

<b>Calendar Policy - Non-Program Regulation Content</b>			
<b>Policy Sponsor</b>	Provost and Vice President, Academic	<b>Category</b>	Academic
<b>Policy Contact</b>	Deputy Provost, Academic Operations	<b>Effective Date</b>	January 14, 2021
<b>Approved By</b>	General Faculties Council	<b>Review Date</b>	January 14, 2026
<b>Approved Date</b>	January 14, 2021		

### 1. Purpose

The official Undergraduate and Graduate Calendars are critical documents for Athabasca University learners. These documents are legal instruments and form a contract between Athabasca University and the learner. The Calendars includes information about academic programs, academic schedules, admission, registration and transfer credit requirements, tuition and fees, codes of behavior, and policy and procedures affecting learners. It is essential that the Calendars are accurate, easily accessible and clear to support the successful learning journey. Decisions and updates to Calendar content must be done accountably and consistently.

### 2. Scope

This policy sets out the principles required to ensure non-program related Calendar content is accurate and consistent, and properly approved by those accountable for decisions for non-program regulations, and policy and procedures in areas including but not limited to:

- Admission, registration and evaluation
- Course withdrawal and refunds
- Course extensions
- Examination requests
- Office of the Registrar procedures
- Academic schedules

This policy does not apply to Academic Program Regulations or policies related to student academic integrity as they are governed by other policies and procedures.

### 3. Definitions

<b>Calendar</b>	Athabasca University Undergraduate and Graduate Calendars
<b>PSLA</b>	<i>Post-Secondary Learning Act</i> , SA 2003, c. P-19.5
<b>University</b>	Athabasca University

#### **4. Guiding Principles**

- 4.1. The PSLA sets out that Athabasca University's General Faculties Council is responsible for the academic affairs of the University and has authority to provide for the preparation and publication of the University Calendar. Responsibility for approving content in the University Calendar has been delegated to the Academic Planning, Policy, and Standards Committee (APPSC).
- 4.2. The Office of the Registrar publishes the official online version of the Calendar.
- a) No other publication of the Calendar content is allowed and all references to Calendar content must link to the official online Calendar.
  - b) There may be exceptions made by the Office of the Registrar in circumstances where accommodation may require reproduction in an accessible format.
- 4.3. Policy statements and procedural requirements related to the matters coming under the scope of this policy will only appear in the Calendar content.
- 4.4. Any changes to the content of the Calendar under the scope of this policy will be done in accordance with the Procedures associated with this policy.
- a) For clarity, changes will only be considered two times a year to come into force either September 1 or January 1, except where a change is required by legislation or is required to mitigate negative impacts on learners.
- 4.5. No changes will be made to the Calendar without proof of any required approvals or due diligence or Procedures related to this policy.

#### **5. Applicable Legislation and Regulations**

[Post-Secondary Learning Act](#)

#### **6. Related Procedures/Documents**

[Calendar Procedures – Non-Program Regulation Content](#)

#### **History**

<i>Date</i>	<i>Action</i>
January 14, 2021	General Faculties Council, Motion#61-04 (Approved)