



PROCEDURES

Title	Academic Schedule
Policy No.	C.3.15
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	July 26, 2016; formerly Academic Timetable and Room Booking
Effective Date	November 25, 2020

GENERAL

1. Unless otherwise stated, courses will be scheduled within a standard four-month term (i.e. Sep-Dec, Jan-Apr, and May-Aug). Exceptions to this standard must be approved by the Registrar (or designate).
2. The College establishes open hours for all campuses and all courses will be scheduled within these hours. Requests to run courses outside of these hours will be adjudicated on an individual basis.
3. Continuing Studies courses are generally offered after 6 p.m. and on weekends. Any changes to scheduling that may impact Continuing Studies access to space during these times must be approved by the Registrar or designate.
4. The assignment of classrooms for individual classes will take into account any travel time required between locations for students and employees.
5. Deans are responsible for ensuring that within all Departments, the College's scheduling process, policy, procedures and deadlines are met and adhered to, and are consistent with the Enrolment Plan.
6. The following criteria should be considered in preparation of the Academic Schedule:
 - a. Student expectations
 - b. Open hours of the campuses
 - c. Required contact hours
 - d. Resources and facilities requirements (specialized equipment)
 - e. Regulatory body requirements
 - f. Student funding, fees and financial aid impacts
 - g. Access to large capacity rooms (examination space)
7. Department Leaders are responsible for:
 - a. Providing information regarding class schedule, teaching mode and required resources.
 - b. Collecting, preparing, verifying data and returning it to Academic Scheduling within timelines and in the format provided.
 - c. Designating an alternative contact during any extended periods when the Department Leader will be unavailable to answer questions from Academic Scheduling.

- d. Ensuring that courses are sequenced so that student will be able to complete associated pre-requisites and co-requisites.
8. In the event a Department Leader or approved designate is unavailable over five (5) business days, Academic Scheduling has the authority to resolve conflicts affecting student timetabling. Academic Scheduling may resolve the issue sooner than five days if conflict occurs during the affected students' course schedule and there is an immediate impact to students.

ACADEMIC SCHEDULING PROCESS

9. For existing programs:
 - a. Academic Scheduling populates the Enrolment Plan with the anticipated offerings for the upcoming fiscal year by June 1, and sends it to the Dean.
 - b. Deans are responsible for consulting with Department Leaders and the School Operations Manager in reviewing, revising and returning the Enrolment Plan to Academic Scheduling by July 31.
 - c. Academic Scheduling prepares the data and draft Academic Schedule for distribution to the Department Leaders for review.
 - d. The Department Leader confirms or revises the information, including the maximum enrolment capacity, in the draft Academic Schedule and returns it to Academic Scheduling by the deadline.
 - e. Academic Scheduling produces a final Academic Schedule for release to Academic Records and other relevant stakeholders.
 - f. Academic Records updates the Student Information System with fee information and prepares for student registration.
 - g. Once complete, Academic Records releases the final Academic Schedule for registration at least six months prior to the start of the term.
10. New programs will be added to the Enrolment Plan if Education Council has approved them prior to July 31 for the effective date in the next fiscal year.
11. For new programs not added to the Enrolment Plan by July 31:
 - a. Academic Records creates a master schedule template and sends it to Academic Scheduling. This includes a complete list of courses, course numbers, credits, and levels as approved by Education Council.
 - b. Academic Scheduling sends a master scheduling template to the Department Leader.
 - c. The Department Leader completes the master scheduling template in consultation with the Dean and the School Operations Manager, and returns it to Academic Scheduling within two weeks of receipt.
 - d. Academic Scheduling produces a final Academic Schedule for the new program for release to Academic Records and other relevant stakeholders.
 - e. Academic Records updates the Student Information System with fee information and prepares for student registration.
 - f. Once complete, Academic Records releases the program's final Academic Schedule for registration at least four months prior to the start of the term.

12. The Registrar or delegate has the authority to make exceptions based on the policy principles.
13. Academic Scheduling may not be able to accommodate Department preferences if the required deadlines are not met.
14. At the discretion of the Registrar or designate, the final Academic Schedule may be released based on information from the previous year's schedule if submission deadlines are not met, so as not to delay having schedule information available for students.
15. Once the final Academic Schedule has been released, the room booking process begins. Refer to Policy B.3.4 Space Allocation and Room Booking.

SCHEDULING CHANGES AND CONFLICTS

16. After the final Academic Schedule has been released, all changes must be approved by the Registrar or designate, Director of Finance or designate, and the Dean/Director responsible for the program area. Changes must be submitted using the Academic Schedule Change Request form so as to track and document all changes.
17. Changes to the published schedule will be kept to a minimum. Valid reasons for changes include:
 - a. Unexpected increase/decrease in student enrolment
 - b. Unexpected health or safety hazards
 - c. Adjustments required to accommodate employees or students with special needs
 - d. Changes in available equipment
 - e. Instructional opportunities that may be offered through Continuing Studies as a revenue source
 - f. Unexpected employee changes
18. The Department Leader will communicate approved changes to Room Booking, employees, and students as soon as information is available.
19. Academic Scheduling shall keep a record of all changes to the final Academic Schedule and provide a report to the Registrar each term. The Registrar or designate will notify the appropriate Dean if continual changes occur and are deemed to be problematic.
20. Academic Scheduling will make every attempt to resolve scheduling conflicts. In the event of a dispute over scheduling or room allocation, Academic Scheduling will refer the matter to the Registrar or designate, who will consult the Dean(s), Department Leaders, and Academic Scheduling.

CONTINUING STUDIES

21. Due to the scope and nature of Continuing Studies programming and unique operational needs, Continuing Studies does not utilize Academic Scheduling to build schedules, and the timelines and procedures for scheduling differ from those of the rest of the College.
22. Continuing Studies Program Coordinators are responsible for preparing enrolment plans each fall, in consultation with the Operations Manager and with approval from the Dean.
23. Course schedules will be released three times annually, several months before the start of term. The deadlines for courses to be active and open for registration are as follows:
 - a. For Fall Term (September – December): June 15

- b. For Winter Term (January – March): October 15
 - c. For Spring Term (April – August): February 15
24. Schedule changes and requests for additional courses are submitted to Continuing Studies registration staff for entry on an as-needed basis.
25. Once the course schedule for the upcoming term has been activated, the room booking process begins. Refer to Policy B.3.4 Space Allocation and Room Booking.

RELATED POLICY

Refer to C.3.15 Academic Schedule Policy.