



**UNIVERSITY OF
ALBERTA**

Calendar Guide

An Internal "How To" for Changes, Updates and Edits

GUIDE

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Document Purpose

How is the University Calendar changed? How are adjustments made? Where do I begin?

The Office of the Registrar (RO), working with University of Alberta (U of A) Governance, has created this guide to help answer some of the most common questions regarding changes to the Calendar. This document is not an official, all inclusive exploration of policy/procedure. Instead, it provides basic information to those who are trying to understand how the Calendar works and its importance to the U of A community. **This document is a work in progress; if there are any doubts regarding formal processes, please contact the RO or U of A Governance.**

The Basics

The *Post-Secondary Learning Act (PSLA)* gives General Faculties Council (GFC) responsibility over the “preparation and publication of the University Calendar” [section 26(1)(g)]. This responsibility is delegated to the GFC Executive committee who in turn delegates many responsibilities regarding the printing and publication of the Calendar to the University Registrar. Section 25 of the GFC Policy Manual – Calendar Changes provides much more information on Calendar changes. Policy and procedures (through the *PSLA*, GFC Policy Manual and UAPPOL) instruct the processes by which the Calendar is changed. Because of this, the Office of the Registrar (RO) and U of A Governance have a close relationship in the production of the Calendar.

The Calendar is one of the principal sources of U of A policy information, particularly for current and prospective students. Among other information, it reflects admission regulations and deadlines, academic regulations, programs of study, academic standards, degree requirements and general University policies for both undergraduate and graduate students. The Calendar is considered our contract with students. From the front page of the Calendar, Important Notice:

By the act of registering for a course or a course of study, each student at the University of Alberta agrees to observe and be bound by the terms of this notice, and the terms, conditions, academic standards, rules, regulations, policies, and codes of behaviour contained or referenced in the Calendar. Therefore, it is the student’s responsibility to make himself or herself aware of the contents of the Calendar. The Calendar sets forth the intention of the University at the time the Calendar was prepared.

Knowing that the Calendar is a type of contract and a source of policy information, and understanding that the processes for changing the Calendar are themselves instructed by policy or procedure, it should be no surprise that much (though not all) of the Calendar content requires some kind of formal approval before it can be modified or removed. Throughout the Calendar Guide, this is generally referred to as the **approval process** or **governance** approval. The Guide points to the varying procedures and committee pathways that changes must be routed through before they can be implemented in practice, and reflected in the Calendar. **These processes are vital; it is through the networks of governance and policy that we can work together to maintain the integrity of the Calendar.**

Reading this Guide

If you are already familiar with Calendar processes, feel free to use this Guide for reference with special attention to the Important Dates (page 4) and Key Resources (pages 23-25) sections.

If you are new to Calendar processes, you may want to review the Important Dates before proceeding to look at what kinds of changes require **governance** approval and which changes can be routed directly to the **Calendar Production Specialist**. You will find information on some of the most common committee routings for approval of changes, golden rules for changes to specific sections of the Calendar and details on what to do with the drafts of the Calendar as they become available for review.

The dates in this Guide are specific to the 2015-2016 edition of the Calendar.

A glossary is included on page 27. Terms that can be found in the glossary are presented throughout the Guide in **bold, orange text**.

Production of the 2015-2016 Calendar

March 2014	Faculty, department and administrative units begin submitting changes through governance for inclusion in the 2014-2015 Calendar. Beginning April 2014, the Calendar Production Specialist begins preparing the first draft of the 2015-2016 Calendar by reviewing approved motions and Calendar changes on the U of A Governance website.
June 2014	Reserve List and Delete List are distributed by Anna Vocioni (RO, Examinations & Timetabling) for review and feedback.
Summer 2014	University recruitment materials for 2015-2016 are published. Changes to programs, requirements and regulations for 2015-2016 will only be reflected in recruitment materials (eg., <i>U of A Undergraduate Viewbook</i>) if the changes have been approved through governance . (This is why it is beneficial to complete changes early.)
July 2014	First draft of the 2015-2016 Academic Schedule is distributed.
October 20, 2014	First draft of the Calendar is posted for review: www.registrarsoffice.ualberta.ca/Calendar/Draft .
November 3, 2014	First draft comments and updates to the Members of the Faculty and General Information sections are due.
November 20, 2014	Deadline for Calendar changes to be approved by appropriate governing bodies (i.e., ASC/APC/GFC/GFC Executive/BLDC, IAE or CAQC) to ensure inclusion in the final draft of the 2015-2016 Calendar.
January 5, 2015	Final draft of Calendar is posted for review: www.registrarsoffice.ualberta.ca/Calendar/Draft .
January 19, 2015	Final draft comments are due.
March 2015	Online 2015-2016 Calendar is posted.
March-April	Meetings with Faculties will be scheduled to discuss Calendar related items for the 2016-2017 Calendar.

You want to make a change to the Calendar...

You may be at this point because you opened the Calendar and saw content that was incorrect or needed updating (e.g., a misspelled name or an incorrect website address). You may also be considering a change to a U of A program, course, policy, requirement, etc. that you (hopefully) have realized will require a concomitant adjustment in the Calendar. Either way, the first thing you must do is determine if the intended change calls for **governance** approval.

Calendar changes requiring governance approval

These kinds of changes should be started long ahead of time (refer to Important Dates, page 4). Some changes can take years before they are approved for formal implementation and Calendar publication, especially when final approval must be routed through the Ministry of Innovation and Advanced Education (IAE) and Campus Alberta Quality Council (CAQC). Examples of changes that require **governance** approval include:

- Course changes (§§230 & 231)
Such as addition of new courses and/or deletion or modification of existing courses
- Program changes
Such as development of new programs and changes to, suspension of, or termination of existing programs
- Changes to Admission and Academic Standing Sections (§§12, 13, 14, 15, 16, 17)
Such as changes to application deadlines, courses and GPA required for admission or readmission to a program
- Changes to Regulations, Registration, Fees, University Policies (§§20, 21, 22, 23)
Such as changes to the meaning of 'Academic Standing'

If you are looking at one of these kinds of changes, proceed to Step Two: Plot Change Pathway.

Calendar changes NOT requiring governance approval

These sections of the Calendar are reviewed by Faculty contacts when the first draft is posted, and do not require **governance** approval. Examples include:

- Information Updates
Phone numbers or e-mail/web addresses throughout the Calendar, including §10 Inquiries, can be sent directly to the **Calendar Production Specialist**.
- The Faculty of ...
Most Faculties have an introductory section in the Calendar with a short history of the Faculty. These updates can be sent directly to the **Calendar Production Specialist**.
- Faculty Listings...
Once the first draft of the Calendar is posted, the **Calendar Production Specialist** sends each Faculty contact a MS Word file containing an academic staff listing. Please use the "Track Changes" tool to indicate updates, and return the file electronically to the **Calendar Production Specialist**.
- University Staff (§250-252)
Updates to University Staff can be sent directly to Vanessa Heron: vheron@ualberta.ca.
Updates to Adjunct and Special Continuing Staff can be sent to Cindy Mawhinney: cindy.mawhinney@ualberta.ca.
These sections are available online: www.registrar.ualberta.ca/calendar/University-Staff/.
- General Information (§241-245)
This section is available online: www.registrar.ualberta.ca/calendar/General-Information.
- "Friendly Edits"
Egregious spelling errors may be considered by the **Calendar Production Specialist**.

If you are looking at one of these kinds of changes, proceed to Step Four: Review Calendar Drafts.

When in doubt, contact U of A Governance or the Calendar Production Specialist.

A note on U of A Governance

Most Calendar changes require some kind of **governance** approval. It is important to start the process as early as possible, and be aware that it can take time for approvals to go through.

Why governance? From the U of A Governance website: www.governance.ualberta.ca

Governance encompasses the processes and practices through which an entity organizes itself to achieve its mandate. It is concerned with the structures and procedures for decision-making, accountability, control and codes of conduct. It is expressed through legislation, policies, bylaws and informal norms. The goal of effective **governance** is to facilitate a robust organization that achieves peak performance, and is accountable to the people it serves.

The U of A Governance unit is responsible for much more than facilitating changes that are reflected in the Calendar. However, even the Calendar **governance processes** - a relatively small part of **governance** as a whole - can seem complex. With a few resources and some determination the process will become easier over time!

Preparing a change for a governance committee

When making a change that must be approved through **governance** there are at least two key documents that you will prepare for Calendar changes: an **Outline of Issue (OI)** and a **Comparative Table** (sometimes referred to as a two column table). These two documents (and others, at times) comprise your submission or proposal. If you are making considerable changes to a program, you may also need to complete a **Program Submission Template**.

Outline of Issue (OI)

Templates for OIs and How to Prepare an Outline of Issue (both Board of Governors and GFC Committees) are available on the U of A Governance website: www.governance.ualberta.ca/GovernanceToolkit/Toolkit.aspx.

Sample OI for GFC Committees

UNIVERSITY OF ALBERTA UNIVERSITY GOVERNANCE		Choose an item. For the Meeting of <month, date, year>
OUTLINE OF ISSUE		Item No. <>
Agenda Title: (in Bold)		
Motion: THAT		
Item		
Action Requested	<input type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information	
Proposed by		
Presenter		
Subject		
Details		
Responsibility	<insert relevant portfolio or other administrative unit>	
The Purpose of the Proposal is (please be specific)		
The Impact of the Proposal is		
Replaces/Revises (eg, policies, resolutions)		
Timeline/Implementation Date		
Estimated Cost		
Sources of Funding		
Notes	<internal use only>	
Alignment/Compliance		
Alignment with Guiding Documents	<Dare to Discover, Dare to Deliver, Comprehensive Institutional Plan, Other>	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<PSLA, Mandate, University Policy and Procedure, Board, GFC, Committee Terms of Reference, UAPPOL, University Calendar, Long Range Development Plan (LRDP), other>	
Routing (Include meeting dates)		
Consultative Route (parties who have seen the proposal and in what capacity)		
Approval Route (Governance) (including meeting dates)	<internal use only>	
Final Approver	<internal use only>	
Attachments (each to be numbered 1 - <>)		
1. Attachment 1 (page(s) 1 - <>)		
2. Attachment 2 (page(s) 1 - <>)		
Prepared by: <Name, Title, e-mail address>		
Revised: 5/9/2013		

When preparing your **OI**, you need to know that the **implementation date** of a change does not necessarily coincide with the year of the Calendar the change will appear in. **For this reason, it is important that you are clear in your submission to U of A Governance what you expect to appear in the Calendar and when.** You can do this in your **OI** under “Timelines and Implementation” by indicating which Calendar version the change should appear in (i.e., 2015-2016) and the expected **implementation date** (e.g., Fall 2015 in the case of future implementation).

- **Early Implementation**

Example: In February 2013, a change you made to a course was approved through governance for immediate (i.e., early) implementation. Although the course may exist and be offered, it does not appear in the 2014-2015 Calendar (print or online) as the 2014-2015 Calendar is already published.

Important: Early implementation changes that did not make the print version of the Calendar will not be reflected in the online Calendar. When preparing your Comparative Table and OI, the **Calendar Production Specialist** can provide the most recent approved version of the text. Where there are previously approved changes for future implementation ensure you take into account the Calendar issue they are approved for to determine whether to include them in your submission.

- **Future Implementation**

The UAPPOL Undergraduate Admissions Procedure states:

*Where changes to admission regulations may disadvantage students in the current admission cycle, normally implementation will be effective after the change has been published in the University Calendar for one full year (i.e., effective the second year that the information is published in the University Calendar). It is also possible to have an **Implementation date** in the future.*

For example, a change approved in May 2005 would be first published in the 2006-2007 University Calendar in March 2006. Therefore the statement cannot come into effect until September 2007 (affecting applicants who apply for the September 2007 term beginning July 2006).

For more on the significance of this UAPPOL Procedure, see Step Three: Rules by Type of Change, Undergraduate Admissions — Golden Rules.

Comparative Table (Two Column Table)

A **comparative table** is used to indicate changes to the Calendar. Current Calendar content is included in the left column, whereas proposed content is included in the right column. Your Calendar changes are reviewed by many individuals before finally being implemented. As a result, it is essential that you use formatting conventions outlined on the following page. Always ensure that the content in the left column reflects the most recently **governance**-approved Calendar changes; lapsed changes can cause complications and confusion down the road.

Sample Comparative Table for Calendar Changes

Current	Proposed
14.1.3 Transition Year Program for Aboriginal Applicants (1) Admission to a Transition Year Program [...]	14.1.3 Transition Year Program for Aboriginal Applicants (1) Admission to a Transition Year Program [...]
b. Faculty Requirements [...]	b. Faculty Requirements [...]
3) Business: <u>BCom</u> Course requirement: *15, chosen from i. ENGL 114 (*6)	3) Business: <u>BCom</u> Course requirement: *15, chosen from i. *6 100-level ENGL; ENGL 125 and ENGL 122
ii. Math 113 (*3) iii. ECON 101/102 (*6)	ii. Math 113 (*3) iii. ECON 101/102 (*6)
Note: In order to qualify as a full-time student an additional *3 must be chosen with approval of the TYP Coordinator. Performance requirement: Minimum GPA of 2.3.	Note: In order to qualify as a full-time student an additional *3 must be chosen with approval of the TYP Coordinator. Performance requirement: Minimum GPA of 2.3.

To create a **comparative table** (in a Word file):

- 1 Find Calendar text for your **comparative table** from the most recent copy of the calendar.
 - Go to www.registrar.ualberta.ca/calendar.
 - Navigate to the section you need (you can search through the PDF version of the Calendar).
 - Select and copy the relevant text – be sure not to include the sidebar information. You may choose to use ellipses [...] to indicate a break in text where no changes occur. It may be valuable to include more rather than less text to provide context for the committees or individuals reviewing your submission.
 - Paste the text into the left-hand column of a two-column **comparative table** in a Word document.

Important: Faculty contacts should track changes as they are submitted to and approved by governance. The **Calendar Production Specialist** can also provide the recently approved versions.

- 2 Indicate changes on the right and left hand columns of your **comparative table**.
 - Indicate your deletions in the left column and your additions in the right column.
 - To indicate deletions ~~strike through text~~.
 - To indicate additions you can underline your text.
 - Indicate renumbering by crossing out {1} in left column and underlining {2} in the right column.
 - Do **not** use highlighting alone to indicate changes.
 - Do **not** use **bolding** to indicate changes (unless you are indicating a format change to bold).
 - Do **not** use the track changes feature in Word to indicate changes in your **comparative table**.
- 3 Line up changes in your two column table.
 - The information in the left column should line up with the information in the right column.
- 4 Do not repeat information or deadlines.
 - If some of the information you are considering including is already present in another Calendar section, refer to that section (e.g., See §13.3.1 English Language Proficiency). This includes deadline information; check, and refer to (if appropriate) the Admission and Readmission Deadlines section or the **Academic Schedule** section (§11).
 - Duplication of regulations is unnecessary, and can result in inconsistency in the Calendar. Always refer to existing sections when possible.
- 5 **Global Changes** - Ensure your **comparative table** includes all necessary changes to all relevant occurrences of that information within the Calendar.
 - **Important:** If you update one section of the Calendar, that information is **not** automatically updated in other sections.
 - Changes to one section of the Calendar could require changes to other sections of the Calendar for consistency (e.g., a change to the name of a Faculty would need to be reflected throughout the entire Calendar).
 - If the change affects policy, regulations, course or program information in other sections of the Calendar, changes to all affected sections must also go through the **governance process** (with all Calendar changes demonstrated in your **comparative table**).
- 6 Course and Program Changes
 - A course change in the course listing section does **not** automatically update that change in your Faculty section or in other Faculty sections that may reference that course.
 - Remember to update your program section with changes that you have made to the course listings section. This does **not** happen automatically, and both changes need to go through the **governance process** for approval.
- 7 Course-Specific Fees
 - If your new course description makes reference to a specific fee to be collected for the course [or if you are revising the fee(s) associated with an existing course], you must contact the RO to ensure these fees are vetted first by the Registrar's Advisory Committee on Fees (RACF). All course-specific fees require the approval of both the GFC Academic Planning Committee (APC) and the Board of Governors. For information see Step Three: Rules by Type of Change, Fees-Golden Rules.
- 8 Notes
 - Your change might also impact the 'Notes' in your Faculty sections of the Calendar. Changes to 'Notes' must also be circulated for **governance** approval, and these changes should be included in your **comparative table**.
- 9 Charts
 - If you have updated course names and numbers, make sure to check your charts and their notes in the Calendar. Include required changes in your **comparative table**.

Program Submission Template

There are a variety of possible changes that relate to academic programs. Some of these changes not only need to achieve **governance** approval at the U of A but must also be submitted to IAE and the CAQC. These types of changes may also require you to complete an additional template aside from your **OI** and **comparative table** – a **Program Submission Template**.

These templates can be found online: www.governance.ualberta.ca/GovernanceToolkit.aspx.

Note: Do not hesitate to contact U of A Governance or Portfolio Initiatives Manager with questions before preparing your template. It is important that you are completing the appropriate documentation to avoid duplicate work.

Which committees will my changes have to go through?

The short answer is that it depends on what changes you are putting forward. There are a number of resources that will help ensure your changes go through the proper channels. First, your changes will likely have to go through a series of committees within your Faculty/unit. Then, at the time of submitting your **OI** and supporting documents (e.g., **comparative table**) to U of A Governance, they will help plot the committee pathway through which your changes will proceed. It does help if you have some understanding of the process, and there are some tools to support you:

- Familiarize yourself with specific U of A Governance committees
Access terms of reference, minutes, agendas, motions and meeting schedules (to help you plan how long in advance you should begin preparing your changes) online: www.governance.ualberta.ca.
- Try out Governance 101 for more information
U of A Governance offers an educational session on **governance**. If you cannot attend a session, you can access all of the materials online: www.governance.ualberta.ca/LearnAboutGovernance.aspx.
- Three common committees that approve Calendar related changes
See full Terms of Reference for each committee on the U of A Governance website for more information.

Academic Planning Committee (APC)

The senior standing committee of General Faculties Council (GFC) dealing with academic, financial and planning issues. Recommends to GFC and/or the Board of Governors on: the University's longer term academic and financial development; establishment, termination or restructuring of academic units; enrolment planning; budget matters; facilities; admission, transfer and academic standing proposals; and establishment, substantive changes to, or termination of academic programs. Acts under delegated authority from GFC in approving proposals concerning: establishment of new undergraduate and graduate academic programs (and changes to existing academic programs); centres and institutes; graduate degree specializations; and name changes of Departments and Divisions.

Academic Standards Committee (ASC)

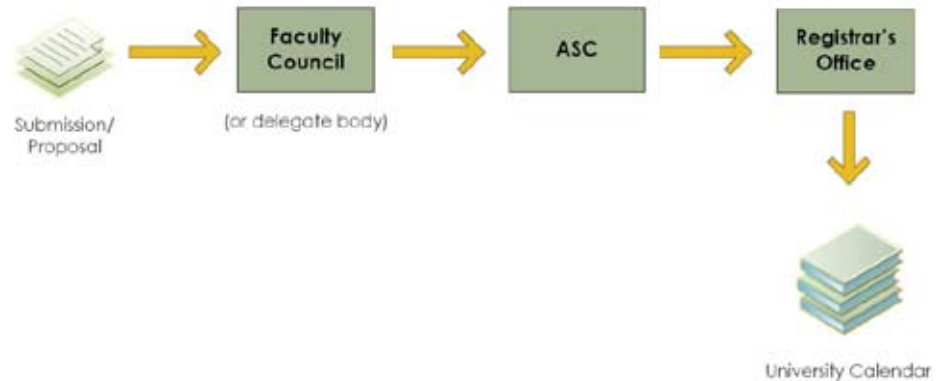
ASC is a standing committee of GFC responsible for such matters affecting undergraduate and graduate students such as admissions and transfer, academic standing and transfer, examinations, International Baccalaureate (IB) and Advanced Placement (AP) policies, and for making recommendations and/or providing advice to GFC and the GFC Academic Planning Committee (APC) on the same matters.

General Faculties Council Executive Committee (GFC Exec)

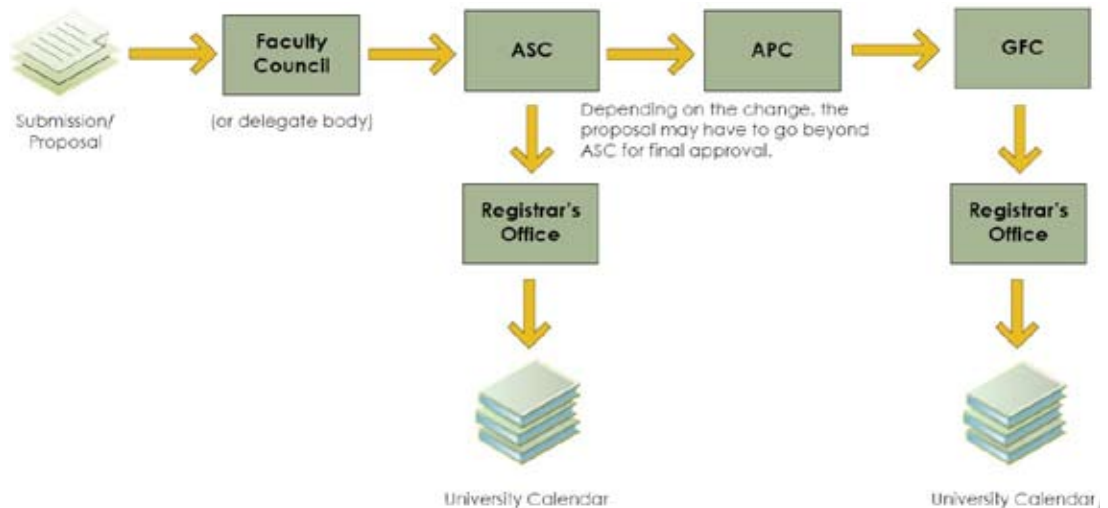
Acts as the executive body of GFC and, in general, carries out the functions delegated to it by GFC including, but not limited to, such duties as the approval of: urgent and/or routine matters; academic awards for undergraduate students; the Academic Schedule or changes to the Schedule after it has been published; GFC agendas; examination timetables or requests from Faculties for common examinations; and appointments to Faculty Councils.

Proposal Flow Charts

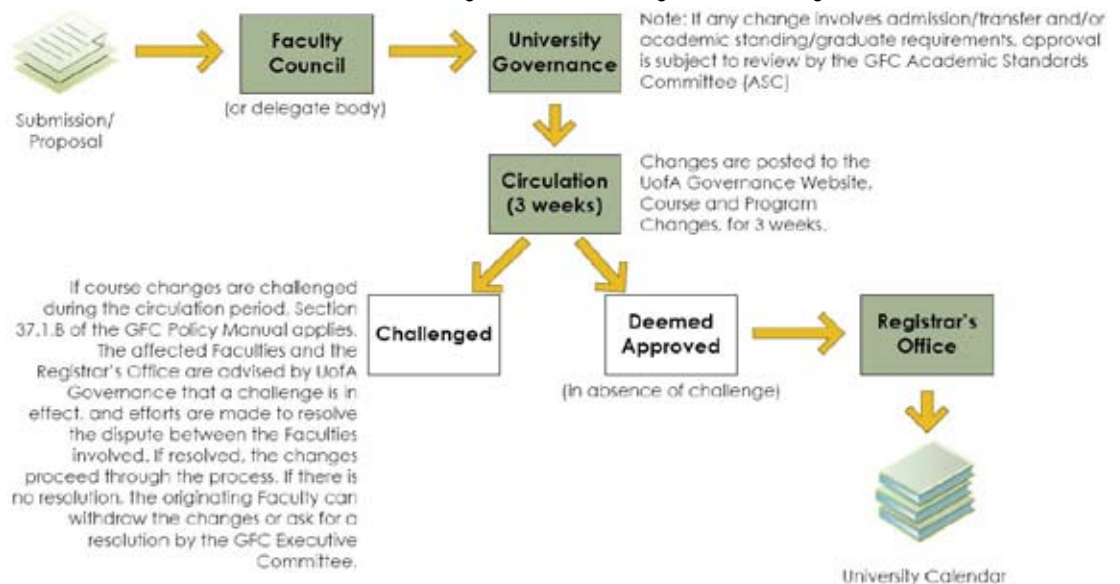
- Routine Changes to Admission and Academic Standing Policy/Procedures**
 Routine modifications and/or editorial changes are defined in the [GFC ASC Terms of Reference](#). Routine changes are routed through the following committees:



- Substantive Changes to Admissions and Academic Standing Policy/Procedures**
 Substantive changes are defined in the [GFC ASC Terms of Reference](#). Substantive changes are routed through the following committees:



- Course Changes**
 For information on fees and graduate-level courses, see pages 16-18. Changes to course name, content, credit and offering are routed through the following committees:



Program proposals

The Academic Program Proposal Process Flowchart is available online: www.governance.ualberta.ca/GovernanceToolkit.aspx.

Some changes to academic programs require approval beyond U of A Governance by the Ministry of Innovation and Advanced Education (IAE) and Campus Alberta Quality Council (CAQC). If you have any doubts, it is best to “call before you dig” to get some guidance from U of A Governance or the Office of the Provost.

Status of Course and Program Changes

The status of your **circulars** can be conveniently found on the U of A Governance website: www.governance.ualberta.ca/CourseandProgramChanges.aspx

Example of Course/Program Circulars on the U of A Governance Website

The screenshot shows the University of Alberta Governance website. The page title is "University Governance". On the left is a navigation menu with categories like "Advisory Groups", "Board of Governors", "Messages from the Board of Governors", "Board Portal", "General Faculties Council", "Student Appeals", "Codes of Conduct and Residence Community Standards", and "Course and Program Changes". Under "Course and Program Changes", various faculties are listed, including "Faculty of Education". The main content area shows a breadcrumb trail: "Home > Course and Program Changes > Faculty of Education > 2012". Below this is a table titled "2012" with the following data:

Date Posted	Date By Which Challenge Must Be Received	Date By Which Change Is Deemed Approved In Absence Of Challenge	Status
November 30, 2012	December 13, 2012	December 20, 2012	Approved
October 26, 2012	November 8, 2012	November 15, 2012	Approved
October 22, 2012	November 2, 2012	November 9, 2012	Approved
July 24, 2012	August 8, 2012	August 15, 2012	Approved
July 6, 2012	July 20, 2012	July 27, 2012	Approved
January 4, 2012	January 18, 2012	January 25, 2012	Approved

Tip: These changes will not appear in the Calendar or its drafts until the status is posted and approved.

Important Note on Faculty Responsibility in Proposing Changes

There are resources to help guide Faculties in their changes, and it is important that you make use of them. According to the *Post-Secondary Learning Act* the Dean “has general supervision over and direction of the academic work” of the Faculty. By delegation, Faculty academic affairs committees and Faculty officers have an obligation to comply with the GFC policies, and to reject or amend submissions which do not comply with GFC policy. **Proposals that do not conform to GFC or UAPPOL policy should not be sent forward with the expectation that GFC, the Provost or the Registrar will edit the submissions.**

Certificates – Golden Rules

Note: For detailed information, including program approval templates, refer to [University of Alberta Handbook on University Certificate Development](#) in the [Governance Tool Kit](#).

Certificates are intended to recognize student achievement in particular areas of focus not readily apparent on a student's degree or transcript. The University of Alberta offers three general types of certificates across a range of disciplines:

- **Embedded Credit Certificates**

Embedded certificate programs are taken concurrently with students' regular U of A degree programs. These certificate programs may be offered in either an undergraduate or graduate level.

Embedded credit certificates are approved by the following route: Faculty Council, GFC Academic Standards Committee Subcommittee on Standards (ASC SOS), GFC ASC. In the event that the certificate proposal includes significant resource implications, the certificate will also be sent to GFC APC for approval.

- **Freestanding Credit Certificates and Diplomas**

Freestanding credit certificates and diplomas are stand-alone programs, taken independently of a degree program. Students in freestanding credit certificate and diploma programs are not required to be current University of Alberta students in order to gain admission. These certificates may be offered in either an undergraduate or graduate level.

Freestanding credit certificates are approved by the following route: Faculty Council, GFC Academic Standards Committee Subcommittee on Standards (ASC SOS), GFC ASC, GFC APC and the Minister of Innovation and Advanced Education (IAE). Proposals for freestanding certificates are submitted to IAE via the Program Registry System (PRS). This process is coordinated by the Office of the Provost and Vice-President (Academic).

- **Non-Credit Certificates**

Non-credit certificates are offered and administered largely by a Faculty or Department. For example, Faculty of Extension offers a variety of non-credit continuing education certificates.

Non-credit certificates are approved by the following route: Faculty Council, GFC Academic Standards Committee Subcommittee on Standards (ASC SOS) and GFC ASC. Faculties are asked to provide, on an annual basis, a list of updated program changes to the Provost and Vice-President (Academic).

Many Faculties and Departments offer non-credit programs that are targeted towards working professionals. There is currently no institutional approval for continuing professional development non-credit credentials offered by Faculties.

Courses and Programs – Golden Rules

Note: For detailed information, refer to [GFC Policy 37 Courses and Programs: General Regulations and Course and Program Changes](#).

Timing of Submission

According to GFC Policy 37.1A, any course and/or program changes that "affect the nature or course sequencing of a student's program" will be accepted only if they are submitted early enough to be published in the Calendar for that year (i.e., no **early implementation**).

The Calendar is our contract with our students, and it is unfair to them to offer courses and programs that do not comply with the description in the Calendar. When course offering or program requirements do not match the Calendar/timetable description, students may be disadvantaged in program planning, course selection and program completion.

Changes will not be deemed approved unless they meet the timelines specified in GFC policy, for course and programs that involve:

- Changes in hours of instruction or weight,
- Changes in prerequisites or corequisites which could disadvantage any student,
- Changes in description of content,

- Changes in program requirements which could disadvantage any student, and
- Other significant changes.

Example of timing when implementing a course or program change for effect in September 2015:

- Submit the proposal to your Faculty,
- Vet and consult other affected Faculties,
- Amend and have the proposal approved at your Faculty Council,
- Submit the proposal to U of A Governance for vetting and circulation,
- Respond to challenges (if any), and
- Achieve final approval through the GFC mandated process by **November 20, 2014** for inclusion in the Final Draft of the 2015-2016 Calendar.

For a large Faculty like Arts or Science, this normally means that the original proposal must have been received by Spring 2014 (about 1.25 years before the course will be taught).

Meeting the above timeline is the GFC standard. Requests for **early implementation** for course changes (i.e., not meeting the timeline) are considered atypical. They are approved by the Provost, Vice-President (Academic) and the Registrar in emergency cases when unavoidable circumstances have necessitated a course or program change at a late date. The Faculty should provide a statement of the circumstances surrounding the request, an indication of how the change will be communicated to students, as well as assurances that students will not be negatively impacted by the change. In Campus Solutions, requests for **early implementation** of course changes are not easily accommodated. For example, a change to a course title or weights requires that existing sections be cancelled and new sections be added.

Note: Not all course changes/additions require a full **OI**; many only require a **Comparative Table** or text for the new course. There are some circumstances where an **OI** will have to be created (such as when changes impact academic standing). See the chart on page 10, or contact U of A Governance for more information.

Course Renaming and Numbering

GFC Policy 37.2 emphasizes that course renaming or renumbering should not be a normal occurrence. There are a number of reasons for limiting course renaming or renumbering:

- Widespread confusion is created for students within the University and at other institutions.
- Program planning and registration become particularly difficult as students try to track courses that have changed numbers and perhaps levels, or courses that have entirely different names and descriptions.
- Students may have to register in a course with the same number twice because renumbering has attached different content to a required course.
- Students may inadvertently take two courses with different numbers and names but the same content, and cannot get credit for both.
- Student advisors, other departments, other Faculties, administrative staff and staff from transfer institutions also have to find their way through the maze.
- Additional maintenance is required in the course listing, program area, and course restrictions with the implementation of pre- and corequisite checking.

Although helpful notes may be attached to course descriptions to indicate renumbering or renaming, this often does little to alleviate confusion because the change is very difficult to track. The situation becomes particularly problematic when the courses that are renumbered or renamed are ones that are taken by students in a variety of programs or in a variety of Faculties. Dozens of entries in the Calendar and other documents may need to be changed to accommodate a change of one digit. Last minute changes are particularly difficult to accommodate because of the amount of cross checking and adjustment that must be made.

In general, course renumbering and renaming should occur only when there are strong academic reasons for doing so. Such reasons would include restructuring/amalgamation that changes a department's ability to offer the same configuration of courses as before or complete revisions to the content and structure of a Faculty's courses and programs.

Specific aspects of renaming and renumbering that are addressed in GFC Policy §37.2 include:

- **Reusing numbers**
Course numbers deleted cannot be reused for at least five years (10 years are preferred).
- **Renumbering at the same level**
Courses should not be renumbered at the same level (e.g., one 200-level number to another 200-level number)—renumbering at the same level can only be done for strong academic reasons and requires, finally, the approval of the GFC Executive Committee.
- **Renumbering to a new level**
If a course is to be moved to a different level (e.g., 200-level to 300-level) this should be done by deleting the old course and proposing a new one, not by renumbering.
- **Changing or adding course names or abbreviations**
(e.g., rename a group of courses from 'English' to 'Literature', adding a new subject name of 'LIT', or renaming the abbreviation from ENGL to ENGH, etc.) can only be done for strong academic reasons; this requires the approval of the GFC Executive Committee.
- **Subject Names**
Course subject names (e.g., 'English' or 'Biology') should designate broad areas of study, often across an entire department. It is not appropriate to choose different names for specializations within a broad discipline (e.g., 'Literature', 'Composition', 'Literary Analysis', etc.).
- **Number Levels**
GFC Policy §37.2 also gives general guidelines as to the meaning of course number levels (100-level, 200-level, etc.) at the University of Alberta; it should be consulted for guidance.
- **Course Titles**
GFC Policy §37.2 advises departments that course titles be brief and general. If the course really has changed, delete the old one and add a new one with a new number and revised title. The course title field is limited in length and it can become too difficult to abbreviate long course titles.

Additional Tips

- **Course Additions/Deletions**
Ensure that when courses are added or deleted, all pre/corequisites and program requirements are reviewed for any changes that are required as a result of the change. Other Faculty submissions should be reviewed for impacts on your own courses and program requirements.
- **Identification of Changes**
Remember to check your Charts and Program descriptions in the Calendar to see if they require updates as a result of your course changes. Be sure to include all required fields in your submission (e.g. hours of instruction, course duration and weight).
- **Course Renumbering**
If a course is renumbered, a note should be added to the course description indicating that students will not receive credit if they have taken the former course.
- **Reserve List and Delete List**
Every year, the RO reviews courses that have not been offered for a number of years. Courses that have not been offered for four years are removed from the Calendar and placed on the unpublished Reserve Course list. Courses on reserve may be scheduled and taught at any time. As well, Faculties may request that courses be placed on the **Reserve list** at their own discretion, or that a course on the **Reserve list** be deleted or placed back in the Calendar.

Courses that have not been taught for six years will be circulated (through the GFC mandated process) by the RO for deletion. If there are courses on this list that should not be deleted, a notice must be sent to the Assistant Registrar, Examinations & Timetabling and **Calendar Production Specialist**. It should be stated whether the course is to be placed back in the

Calendar or on the unpublished Reserve Course list. Once a course has been deleted, it cannot be scheduled or taught. If it is to be re-instated, it must go through the normal circulation process.

Please review these lists carefully when they are circulated in the February – April period. If changes are required, specify whether the courses are to be placed back in the Calendar or on the **Reserve List**. You will need to review these lists again when they are posted with the first draft of the Calendar in October.

Undergraduate Admissions (§§12-17)– Golden Rules

Note: For detailed information, refer to the [UAPPOL Admissions Policy](#) and [UAPPOL Undergraduate Admissions Procedure](#).

UAPPOL Undergraduate Admissions Procedure

The UAPPOL Procedure instructs how changes to undergraduate admissions regulations are made. A key note here is that changes that may disadvantage students in the current admission cycle should be published in the Calendar for a full year prior to implementation. When this is the case it is essential for a Faculty to indicate in the **OI** the Calendar issue that the change will appear in and the **implementation date** (they are not the same). For example, such a change approved in May 2013 would appear in the 2014-2015 Calendar issue (published February 2014), and the implementation would be reflected as Fall 2014.

This also means that it is essential for Faculties to consider timelines required for vetting changes through the Faculty committees as well as **governance** (another friendly reminder to begin your changes early).

In determining whether or not a change will negatively affect students, ask yourself:

- Does the change reflect a higher standard of admission (e.g., higher GPA, introduction of an additional admission requirement)?
- Does the change result in the discontinuance of a program?
- Is the information something that an applicant would need in advance to assist with appropriate preparation for the next admission cycle?

If you answered yes to any of these questions, your change will likely need to be published in the Calendar a year in advance of implementation. These changes may also be informally communicated to students and applicants in advance of the Calendar publication (e.g., through the *Undergraduate Viewbook* or Faculty and RO websites, etc.).

The UAPPOL Undergraduate Admissions Procedure also makes provisions for changes that positively affect students:

Where changes to admission regulations are deemed by the approving body to be “advantageous to students,” normally the date of implementation will be effective immediately or at the next available intake for the admitting Faculty.

In determining whether or not a change will positively impact students, consider the following:

- Does the change clarify admission criteria without introducing new criteria?
- Does the change result in the creation of a new program?
- Could the change fairly, from the students’ perspective, go into effect without early notification to students

If you answered yes to these questions, your change may be implemented upon approval before it formally appears in the Calendar. Such beneficial changes may be communicated to students and applicants through the *Undergraduate Viewbook*, Faculty and RO websites, etc.

Note: At times it can be difficult to interpret which changes may disadvantage students. The RO may, in discussion with U of A Governance, provide input on your change and whether or not changes must be published in the Calendar prior to implementation. In cases where discrepancy exists, U of A Governance will provide an ultimate determination.

Hints and Tips

- Admission requirements
The admission requirements for any Faculty will be those set forth in the current edition of the Calendar.
- The Viewbook
The U of A *Undergraduate Viewbook* is published in the summer preceding the academic year it pertains to (e.g., the 2015-2016 Viewbook is published in Summer 2014). It contains all of the changes to programs, requirements and regulations that have been approved through **governance** prior to publication. This is another benefit of submitting your changes early.
- RO Admissions Webpages - " Programs and Requirements"
www.admissions.ualberta.ca/ProgramsAndRequirements.aspx
The RO Admissions webpages will also reflect changes to admission requirements or introduce a new program shortly after these have been approved through the necessary **governance processes**.
- Getting it right the first time
When preparing admissions Calendar changes for the Faculty committee approvals, it is recommended to first vet these changes through the Assistant Registrar of Admissions and the **Calendar Production Specialist**. In this way the submission may be viewed for consistency in formatting, confirmation that the most recent approved section of the Calendar has been utilized and feedback on timelines and implementation, in order to better facilitate the submission moving through the **governance process**.
This is especially true when proposing a new program. Early consultation will allow for consideration of all aspects of admission requirements for the Calendar, including application and document deadlines.
- Coordinating cross-section changes
In Undergraduate Admissions sections of the Calendar you may notice that changes you would like to make are connected with other sections of the Calendar or other Faculties. It is important to consider ahead of time if you will need to adjust other sections of the Calendar for consistency. Consultation with other Faculties (when impacted) and coordination with the Assistant Registrar of Admissions and the **Calendar Production Specialist** ahead of time can reduce the likelihood of duplicate work.

Fees – Golden Rules

Note: For detailed information, refer to the [UAPPOL Student Instructional Support Fees Policy](#) and [UAPPOL Student Instructional Support Fees Procedure](#) and the Office of the Registrar's website on the [Registrar's Advisory Committee on Fees](#) page. Should you have any questions, please contact the Assistant Registrars of Special Registrations or Records for assistance.

Changes Requiring RACF Involvement

If your Faculty or Department is planning to

- Create alternate-delivery courses,
- Create new, or increase the cost of, existing mandatory student instructional support fees,
- Create new, or increase the cost of, existing cost-recovery programs/courses, or
- Add a non-instructional fee,

a proposal will need to be presented to RACF before moving through the **governance** pathway for fee approval.

RACF has its own template that you will have to prepare for submission. Currently, this template can be accessed by contacting the Chair of your Department or the Assistant Registrar of Special Registrations or Records.

Sample RACF Proposal Template

Registrar's Advisory Committee on Fees (RACF)

Request for Approval for: Field trip fee for AUBIO/AUGEO 351 Biogeography

Fee Type: Mandatory Student Instructional Support Fee

OUTLINE OF ISSUE: Approval of a fee for one or more field trips in AUBIO/AUGEO 351

Proposer

Faculty/Department	Augustana Faculty, Department of Science
Dean/Chair	Jonathan Mohr, Chair
Primary Contact (Name, phone number, and e-mail)	Jonathan Mohr 780-679-1514 jmohr@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Jonathan Hawkins 780-679-1117 jh12@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	To cover the transportation costs of a field trip to conduct a vegetation assessment of south-facing and north-facing slopes of a wooded valley near Camrose in this biogeography course.
Proposed Amount	\$0 – 30
Previous Fee Amount (if this is a new fee, please indicate that here)	New fee
Requested Implementation Date	September 1, 2010
The Impact of the Fee (number of students affected, etc.)	About 24 students per course (offered in alternate years)
Collected Centrally or by Department	Department

Course Information (if fee is attached to a course)

Course Name(s)	AUBIO/AUGEO 351 Biogeography
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (optional course on the BSc Major in Environmental Science, the BA/BSc Minor in Geography, the BA/BSc Major/Minor in Biology)
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing (BA and BSc)

Details

Estimated Costs (Budget information may be included here or as an attachment)	Augustana's 24-passenger bus would usually suffice for this short field trip, but the instructor would like to add additional field trips to this course.
Explanatory Notes	A range with a lower limit of \$0 is proposed for this fee in case costs in a particular year are lower than would justify the collection of a fee.

Note: Some of these changes require approval through two different **governance** pathways. For example, if you are creating a new cost-recovery program or course, you will need to obtain approval for the new program or course through one **approval process** while obtaining approval for the cost of that program or course through another. Approval in both routes will be required if the new program/course is to be offered. If you have any questions, please contact the RACF Coordinator for assistance.

Timing & Process

Fees in the Calendar are always a year behind due to the timing of the print Calendar. For example, fees in the 2015-2016 Calendar will reflect rates for the 2014-2015 academic year.

In September, the fee review/**approval process** for the upcoming year commences. Proposals for fee changes are first reviewed by RACF as received by Faculties and Departments. Proposals usually will then be prepared by the RACF Coordinator for submission and progression through APC, Board Finance and Property Committee (BFPC) and the Board of Governors (BoG) starting in January of the immediately following calendar year.

RACF meets on the last Tuesday of each month to review submitted proposals. Submissions are due two weeks prior to the meeting to allow time for agenda preparation and committee members to review the documentation. Once you have submitted your proposal you will receive information regarding the approximate time your item will be discussed. We ask that someone

who is familiar with the proposal attends the meeting to speak to the item and answer any questions committee members may have. Once the proposal is deemed to be in order, it will be sent through the appropriate **governance** path for approval.

RACF Deadlines

Changes to existing Mandatory Student Instructional Support Fees or for new fee proposals must be submitted to RACF by the December meeting. These types of fees require approval from APC, BFPC and BoG (final approval). These committees begin reviewing proposals in January with the Board approving these fees in March.

Cost Recovery and Alternate Delivery proposals can be approved throughout the year, but the Provost approves the majority of them in January.

Academic Schedule (§11) – Golden Rules

Note: For detailed information, refer to the [UAPPOL Academic Schedule Policy](#) and [UAPPOL Academic Schedule Procedure](#).

The RO begins drafting the **Academic Schedule** for approval by the GFC Executive Committee in the spring and publication in the following year's Calendar. For example, the **Academic Schedule** for July 1, 2015 – June 30, 2016 would be drafted in Spring of 2014.

As per the UAPPOL Academic Schedule Procedure, the RO will send two drafts of the **Academic Schedule** to a distribution list that includes the President, Vice-Presidents, senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes.

The final draft of the **Academic Schedule** must be sent to the GFC Executive Committee for approval no later than mid-October.

If you are charged with reviewing the drafts of the Academic Schedule, it is important to submit your feedback in a timely fashion.

Note: You should not expect to submit feedback on the **Academic Schedule** once it appears in the first and final drafts of the Calendar. Your feedback should be submitted beforehand when the schedule is being vetted.

Graduate Studies (§205) – Golden Rules

Changes to §205 of the Calendar must be submitted to the Faculty of Graduate Studies and Research (FGSR). You should send your changes to the Dean of Graduate Studies: fgsrca@ualberta.ca.

FGSR reviews the submission to make sure that the language is consistent throughout §205, and that FGSR minimum requirements are met (e.g., 3.0 admission GPA, 2.7 continuation GPA, English language requirements). FGSR then submits your changes for circulation to GFC or to ASC (if they affect admission or academic standards).

Graduate Studies Courses

Changes to new or existing graduate courses **do not** need to be submitted to FGSR. New courses and changes to existing courses are processed in the same way as undergraduate courses, and need to be submitted through **governance**. (See Courses and Programs — Golden Rules.)

New Degrees, Changes to Degree names, Specializations, Second Degree

For changes to second-level specializations (renaming, addition or elimination), please contact the Dean of Graduate Studies: fgsrgov@ualberta.ca

Termination of Print Calendar & New Online Project

For 2014-2015, the Office of the Registrar will **not** be printing the Calendar. We will continue to provide the electronic version and PDF version of the current University Calendar, as well as previous versions of the Calendar in PDF. Users will be able to download individual sections to their computers and print them if and as required.

We are focusing our efforts on delivering a new, improved online University Calendar for the future. Development and execution of the new online University Calendar will begin with the 2015-2016 version. Stay tuned for more information on this project as it progresses.

When providing new information for the Calendar keep in mind the online Calendar uses hyperlinks for the following:

- Web references www.registrarsoffice.ualberta.ca
- E-mail addresses claire.burke@ualberta.ca
- Section references [See §15](#)
- Chart references [See Chart 1](#)

Calendar vs. Bear Tracks Course Listings

Course listings on Bear Tracks and in the Calendar are essentially identical, although Bear Tracks will include course changes and courses that have been approved for implementation after the Calendar has been posted online (i.e., Bear Tracks is more “up to date”). However, the source of information for both listings is the same; course changes are not included unless they have obtained approval through the GFC mandated process.

First Draft of the Calendar

The first draft of the Calendar contains all of the information that the **Calendar Production Specialist** has received from **U of A Governance** through the appropriate GFC/Board committees (e.g., ASC/APC/GFC) and IAE up until the beginning of October 2014. **If your change was not approved through U of A Governance or IAE prior to October 2014, it will not appear in the first draft.**

First draft posted: **October 20, 2014**

Deadline to return changes: **November 3, 2014**

Drafts are posted on the RO website: www.registrarsoffice.ualberta.ca/Calendar/Draft

Review the Draft

Why review the draft? If everything has gone smoothly up until the first draft – all of the changes have gone through U of A governance as expected; all changes have been clearly communicated to the RO through the proposals; all changes have been accurately updated in the draft by the **Calendar Production Specialist** – then the draft should be perfect with no errors or oversights. Although all parties (the RO, U of A Governance, Faculties and Departments) do their best to ensure accuracy throughout the process, it is always possible for items to be missed. For example, you were expecting a new course to be included in the Calendar, and it is not in the draft. Perhaps the course had been challenged, and could not be incorporated. Either way, it is best to sort out these details before publishing the Calendar!

Also, for changes to the Calendar that do not require **governance** approval, the release of the first draft is a good opportunity for Faculties to review those items and make updates if necessary.

Note: If you do not see an expected change in the first or final draft, do NOT assume that it will appear in the Calendar. You must contact the **Calendar Production Specialist** immediately.

Faculty contacts are expected to review the drafts of the Calendar, with specific attention to the following:

- Check that the changes you submitted through **governance** are accurately reflected
- §10 Inquiries – Contact Information
Are changes needed? If so, submit directly to the **Calendar Production Specialist**.
- §§11 and 11.1 **Academic Schedule**
Check for any conflicts in the schedule.
- §12.6 Undergraduate Application Deadlines for Admission and Readmission
Review any deadline changes. Are your Faculty's sections consistent?
- §15 Admission Requirements by Faculty
Review any admission requirements changes. Are your Faculty's sections consistent?
- Faculty Sections
Review Faculty sections carefully to ensure that all approved changes are reflected.
- Members of the Faculty
Word files will be sent to each Faculty contact for updates (see Key Resources on page 24 for a list of Calendar contacts). Please update this section using track changes, and return it with your first draft revisions.
- §231 Course Listings
If you had submitted course changes for approval, ensure that all of the information is correct: course name, weight, offering, course description, co-/prerequisites. Check that program sections reflect changes made to the course listings section and visa versa.
Note: Both course listing and program section changes have to have been circulated through **governance** to be reflected.
- **Reserve List**
Check to see that this listing reflects all courses that should be held on the **Reserve List**.
- Web References & E-mail Addresses
It is important that these are accurate so that students and staff can easily access information and resources.
- Charts
Refer to the charts in your Faculty's program section.

Why aren't my changes in the first draft?

If a governance-approved change does not appear in the draft, it may not have been approved until after the deadline for inclusion. If your change is approved prior to November 20, 2014, it should be included in the final draft. Check the Course and Program postings on the U of A Governance website: www.governance.ualberta.ca/CourseandProgramChanges.aspx. Confirm if your **circular** has passed the three-week circulation date without challenge.

If in doubt, contact the **Calendar Production Specialist** for assistance.

Submit Changes/Questions to Calendar Production Specialist

If you find an error or omission in the first draft of the Calendar, you can return your changes one of two ways:

- Print only the page(s) with errors or omissions, and mark required changes in red ink. Return the marked document to the **Calendar Production Specialist**.
- OR
- Acrobat Professional allows users to indicate changes on PDFs. E-mail the PDF of the section with your comments to the **Calendar Production Specialist**.

Important Note: Please indicate the circulation or approval date, as well as **governance** committee through which the change was processed (e.g., GFC Course and Program, September 12, 2014; ASC, October 16, 2014).

Send either your PDF file or your hard copy document to:

Claire Burke
Calendar Production Specialist
105B Administration Building
Office of the Registrar
(780) 492-4983
claire.burke@ualberta.ca

Final Draft of the Calendar

Faculty and unit contacts will need to carefully review all sections of the final draft. Changes are submitted to the **Calendar Production Specialist** in the same way as first draft changes were. The final draft will contain all of the changes approved by the appropriate governing bodies (e.g., ASC/APC/GFC) and IAE up until November 20, 2014. **If your change was not approved through U of A Governance or IAE prior to this date, it will likely not appear in the 2015-2016 Calendar.**

Final draft posted: **January 5, 2015**

Deadline to return changes: **January 19, 2015**

Drafts are posted on the RO website: www.registrarsoffice.ualberta.ca/Calendar/Draft

Changes after the Calendar has been published

Because the Calendar is considered our contract with students, its integrity is of the utmost importance. It is imperative that we share the responsibility of reviewing the Calendar drafts to ensure no errors or omissions are made. It is also important to ensure that changes intended for implementation in the 2015–2016 Academic Year are proposed to **governance** in time for publication in the 2015–2016 Calendar. However, in extreme situations, some changes may be included in the Calendar even after it is published:

Errata

Errata are changes made to correct severe errors in the Calendar. They are usually posted when doing otherwise would seriously disadvantage students.

- **Errata** are addressed on a case by case basis. If you would like to submit **errata**, please contact the **Calendar Production Specialist** for guidance as soon as possible.
- When a request for **errata** is received, the change is discussed with the RO contact responsible for that section of the Calendar as well as the Registrar who will make a decision on whether or not to adjust the Calendar (reflected in online version only).
- **Errata** are available online at www.registrar.ualberta.ca/calendar/errata.html. **Errata** are also indicated in the online Calendar where the affected paragraphs are highlighted in red, and a link is provided to the **errata** with the correction indicated in green.

Addenda

Addenda are adjustments to the Calendar that are permitted to be made post-production due to a significant change to a regulation. For example, a 2012 change to the regulations on absence from exams prompted an addendum to the Calendar.

- **Addenda** can occur at any time, and possible **addenda** are generally monitored jointly by the RO and U of A Governance.
- **Addenda** are available online at www.registrar.ualberta.ca/calendar/addendum.html. They are also indicated in the section affected. The paragraphs that have been changed are highlighted in red, and a link is provided to the **addenda** with the new information indicated in green.

Early Implementation Changes

These are changes that are approved through **governance** for immediate implementation, but that are not possible to include in the Calendar because it has already been posted online.

Example: In February 2014, a change you made to a course was approved by **governance** for immediate implementation. Although the course may exist and be offered, it does not appear in the 2014-2015 Calendar online as the 2014-2015 Calendar is already published.

As noted in the previous section on Course & Program Changes, **early implementation** changes are considered atypical. One reason is that late changes not appearing in the Calendar can negatively impact the integrity of the Calendar as our contract with students. For this reason, we emphasize the importance of beginning your changes early enough so that they can be incorporated in the Calendar at the same time (or earlier in the case of changes requiring advance notification per UAPPOL) that they are implemented. In some circumstances, this cannot be avoided.

The difference between **early implementation** changes and **addenda** is that **early implementation** changes will not be reflected in the online Calendar for that year.

Office of the Registrar Calendar Contacts

Lisa Collins	Vice-Provost & University Registrar Accountable for the production of the Calendar	l.collins@ualberta.ca	2-3723
Claire Burke	Calendar Production Specialist Responsible for the production of the Calendar in html and pdfs Monitors all changes moving through governance for consistency and accuracy	claire.burke@ualberta.ca	2-4983
Ada Ness	Associate Registrar, Enrolment Services Monitors the Academic Schedule , program changes, student policies including registration, fees, examinations, evaluation and grading	ada.ness@ualberta.ca	2-3644
Anna Vocioni	Assistant Registrar, Examinations & Timetabling Responsible for the coordination and production of the Academic Schedule Manages Course Listings, and reviews course changes and designators	anna.vocioni@ualberta.ca	2-5186
Tom Hidson	Assistant Registrar, Records, Registration & Fees, Open Studies Monitors changes to the sections on registration and fees to ensure they are updated and accurate Answers RACF related questions Responsible for reviewing and updating the Open Studies section	tom.hidson@ualberta.ca	2-4510
Pat Schultz	Associate Registrar, Enrolment Management Monitors admission related changes	pat.schultz@ualberta.ca	2-3283
Lihong Yang	Assistant Registrar, Admissions Monitors all admission related changes moving through governance for accuracy, consistency and format. Monitors sections regarding International Baccalaureate/Advanced Placement, English Language Proficiency and International Admission	lihong.yang@ualberta.ca	2-5456

Calendar Contacts

Faculties and Departments			
ALES	Jim Bohun	jim.bohun@ales.ualberta.ca	2-1313
Arts	Robin Cowan	robin.cowan@ualberta.ca	2-7657
Augustana	Jonathan Hawkins Iris Galenza	jh12@ualberta.ca iris.galenza@ualberta.ca	679-2777 679-1185
Business	Elaine Geddes	elaine.geddes@ualberta.ca	2-7968
Dentistry	Sherri Kessels	skessels@ualberta.ca	2-4481
Education	Clive Hickson Betty jo Werthman	clive.hickson@ualberta.ca betty.jo.werthman@ualberta.ca	2-4952 2-2261
Engineering	Suzanne Kresta Lynne Roberge Amy Dambrowitz	kresta@ualberta.ca lynne.roberge@ualberta.ca kdambrow@ualberta.ca	2-0501 2-3596 2-2119
Extension	Sylvia Hwang Lana Vandenberghe	sylwia.hwang@ualberta.ca lvandenb@ualberta.ca	2-0296 8-1416
Graduate Studies	Janice Hulburt	fgsrcal@ualberta.ca	2-0325
Law	John Law Linta Szeto Nicki Baron	vicedeans@law.ualberta.ca lszeto@law.ualberta.ca nicki.baron@ualberta.ca	2-2151 2-2151 2-6127
Library & Info Studies	Sophia Sherman	sophia.sherman@ualberta.ca	2-0373
Medicine	Edyta McLoughlin	emclough@ualberta.ca	2-5995
Medical Lab Science	Jennifer McPhee	jennifer.mcphee@ualberta.ca	2-0987
Native Studies	Freida Cardinal	nadvisor@ualberta.ca	2-0525
Nursing	Dr Kaysi Kushner Vanessa Kaiser	kaysi.kushner@ualberta.ca vanessa.kaiser@ualberta.ca	2-5667 2-6244
Open Studies	Sandra Hazelhurst	shazlehu@ualberta.ca	2-3218
Pharmacy	Terri Schindel Michelle Maccagno Rae Beaumont	tschindel@pharmacy.ualberta.ca mmaccagno@pharmacy.ualberta.ca rbeaumont@pharmacy.ualberta.ca	2-6134 2-0199 2-3363
Physical Ed & Recreation	Jason Lafferty	jason.lafferty@ualberta.ca	2-8025
Public Health	Bob Sadler Felicity Hey	bob.sadler@ualberta.ca felicity.hey@ualberta.ca	2-5099 248-1316
Rehabilitation Medicine	Anita Yates Helen Madill	anita.yates@ualberta.ca helen.madill@ualberta.ca	2-5981 2-8661
Faculté Saint-Jean	Marie Simuong	msimuong@ualberta.ca	2-0732
Science	Julie Naylor Nicolette Anderson	jnaylor@ualberta.ca nicolette.anderson@ualberta.ca	2-4073 2-9452
St Joseph's College	Alana Bosse	abosse@ualberta.ca	2-7681
St Stephen's College	Shelley Westermann	shelley.westermann@ualberta.ca	439-7311
U of A Governance			
Director GFC Services and Secretary to GFC	Garry Bodnar	garry.bodnar@ualberta.ca	2-4733
Assistant Secretary to GFC	Andrea Patrick	andrea.patrick@ualberta.ca	2-1937
Office of the Provost and Vice President			
Portfolio Initiatives Advisor	Kathleen Brough	kathleen.brough@ualberta.ca	2-6655
Human Resources - Academic Services			
Staff Listings	Vanessa Heron	vheron@ualberta.ca	2-2789

Online Resources

Online Calendar

www.registrar.ualberta.ca/calendar/

Current Online Calendar and current Calendar (PDF)

Previous Calendars (PDFs) are archived from the 1997-1998 issue

Calendar Drafts

www.registraroffice.ualberta.ca/Calendar/Draft

Drafts will be posted on the Calendar Draft page

Notices are sent out when drafts are posted

Main U of A Governance Page

www.governance.ualberta.ca

Governance Committee Terms of Reference, meeting schedules & materials

Course and Program Circulars

[www.governance.ualberta.ca/Course and ProgramChanges.aspx](http://www.governance.ualberta.ca/Course%20and%20ProgramChanges.aspx)

Check to see if your information has been posted for circulation

See what changes other Faculties are proposing

U of A Governance Toolkit

www.governance.ualberta.ca/GovernanceToolkit.aspx

Includes Program Proposal Process Flowchart, Program Submission Templates, OI templates and "How to" Prepare an Outline of Issue, U of A Handbook on University Certificate Development and a list of Acronyms

Some Calendar Related Policy...

RACF - Registrar's Advisory Committee on Fees

www.registraroffice.ualberta.ca/Faculty-and-Staff/Registrars-Advisory-Committee-on-Fees.aspx

GFC Policy 25 Calendar Changes

www.gfcpolicymanual.ualberta.ca/en/25CalendarChanges.aspx

GFC Policy 37 Courses and Programs: General Regulations and Course and Program Changes

www.gfcpolicymanual.ualberta.ca/37CoursesandProgramsGeneralReg.aspx

UAPPOL

Admissions Policy

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Admissions-Policy.pdf>

Undergraduate Admissions Procedure

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Undergraduate-Admissions-Procedure.pdf>

Student Instructional Support Fees Policy

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Student-Instructional-Support-Fees-Policy.pdf>

Student Instructional Support Fees Procedure

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Student-Instructional-Support-Fees-Procedure.pdf>

Academic Schedule Policy

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Academic-Schedule-Policy.pdf>

Academic Schedule Procedure

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Academic-Schedule-Procedure.pdf>

Calendar Section Responsibility Chart

The RO uses this chart as a guideline to allow for checks and balances in the production of the Calendar. It is included to provide a general sense of the different sections of the Calendar, and how they are reviewed before heading into production. This chart should be used as a tool, not as official policy.

Sect.	Description	Source of updates	To be consulted/reviewed by	Final internal review
	President's Message	President's Office	President's Office	Calendar Specialist
	Table of Contents	Calendar Specialist		
10	Inquiries	Faculty Contacts		Calendar Specialist
11	Academic Schedule	GFC Exec	Asst. Registrar ETT	Registrar
12	Undergrad Application Deadlines for Admission/Readmission	ASC/APC	Asst. Registrars of Admissions/Special Reg	Assoc. Registrar, Enrolment Mgmt
13	Undergraduate Admission	ASC/APC	Asst. Registrar of Admissions	Assoc. Registrar, Enrolment Mgmt
14	General Admission Requirements	ASC/APC	Asst. Registrar of Admissions	Assoc. Registrar, Enrolment Mgmt
15	Admission Requirements by Faculty	ASC/APC	Asst. Registrar of Admissions	Assoc. Registrar, Enrolment Mgmt
16	Admission for IB and AP Students	ASC/APC	Asst. Registrars of Admissions/Recruitment	Assoc. Registrar, Enrolment Mgmt
17	Admission from Outside Alberta	ASC/APC	Asst. Registrars of Admissions/Recruitment	Assoc. Registrar, Enrolment Mgmt
20	General University Policies	ASC/APC/GFC Exec/GFC	Asst. Registrars of Records/ETT/ Special Reg	Assoc. Registrar, Enrolment Services
21	Classification of Students	ASC/APC	Asst. Registrars of Records/Special Reg	Assoc. Registrar, Enrolment Services
22	Registration and Fees	RACF/APC/BFPC/BG	Director of Records, Asst. Registrars of Records/Special Reg, Fee FA, Financial Services, FGSR, Fees coordinator, Financial Analyst (info)	Registrar
23	Academic Regulations	ASC/APC	All Asst./Assoc. Registrars	Registrar
24	Student Services	Student Services		Calendar Specialist
26	Code of Student Behaviour	CLRC/BLDC	University Governance	
27	Code of Applicant Behaviour	CLRC/BLDC	University Governance	
30-195	Undergraduate Programs /Faculty Sections	ASC/APC/GFC	Faculty/Department Contacts	Directors of Records /Enrolment Mgmt.
200-10	Grad Studies	ASC/APC	Dean	Graduate Studies
220	Open Studies	ASC/APC	Asst. Registrar Special Registrations	Asst. Registrar Special Registrations
230	Details of Courses	GFC Mandated Circulation	Asst. Registrar of ETT	Assoc. Registrar, Enrolment Services
231	Course Listing	GFC Mandated Circulation	Asst. Registrar of ETT	Assoc. Registrar, Enrolment Services
240	Glossary	GFC Exec/All Asst. & Assoc. Registrars		Assoc. Registrar, Enrolment Services
241-5	General Information	Convocation Coordinator, Faculty/Dept. contacts		Calendar Specialist
250-1	University Staff, Emeriti	Academic Services, Office of the Vice-Provost and Human Resource Services		
252	Assoc. & Adjunct Staff	Academic Services, Office of the Vice-Provost and Human Resource Services		
253	Hon. Degree Recipients	Convocation Coordinator		Registrar

Glossary

Academic Schedule

The Academic Schedule is the listing of important dates and deadlines for the University of Alberta, and is published in the University Calendar each year (Section 11).

Addenda

Addenda are adjustments to the Calendar that are permitted to be made post-production due to a significant change to a regulation.

Approval Process/Governance Process

In this document, approval process refers to the pathway of committees that any particular change to the Calendar, policy, regulations, programs, etc. must go through in order to achieve approval for implementation.

Circular

The material that encompasses a proposal for a course or program change. Changes or “Circulars” are “circulated” through the University community before approval.

Comparative Table

A comparative table is a two column, Word document that accompanies an OI through the governance approval process to show changes that are proposed for the Calendar.

Delete List

Courses that have not been taught for six years will be circulated (through a GFC mandated process) by the RO for deletion on a Delete List. Once a course has been deleted, it cannot be scheduled or taught. If it is to be re-instated, it must go through the normal circulation process.

Early Implementation Change

A change that is approved through governance to be implemented immediately but that is not possible to include in the Calendar because the Calendar has already been printed (online or print).

Errata

Errata are changes made to correct severe errors in the Calendar. They are usually included in the Calendar (by means of a note posted on the online Calendar) when doing otherwise would seriously disadvantage students.

Global Change

A change to one section of the Calendar that would result in numerous changes to other

sections of the Calendar. Global Changes are not permitted (i.e., changes to other sections must each be approved through the governance process; they are not changed automatically).

Governance

Governance is the processes and practices through which an entity organizes itself to achieve its mandate. It is concerned with the structures and procedures for decision-making, accountability, control and codes of conduct. It is expressed through legislation, policies and by-laws, and informal norms. The goal of effective governance is a robust organization that achieves peak performance and is accountable to the people it serves.

Implementation Date

The date that a change to policy or procedure will take effect in practice.

Outline of Issue (OI)

A governance template that allows for an issue or proposed change to policy or procedure to be described and presented through governance committees.

Program Submission Template

Templates that are associated with changes to academic programs. They are available on the U of A Governance website. The type of change you are interested in making will dictate which template you must complete with your submission to governance.

Reserve List

Courses that have not been offered for four years will be removed from the Calendar and placed on the unpublished Reserve Course list. Courses on reserve may be scheduled and taught at any time. As well, Faculties may request that courses be placed on the Reserve List at their own discretion or that a course on the Reserve list be deleted or placed back in the Calendar.

Calendar Production Specialist

Responsible for the production of the Calendar in electronic formats. Compiles draft versions of the Calendar and works with Faculties and Departments and other units to ensure the Calendar accurately reflects changes approved through the governance process.