



TIMETABLE AND COURSE SCHEDULING POLICY

PolicyName: Timetable and Course Scheduling	Responsible Owner: Vice President, Academic and Provost	Created: 2005 Mar
PolicyNumber: A28	ApprovalBody: SMT	LastReviewed/Revised: 2020 Dec
Category: Administration	Replaces: A10.03.01 Timetable	Next Review: 2025 Sep

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A.

RELATED ACTS AND REGULATIONS H. RELATED COLLECTIVE AGREEMENTS

A. PURPOSE

The purpose of this policy is to outline principles to guide both the scheduling of credit courses and the use of instructional space at Douglas College (the College). Principles aimed at ensuring that students have optimal access to and flexibility in their course schedules while maximizing the College's instructional space use. This policy also sets out the relevant decision-making authority in support of these principles.

B. SCOPE

This policy applies to all Douglas College employees and students of the College and to instructional space; it does not address the allocation or scheduling of use of instructional space (e.g., employee offices, meeting rooms).

C. DEFINITIONS

Matrix: The patterned arrangement across the weekly calendar of pre-arranged blocks of times and days of the week during which credit courses will regularly be scheduled; indicates class start and stop times, as well as protected non-instructional blocks set aside for College-wide events such as meetings and celebrations.

D. POLICY STATEMENTS

1. Douglas College recognizes its responsibility to maximize the use of instructional space and to ensure that such space use is optimal, efficient, effective and equitable.



- c. A change of instructor or classroom during the online registration period does not require notification of registered students.

9. The final exam schedule for credit courses is determined by the College Registrar. Final exams will be scheduled Monday through Saturday, and on Sundays as required.

E. PROCEDURES

See [Standard Operating Procedure](#) (for internal users)

- Course Scheduling/timetabling Process: Overview (Gantt Chart)
- Course Scheduling/Timetabling Process: Classroom Swap Meeting
- Course Scheduling/Timetabling Process: Assigning Classrooms
- Course Scheduling/Rebalancing Classroom Pavilions within Academic Faculties

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, ~~RELATES~~

- [Douglas College Approved Matrix and Teaching Blocks \(effective Fall 2012\)](#)
- [Standing Committee on Course Scheduling](#) (for internal users)

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENT

- Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)