

Policy Information	
Policy No:	AD-CO-4.06
Approved by:	Executive Committee
Approval Date:	March 8, 2012
Executive Responsible:	VP Student Affairs
Administrator Responsible:	Registrar
Date of Next Review:	March 2017

CNC CALENDAR

Purpose / Rationale

This policy describes and defines processes and designates responsibility for the development, management and production of the College calendar.

Scope / Limits

The information relates to regular studies programs and courses, services provided by the College, and relevant College policy and procedures.

Principles

1. Ensures clear information to CNC students and potential students about admission and graduation requirements, program length and other essential information.
2. Ensures current information based on Education Council and administrative decisions.
3. Ensures standard publication and retention processes for CNC print and on-line calendar versions.
4. Aligns Education Council and Communication Services Department timelines.
5. Clarifies responsibilities and timelines of various administrators and departments.

Definitions

1. Academic year
The College academic year runs August 1 to July 31.

2. 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 by the College. Each calendar version identifies the date of publication.

3. Content Manager

The College administrator responsible for ensuring the accuracy of a designated section of Calendar information.

4. Effective Date for Policies/Procedures

The date on which policy or procedure that has been officially approved comes into effect.

5. Effective Date for Program Information

Course and program information approved by Education Council comes into effect on the date of online calendar publication, unless a later date is otherwise identified in the calendar

6. Corrections

Substantive corrections to the official College calendar will be approved by the Content Manager. The purpose of making a correction is to ensure the information is consistent with what has been approved (e.g. by Education Council or the College Executive)

7. New Course or Program

A course or program of studies in receipt of Education Council approval for the first time.

8. Regular studies

Courses and programs approved by Education Council.

9. Revised Course or Program

A revised course or program whose changes have been approved by Education Council.

Procedures/Guidelines, Forms, etc

1. General
 - a. The College will produce both an online and a print calendar.
 - b. Online calendar information will be updated within four weeks of Education Council approving relevant minutes relating to calendar information. These scheduled updates include all required changes, not only those approved by Education Council.
 - c. The print calendar will be published once a year in September.
 - d. The online calendar is the official calendar of the College.
 - e. The online calendar will be available on the College's public website.
2. The College calendar will include the following information:
 - a. General information such as the mission and values of the College of New Caledonia.
 - b. Financial Information
 - Tuition and fees; and
 - Government or College policies on tuition and fees.
 - c. Registrar's Office Information
 - Yearly academic dates for students, including dates for application and submission of supporting documents;
 - 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; and
 - Listings of current College program admission and graduation requirements.
 - d. Dean or Regional Director Information
 - Listings of current course and program descriptions;
 - Listings of current prerequisites and admission requirements;

- Changes to selection criteria; and
 - Other relevant data, such as completion timeframes for part-time students.
- e. Student Support Services information relevant to all or various campuses, including:
- Disability Services;
 - Financial Aid Services including scholarship and bursary information;
 - Aboriginal Resource Centre;
 - International Education;
 - Centre for Student Success;
 - Residence;
 - Library and Media Services;
 - Bookstore Services;
 - Counselling and Advising Services;
 - Daycare Services;
 - Recreation Services;
 - Health Services;
 - Other services and information relevant to students at CNC; and
 - Procedures and policies concerning student appeals, complaints and discipline as well as links to other student related policies.
- f. The College of New Caledonia Governance Information
- Board members;
 - Education Council members; and
 - Officers and senior staff.
3. All programs, courses and academic policies must be approved by Education Council before publication in the calendar.
4. The following are the designated Content Managers:
- a. General Information: President or delegate.
 - b. Financial Information: Vice President Finance and Administration/ Bursar or delegate.
 - c. Registrar's Office Information: Registrar or delegate.

- d. Program and Course Information: The Dean and/or Regional Director whose School and/or Region was responsible for the relevant program or course information being approved by Education Council.
 - e. Student Support Services Information: Vice President Community and Student Services or delegate; appropriate Regional Director or delegate for region-specific information.
 - f. College Governance Information: President or delegate.
5. The Communication Services department is responsible for the design, production, printing and distribution of the print and online calendars.
 6. Communication Services will automatically remove, revise or correct calendar-related information in all other official College-wide publications or media, both print and online once the appropriate content manager has provided direction in writing (email) for the required calendar-related changes.
 7. Where a program or course name or number has changed, 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.
 8. Any changes to program and/or course information to be included in the print calendar must be approved by Education Council in sufficient time to meet the schedule for production of the calendar. It is the responsibility of the Content Manager to coordinate this timing based on the annual timelines established by Education Council and Communication Services.
 9. Proposed calendar changes relating to programs and courses will be submitted to the Communication Services Department using the Calendar Submission Form in Appendix 1 to this policy.
 10. When the effective dates of implementation for changes are identified by the relevant authorities, that information will be included in the calendar(s).
 11. The annual print calendar will direct readers to check the official online calendar for current information.

12. Unless otherwise indicated by the Director, Communication and Development, each year the deadline by which Content Managers may submit changes to Communication Services for production of the print calendar will be the first Tuesday of July.
13. The College Library will archive past editions of both the printed College calendar and past online editions, which are dated and saved onto CD-ROM by Communication Services and stored in the CNC Library Archives collection. Communication Services will maintain the online archive of all print calendars going back to 1970, for public access.

Legislative and Collective Agreement References

None.

Links to Other Related Policies, Documents and Websites

CNC Calendar Submission Form (Appendix 1)

Education Council Minutes and Agendas

CNC Online Calendar

Education Council Handbook

Policy Amendment Log

Amendment Number:	Date:
0	March 8, 2012
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