

POLICY TITLE	Academic Calendar
POLICY NUMBER	E-1.15
APPROVAL DATE	February 17, 2021
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	2025
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

## ACADEMIC CALENDAR

### PURPOSE

This policy describes and defines the annual Academic Calendar for regular studies at Camosun College.

### POLICY APPLICATION, SCOPE, AND LIMITS

The Academic Calendar is the official record of Education. This policy applies to all members of the college community who use, review, or request changes to the Academic Calendar.

### DEFINITIONS

- 1. Academic Calendar:** the official College document, in paper or electronic format that contains information pertaining to approved programs, courses, policies, and procedures as well as the Academic Schedule for a specific Academic Year.
- 2. Academic Schedule:** the annual schedule of significant academic dates and deadlines important to applicants, students, faculty, and staff, typically published two years in advance.
- 3. Academic Year:** Commences on September 1 and ends August 31 of the subsequent year.
- 4. Regular studies:** all courses and programs at Camosun College requiring Education Council approval.
- 5. Student:** an individual registered in regular studies at Camosun College.

## **PRINCIPLES**

The Academic Calendar provides information:

- To students and potential students on curriculum offerings, admission and graduation requirements, policies & regulations, and other essential information; and
- On Education Council and administrative decisions.

## **POLICY STANDARDS**

1. The Academic Calendar is published annually and represents an Academic Year.
2. A student's Academic Calendar year is assigned at the commencement of program studies. Students who change programs or recommence after a break of 12 months or longer will be re-assigned the most recent Academic Calendar unless special permission is granted by the Office of the Registrar.
3. A student must fulfil all program completion requirements as outlined in their assigned Academic Calendar in order to be awarded a Camosun College credential.
4. Should program completion requirements change while a student is currently enrolled in the program, a student may choose to complete and credential under the new requirements or the requirements when they entered the program subject to the College's policy on time limits for credential completion (see E-1.4 Credential Standards policy).
5. The current Academic Calendar sets forth information and requirements for all other matters including fees, admission requirements, and academic policies.
6. The online calendar is the official Academic Calendar of Camosun College.
7. The Registrar (or designate) is responsible for the compilation, release, and publication of the Academic Calendar and may make editorial changes to the Calendar.
8. The Registrar is the official record holder of the Academic Calendar and is responsible for maintaining an archive of both historical and current content.

## **RELATED LEGISLATED REFERENCES**

- [British Columbia College and Institute Act](#)

## **LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES**

- [E-1.2 Academic Schedule](#)
- [E-1.4 Credential Standards](#)