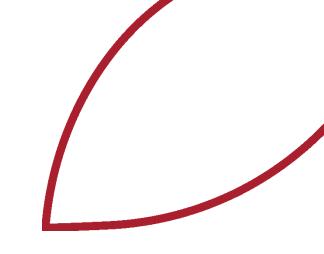**NORQUEST COLLEGE**

Academic Timetable Policy

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

Functional category	Academic
Approval date	August 24, 2021
Effective date	August 24, 2021
Policy owner	Vice President, Enrolment and Communications
Policy administrator	Manager, Registrar

Objective

The Academic Timetable Policy will ensure consistency in the production of the NorQuest College (college) Academic Timetable. This policy will support the college in meeting the needs of students and optimizing the space usage of classrooms, while also meeting the demand for class offerings, through the booking of credit and non-credit classes and events.

Authority to establish this policy is derived from the NorQuest College Board of Governor's Policy No. 5 which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy

The college will develop an Academic Timetable for a given academic year in an orderly and consistent manner to address the timetabling of all classes

and final exams. The timetabling process is guided by approved Key Principles (see related information).

The Academic Timetable will be developed approximately five (5) months in advance of the academic year to ensure adequate time for student enrolment and operational planning. It is recognized that there are times when externally mandated requirements may affect internal timetable processes and may require exceptions to the policy. The Timetabling Unit and Registrar will consider such exceptions on a case by case basis.

The timetabling of classes will be designed to meet the needs of students. It will also be designed to support the teaching and learning process and the optimization of college space. College facilities will be booked to effectively utilize their designed purpose. Rooms will be assigned to optimize instructional methodology and match projected class sizes. Priority will first be given to meet the needs of students and to support the teaching and learning process whenever possible.

The Academic Timetable will be developed through the use of a scheduling software which ensures that a conflict-free timetable of requisite classes is produced for students, instructors, and rooms, resulting in equitable treatment of all programs. It is expected that changes to the Academic Timetable will be minimal after publication.

To ensure that the academic and administrative timetabling needs of the college are met in a fair and equitable manner, the Scheduling Decision and Approval Committee will be responsible and accountable for considering exceptions to the Key Principles.

Definitions

Class: any period of instruction, including but not limited to lectures, laboratories, practicums, clinical placements, work experience placements, or examinations.

Scheduling Decisions & Approval Committee: A committee developed in alignment with the Key Principles to consider requests for exceptions to the approved scheduling policies and rules, and to make subsequent decisions/approvals.

Academic Timetable: a master listing of all scheduled courses and meeting patterns for a particular term, including instructor and resource information.

Timetabling: a recurring process of efficiently scheduling all course deliveries and aligning appropriate learning resources to meet program needs.

Related information
NorQuest College

- [Cancelling Class Sections Procedure](#)

- [Key Principles, Final Exams](#)

- [Key Principles, Scheduling](#)

- [Scheduling Decisions & Approval Process](#)

- [Space Allocation and Utilization Procedure](#)

External

- N/A

Next review date
June 2025

Revision history

Date	Version Number	Action
June 2012	V1	New (Replaces Standard Practice 2.13 – Student Schedules)
June 2013	V2	Reviewed and updated

August 2013	V3	Update for document links and branding
November 2014	V4	Update for document links
July 2015	V5	Update for document standards, document links and next review date
March 2017	V6	Reviewed and updated
August 2019	V7 (Published as V6-C)	Compliance Office template & reorganization update
July 2021	V8 (Published as V7)	Update
January 2024	V9	Information, Risk & Compliance template & reorganization update