Approving University Official(s): Academic Council
Responsible Unit: Academic Governance and Policy
Original Effective Date: November 21, 2024
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Version Code: 1.1

Academic Calendars Policy

Purpose

This policy establishes a clear and consistent framework for Academic Calendar "Policy" at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to providing a framework and guidance with respect to the content and publication of Yorkville's academic calendars and calendar updates.

Scope

This policy applies to all academic calendars and calendar updates published by Yorkville.

Definitions

There are no definitions for this policy currently.

Policy Statement

Academic Calendars are the official record of academic programs that Yorkville is authorized to offer in a particular Canadian province and are published annually in January of each year. Academic Calendars include the official curriculum of each program and Yorkville policies and regulations governing admission to, progression through, and graduation from Yorkville.

1. Calendar Content

Academic Calendars will include, but are not limited to:

a. Schedule of important dates.
b. University-wide academic policies and regulations governing admission to, progression through, and graduation from Yorkville.
c. University-wide non-academic policies and regulations related to students' rights and responsibilities, including, but not limited to, non-academic conduct and fees/finance.
d. Description of all programs offered by the Yorkville campus, including:
    i. Program specific requirements related to admission, progression, and graduation of students.
    ii. Listing of academic courses.

e. General information related services available to support students' academic and non-academic progress.
f. The names and qualifications of academic leadership and faculty members.

2. Authority for Calendar Content

a. Academic calendar content related to university-wide policies and regulations is approved by the Academic Council of Yorkville University and can be changed only with the approval of the Academic Council.
    i. Exceptions:
        1. Changes required to meet a condition on ministerial consent or designation to offer a program or use the word university, which can be authorized by the Provost and reported to Provincial Senate and Academic Council.
        2. Editorial corrections and clarifications.
b. Academic calendar content related to particular programs of study is approved by the responsible Provincial Senate and be changed only with the approval of the Provincial Senate.
    i. Exceptions:
        1. Changes required to meet a condition on ministerial consent or designation to offer a program or use the word university, which can be authorized by the Provost, in consultation with the respective Vice President Academic, and reported to Provincial Senate and Academic Council.
        2. Editorial corrections and clarifications.
c. Academic calendar content that is descriptive or informational can be changed with the approval of the leader or manager responsible for the programs, activities, or services described.
    i. Exceptions:
        1. Editorial corrections and clarifications.
d. Compilation of revisions for Academic Calendars and consultation with the "owners" of descriptive and informational content are the responsibility of the Director of Academic Governance and Policy.
e. Final approval of revised Academic Calendars is the responsibility of the Provost, who approves publication of the Calendar.

3. Preparation and publication of Academic Calendars

a. Academic Calendars are published annually, in January. They are published as PDF documents. The official versions of the calendars are posted on the Yorkville website.
b. Once the annual Academic Calendar is published, the document is not changed.
    i. Exceptions: In the event than an urgent situation, legal or regulatory requirement, or other circumstance requires that a new Academic Calendar be published mid-year (i.e., on a date other than January), the Provost may direct that a new Calendar be prepared and published and announced to the Yorkville community.

c. If errors are discovered in a published academic calendar, they will be noted on a Calendar Errata document published alongside the Academic Calendars.
d. When substantive additions or other changes are made during the year to programs, curriculum, or policies normally published in the Academic Calendar, these are published as Calendar Addenda alongside the official academic calendar.
    i. See *Academic Calendar Preparation and Publication Procedures* for definition of "substantive changes" and criteria to be met for publishing a Calendar Addendum rather than waiting for the next annual Calendar to be published.
e. When a new calendar or a calendar update is published, notification will be sent to all faculty, staff, and students.
f. Further information about preparation and publication of Academic Calendars is included in the Academic Calendar Procedures.

Related Information

- Academic Calendar Preparation and Publication Procedures.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Academic Governance Office
Email: academicgovernance@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	November 21, 2024	New Policy	Academic Council
1.1	September 25, 2025	Updated to new template	-