



ACADEMIC SCHEDULING POLICY

Policy Type:	Academic	Initially Approved:	May 17, 2023
Policy Sponsor:	Dean, Academic Programs	Last Revised:	May 17, 2023
Administrative Responsibility:	Dean, Academic Programs	Review Scheduled:	May 2028
Approver:	General Faculties Council		

A. PURPOSE

This policy articulates the principles and priorities that inform decision making related to the scheduling of graduate and undergraduate courses to optimize the student experience as well as the use of academic space at AUArts.

B. SCOPE

This policy applies to the scheduling of all academic space used for instructional purposes for credit programming. It does not apply to the use of non-instructional space (i.e., offices and other facilities).

C. POLICY STATEMENT

1. Academic space and the timing of course offerings is scheduled in such a way that supports the pedagogical needs of courses and programs, maximizes the utilization of classrooms and studios and is consistent with the university's mandate and strategic and academic priorities.
2. Course scheduling prioritizes student progression to ensure course availability for an optimal student experience, ensuring students have adequate access to complete their program of study.
3. Course scheduling will be undertaken in a way that respects all contractual agreements.
4. The Registrar is responsible for the preparation, release, and publication of the annual Academic Schedule, as approved by General Faculties Council, as well as monitoring of space utilization and impacts on students.
5. The Dean, Academic Programs is responsible for determination of the number of sections required to meet enrollment demand and the assignment of teaching workload.

D. DEFINITIONS

Academic Space: means space used for instructional purposes, including classrooms, studios, and other specialized rooms or spaces.

Timetable: is a list of specific course details, including but not restricted to time (e.g., weekday, time of day), space, campus, instructor of record, student access (e.g., restricted, or non-restricted for specific degree program requirements).

Scheduling: is the process by which schedules are created for academic blocks, instructors and space assigned to credit course sections.

E. RELATED POLICIES

- [Academic Date Setting Procedure](#)

F. RELATED LEGISLATION

- *Alberta Post-Secondary Learning Act*

G. RELATED DOCUMENTS

- [Academic Policy Committee: Terms of Reference](#)
- Academic Calendar

H. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/17/2023	New Policy	ALL	Dean, Academic Programs	Dean, Academic Programs