


Policy Name:	SCHEDULING	
Approved By:	Board of Governors	
Approval Date:	May 20, 2022	
Next Scheduled Renewal Date:	April 2027	
Policy Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Policy Number:	EDU-005	

SCHEDULING POLICY

1.00 PURPOSE

- 1.1 Coast Mountain College (College) delivers a variety of instructional activities to serve the needs of students in the region. The policy provides a framework for setting the academic schedule, timetabling courses, and managing enrolment to best support teaching and learning. The academic schedule and timetable are developed in consideration of increasing student access and success, instructor/faculty teaching needs and requirements, student planning, and optimizing the use of learning spaces.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see [Education Council Policy and Procedures Definitions](#)

3.00 POLICY STATEMENTS

- 3.1 The academic schedule is prepared three years in advance, approved by Education Council (EDCO), and is used for planning and scheduling of instructional and non-instructional activities.
- 3.2 Required courses, including practicums, are scheduled without conflicts enabling students enrolled full-time to complete program graduation requirements normally within one year for certificate and two years for diploma programs. (EDU-018, *Granting of Credentials*)
- 3.3 The scheduling of courses meets the needs of students, first and foremost.
- 3.4 Historic enrolment data, projected enrolments, and the strategic direction of the College is considered when timetabling.
- 3.5 The College is responsible for optimizing the use of all campus facilities. Wherever possible, the following considerations are used to prioritize campus learning spaces:
- a) classrooms, labs, and shops created for specific disciplines and accessibility
 - b) learning spaces created for distributed learning

- c) courses with specific equipment requirements (e.g., projectors, sinks, computers, technology)
 - d) class size and/or special use
 - e) courses with no specific equipment requirements
 - f) room bookings for non-instructional internal use
 - g) training offered by external organizations
 - h) room bookings for non-instructional external use (external organizations).
- 3.6 When scheduling courses, consideration must be made for appropriate support resources and/or technology constraints.
- 3.7 Due to the breadth of education offered, instructional hours and class times are recommended by the program area to the Dean for consideration and approval.
- 3.8 Courses must be timetabled with the total hours as approved by EDCO.
- 3.9 The final 10 minutes of the instructional unit will be used for transition.
- 3.10 The College reserves the right to cancel sections that are under-enrolled, with sufficient notification to students and faculty.
- 3.11 Courses with multiple sections may be scheduled with some sections remaining inactive, to allow for expanded course offerings when demand warrants and to avoid cancellations.
- 3.12 Changes to the timetable, after publication, are kept to a minimum to lessen the impact on students and instructors/faculty.
- a) Change requests must be reviewed by the Academic Head/Coordinator/Chair and recommended to the Dean for final approval.
 - b) Sufficient notice must be provided to students as these changes may result in course scheduling conflicts.
- 3.13 Requests to change the timetable, after opening for registration, must be based on one of the following:
- a) Improved student access is improved
 - b) change in instructor/faculty assignment
 - c) availability of off-campus facilities for practicums
 - d) availability of part-time instructor/faculty
 - e) achieves registration enrolment targets
 - f) duty to accommodate a documented disability for a student, instructor, or faculty
 - g) room capacity change or suitability for the type of instruction.
- 3.14 The Registrar may change the academic schedule when editorial changes are required or when the College declares an emergency.
- 3.15 EDCO will work with the Registrar's Office to amend the scheduling procedures as operationally required.

4.00 PROCEDURES

4.1 See [EDU-005P, Scheduling Procedures](#).

5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

5.1 [EDU-005P, Scheduling Procedures](#)

5.2 [EDU-019, Granting of Credentials Policy](#)

6.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			