ACADEMIC SCHEDULING POLICY

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

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<td>Policy Number:</td>
<td>D24</td>
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<tr>
<td>Approval Date:</td>
<td>May 19, 2022</td>
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<td>Policy Owner:</td>
<td>AVP Students and Registrar</td>
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Objective:

Olds College is committed to an academic scheduling framework whereby an Academic Schedule of credit courses in provincially approved programs is produced annually. The Office of the Registrar is responsible to compile and assemble an Academic Schedule that:

- is student-centered,
- meets teaching and learning requirements,
- and optimizes instructor expertise, teaching resources and campus facilities.

Policy:

The Academic Schedule is developed in advance of any given Academic Year to ensure adequate time for academic and operational planning for students, staff and faculty.

Definitions:

**Academic Schedule**: A list of all credit courses from provincially approved programs, including Course Reference Number (CRN), course name, term, times, dates, instructor(s), mode of delivery and location(s).

**Student Timetable**: The list of courses a specific student is registered in for a given term.

**Academic Year**: A period of time that corresponds to a twelve-month period beginning with the Summer Term every year.

**Term**: A portion of an Academic Year. Olds College has four (4) terms of Summer, Fall, Winter and Spring.

**Loading Form**: The instrument used by schools to collect and track information related to academic needs.
**Academic Space:** A designated campus location where teaching activities and learning occur.

**Guidelines:**

1. The scheduling of courses is designed to meet the needs of students.

2. The Olds College Faculty Association (OCFA) collective agreement will be adhered to during the scheduling process.

3. New Program of Study and/or new course outlines must be approved by the November Academic Council meeting in order to be active for the following academic year (refer to Policy D34 and D21).

4. Changes to a Program of Study and/or course outlines that impact the schedule and require Academic Council approval must be approved by the November Academic Council meeting in order to be active for the following academic year (refer to Policy D34 and D21).

5. Changes to a Program of Study and/or course outlines that impact the schedule and require Dean approval are sent to the Scheduling Administrator by December 1st in order to be active for the following academic year.

6. Once the Academic Schedule is finalized, other departments, including Continuing Education and Conference Services may reserve academic spaces.

7. Academic spaces are reserved during final exam periods as listed in the Calendar of Important Dates.

8. A centralized software system will be used to coordinate both academic and non-academic spaces owned or leased by Olds College.

9. Olds College ensures that the Program of Study, website and publications contain accurate and consistent program and course information.

**Related Procedures:**

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

**Review Period:**

3 Years

**Revision History:**

- October 22, 2003
- March 22, 2007
- June 26, 2008
- January 14, 2016
- November 9, 2017
- May 2022: revision