

ACADEMIC SCHEDULING

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

Category:	D. Student / Academic
Policy Number:	D24
Approval Date:	May 19, 2022
Effective Date:	May 19, 2022
Policy Owner:	Vice President, Student Experience

Objective:	<p>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:</p> <ul style="list-style-type: none"> • is student-centered, • meets teaching and learning requirements, • and optimizes instructor expertise, teaching resources and campus facilities.
Policy:	<p>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.</p> <ol style="list-style-type: none"> 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

	<p>Calendar of Important Dates.</p> <ol style="list-style-type: none"> 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.
<p>Definitions:</p>	<p>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).</p> <p>Student Timetable: The list of courses a specific student is registered in for a given term.</p> <p>Academic Year: A period of time that corresponds to a twelve-month period beginning with the Summer Term every year.</p> <p>Term: A portion of an Academic Year. Olds College has four (4) terms of Summer, Fall, Winter and Spring.</p> <p>Loading Form: The instrument used by schools to collect and track information related to academic needs.</p>
<p>Related Information:</p>	<p>D04 Calendar of Important Dates Policy D21 Course Development and Revision Policy D34 Program Development Policy A45 Bookable Assets Policy Scheduling Appeals Form</p>
<p>Related Procedures:</p>	<p>D24 Academic Scheduling Procedure</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>New: October 22, 2003 Revised: March 22, 2007 Revised: June 26, 2008 Revised: January 14, 2016 Revised: November 9, 2017 Revised: May 19, 2022</p>