



Title: College Calendar Publication
Category: Administration – Communications
Policy No.: B4003
Replaces: 1.3.0.1 Langara – Faculty Listing in the Calendar
Applicability: All Students and Employees
Effective Date: January 15, 2008
Source(s): Education Council

Approval: _____
President

1. PURPOSE

This policy describes and defines the content of the College calendar for regular studies programs and courses. The policy also describes and defines processes and designates responsibility for the development, management and production of this document.

2. DEFINITIONS

Academic year: The College academic year begins September 1 and ends August 31 of the subsequent year.

Addenda: an official document indicating significant changes or additions to the current College calendar that have been approved by either Education Council or the College executive.

Calendar: the College document, in paper or electronic format, that contains information concerning policies, regulations, information and services that are relevant to the student educational experience, as well as regular studies programs and courses provided by the College.

College Executive: means the President, Bursar, Dean of Student Support Services, Deans of Instruction, Dean of Continuing Studies and Director of Human Resources.

Content Manager: a College official responsible for ensuring the accuracy of a designated section of Calendar information.

Errata: an official document indicating corrections to the current official College calendar approved by the Content Manager

Regular studies: all courses and programs requiring Education Council approval.

3. AUTHORITY

3.1 Related Acts and Regulations

[B.C. College and Institute Act](#)

3.2 Related Policies

[Web Publishing – Official Web Pages](#)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

5. POLICY

5.1 General

- a. The College will produce both an online and a printed calendar.
- b. The online calendar is considered to be the current and applicable calendar of the College.
- c. There will be an online addenda and errata service that publishes changes to the calendar approved after the publication date (see 5.12 and 5.13).
- d. The online calendar will be published on the College's public website.
- e. The calendar is in effect for the academic year starting September 1 after the calendar's publication and ending August 31 of the subsequent year.

5.2 The College calendar will include the following information:

- a. General Information
 - mission and guiding principles of Langara College.
- b. Financial Information
 - tuition and fees;
 - policies on tuition and fees.
- c. Registrar's Office Information
 - yearly academic dates for students;
 - procedures and policies concerning application, admissions and registration including prior learning, assessment services and transfer credit;
 - procedures and policies concerning grading, transcripts, graduation and credentials;
 - procedures and policies concerning student appeals, complaints and discipline as well as links to other student related policies;
 - listings of current College program admission and graduation requirements;

- listings of current regular studies course and program descriptions;
 - listings of current course prerequisite requirements;
 - listings of faculty and their credentials;
 - addenda and errata services.
 - d. Student Support Services Information
 - Disability Services;
 - Financial Aid Services including scholarship and bursary information;
 - Aboriginal Student Services;
 - Library and Bookstore Services;
 - Counselling Services;
 - Daycare Services;
 - Athletics and Intramurals Services;
 - Health Services.
 - e. Langara College Governance Information
 - Board members;
 - Education Council members;
 - Officers and senior staff;
 - Langara Council members;
- 5.3 All programs and courses must be approved by Education Council before publication in the calendar.
- 5.4 The following are the Content Managers:
 - a. General Information: President or delegate;
 - b. Financial Information: Bursar or delegate;
 - c. Registrar's Office Information: Registrar or delegate;
 - d. Student Support Services Information: Dean of Student Support Services or delegate;
 - e. College Governance information: President or delegate.
- 5.5 Content Managers are authorized to remove or correct calendar-related information (as defined in 5.2 and 5.4) in all College publications or media.
- 5.6 The College will produce companion documents for marketing purposes that will describe helpful services, information and procedures that support student success. The accuracy of information in these documents will be verified by the Executive Member responsible for the area, or delegate.
- 5.7 The Communications and Marketing Department is responsible for the production, printing and distribution of the calendar and companion documents as well as for the content and preparation of text in a useable format for sections 5.2 a., b., and e.

- 5.8 The Information and Computing Services Department is responsible for the management of the calendar database services.
- 5.9 The Registrar's Office is responsible for the content and preparation of text in a useable format for section 5.2 c.
- 5.10 The Dean of Student Support Services office is responsible for the content and preparation of text in a useable format for section 5.2 d.
- 5.11 Courses listed in the calendar but not offered for five consecutive years will automatically be deleted from the calendar, unless the department concerned undertakes to offer the course in the next academic year. The Registrar will notify departments before courses are deleted from the calendar and departments may appeal to the Registrar for reconsideration.
- 5.12 Where a course name or number has changed with no significant change to the course content, then both the previous name and the new name or number must be included in the calendar for a period of three academic years after the change.
- 5.13 Any changes to the program and/or course information to be included in the calendar that arise after the Education Council deadline for submission of materials, will be made only under exceptional circumstances. Addenda must be approved by Education Council or the College executive and errata must be approved by the appropriate Content Manager. Education Council will develop and publish guidelines for addenda.
- 5.14 Addenda and errata will be incorporated into the official calendar for the following academic year. The printed version will include a disclaimer regarding the nature of updates and will direct readers to check the official calendar for the most up-to-date information.

6. GUIDELINES AND STANDARDS

Association of Registrars of the Universities and Colleges of Canada. National Transcript Guide for Use in Canadian Post-Secondary Institutions. [np] ARUCC, 2003.

ARUCC E-Calendar Project, "Suggested Best Practices and Guidelines for Institutional Calendars." Paper presented at the meeting of the Association of Registrars of the Universities and Colleges of Canada, Montreal, June 2006. <www.onedime.ca/B1-E-Calendar-doc.doc>

Langara College. Graphic Standards Manual, Rev. ed. Vancouver, BC: 2000.

Langara College. Web Publishing Standards Manual, Vancouver, BC: (in progress).

7. EXCEPTIONS

Not applicable.

8. PROCEDURES

- 8.1 Each year, the Registrar will ensure that all instructional departments are notified of the approval processes and deadlines required for changes and additions to be included in the next College calendar.
- 8.2 Each year, the Director of Communications and Marketing will ensure that all parties involved in the production of the calendar are notified of the production timelines required to release the calendar in accordance with 8.3.
- 8.3 The Director of Communications and Marketing will ensure that both the print and online versions of the new College calendar are released annually at a time that coincides with the release of the registration guide for the fall semester.
- 8.4 The Registrar will archive past editions of the printed College calendar and the Information and Computing Services Department will provide access to past electronic editions.

9. RESPONSIBILITY

For further information regarding this policy, please contact the Dean of Student Support Services.

10. APPENDICES

Not applicable.