

## Academic Calendar

<b>Policy Category:</b>	General Policy
<b>Subject:</b>	Academic Calendar
<b>Subsections:</b>	<a href="#">Purpose and Scope</a> ; <a href="#">Authorities</a> ; <a href="#">Content of the Academic Calendar</a> ; <a href="#">Responsibility to Publish</a> ; <a href="#">Amendments to the Academic Calendar</a> ; <a href="#">Graduate Programs, Policies, and Regulations</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	*
<b>Officers(s) Responsible for Procedure:</b>	*
<b>Related Policies:</b>	*
<b>Effective Date:</b>	December 6, 2024
<b>Supersedes:</b>	May 2015

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### UNDERGRADUATE ACADEMIC CALENDAR

#### PURPOSE AND SCOPE

The Academic Calendar is the official record of undergraduate academic programs as reviewed and approved by Senate and its relevant committees.

The University Secretary maintains the official record of Senate-approved university-wide academic policies on the University Secretariat website.

By the act of registration each student becomes bound by the policies of Western University. Students are responsible for familiarizing themselves with the academic policies, the general information and specific requirements contained in the Academic Calendar, and the information provided by their Faculty, School or Affiliated University College.

### **AUTHORITIES**

Under the *University of Western Ontario Act, 1982 as amended in 1988 and 2016*, responsibility for academic governance is vested in the Senate. Senate has the final authority to approve new programs, program or module changes, and new and revised academic policies.

The University Secretary may provide direction about which Academic Calendar matters require Senate approval and which matters may be approved by the University Registrar or by another authority.

### **CONTENT OF THE ACADEMIC CALENDAR**

The Academic Calendar will include, but is not limited to:

- Undergraduate sessional dates
- Description of all undergraduate/professional academic programs and modules, including:
  - Specific admission requirements and procedures
  - Specific progression and graduation requirements
  - Listing of academic courses
- General information for students on matters within the purview of Senate, approved by the relevant Senate Committee and/or Senate
- General information for students approved by the Registrar

Program-specific academic information is not part of the Academic Calendar and falls outside of Senate's purview. This information may be posted on the academic units' websites.

The official record of University-wide academic policies, including university admission requirements, and University-wide non-academic policies, including the Code of Student Conduct, are maintained on the University Secretariat website.

### **RESPONSIBILITY TO PUBLISH**

- The Office of the Registrar hosts the official version of the Academic Calendar electronically on the University's website. The Office of the Registrar is responsible for the organization and design of the Academic Calendar and may make formatting changes as necessary in consultation with the University Secretary.

- The Office of the Registrar will take reasonable steps to ensure accuracy of the Academic Calendar and will archive the Calendars electronically.

### **AMENDMENTS TO THE ACADEMIC CALENDAR**

The content of the Academic Calendar is established and subsequently amended after Senate's or its relevant committees' approval of curriculum or policy changes.

Changes to policies, programs, modules or courses must be made in accordance with Western's Institutional Quality Assurance Process (IQAP) and applicable Senate policies and Senate committees' terms of reference.

### **GRADUATE PROGRAMS, POLICIES, AND REGULATIONS**

The list of graduate programs is managed by the School of Graduate and Postdoctoral Studies (SGPS) and posted on the University's website.

Senate-approved academic policies pertaining to graduate students are available on the University Secretariat website. SGPS Regulations pertaining to graduate students are available on the SGPS website.