

<b>Calendar Procedure - Non-Program Regulation Content</b>			
<b>Parent Policy</b>	Calendar Policy – Non-Program Regulation Content		
<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>Procedure Contact</b>	Office of the Registrar	<b>Review Date</b>	January 14, 2026

### 1. Purpose

This procedure is intended to outline accountabilities and expectations associated with the preparation and publication of the official Undergraduate and Graduate Calendars, and specifically for any information related to non-program regulation content changes.

### 2. Scope

University 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 procedure does not apply to Academic Program Regulations, policies related to student academic integrity as they are governed by other policies and procedures.

### 3. Definitions

<b>APPSC</b>	Academic Planning, Policy, and Standards Committee (a Committee of General Faculties Council)
<b>AUGSA</b>	Athabasca University Graduate Students' Association
<b>AUSU</b>	Athabasca University Students' Union
<b>Calendar</b>	Athabasca University Undergraduate and Graduate Calendars

<b>University</b>	Athabasca University
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#### 4. Guiding Principles

4.1. The online University Calendar is regarded as the official source.

##### Roles and Responsibilities

4.2. The Office of the Registrar is the only publisher of the official online version of the Calendar.

- a) No other publication of the Calendar content is allowed.
- b) All references to Calendar content must link to the official online Calendar.
- c) The Office of the Registrar may make exceptions to publishing the Calendar online only. In circumstances where accommodation may be required, reproduction in an accessible format will be possible.

4.3. Any member of the University Community or designated content manager making a submission for a Calendar change is accountable for ensuring the accuracy, timeliness and consistency of their submission, and for obtaining necessary approvals.

##### Expectations for Operationalizing Procedures

4.4. Calendar changes will be done in consultation with key stakeholders as necessary. Consultations must be completed before submission for approval. Consultation may consist of meetings, surveys, forums or email queries.

4.5. A Communication Plan must also be developed before changes are approved, and include information about impacts to learners and implementation specifics.

4.6. Whenever possible the timing of Calendar changes will be requested to correspond with versioning of the Calendar for January 1 or September 1.

4.7. Submissions for changes must follow all internal timelines, guidance, or standard operating procedures.

4.8. Exceptions may be made for emergent matters of urgency, legislative changes, or because of an emergency. Such circumstances will necessitate approval of a motion to the relevant approval body outlined below.

4.9. In all cases, impacts on the learners will be of primary consideration.

##### Types of Calendar Content Changes

#### 4.10. Substantive Changes Impacting Administrative Business Areas

- a) These are changes to the Calendar that affect learners, the University's mission, or how the institution functions widely.

- b) Authority for approval of these types of changes rests with the Academic Planning, Policy, and Standards Committee (APPSC).
- c) Recommendations for changes will be made by the Registrar.
- d) Changes will be communicated with the University Community once approved.
- e) Consultation expectations are stated above and may include but are not limited to following key stakeholders:
  - Office of Provost and Vice President Academic
  - Frontline staff including from Accessibility Services and Learning Support Services
  - Impacted administrative business areas (e.g., Office of Vice President, Information Technology and Chief Information Officer; Office of the Vice President, University Relations; Office of the Vice President, Finance and Administration and Chief Financial Officer; etc.)
  - Faculties
  - Registrar's Office Management Team
  - Learners, via the University's student unions (AUSU, AUGSA)
  - Course Materials and Learning Services Tutorial
  - Office of the University Secretariat
- f) Examples of Substantive Changes Impacting Administrative Business Areas are:
  - Admissions-related content
  - Examinations-related requirements
  - Regulatory changes impacting learners
  - Length of course extension/number allowed
  - Age of learner entering the University
  - Whether Supplemental Exams are allowed or not

#### **4.11. Non-Substantive Procedural Changes**

- a) These are changes to the Calendar that impact systems, administrative procedures/offices but that do not substantially affect learners.
- b) Authority for approval of these types of changes rests with the Deputy Provost, Academic Operations/Provost and Vice President Academic, or designate.
- c) Recommendations for changes must be made by the Registrar.
- d) Changes will be communicated to the University Community once approved and implemented.
- e) Consultation expectations are stated above and may include but are not limited to following key stakeholders:
  - Office of the Provost and Vice President Academic
  - Frontline staff including from Accessibility Services and Learning Support Services

- Impacted administrative business areas
  - (e.g., Office of Vice President, Information Technology and Chief Information Officer; Office of the Vice President, University Relations; Office of the Vice President, Finance and Administration and Chief Financial Officer; etc.)
  - Faculties
  - Registrar's Office Management Team and Office of the Registrar
  - Learners, via the University's students' unions (AUSU, AUGSA)
  - Course Materials and Learning Services Tutorial
- f) Examples of Non-Substantive Procedural Changes are:
- Administrative changes
  - Form and Process change for learners
  - Internal processes
  - Deadlines (e.g., deadlines for up to when learner can request extension)
  - Amount of time between requesting and writing supplemental exams
  - Glossary updates—major changes to definitions

#### **4.12. Calendar Edits**

- a) These are changes which do not affect the substance of the Calendar content but are required for clarifications, correction, or to align with legislative changes. These changes do not require further communication.
- b) Authority for approval of these types of changes rests with the Calendar Coordinator.
- c) Consultation may be required with the Registrar or Associate Registrars.
- d) Examples of Calendar Edits are:
  - Minor changes
  - Spelling & Wording changes
  - Formatting and style changes, including University branding;
  - Writing for clarity
  - Organization, order and display of information for learner usability
  - Date changes and annual updates
  - Organizational/Department/Unit names and position title changes
  - Glossary updates—minor changes to definitions

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

[Post-Secondary Learning Act](#)

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

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

NOTE: The subject matter and scope of this procedure are also supported by internal use only Standard Operating Procedures.

### History

<i>Date</i>	<i>Action</i>
December 17, 2024	Updated by Policy Sponsor
January 14, 2021	General Faculties Council, Motion#61-04 (Associated Policy Approved)