

Policy No. & Title: **A104: TIMETABLES**

Policy Sponsor: Sr. Vice-President, Academic

Reference Cttee: College Council

Effective: 2025-09-01

Next Review: 2030-09

Approvals: 2017-04-26/CC-16-08; 2025-05-28/CC-24-07 effective 2025-09-01

1. PURPOSE

The purpose of this policy is to establish a framework for creating Timetables.

2. DEFINITIONS

Academic Activities: Activities, whether in person or virtual, that furthers the academic objectives of a College course or program.

Academic Space: Any physical space where College-approved instructional activity may be scheduled.

Scheduling: The process of assigning approved College academic activities into a specific time and space to create a Timetable and/or examination time.

Timetable: A list of all courses, with days and times, in a particular time frame from specific perspectives (e.g. student, professors, Academic Space).

3. POLICY

The College will create Timetables and schedule Academic Activities in a manner that enhances an exceptional learning experience.

3.1 Scope

This policy applies to the creation of Timetables and the scheduling of Academic Activities within Academic Spaces for the College. The principles will remain consistent across the College.

3.2 Principles

- 3.2.1 Timetables will support student success.
- 3.2.2 All Academic Space is administered by the College.
- 3.2.3 Timetables, as developed through the Scheduling process, are developed in collaboration with academic faculties to optimize resources and meet the needs of the College.
- 3.2.4 Scheduling decisions coordinate the needs of students, professors, and physical or virtual spaces to create a Timetable.

3.3 Administration

- 3.3.1 Timetables are managed by the Scheduling Office. This centralized process may not include all Regional Campuses.
- 3.3.2 Associated addenda to this policy may be amended by authority of the Policy Sponsor.

4. REFERENCESCollege Policy:

A113: Programs and Courses

A131: Evaluations

5. ADDENDA

Appendix 1: Timetable Confidentiality

Procedure A: Scheduling Guidelines

Procedure B: Timetable Changes

Procedure C: Exam Scheduling

Procedure D: Student Initiated Timetable Changes

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Policy No. & Title: A104: TIMETABLES

Addendum: **APPENDIX 1: TIMETABLE CONFIDENTIALITY**

Issued by: Sr. Vice-President, Academic

Effective: 2025-11-17

1. PURPOSE

This appendix supports the safety and security of Fanshawe College community members by regulating the use, display, distribution, and disposal of timetable information that includes professor and student locations. Adherence to this appendix will help protect individuals from potential harm and ensure the secure handling of timetable information.

2. SCOPE

This appendix applies to all staff, faculty, students, and third-party contractors at Fanshawe College who have access to timetable information.

3. DEFINITIONS

Authorized Individual: These are registered students to whom a timetable may apply, faculty to whom a timetable may apply, College employees, and any third parties who are tasked with other responsibilities related to timetables.

Legitimate Need: When a timetable is used by the College or students to support scheduling and timetabling activities, hiring faculty, coordinating program activities, accommodations, academic advising, students attending classes, and other similar uses.

4. CONFIDENTIALITY MEASURES

The following confidentiality measures are required to minimize risks associated with the availability of timetable information.

4.1. Proper Use of Timetable Information

- Timetable information must be used solely for legitimate needs that support academic and administrative purposes.

4.2. Access to Timetable Information

- Timetable information is restricted to authorized individuals who require it for legitimate needs.
- Any request for timetable information must be verified to ensure the request has been made by an authorized individual.

4.3. Display of Timetable Information

- Timetable information, including class cancellation information, that includes specific locations of professors must not be displayed in public areas.

Digital displays of timetable information should be secured with appropriate access controls, ensuring only authorized individuals can view them.
- Physical copies of timetable information should be kept in secure locations, such as locked offices, accessible only to authorized individuals.

4.4. Distribution of Timetable Information

- Distribution of timetable information must be limited to authorized individuals who have a legitimate need for it.
- Email or electronic distribution of timetable information must be conducted through secure, College-approved platforms.
- Sharing timetable information on social media or other public forums is strictly prohibited.

4.5. Disposal of Timetable Information

- Physical copies of timetable information should be shredded or placed in designated confidential waste bins once that copy is no longer needed.
- Digital copies of timetable information should be permanently deleted and removed from all devices and storage systems once those copies are no longer needed.

4.6. Responsibilities

- **Faculty and Support Staff:** Ensure compliance with this appendix in their respective areas and immediately report any breaches to the Academic Manager and/or immediate supervisor.
- **Third Parties:** Ensure compliance with this appendix. Communicate violations of this policy with College contacts and/or contract holder.
- **Academic Managers/Supervisors:** Communicate and enforce this appendix. Must revoke access for third parties with access to Timetables when the legitimate need is no longer required.
- **Students:** Use timetable information responsibly and report any unauthorized access or distribution.
- **IT Department:** Implement and maintain secure systems for storing and sharing timetable information.

4.7. Compliance and Enforcement

- Violations of this appendix may result in disciplinary action. Please refer to P207: Employee Code of Conduct and A130: Student Code of Conduct.
- Any breach of this appendix should be reported to the individual's Academic Manager, Supervisor, and/or Campus Security.

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Addendum: **Procedure A: SCHEDULING GUIDELINES**

Issued by: Sr. Vice-President, Academic

Effective: 2025-09-01

1. PURPOSE

The purpose of this document is to operationalize Scheduling Guidelines to support Timetable creation. Scheduling guidelines have been created in three categories:

- a) Students
- b) Professors
- c) Academic Space

2. SCHEDULING GUIDELINES

2.1. Scheduling Guidelines – Students

- 2.1.1. Classes will be scheduled between 8:00 a.m. to 10:00 p.m. Monday to Friday, Eastern Time Zone.
 - a) Limited exceptions may be required due to time, professor availability, and space constraints in the Scheduling process.
 - b) In certain cases, classes that start at 7:00 a.m., classes that finish at 11:00 p.m., and Saturday/Sunday classes may occur. These exceptions will be authorized by the Associate Dean of the affected programs.
 - c) When required, the Scheduling process will incorporate appropriate travel time between course locations and/or physical vs online synchronous courses.
 - d) Schools may request that classes occur within a specific timeframe to meet the needs of their program so long as it is within the times listed above. Schools may request specific student parameters in alignment with the above limits when completing the academic block lists.
- 2.1.2. Students will be scheduled in a manner that focuses on student health and wellness in order to increase student success. This scheduling will allow for rest breaks throughout the day and between days in accordance with the limits noted in this section.
- 2.1.3. The preferred maximum length of a student day (from start of first class to finish of last class) is 9 hours. Schools may request a specific class schedule that meets the needs of their programs so long as it aligns with these limits.
- 2.1.4. If a student is scheduled for class on a specific day, they should be scheduled for a minimum of 2 in-person or 1 online synchronous class hours per day and a maximum of 9 class hours per day. Exceptions to the minimum or maximum class hours per day may occur if required to accommodate such activities as clinical placements, field placements, camps, or extended labs, etc. Schools may request specific student parameters in alignment with these limits when completing the academic block lists.

- 2.1.5. The preferred maximum consecutive class hours per day for a student is 4, but a student may be scheduled for up to 6 consecutive class hours per day. Schools may request a specific class schedule that meets the needs of their programs so long as it aligns with these limits. The preferred maximum gap between scheduled classes on a given day is 2 hours.
- 2.1.6. Timetable changes may be requested by the student in accordance with Procedure D.
- 2.1.7. Unsupervised hours will be assigned after a Timetable is created.
- 2.1.8. Schools may request scheduling exceptions for a program which are reviewed and may be approved by the Standing Committee of Deans for Scheduling-Exceptions. These exceptions may be related to:
 - a) Time blocks required to accommodate arrangements with external agencies relating to clinical and field activities must be identified in the Academic Planning process prior to entering data into the scheduling system.
 - b) Curriculum needs may require scheduled time for preparation and clean up.
 - c) Any requests outside of the pre-approved scheduling guidelines.

2.2. Scheduling Guidelines – Professors

- 2.2.1. Full Time (FT) Professors
 - 2.2.1.1. Scheduling guidelines for professors follow the Academic Collective Agreement(s).
 - 2.2.1.2. Whenever possible, coordinators are scheduled for one non-contact day to provide for coordinator duties.
 - 2.2.1.3. The teaching week for professors may occur in accordance with section 2.1.1.
 - 2.2.1.4. A professor may request a scheduling exception. All requests for scheduling exceptions must first be approved by their Academic Manager and Employee and Labour Relations. Exceptions independent of any SWF deliberations may include:
 - a) HR approved accommodations
 - b) Medical accommodation, when approved through the College health care agent
 - c) College-approved committee membership, issued annually by HR
 - d) When the professor must attend classes for work-related upgrading or to support the achievement or maintenance of a credential approved by the College.
 - 2.2.1.5. Timetable changes may be requested by professors in accordance with Procedure B.

2.2.2. Non-Full-Time (NFT) Professors

2.2.2.1. NFT professors will be scheduled in the same manner as FT faculty.

2.2.2.2. NFT professors may request exclusions to hours and/or days in which they cannot teach.

2.3. Scheduling Guidelines – Academic Spaces

2.3.1. Every effort will be made to ensure that Academic Space assigned in a Timetable meets the teaching and learning needs of students and professors throughout the scheduling process.

2.3.2. Where programs have dedicated lab/clinic space as an accreditation requirement, timetables will comply with relevant accreditation standards. Program Coordinators can work with School Academic Planners to confirm the accuracy of data submitted to the Scheduling Team. Amendments and changes to established timetables may still be requested in accordance with Procedure B.

2.3.3. Requests for the use of academic space for non-academic purposes will not be accepted until after all academic uses have been scheduled each term.

2.3.4. The scheduling of instructional activity in more than one academic space at the same time may not be permitted.

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Addendum: **Procedure B: TIMETABLE CHANGES**

Issued by: Sr. Vice-President, Academic

Effective: 2025-09-01

1. PURPOSE

The purpose of this document is to establish when Timetables may be changed by professors or school administration in order correct errors, omissions, and support student success.

2. TIMETABLING CHANGE GUIDELINES

There are four windows of opportunity where Timetable change requests can be considered during the Scheduling process. They are:

Stage 1 - Prior to creating the First Draft Timetables

Stage 2 - Prior to Upload and Release of Student Timetables

Stage 3 - After Upload and Release of Student Timetables

Stage 4 - Student-Initiated Timetable Changes

Change requests that require Timetables to conflict with Schedule A: Scheduling Guidelines may not be implemented (except as noted in 2.3 below).

2.1. Stage 1 - Prior To Creating First Draft Timetables

Changes to the Academic Planning information submitted to the Schedulers can occur up to the time of the blackout period in the Scheduling cycle. During this blackout period, Scheduling data should remain constant so that the mapping of specialized programs may be completed and the Scheduling process may be run. It is imperative that during the blackout period, prior to the schedule being run, only errors, omissions and minimal essential changes are submitted to the Schedulers.

2.2. Stage 2 - Prior to Upload and Release of Student Timetables

Draft program Timetables are distributed to Schools for review. Schools are given a timeframe to review that is communicated by the Scheduling Office each semester:

- Check for omissions and errors,
- Submit essential changes that are required to allow the course to run. After the end of the review timeframe, only those changes listed in Rule 2.3 below are considered.

Other types of Timetable changes include 'Other/Desirable.' These changes are only implemented if they adhere to the Timetabling guidelines set in this document. Changes can only be made if the students, room and professors are available.

2.3. Stage 3- After Upload and Release of Individual Student Timetables

Once Timetables have been issued to students, only requests approved by an Associate Dean or delegate for extenuating circumstances (defined below) will be considered.

Where a change of location or timing has been requested, professors and students must continue to use the space and time scheduled until confirmation of the change is sent by the Schedulers to the Associate

Dean or delegate. Changes for extenuating circumstances must adhere to the collective agreement and follow professor, student, and room constraints. Extenuating circumstances may include:

- Addition or deletion of a course section,
- Change in enrolment resulting in a section exceeding room capacity,
- Change to teaching assignments and NFT availability,
- Emergency medical or Health & Safety requirements.

2.4. Stage 4 – Student-Initiated Timetable Changes

Students may make a request for Timetable changes in accordance with Procedure D.

2.5. Ineligible Change Requests

Ineligible change requests will not be considered at any time. These include, but are not limited to:

- Changing the scheduled time for the benefit of professors' personal preference, or
- Changing rooms due to personal tastes.

2.6. Physical Condition of Scheduled Space

Change requests arising from the physical condition of the scheduled space (e.g., poor ventilation, noise, uncomfortable furnishings, etc.) are considered to be a Facilities Management issue and are not processed by the Schedulers. Concerns of this nature are directed to the course's Associate Dean or delegate for follow-up with Facilities Management. The Associate Dean or delegate will liaise with the Schedulers if a space change is required.

2.7. Technology in the Classroom

Change requests arising from technology issues in a timetabled space (e.g., missing software, faulty equipment, older hardware, etc.) are considered to be a service department issue and will not be processed by the Schedulers. Concerns of this nature are directed to the course's Associate Dean or delegate for follow-up with the appropriate service department. The service department will liaise with the Schedulers if a space change is required.

2.8. Non-Academic Change Requests

When change requests occur for non-academic uses which would result in the cancellation or disruption of teaching or instructional activities, such requests will not be granted without the approval of the Associate Dean or delegate.

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Addendum: **Procedure C: EXAM SCHEDULING**

Issued by: Sr. Vice-President, Academic

Effective: 2025-09-01

1. PURPOSE

The purpose of this policy is to establish the framework by which exams are scheduled in order to minimize student conflicts and support student success during the exam period.

2. DEFINITIONS

Exam: Evaluations that take place during Exam Days.

Exam Days: College Council approved time-period noted on an academic calendar during which Exams occur.

3. EXAM SCHEDULE GUIDELINES

3.1. General Scheduling

- 3.1.1. Student Exam timetables are released to students a minimum of five weeks prior to the start of the exam days.
- 3.1.2. A student is not required to write more than two Exams in a 24-hour period.
- 3.1.3. If there is more than one exam on a day for a student, there is a minimum three-hour break between the Exams.
- 3.1.4. Exams are normally scheduled starting no earlier than 8:00 a.m. and ending no later than 10:00 p.m.
- 3.1.5. A class's exam will not be scheduled on the day following the final meeting of that class.
- 3.1.6. Exams will not be scheduled where the conclusion of the last scheduled exam on one day and the commencement of the first scheduled exam on the next day are fewer than twelve hours apart.
- 3.1.7. If a student has non-standard progression in their program (out of sequence, overload, or part-time), some exam scheduling conflicts may be unavoidable. In these cases, the Scheduling Office will notify the schools so that alternate arrangements can be made by the school.

3.2. Requirements Based on Time and Type of Exam

- 3.2.1. Theory style exams may not be forced to a specific day and/or time.
- 3.2.2. Practical exams in a dedicated lab may take place at a specific time and approved by an academic manager. Exams with specific times must comply with all exam scheduling requirements.
- 3.2.3. Online courses must have online exams unless approved by the academic manager.
- 3.2.4. With approval from the Associate Dean, every attempt will be made to schedule exams that require significant marking time as early as possible during exam days.

3.2.5. Some online synchronous exams may require a time change to accommodate students in different time-zones. Academic Planners may contact the Scheduling Office to request this type of change.

3.3. School Requirements

3.3.1. Schools must submit exam scheduling requests to the Scheduling Office by the approved deadline each semester. Late exam requests will only be accommodated if they are able to be scheduled by meeting all the requirements listed in this Procedure.

3.3.2. In-person or online invigilator preference or availability may only be considered after the scheduling process and in accordance with section 3.4 below.

3.3.3. Schools are responsible for ensuring in-person or online invigilator exam schedules are conflict-free and meet the requirements of the Collective Agreement, where applicable.

3.4. Exam Scheduling Changes

3.4.1. Changes to an exam schedule may only be initiated between the Scheduling Office and Academic Planners, either before or after the scheduling process.

3.4.2. Changes to an exam schedule must be approved by the Associate Dean.

3.4.3. Changes may occur provided the change is conflict-free for students and meet all the requirements listed in this Procedure. Change requests that violate this policy will not be processed.

3.4.4. When an exam change is approved, a time will be selected based on the minimum number of student conflicts.

3.4.5. Examples of changes include:

- A day and/or time change is required (rationale must be provided)
- A room change is required (rationale must be provided)
- An exam needs to be added or deleted (rationale must be provided for adding an exam and it must meet the requirements of 3.1)

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Addendum: **Procedure D: STUDENT-INITIATED TIMETABLE EXCEPTIONS**

Issued by: Sr. Vice-President, Academic

Effective: 2025-09-01

1. PURPOSE

The purpose of this document is to establish guidelines by which students may request changes to Timetables.

2. GUIDELINES

Should students request a timetable change, the adjusted timetable must comply with the requirements described in Procedure A.

STEP 1: Students request a timetable change through their professor (see Note 1 below), which must be received on or before the 10th day of classes for the term.

STEP 2: Professor determines if the request is feasible with the outcome being:

- a) Denied – professor tells students that the class time/day will remain as is
- b) Approved – continue to Step 3.

STEP 3: FOL survey (see Note 2 below) is initiated by the professor, which gives the students the opportunity to vote on the change anonymously. This survey will be open to all students for 48 hours. Should students fail to respond, they shall be deemed to approve.

STEP 4: Assuming 100% approval for the change (see Note 3 below), the request is sent to the Academic Planner (AP) via email from:

- a) One student representing all students, OR
- b) The students' request is forwarded by the professor. The email must contain the following information:
 - 1) Rationale for the change
 - 2) Course code
 - 3) Original time/day/room
 - 4) Proposed time/day/room
 - 5) FOL survey results.

STEP 5: AP forwards the request to the Associate Dean for review with the outcome being:

- a) Denied – AP sends an email informing the students that the Associate Dean did not support the request
- b) Approved – continue to Step 6.

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STEP 6: The AP determines any possible negative effects associated with the change, applying similar criteria used in Procedure B, and looks for an available room. If a room is available a hold will be requested with the outcome being:

- a) Denied – an email is sent to inform the students
- b) Approved – continue to Step 7.

STEP 7: The AP forwards the initial request, along with the survey summary, to the Scheduling Office, and copies the Associate Dean to indicate their approval. This information must be forwarded to the Scheduling Office on or before the 15th day of classes.

STEP 8: The Scheduling Office confirms the request meets the Other/Desirable criteria and makes the change.

STEP 9: The Scheduling Office informs the AP that the change has been made.

STEP 10: The AP informs the professor and/or student contact that the change has been made.

NOTES:

1. The students' main point of contact through this process shall be their professor.
2. Voting must be done via an FOL survey. No class lists or other documents will be accepted.
3. There must be 100% registered student support for the requested change. Every reasonable attempt will be made to give all registered students an opportunity to vote. Students must be aware that failure to respond to the survey constitutes approval for the change.

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