

University of Prince Edward Island
Senate Academic Policy Tracking Form

- Policy options: New Policy, Revised Policy, Cancellation of Existing Policy

Policy Title Scheduling Policy

In a separate document, please describe the personnel, department, and committee (if applicable) involved in drafting this document and the purpose thereof. If an amendment, please provide a highlighted copy reflecting the changes.

Originating Person/Department

1 Andrea Trowbridge, Registrar's Office

2

Originating Dept's Head recommendation for review and approval

Jan. 7, 2025
Date

JFW Watson
Signature

Reviewed by:

Secretary of Senate/ Chair of Senate
Date Signature

University Auditor
Date Signature

Vetted by legal counsel (Optional)

Date

Name of Legal Counsel

Authorized for Approval by the President

Date

Signature

Senate Approval

Date Approved by Senate

(Return Approved Policy to the Senate Assistant)

For Office Use

Date of Receipt of Approved Policy

Assigned Policy Number

Date of Approval of Policy Changes

Date of Posting Policy to Policy Website

Signature

Check box if not to be posted to website

Senate Academic Policy Summary Sheet

<b>Policy Title:</b>	
<b>Policy Number:</b> <i>(if new policy leave blank)</i>	
<b>Creation Date:</b> <i>(if new policy leave blank)</i>	
<b>History of Amendments:</b> <i>(if new policy leave blank)</i>	
<b>Who amended the Policy:</b>	
<b>Purpose of Change(s):</b>	
<b>Section(s) of Policy that have been amended:</b>	
<b>Possible Issue(s) for Discussion:</b>	

University of Prince Edward Island Policy	Policy No.	Revision No.
Policy Title: Scheduling Policy		Page: 1 of 6
Creation Date: April 2007		Version Date: November 2007
Authority: Vice-President, Academic and Research		Review Date: December 2024
Responsibility: Registrar		Access

## 1. Definitions

- A. Academic Calendar - official comprehensive reference of degree requirements, courses and programs offered at UPEI, as well as admission requirements, university regulations, dates and fees.
- B. Catalog – list of courses that may have sections scheduled in an active term, along with the requisites and restrictions of each course and section.
- C. Schedule - timetable of sections scheduled in an academic term and year, including the start and end Calendar dates, days of the week, time, delivery mode, and instructor.
- D. Faculty Member - a member of the bargaining unit who holds a tenured, probationary or term appointment at the rank of Professor, Associate Professor, Assistant Professor or Lecturer.

## 2. Purpose

The University Schedule is designed to deliver Academic Calendar programs to admitted and registered students in a manner that prioritizes the student learning experience and provides maximum student access to programs, while making efficient use of limited instructional and space resources. More specifically the purpose of the policy is:

- A. To ensure that courses are scheduled each semester to support the orderly delivery of all academic programs.
- B. To optimize course sequencing across semesters so that students taking a full course load can expect to complete their program within the minimum number of regular semesters consistent with the approved length of the program.
- C. To optimize flexibility for students and faculties with respect to completing program requirements, and to maximize freedom of choice within the available resources.

- D. To ensure that optimal use is made of instructional and space resources so that the maximum number of students can have access to quality learning experiences.
- E. To ensure that the delivery of courses according to the schedule remains congruent with the University's curricular goals.

### **3. Scope and Objectives**

- A. Senate Approved Courses Only. Only courses approved by Senate may be scheduled. Exceptions may be made for non-credit courses (e.g., English Academic Preparation) upon discretion of the Registrar.
- B. Course Inclusion and Scheduling. Student program need, as outlined in the Academic Calendar, is the primary and over-riding factor that determines the inclusion and scheduling of courses and labs. A Faculty may cancel a course or lab due to unforeseen circumstances, such as the unavailability of an instructor.
- C. Facilities and Resources. The schedule will be ideally constructed so as to make optimal use of facilities and resources for the next academic year. Academic units are encouraged to develop a tentative list of courses to be scheduled over a three-year period to facilitate teaching workload planning and timely student completion of their academic program.
- D. Schedule Stability. The schedule that is distributed to students must be as close to the final version as possible.
- E. Responsibilities. The production and approval of the schedule is the responsibility of the Registrar. However, each Faculty/Department and School is responsible for submitting its necessary course and section information. All parties must fulfill their responsibilities in accordance with approved policies, procedures, and deadlines. The successful production of an effective, efficient and stable schedule relies upon a close, cooperative working relationship between the Registrar's Office and the various Faculties/Departments and Schools.

### **4. Reference**

This policy is based on the following accepted definitions and principles.

- A. Teaching Day. Normally, no course taught by a full-time Faculty Member shall be scheduled to begin earlier than 8:30 a.m. and no course shall be scheduled to begin later than 4:30 p.m. Monday through Friday, unless the Faculty Member consents and the Chair or Dean agrees that the course may be scheduled outside of these hours. Normally, no courses taught by a Faculty Member shall be scheduled on weekends. Courses may be offered in evening and weekend time slots if taught by a Sessional Instructor or agreed upon by a Faculty Member and with the consent of the Chair or Dean.

- B. Normal Instructional Time per Semester Course. The normal instructional time is 150 minutes per week, with deviations permissible up to 100 minutes either way. Instructors may compensate for hours missed due to statutory holidays by scheduling additional teaching/class time. Instructors should ensure that such sessions are scheduled at a mutually agreeable time with students. This provision is in effect for courses for which contact hours fall below the approved minimum.
- C. Instructional Hour. There are 50 minutes of instructional time per hour of scheduled time.
- D. Instructional Hour Time Patterns.
- One hour classes: 60 minutes, consisting of 50 minutes of instructional time and a ten minute break before the end of the time slot, occurring three times per week.
  - One and a half-hour classes: 90 minutes, consisting of 75 minutes of instructional time and a 15 minute break before the end of the time slot occurring two times per week.
  - Three-hour classes: 180 minutes, consisting of 150 minutes of instructional time, a 15 minute break before the end of the time slot, and a further 15 minute break with timing at the discretion of the instructor, occurring one time per week.
- E. Reserved Times. Faculties, Departments and Schools may block time in their schedules, that will be kept free from regularly scheduled classes to allow students and faculty to attend meetings, seminars, field trips, and other extra-curricular activities.
- F. Non-Standard Patterns. It is recognized that some disciplines may require non-standard patterns for teaching. Classroom assignments for courses being offered in non-standard patterns will be assigned based on availability of space. In determining schedule and/or space allocations, the broader needs and best interests of the University will be prioritized.
- G. Required Courses/Sections. The list of required courses/sections is defined in the Academic Calendar. Every effort should be made to ensure degree requirements are available conflict free. Highly subscribed minors are included in course combinations.

## 5. Policy

The following guidelines govern the development and adoption of the academic schedule.

- A. Flattening of Schedule. Faculties will make every attempt to “flatten” (spread out over the day) their schedule by equalizing the number of course sections offered during each standard time slot.
- B. Space Optimization. Course sections may be relocated prior to, or at the beginning of, each term based on enrollments, i.e., to a smaller or larger room, if necessary.

- C. Summer Session Schedule. Each Department Chair / Associate Dean / Coordinator will be responsible for developing the proposed schedule for summer session courses for submission to the Dean’s Office as part of their annual schedule package by December 1st. Each Faculty or School package consists of the schedule proposal for the subsequent academic year (summer, fall, spring).
- D. Forecast Demand and Delivery Capacity. In preparation for scheduling, Faculties and Schools will use historic enrollment data to project enrolment numbers for future courses in order to guide the schedule development. In each schedule submission, Faculties and Schools will indicate the enrolment limits for courses. Each Faculty and School will provide a rationale for any shortfall between demand and delivered capacity together with suggested alternatives for students who may be affected.
- E. Deadline for Schedule Changes. January 15 of each year will normally be the last day for deletion of a course or lab, or change of day or time. Only in exceptional cases, approved by the Registrar in consultation with the appropriate Dean, will courses or sections be added, deleted or changed. Note: Exceptional cases are reviewed and approved at the discretion of the Dean.
- F. Enrollment Limits. Limits are enforced by the Registrar. Changes to approved limits, both for one semester and on a continuing basis, are initiated by a Dean and approved by the Vice-President Academic and Research. Under no circumstances will the approved capacity of a room be exceeded.
- G. Class Sizes. Scheduling and offering of courses and sections with enrolments of less than 20 students requires review and approval by the Vice-President, Academic and Research.

**Appendix 1: 3x1 Time Pattern (3 times a week for 50 minutes)**

	Monday	Wednesday	Friday
8:30am-9:20am	1	1	1
9:30am-10:20am	2	2	2
10:30am-11:20am	3	3	3
11:30am-12:20pm	4	4	4
12:30pm-1:20pm	5	5	5
1:30pm-2:20pm	6	6	6
2:30pm-3:20pm	7	7	7
3:30pm-4:20pm	8	8	9
4:30pm-5:20pm	9	9	9

5:30pm-6:20pm	10	10	10
6:30pm-7:20pm	11	11	11
7:30pm-8:20pm	12	12	12
8:30pm-9:20pm	13	13	13

**Appendix 2: 2x1.5 Time Pattern (2 times a week for 1 hour and 15 minutes)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am-9:45am	X	1	X	1	X
10:00am-11:15am	X	2	X	2	X
11:30am-12:45pm	X	3	X	3	X
1:00pm-2:15pm	X	4	X	4	X
2:30pm-3:45pm	5	6	5	6	X
4:00pm-5:15pm	7	8	7	8	X
5:30pm-6:45pm	9	10	9	10	X
7:00pm-8:15pm	11	12	11	12	X
8:30pm-9:45pm	13	14	13	14	X

**Appendix 3: 1x3 Time Pattern (1 time a week for 2 hours and 45 minutes)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am -11:15am	1	2	1	2	1
11:30am-2:15pm	3	4	3	4	3
12:30pm-3:15pm	5	X	5	X	5
1:00pm-3:45pm	X	6	X	6	X
2:30pm-5:15pm	7	8	7	8	7

5:30pm-8:15pm	9	10	9	10	X
7:00pm-9:45pm	11	12	12	10	X

\*As per the Faculty Collective Agreement, no course shall be scheduled to begin later than 4:30pm Monday through Friday, unless the Member consents and the Chair / Dean agree that the course may be scheduled outside of these hours. \*

#### **Appendix 4: Deadlines for Schedule Production**

September 1. Scheduling software portal open for data entry of submissions.

November 15. Deadline for Faculty / Department / School submissions for Fall, Winter and Summer schedules to the Registrar's Office using the approved format.

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March 1. Fall and Winter schedules posted for students, pending registration opening.

Note: Refer to Academic Calendar dates for annual registration dates for each term.



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- C.** To optimize flexibility for students and faculties with respect to completing program requirements, and to maximize freedom of choice within the available resources.

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Commented [A1]: Should we update the title to "Scheduling Policy"?

Commented [A2R1]: Modified to Scheduling Policy

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Commented [A3]: Adding Definitions section

Commented [A4R3]: Do we need to note where the term start/end dates etc. come from? I.e. the Calendar Dates?

Commented [A5R3]: Yes added Academic Calendar

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Commented [A7]: Academic units are encouraged to provide a tentative list of courses over a three year period...

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D. To ensure that optimal use is made of instructional and space resources so that the maximum number of students can have access to quality learning experiences.

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Only those courses which are listed in the current Calendar will be timetabled. Further, each course timetabled will conform to the method and hours of delivery as described in the Calendar. This means that courses will be time tabled for the subsequent academic year only after the last Senate meeting at which curricular changes can be approved. ¶

Commented [A18]: Should we make note of exceptions for non-credit (EAP) courses?

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Commented [A20]: Question regarding course ... [1]

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9:30am-10:20am	2	2	2
10:30am-11:20am	3	3	3
11:30am-12:20pm	4	4	4
12:30pm-1:20pm	5	5	5
1:30pm-2:20pm	6	6	6
2:30pm-3:20pm	7	7	7
3:30pm-4:20pm	8	8	9

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Commented [A56]: discussion around posting summer timetable for next summer, i.e. FWS

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4:30pm-5:20pm	9	9	9
5:30pm-6:20pm	10	10	10
6:30pm-7:20pm	11	11	11
7:30pm-8:20pm	12	12	12
8:30pm-9:20pm	13	13	13

**Appendix 2: 2x1.5 Time Pattern (2 times a week for 1 hour and 15 minutes)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am-9:45am	X	1	X	1	X
10:00am-11:15am	X	2	X	2	X
11:30am-12:45pm	X	3	X	3	X
1:00pm-2:15pm	X	4	X	4	X
2:30pm-3:45pm	5	6	5	6	X
4:00pm-5:15pm	7	8	7	8	X
5:30pm-6:45pm	9	10	9	10	X
7:00pm-8:15pm	11	12	11	12	X
8:30pm-9:45pm	13	14	13	14	X

**Appendix 3: 1x3 Time Pattern (1 time a week for 2 hours and 45 minutes)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am -11:15am	1	2	1	2	1
11:30am-2:15pm	3	4	3	4	3
12:30pm-3:15pm	5	X	5	X	5
1:00pm-3:45pm	X	6	X	6	X
2:30pm-5:15pm	7	8	7	8	7

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**Note:** Refer to Academic Calendar dates for annual registration dates for each term.

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Deleted: A. August/September: Registrar's office confirms with Faculties' course enrolment limits and required course/section designations. ¶

Deleted: B. October (1<sup>st</sup> week). The Registrar's Office provides Faculties and Schools will use with historic and other data to be used in the preparation of the timetable schedule for the subsequent academic year (summer, fall and spring). These materials, developed with the advice of academic advisers, include historical enrolment statistics, enrolment projections, approved limits on courses, and information on scheduling critical courses. Faculties will use this information to anticipate demand to determine how many sections/seats will be required, schedule classes and to determine the anticipated demand capacity of these classes. ¶

C. December (1<sup>st</sup> week). The Registrar's Office provides projection refinements to Faculties and Schools. ¶  
D. December 15.

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