

## ACADEMIC SCHEDULING PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Category:</b>	D. Student and Academic
<b>Parent Policy:</b>	D24
<b>Approval Date:</b>	May 19, 2022
<b>Effective Date:</b>	May 19, 2022
<b>Procedure Owner:</b>	AVP Students and Registrar

<b>Overview:</b>	It is necessary to develop an Academic Schedule for credit courses in provincially approved programs to allow for registration of students, academic planning, enrollment management and staffing within the framework of the academic year.										
<b>Procedures:</b>	<p><b>1. TIMELINE</b></p> <p>The following timeline will be adhered to for each academic year scheduling cycle:</p> <table border="1"> <tr> <td>August 1</td> <td>Scheduling Administrator sends Loading Form instructions to School Designate* and Continuing Education (CE).</td> </tr> <tr> <td>August 1 - October 31</td> <td>School Designate consults with Program Teams to review and populate Loading Form. Scheduling Administrator will be available for Associate Deans and CE to book consultative discussions.</td> </tr> <tr> <td>November 1 - November 20</td> <td>School Designate and CE to submit completed Loading Forms to the Scheduling Administrator. *Programs submitting changes to the November Academic Council meeting, may submit Loading Forms by November 20.</td> </tr> <tr> <td>November 20</td> <td>Changes to a Program of Study and/or course outlines that impact the Academic Schedule and require Dean approval are sent to the Scheduling Administrator.</td> </tr> <tr> <td>January (first day back to work after break)</td> <td>Scheduling Administrator prepares draft Academic Schedule.</td> </tr> </table>	August 1	Scheduling Administrator sends Loading Form instructions to School Designate* and Continuing Education (CE).	August 1 - October 31	School Designate consults with Program Teams to review and populate Loading Form. Scheduling Administrator will be available for Associate Deans and CE to book consultative discussions.	November 1 - November 20	School Designate and CE to submit completed Loading Forms to the Scheduling Administrator. *Programs submitting changes to the November Academic Council meeting, may submit Loading Forms by November 20.	November 20	Changes to a Program of Study and/or course outlines that impact the Academic Schedule and require Dean approval are sent to the Scheduling Administrator.	January (first day back to work after break)	Scheduling Administrator prepares draft Academic Schedule.
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August 1 - October 31	School Designate consults with Program Teams to review and populate Loading Form. Scheduling Administrator will be available for Associate Deans and CE to book consultative discussions.										
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January (first day back to work after break)	Scheduling Administrator prepares draft Academic Schedule.										

January (first day back to work after break)	Workload Planning Guide (WPG) and draft Academic Schedule sent by Deans to Faculty Members.
January 31	Workload Planning Guide submitted by Faculty Member to Dean.
March 1	Deans to submit tentative workload assignments to the Scheduling Administrator.
March 31	Deans to submit Academic Schedule appeals to the Registrar.
OCFA CA Specified Date(s)	Deans to submit final workload assignments to the Scheduling Administrator consistent with the dates within the OCFA CA pertaining to Workload sign-off.
April 7	The Scheduling Appeals Committee meets by this date.
May 15	Academic Schedule for Summer Term is accessible.
Next business day after July 1	Complete Academic Schedule for the following Academic Year is accessible.

*\* The School Designate may be a Dean, Associate Dean or other position as assigned by the Dean.*

## 2. LOADING FORM

A Loading Form is used to collect data from schools and Continuing Education for scheduling purposes. It includes but is not limited to:

- all lecture, lab and tutorial sections to be offered in each term
- maximum capacity per section
- delivery method
- technology requirements
- room requirements
- constraints

Loading Forms are submitted by Associate Deans or School Designate and Continuing Education to the Scheduling Administrator by the appropriate date.

## 3. SCHEDULING & ROOM ALLOCATION

The Scheduling Administrator optimizes academic space through scheduling and room allocation. The following principles are considered:

- a) Maximum room occupancy is compliant with fire regulations.
- b) Academic spaces are cataloged within a central information system by the Scheduling Administrator to assess the design, features, and suitability for various teaching modes, equipment, seating capacity and disability access.

- c) Changes to the functionality of a room will be communicated by Information Technology, Campus Facilities, or School to the Scheduling Administrator in a timely manner.
- d) Booking spaces for academic use will be in accordance with A45 Bookable Assets Policy and Procedure.
- e) Generally, a class will only be assigned one academic space per time slot.

#### **4. INSTRUCTIONAL TIME**

- a) Classes shall be scheduled between 8:00 a.m. and 6:00 p.m.
- b) There are ten minutes from each instructional unit built in for travel time for students and staff. Classes are allocated to rooms in a manner that takes into account any travel time required between locations for students and staff where possible.
- c) Olds College courses that adhere to a 15-week term will follow a pattern of scheduling; classes on Monday, Wednesday or Friday will occur in one (1) hour increments and classes on Tuesday or Thursday will occur in one and one half (1.5) hour increments.
- d) Classes will not be scheduled during Reading Week for courses that follow the term-based 15-week format and for courses that observe Reading Week.
- e) Classes will not be scheduled during Final Exam Periods for courses that follow the term-based 15-week format.

#### **5. ACADEMIC SCHEDULE APPEALS**

Appeals must be made in writing, including information/evidence to ensure an informed decision is made, in accordance with the timelines listed above.

- a) Appeals must be submitted to a Dean. The Dean will forward all appeals to the Registrar.
- b) Appeals are initiated by the Faculty Member or Associate Dean using the linked Scheduling Appeals Form.
- c) The Scheduling Appeals Committee will hear all qualifying appeals.
- d) The Scheduling Appeals Committee will be composed of the Registrar (Chair), Deputy Registrar, a Dean or Associate Deans from each school, an OCFA VPA or designate and the Scheduling Administrator.
- e) The Chair of the Appeals Committee will communicate the final decision to the faculty member directly.

#### **6. EXCEPTIONS**

After Appeals, all requests for changes to the Academic Schedule shall be approved by the Registrar.

- a) Valid reasons for an exception may include, but not limited to:
  - i) Unexpected staff departure
  - ii) Unexpected increase/decrease in student enrolment
  - iii) Health or safety hazard
  - iv) Adjustments required to accommodate staff or students with special

- needs or cultural requirements
- v) Changes in available equipment and facilities
- vi) Implications arising from accreditation and government regulation

- b) The Dean and Continuing Education shall notify the Scheduling Administrator in writing of all requested exceptions to the Academic Schedule.
- c) When exceptions are granted after a course begins, the Dean shall notify affected faculty members and the Associate Dean (or school designate) shall notify affected students and staff.

### 7. ROLES

- a) The Registrar ensures that an academic scheduling framework is in place.
- b) Deans ensure the scheduling process, procedures and deadlines are supported and adhered to within their school.
- c) School Designate and Continuing Education gather and submit Loading Form data to the Scheduling Administrator by the appropriate date.
- d) The School Designate advocates for an optimal student experience throughout the scheduling process collaboratively with the Scheduling Administrator. If issues cannot be resolved, an appeal can be initiated.
- e) Faculty work with School Designate and Deans to follow the academic scheduling policy and collective agreement timelines.
- f) The Scheduling Administrator initiates the scheduling process and produces an Academic Schedule that:
  - i) is student-centered,
  - ii) meets teaching and learning requirements, and
  - iii) optimizes instructor expertise, teaching resources and campus facilities.
- g) The annual scheduling cycle is supported by quarterly meetings between the Office of the Registrar and the Schools.

### 8. AD HOC USE OF ROOMS

- a) Unscheduled academic space may be booked for ad hoc purposes once the Academic Schedule is finalized.
- b) All ad hoc bookings are conducted in accordance with A45 Bookable Assets Policy and Procedure.

Definitions:

Related Information:


[D04 Calendar of Important Dates](#)  
[D21 Course Development and Revision](#)  
[D34 Program Development](#)  
[A45 Bookable Assets](#)  
[Scheduling Appeals Form](#)

Review Period:

3 Years

Revision History:

October 22, 2003



March 22, 2007  
June 26, 2008  
January 14, 2016  
November 9, 2017  
May 2022: revised