COLLEGE POLICY

Policy No. & Title: **A-107 Timetables & Schedules**
Policy Sponsor: Vice-President, Operations
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

Purpose
The College understands students want to develop their skills in a reasonable amount of time and return to/enter the working world. To assist students with this process, the College's programs are scheduled in a condensed learning format. The condensed schedule fulfils all learning outcomes and meets Ministry/Department requirements. To accommodate condensed learning, every moment of class time is important, and is therefore scheduled.

Against this background, this policy seeks to establish the expectations and guidelines regarding program schedules and student timetables.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Academic Space: Any physical space where College-approved instructional activity may take place.

Learning Space: Any physical or virtual/digital space where College-approved instructional activity may take place.

Merge Model: The College's student-centric proprietary scheduling framework aligning pedagogical best practice with the Mission, Vision, and operational direction of the College.

Scheduling: The process of assigning approved College academic activities into a specific time and space to create a timetable.

Timetable: A list of courses/classes, with days and times, in a particular timeframe (*e.g.*, term, semester, block, year).

POLICY

Principles

- The scheduling of academic space will be prioritized to meet the needs of the College and its students.
- Schedules will be developed centrally through the Office of the Vice-President, Operations, and specifically the Scheduler.
- Schedules will be developed using the Merge Model where appropriate.
- Schedules for public-sector partnership deliveries will reasonably adhere to the partner's Academic Schedule and Important Dates.
- Scheduling decisions will be informed by pedagogy and in collaboration with Academic Services and International.
- Classes, normally, will be scheduled between 8:00am to 10:00pm, Monday to Friday.
    - The College reserves the right to schedule classes on weekends, or in hours outside of normal hours of operation.
    - Campuses will be open from 7:30am and close at 10:00pm.
    - Classes, normally, will commence at either 8:00am, 1:00pm or 6:00pm.
- Students are not permitted on campus when the campus is closed.
- Student timetables will be created based on program schedules.

Application

1) Programs will be offered on a set schedule of intakes (start dates) in alignment with the College's Merge Model.
    a) The College reserves the right to cancel or postpone a scheduled program start if enrolment is insufficient to meet pedagogical or operational standards.
    b) The College reserves the right to schedule students into other campus locations, if required, to meet pedagogical or operational standards (see A-111 Academic Progression).
2) Classes will be delivered during their scheduled time and at their scheduled location.
3) Modification to a program schedule is not permitted without consultation with the Campus Director/Remote Education Director and the Scheduler.
4) Every attempt is made to schedule classes in either morning, afternoon, or evening periods.
5) Students are provided with a copy of their schedule prior to their program start date.
6) The schedule may be updated or changed at any time.
7) If it is necessary to change the scheduled time of a class delivery, the Campus Director/Remote Education Director will, where possible, provide two (2) weeks advance notice of any change to the schedule or student timetable.
8) Students are encouraged to check the Student Web each week to confirm their schedule/timetable.
9) Students are to attend all scheduled classes.

10) To support student success and pedagogical best practice in a condensed learning format, instructors may schedule within a four (4) hour class:
    a) Two (2) fifteen (15) minute breaks, or
    b) Three (3) ten (10) minute breaks.
11) Students may only take breaks as scheduled by instructors.
12) The College recognizes the importance of self-study and self-guided learning as an important pedagogical tool in the learning process. The College has, therefore, scheduled lab weeks and/or reading weeks into many programs of study.
13) Lab weeks are an opportunity for the student to work independently on delivery of specific projects (depending on their program and tenure in their course).
    a) Lab weeks may have scheduled events as part of a program of study (*e.g.,* seminars, workshops, CPR training, field trips).
    b) For lab weeks where there are no scheduled events, each instructor is to assign, at their discretion, a project or task for which the student must submit the results of the activity upon return from a lab week, such as but not limited to:
        i) studying for and writing of certification exams
        ii) field trip with specified related assignment
        iii) career exploration assignment
        iv) independent research assignment.
14) Reading weeks are an opportunity for the student to work independently to catch up on readings, practice technical skills and/or do preparatory work for the coming weeks. During a reading week there is no attendance requirement, and no assignments are given to students.
    Note: Reading weeks may not be funded for students.
15) When a closure occurs (*e.g.,* inclement weather, emergency) it shortens the standard 5-day week as well as the number of instructional led hours the student receives. When this occurs the material must be made up.
16) To ensure students do not miss any class time or class material due to a closure, instructors must be prepared to accommodate the difference of the missed time by adding extra time to the remaining classes.
17) Schedules and timetables will not be updated for closures.

Related Policies

A-111 Academic Progression
P-121 Inclement Weather
P-135 Emergency Preparedness

Supporting Documents/Forms

A-107p Timetables & Schedules – Procedure