Academic Calendar content is established and subsequently amended in response to approved curricular and policy changes. The Calendar Production Committee prepares and distributes information to the institution regarding how amendments will be made and published.
- 4.8** The Academic Calendar is produced in a paper-based and/or electronic format; however, the official version of the Academic Calendar is the electronic version.
- 4.9** During each fall term, Office of Communications and Marketing prepares the production schedule, sends out the call for submissions, and convenes the Calendar Production Committee
- 4.10** The Academic Calendar is published for the upcoming academic year in February of the current academic year. Programs of Study and course descriptions are uploaded to the website in March of the current academic year.
- 4.11** All additions, changes or deletions to the Academic Calendar must receive approval of the appropriate officer or designee before they are forwarded to Office of Communications and Marketing by the established deadlines. Office of Communications and Marketing is then responsible for making all additions, changes or deletions to the content of the calendar. Approved changes implemented after the production of the calendar will be reflected on the MacEwan website.
- 4.12** Office of Communications and Marketing and the Office of the Registrar are each responsible for maintaining a copy of the calendar or calendar content for each production cycle.
- 4.13** The Calendar Production Committee documents and communicates procedures for out of sequence Academic Calendar submissions.
- 4.14** The Academic Calendar (paper copy) is distributed to students through the Bookstore and distributed to other appropriate agencies through Office of Communications and Marketing.

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Policy Manual**

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**FACT SHEET**

DATES:

Approval	80.02.21
Review	2014.06

SOURCE:

80.02.21	Approved 80.02.21 by Board Motion 18-15-79/80.
82.04	Reissued 82.04 with no changes to policy, to amend reference to Public Relations Office rather than Information Office.
2003.02.01	Terminology and format updated – “Registrar’s Office” changed to the “Office of the Registrar”.
2009.06.16	Revisions and name change (from University Calendar to Academic Calendar) approved by Academic Governance Council 09.06.16 motion AGC-04-06-16-2009.
2009.10.08	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10
2011.01.25	Revision of the definition “Academic Year” to reflect new dates. Approved by Academic Governance Council 11.01.25 motion AGC 01-01-25-2011
2020.06.22	Minor revisions to remove policy number references and update titles and department names. Approved by Policy Sponsor.

IMPLEMENTATION DATE: May 2011

RELATED POLICIES:

Policy on Policy Making  
University Credentials  
Program Approvals and Changes  
Course Approvals and Changes  
Academic Schedule  
Inter-Institutional Transferability  
Admissions  
Assessment and Payment of Tuition and Student Administrative Fees

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Other related C and E policies as chosen for publication in the Academic Calendar

**APPENDIX A: APPROVALS**

- A. Financial information that is specific to tuition and student administrative fees must be approved through the mechanisms as described in E1110 Assessment and Payment of Tuition and Student Administrative Fees prior to publishing in the Academic Calendar (E1110).
- B. New or revised policies must be approved by either Academic Governance Council or the Board of Governors prior to inclusion in the Academic Calendar (B1010).
- C. Admission criteria must be approved by Admissions & Selections and Academic Governance Council prior to publishing in the Academic Calendar (C5010).
- D. Transfer agreements must be approved through the mechanisms as described in C2030 Inter-Institutional Transferability prior to publishing in the Academic Calendar (C2030).
- E. Curriculum changes and Programs of Study must be approved by the MacEwan Curriculum Committee and Academic Governance Council prior to publishing in the Academic Calendar (C1010).
- F. Courses must be approved through the mechanisms as described in C1020 prior to publishing in the Academic Calendar (C1020).