

AC.2.22.1 Academic Scheduling

Schedule B

Late Change Requests - Changing Schedules after Publication

A. Scope

Credit programs and courses will be required to follow the change request process outlined below. Both credit and/or non-credit programs and courses that impact student schedules will be required to follow the approval process.

B. Guidelines

Schedule changes after publication should be limited to essential changes to minimize the impact on student experience.

C. Schedule Change Requests

1. Schedule changes requests after publication must be made in writing, using the change request form.
2. Changes that do not require approval include:
 - Adding an instructor with no schedule changes
 - Swapping instructors with no schedule changes
 - Changes due to ability management approved accommodations
 - When the room capacity is too small for the number of registered students
 - Changes done prior to preliminary schedule sign off and before publishing
3. Changes after publication that require arbitration by the Scheduling Appeals Committee include:
 - All changes that require student schedules to change (where students are already registered)
 - All changes that impact more than one course schedule
 - Room/Day/time/mode of delivery changes based upon preferences

D. Room Assignment Issues

1. When a room assignment is not sufficient due to concerns with the space:
 - a) The instructor or designate must alert the Facilities Management or ITS departments and work with those departments to make the appropriate alterations to the space, rather than requesting a room change. Contact <https://sait.service-now.com/sp> or helpline@sait.ca with the concerns.
 - b) If FM/ITS cannot make the change in a timely manner, then the schedule or room will be changed.
2. When a classroom assignment is not sufficient due to concerns with the technology/audio/visual:
 - a) The instructor or designate must alert the ITS department and work with them to make the appropriate alterations to the space, rather than making a room change. Email its.support@sait.ca with the concerns.
 - b) If ITS confirms that the appropriate change cannot be made in a timely manner, ITS will inform the schedulers that the room change will be required.