

# Academic Scheduling

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## 1.0 Objective

To meet and follow the policies, regulations and legislation as required by Immigration, Refugees, Citizenship Canada, (IRCC) and enforced by Canadian Boarder Services Agency (CBSA) in regards to full-time international students. Also to provide clear directions and instructions on the subject matter of part-time studies, scheduled academic breaks and to enforce prescribed course loads in accordance with students' program maps and their letter of acceptance.

All international students agree to the terms on their letter of acceptance (LOA) when registering at Lambton College. The LOA states: "Students must follow their prescribed program map and academic schedule. Students are required to withdraw if their prescribed program map and/or academic schedule is not followed. Deferrals will not be approved".

International students must follow the prescribed program map that can be accessed from student services at your campus and on the mylambton website. The prescribed program map outlines the course load for each term

## 2.0 Policy for Post-Secondary International Students – Full Time Status

- 2.1 International students are only permitted to take part-time studies in their final semester in order to complete the requirements to graduate.
- 2.2 International students who have enough outstanding courses to make up a full course load in their final semester must be enrolled full-time.
- 2.3 International students who do not wish to enrol full-time for their final semester due to financial constrains will be placed as a "no show" status and are encouraged to return home.
- 2.4 International students who are in part-time studies may impact their eligibility for the post graduate work permit application and working off campus [More Information about the PGWPP](#)

## 3.0 Policy for Post-Secondary International Students and Academic Breaks

- 3.1 International students must follow the prescribed program map that can be accessed from student services at your campus. The prescribed program map outlines the timing of academic terms and scheduled breaks.
- 3.2 International students are not permitted to take unscheduled academic breaks without prior written approval and consent from the Director of Lambton College in Toronto/Mississauga. Students must submit a Leave of Absence Form.(link to leave of absence form)
- 3.3 International students who take unapproved breaks may be subject to the following policy. [2000-1-5 Progression and Graduation from a Program.](#)



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## 4.0 Policy for Post-Secondary International Students and Course Overload

- 4.1 International students who wish to overload their term schedule may do so if the following conditions are met:
- No more than 30 hours a week will be approved for one single semester.
  - No more than 3 hours of a conflicted schedule.
  - No more than 8 hours a day of scheduled classes.

## 5.0 Policy for ESL International Students

- 5.1 ESL international students are not permitted to be enrolled part-time studies or take an academic break unless approved by the Director of Lambton College in Toronto/Mississauga.