



SENATE AND ACADEMIC SERVICES
STUDENT SERVICES

MEMORANDUM

Attention: Senate
From: Jo Hinchliffe, Assistant Registrar and Secretary, Senate Calendar Committee
Date: October 8, 2010

**Regarding: Calendar Publication and Revision Guidelines —
For Information Only**

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At its meeting of 24 September 2010 the Calendar committee reviewed and approved the following publication and revision guidelines for the official SFU Calendar.

Principles

The Calendar primarily contains Senate-approved academic information, including but not limited to academic programs, courses, admissions, tuition/fees, financial aid and all related policies and procedures. The Calendar committee and/or the Calendar editor reserve the right to publish additional information that is not Senate-approved but that they deem essential information for the University community.

Publication Schedule

Beginning with the Summer 2011 edition, the Calendar will be published three times per year to coincide with enrollment for the following term:

- Fall term calendar: published June 15
 - includes January to April Senate decisions that take effect September 1
- Spring term calendar: published October 15
 - includes May to August Senate decisions that take effect January 1
- Summer term calendar: published February 15
 - includes September to December Senate decisions that take effect May 1

This publishing schedule will provide students with the most current program information available, update the community on curriculum changes, and allow for more flexibility in renewing curriculum.

All calendars will continue to be archived on line, as is current practice.

Definitions

1. An **editorial change** corrects a simple, Senate-approved error (for example, spelling and grammatical mistakes, missing information etc.). Editorial changes are made as required. The Calendar editor or delegate is responsible for making decisions on editorial changes.

Examples:

- Updating the link to a departmental web site
- Changing a date range from 2009-2010 to 2010-2011
- Correcting Senate document errors
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All requests must be sent by email to calendar-sfu@sfu.ca

- Requests will be filed by program or Calendar section
- All requests will receive a reply with the date the change was made. The requestor is responsible for checking accuracy.



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2. A **substantive change** is one that requires Senate approval. The change will appear in the next version, according to the publishing schedule:

Examples:

- Adding the successful completion of a particular course to a program's admission's requirement
- Temporarily withdrawing a course
- Eliminating, adding or changing curriculum

Effective dates – coincide with the beginning of a term i.e. May 01, September 01, January 01. The effective date indicates when the curriculum change, new course or new program is operational. This date drives information in the curriculum management system, the calendar and degree progress report.

The new Degree Progress report relies on effective dates related to the student's program. The effective date determines the particular semester and program in effect when the student declared their academic intentions and specifies which calendar the student needs to follow to complete their graduation requirements. This academic advising tool can be used in addition to archived calendars for searching out information on program requirements.