

AC.2.22.1 Academic Scheduling

Schedule C

Decision Matrix

A. Purpose

The matrix will be applied to resolve scheduling conflicts between SAIT schools and departments when the same room is requested at the same dates/times.

B. Scope

1. Credit programs and courses and non-credit programs and courses, including apprenticeship will be required to follow the decision matrix when conflicts arise over the use of space.
2. Conflicts that cannot be resolved using the matrix will go to the Scheduling Appeals Committee. Refer to Schedule A.

C. Process

1. Each program area that is seeking use of the space should complete the matrix.
2. The competing programs should meet and compare and discuss the matrix results.
 - a) If they are able to reach a decision, they will share the decision with the scheduling teams.
 - b) If they cannot reach a decision, they will submit a request for adjudication to Scheduling Appeals Committee. The request should include both completed matrices along with a rationale from each program area.