



<b>ACADEMIC SCHEDULING AND TIMETABLING POLICY</b>			
<b>Policy Type</b>	Academic	<b>Initially Approved</b>	October 2023
<b>Policy Sponsor</b>	Vice President, Academic Affairs	<b>Last Revised</b>	
<b>Administrative Responsibility</b>	Registrar	<b>Review Scheduled</b>	2028
<b>Approver</b>	General Faculties Council		

**PURPOSE**

This policy articulates the principles and priorities that inform decision-making related to the scheduling of undergraduate, graduate, and continuing education courses, whether credit or credit-free.

This policy sets out the parameters that govern the Academic Schedule, including the number of terms in an academic year, semester dates and lengths, and the number of instructional days to occur in each semester. This policy also includes stipulations around courses with unusual start and end dates, Reading Weeks, and examination periods.

This policy is intended to establish a transparent and effective timetabling process to facilitate the widest range of course availability for students and faculty members and to facilitate teaching and learning activities while optimizing access and use of academic space for other institutional activities.

**SCOPE**

This policy applies to the scheduling of all academic courses (i.e., face-to-face, hybrid, and online) and the resources used for teaching (i.e., physical space and technology). It does not apply to the use of non-instructional space (i.e., offices, common spaces, and other facilities).

**PRINCIPLES**

1. All space is owned and allocated by Ambrose.
2. The determination of room capacity facilitates the safe use of institutional space.
3. Academic space and the timing of course offerings are scheduled in such a way that supports the pedagogical needs of courses and programs, optimizes the student experience, maximizes the use of classrooms and laboratories, and is consistent with Ambrose’s academic priorities.
4. Course scheduling prioritizes student progression to ensure course availability for an optimal student experience, ensuring students have adequate access to complete their program of study.
5. The scheduling of start and stop times that fall outside of the regular term dates, will take into consideration implications for student loans, ability to meet prerequisites of subsequent courses, and availability of final grades for graduation.

6. The Registrar is responsible for the preparation, release, and publication of the annual and 5 Year Academic Schedule, as approved by the General Faculties Council. The Registrar also monitors the use of academic space.
7. The Registrar is responsible for the preparation, approval, and release of the Academic Timetable. The timetable will be available each semester prior to the opening of registration.
8. The Registrar is responsible for the determination of course capacity (class size), but appeals may be made to the appropriate Dean.
9. The Deans and Associate Deans are responsible to determine the number of sections of classes required to meet enrolment demands and to assign teaching workloads.
10. Once the Academic Timetable is approved by the Registrar, further requests for changes to dates and times of classes will only be considered in extraordinary circumstances and must be approved by the Dean in consultation with the Registrar.
11. When date and time changes for a course section are approved, the Office of the Registrar is responsible to inform students.

### **ACADEMIC SCHEDULE**

1. All semester start and end dates are determined by the Registrar and are submitted as part of the 5 Year Academic Schedule to the General Faculties Council for approval.
2. Unusual start and end dates for a course must be approved by the appropriate Dean or Associate Dean and Registrar prior to being scheduled.
3. The academic schedule will include a minimum of 60 instructional days in a 13-week semester.
4. Classes are not scheduled on days that Ambrose designates as General Holidays.

### **ACADEMIC TIMETABLE**

1. Regular teaching days are Monday to Saturday. No classes are scheduled on Sundays.
2. Typically, the day's first class is scheduled to start at 8:15am and the last class to end at 9:30pm.
3. Typically, classes are 75 minutes or 3 hours in length with a 15-minute break.
4. Classes are not scheduled during chapel on Tuesdays and Thursdays, between 11:15am and 12:15pm. The schedule resumes at 12:30pm.
5. A faculty member's teaching time shall not exceed six (6) hours in any day.
6. The maximum number of consecutive scheduled hours for faculty members and students shall not exceed four (4) hours.
7. A minimum of fourteen (14) hours shall elapse between the completion of a teaching day and the start of the following teaching day.
8. Ambrose uses a standardized class schedule.
9. Standard class patterns will be given priority during timetabling.
10. The following are the established class patterns for courses with lectures or seminars.

### **FINAL EXAMINATION SCHEDULE**

- For Fall and Winter semesters, the final examination period includes business days and Saturday.
- There is no formal final examination period for the Spring term.
- There is a minimum of 6 days designated for final examinations.

- In any semester, a minimum of one (1) calendar day for study (i.e., rest day) will occur before the start of the final examination period.
- For courses offered in the evenings, final examinations will be on the evening of the first week of exams (but not always the same night as the scheduled class) during the official examination period.
- No examination will start before 8:00am or finish later than 10:00pm.
- The maximum number of scheduled examinations in a calendar day for an individual student will be two (2).

### **RESTRICTIONS FOR FALL SEMESTER**

1. The Fall semester will begin on the first Wednesday after Labour Day. Second-year School of Education students will begin the last week of August.
2. School of Education specific information:
  - a. First-year student classes:
    - i. Field Education course (FE 500): In schools on Wednesdays.
    - ii. Other classes will be scheduled on Monday, Tuesday, Thursday, and Friday.
  - b. Second-year student class:
    - i. Field Education courses (FE 700 a): In schools for 4 weeks at the end of August and September.
3. New Student Orientation will occur prior to the first day of classes.
4. The Fall semester Reading Week will coincide with November 11 (Remembrance Day). If November 11 falls during the week, the remaining four (4) days are part of Reading Week. If November 11 falls on the weekend, the preceding or following five (5) days are designated for Reading Week. The determination is dependent on the number of class days following Labour Day.
5. Fall grades need to be submitted by December 23 at noon. The examination period will conclude no later than December 22. Under exceptional circumstances and with approval from the Registrar, the Fall examination period may be extended to December 23.
6. Non-teaching days in the Fall semester include:
  - a. National Day for Truth and Reconciliation (September 30), when it falls between Monday and Friday.
  - b. Deeper Life Day (the first Wednesday of October). However, evening classes will run that day.

### **RESTRICTIONS FOR WINTER SEMESTER**

1. The Winter semester will begin on the first Monday following the first full calendar week.
2. School of Education specific information:
  - a. First-year Field Education course (FE 600): In schools for five (5) weeks in January and February. Students return for classes the week before Reading Week.
  - b. Second-year Field Education course (FE 700 b): In schools for six (6) weeks in January and February. Students return for classes the week after Reading Week.
3. New Student Orientation may be scheduled on the first day of the Winter semester. Classes will run as scheduled.

4. The Winter semester Reading Week will include the four (4) days following Family Day.
5. Winter grades need to be submitted by dates stipulated by the Registrar.
6. Non-teaching days are:
  - a. Program Day (last Thursday in January).
  - b. Ambrose Research Conference (normally the last Wednesday in March).
7. The Winter examination period will conclude no later than April 29. No examinations will be scheduled on the Saturday between Good Friday and Easter Monday.

### **RESTRICTIONS FOR SPRING TERM**

1. The Spring semester will begin the first Monday in May.
2. Spring term Grades need to be submitted by August 1.
3. Spring courses are normally scheduled as follows:
  - a. One-week courses: 5 days from 9:00am to 4:00pm.
  - b. Two-week courses: 10 days from 9:00am to 12:30pm or 1:00pm or 4:30pm.
  - c. Other formats: 10 three (3)-hour blocks.

### **MODULAR COURSES**

1. Modular courses are held Monday to Friday (5 days). If a General Holiday takes place during a modular course, the week will be extended to Saturday.

### **DEFINITIONS**

**Academic Space:** Space used for instructional purposes, including classrooms, laboratories, and other specialized rooms or spaces.

**Course Capacity (class size):** Based on room capacity and enrolment demands.

**Instructional Day:** A day on which classes are scheduled to be in session. May also be referred to as Teaching Day.

**Room Capacity:** The maximum number of people permitted in a room as determined by Facilities based on Fire Marshall standards.

**Schedule:** The listing of important dates and deadlines for Ambrose, published in the 5 Year Academic Calendar, planned five (5) years in advance.

**Semester:** The major semesters are Fall and Winter. Each of these semesters is thirteen (13) weeks plus Reading Week with additional days for final examinations. The Spring term is flexible in terms of length, occurring between graduation and July 31.

**Term:** The Academic Year is divided into three (3) (Spring, Fall, Winter) terms for the purposes of registration and scheduling of classes and examinations.

**Timetable:** A list of specific course details, including but not restricted to time (e.g., weekday, time of day, etc.), space, instructor of record, and student access (e.g., restricted or non-restricted for specific degree program requirements).

**Unusual Start and End Dates:** Dates that do not follow the standard start or end dates of a course based on the dates outlined in the 5 Year Academic Schedule.

## **RELATED POLICIES**

Program Definitions Policy