NORTH ISLAND COLLEGE
NIC

Policy	#3-25
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INSTRUCTIONAL TIMETABLING AND SPACE ALLOCATION

POLICY STATEMENT

North Island College (NIC) ensures that scheduling of courses and programs and final examinations is student focused. The scheduling of space for instruction follows a system of principles and priorities which are applied consistently and fairly.

PURPOSE STATEMENT

The purpose of this policy is to define the process of scheduling courses and programs into instructional space, including final examinations.

PRINCIPLES

1. All instructional activities are student focused and scheduled to optimize the use of space and instructional resources.

2. All space belongs to the College as a whole. Instructional space will be allocated based on guidelines set out in this policy.

3. The instructional timetable is constructed to facilitate students' ability to access a broad range of courses and to complete program requirements within prescribed timelines.

4. The final examination schedule is constructed to facilitate a conflict-free examination schedule for students.

DEFINITIONS:

Academic Program Credential: A named qualification awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree, and which requires approval of the Board of Governors.

Authorized Course Description (ACD): A document defining the educational components of a course, the format and contents of which have been approved by Education Council. The educational components in an ACD include course code, title, format, credit value, level, prerequisites/corequisites, course description, content, learning outcomes, evaluation methods, and minimum instructor qualifications. All sections of the course must adhere to the components as listed in the ACD for that course.

Common Examination: A single final examination that is administered to multiple sections of the same course during the same examination time.

Constraint: Any pedagogically supported rationale for application of special requirements in the timetabling process. Constraints can be related to instructional space requirements, departmental scheduling rules, faculty members or courses.

Learning Pathways: Academic preparation programs such as Adult Basic Education, English Language and University Studies.

Scheduled Final Examination: An instructor-developed final examination delivered in a three hour block during the final examination period and timetabled by the Office of the Registrar. This excludes all other assessments administered at the discretion of an instructor, examinations given outside of the final examination period, or take-home examinations.

Stable Enrollment date: The last date a student can withdraw from a course and receive a refund of tuition; for classes beginning in September or January, this date is typically ten days after the first day of classes.

Transcriptable courses: Courses that have an evaluation and that appear on a student's official North Island College transcript.

GUIDELINES:

The Office of the Registrar is responsible for the scheduling of all instructional space. Instructional and final examination timetabling activities will occur in accordance with established and published key dates.

A. Instructional Timetabling

1. Space will be allocated in the following priority order with due consideration to safety, equipment and technological requirements:

    1.1   Academic Program Credential or Learning Pathway
    1.2   Transcriptable courses
    1.3   Non-transcriptable courses
    1.4   Internal and external miscellaneous bookings

2. Room assignments are determined primarily by function and by enrollment. Changes to room assignments may occur at any time to optimize the use of space. Changes to the function of a room must be approved by the vice president responsible for education.

3. Deans are responsible for providing all timetabling documents to the Office of the Registrar.

4. The Registrar is responsible for resolution of scheduling conflicts.

5. Only instructional time as indicated on the Authorized Course Description (ACD) will be timetabled. Additional requirements not supported by the ACD may be booked after the timetable has been finalized.

B.   Scheduled Final Examination Timetable Development and Standards

1. The final examination timetable for students will be conflict free. Students will not be expected to write more than two examinations in one day and not more than two examinations consecutively.

2. Faculty members are responsible for requesting their final examinations be timetabled during the examination period.

3. Multiple sections of a course with a common examination will be scheduled at the same time on the same date in all college locations. When timetabling does not permit a common examination time, alternate examination times will be administered.

4. All examinations are given equal priority in the preparation of the examination timetable.

5. Final examinations are timetabled during the daytime and the evening and may include Friday evenings and Saturdays.

6. Examination accommodations required for students with documented/registered disabilities will be administered in accordance with policy 3-17 Instructional Accommodation and Accessible Learning Services.

LIMITATIONS

This policy covers instructional activities that require use of college space. This policy does not include distance delivery modes of instruction.

PROCEDURES

North Island College will post procedures outlining the implementation of this policy on the College website. These procedures are also included as Appendix A to this policy.

CROSS REFERENCE:

Policy #3-12 Instructional Key Dates
Policy #3-17 Instructional Accommodation and Accessible Learning Services
Policy #3-20 Suspension, Relocation or Cancellation of Credentialed Programs
Policy #3-22 Program and Course Credentials
Policy #3-33 Evaluation of Student Performance
Policy #3-35 Course Outline
Policy #7-02 Facility Use
Policy #7-05 Commercial and Other "Non-College" Activity on Campus

Appendix A

PROCEDURES

A.   Instructional Timetabling

1.   Instructional time patterns, as approved by the Education Team (ET), are based on classes finishing ten minutes prior to the posted end time so the following classes may begin promptly at their posted start times. Exceptions must be approved by the Registrar and responsible dean.

2.   Procedures related to time patterns, space optimization and course constraints are reviewed annually in the spring by ET, and any changes to the procedures are submitted to the Student Records Office (SRO).

3.   SRO is responsible for sending the timetabling documents and timelines to the deans and/or designates in the fall. In consultation with the SRO scheduler, the deans and/or designates will revise and approve timetabling documents.

4.   SRO will provide a draft timetable to the deans and/or designate(s) for approval. Educational advisors and regional administrators, as appropriate, are provided a copy for review and feedback.

5.   Once the draft is shared, requests for adjustments must be accompanied by a rationale and approved by the relevant dean or designate.

6.   The final examination timetable will be posted according to published key dates.

7.   Subsequent to final timetable posting, changes may have consequences and impacts to enrolled students. Requests for changes must be submitted by the dean to SRO. SRO will review and provide an impact statement outlining all possible options with recommendations to the dean as appropriate.

8.   Subsequent to final timetable posting, additional scheduling will occur on an available space basis only.

B.   Final Examination Period Timetabling

1.   Each term, after the stable enrolment date, SRO will circulate the examination booking request forms and timelines to faculty members.

2.   Faculty will submit examination booking request forms to SRO by the established deadline date.

3. SRO will produce and circulate a draft examination timetable for review by faculty. Any change requests to SRO must be accompanied by a rationale consistent with principles of this policy.

4. SRO will post the final examination timetable according to published key dates.

5. Changes requested subsequent to the posting of the final examination timetable will be considered only after assessing the full impact to students and will require approval of the Registrar.

6. Students with examination conflicts will be referred to Policy 3-33 Evaluation of Student Performance procedures for guidance.