

POLICY GROUP: NCT 200 – Academic Standards & Quality

POLICY TITLE: Scheduling

A. Background and Definitions

The scheduling of college activities is a complex and ever-evolving process. College facilities are utilized by many stakeholders, including students, college staff, and outside organizations/agencies. Each of these groups has unique and sometimes conflicting needs.

B. Purpose

This policy serves as a guideline for accommodating the requirements of students and academic programming, while administering timetables as fairly and equitably as possible.

C. Scope

This policy applies to all Niagara College students registered, and attending classes, at the Niagara College - Toronto (NCT) campus.

D. Policy Statements

1. Academic spaces are identified as general use or dedicated, for program-specific labs or activity spaces.
2. Academic activity will take priority over non-academic activity.
3. Non-academic activity is scheduled based on the approval of the Academic Director and the availability of the space.
4. It is assumed that all students and faculty members will be available to be scheduled for any of the timetable periods.
5. **Student Contact Day**
Every effort will be made by to provide the following:
 - a) A non-contact day;
 - b) Minimize breaks between classes to no more than three (3) hours;
 - c) No more than six (6) hours of consecutive classes without a break;

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- d) Between a minimum of three (3) and maximum of seven (7) hours of classes in one (1) day;
 - e) Elapsed day of no more than ten (10) hours;
 - f) Minimum of twelve (12) hours from the end of the previous day’s schedule.
6. The College operates seven (7) days per week with scheduled activity occurring throughout the day. Generally, scheduled activities occur between 8:00am and 10:00pm, but are not limited to these timeframes.
7. The development and review of scheduling parameters and principles are done to provide for an effective learning environment.

E. Related Documents

Procedure: NCT 200 - Scheduling

F. Document History

Date	Approval/Review/Key Change(s)
March 3, 2023	New