

University of Prince Edward Island Policy	Policy No. govsenacd0005	Revision No. 1
Policy Title: Scheduling Policy		Page: 1 of 6
Creation Date: April 2007		Version Date: January 17, 2025
Authority: Senate		Review Date: January 17, 2030
Responsibility: Vice-President, Academic and Research		WWW Access: Yes

## 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. Academic Unit – a Faculty, School, Department, or interdisciplinary program that offers an academic program listed in the Academic Calendar.
- C. Catalog – list of courses that may have sections scheduled in an active term, along with the requisites and restrictions of each course and section.
- 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.
- E. Instructor – an individual who teaches an academic course listed in the Academic Calendar.
- F. 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.

## 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 existing instructional and space resources. More specifically the purpose of the policy is:

- A. To ensure that courses and their components 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 academic unit 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 academic units.

### **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. Academic units 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. Assignments of courses and their components for those 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.

## 6. Procedures

Related procedures are available in the *Scheduling Policy Procedures*.