

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
Effective:	September 13, 2023
Revision:	

APPROVED: _____
Chair, on Behalf of SAIT's Board of Governors

POLICY

This policy of the Board of Governors is to provide a consistent and strategic scheduling process to facilitate a quality student experience and effectively utilize SAIT's resources. It will ensure that all teaching and learning activities are supported while optimizing access and use of space.

DEFINITIONS

Constraint	A restriction or limitation on the schedule due to student, room or instructor requirements.
Credit course	A course that is part of an Alberta government approved program and that has a credit value associated with it. It is included in the calculation of a student's grade point average.
Instructional activity	An activity required to meet a learning outcome in a SAIT credit or non-credit course.
Non-credit course	A course that is not part of an Alberta government-approved program and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.
Non-instructional activity	An activity that is not required to meet a SAIT credit or non-credit course learning outcomes. Examples include but are not limited to student club activities, bookings for tours, etc.

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GOVERNING PRINCIPLES

1. This policy governs the scheduling of credit, non-credit and apprenticeship teaching and learning activities.
2. SAIT as an institution, and not specific programs/schools/departments, owns and controls all space into which students are scheduled.
3. Instructional activities take precedence over non-instructional activities during the scheduling process.

PROCEDURE

A. Roles and Responsibilities

1. The Office of the Registrar (OTR) is responsible for a variety of scheduling-related activities, including, for instance, creating an annual scheduling timeline, providing training on loading and scheduling tools, creating conflict-free schedules that align with approved curriculum hours, assigning appropriate rooms, optimizing room utilization and scheduling final exams as requested by programs. Further information on the OTR's role and responsibilities are set out in procedure [AC.2.22.1 Academic Scheduling](#).
2. Other stakeholders in the academic scheduling process include deans/associate deans, academic chairs/non-credit program organizers, instructors, the Facilities Management department, the Information Technology Services department, and the Corporate Development, Applied Research and International division. Their roles and responsibilities are set out in procedure [AC.2.22.1 Academic Scheduling](#).

B. Scheduling Guidelines

1. Schedules must adhere to SAIT's collective agreements.
2. The Scheduling Appeals Committee manages and resolves situations when scheduling conflicts arise, programs request instructor constraints falling outside of those constraints covered in SAIT's collective agreements, etc. Information on the Scheduling Appeals Committee is set out in procedure [AC.2.22.1 Academic Scheduling](#).

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DELEGATION OF AUTHORITY

1. SAIT's President and CEO may approve procedures that are consistent with and supplemental to this policy, including those that interpret or provide examples of expectations as described in this policy.

POLICY/PROCEDURE REFERENCE

AC.2.22.1 Academic Scheduling procedure

POLICY

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