

PROCEDURE TITLE: NCT 200 - Scheduling

RELATED POLICY: NCT 200 - Scheduling

A. Definitions

None

B. Procedure Purpose

This procedure is intended to assist in the generation of accurate schedules while optimizing college resources.

C. Scope

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

D. Procedure Statements

1. 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;
- d) Between a minimum of three (3) and maximum of seven (7) hours of classes in one (1) day;
- e) Elapsed day of no than ten (10) hours;
- f) Minimum of twelve (12) hours from the end of the previous day's schedule.

2. Use of program specific lab and activity spaces are scheduled in consultation with the affected academic department. All other requests must be approved by the Academic Director.

3. Faculty requirements regarding medical, religious, or other special circumstance accommodations are provided to the Scheduler(s). All other requests must be approved by the Academic Director.

4. Every effort will be made to identify faculty requirements by the scheduling deadline.

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5. Program requirements are provided each term to the Scheduler(s) from the Academic Director.
6. The Scheduler(s) will review the demand on space each term. The Scheduler(s) will collaborate with the affected academic areas to resolve any identified issues.
7. The Scheduler(s) will complete a review of all schedules and attempt to reduce any broken constraints/parameters as indicated in Item 1.
8. Changes after schedules are finalized must be submitted in writing to and approved by the Academic Director.
9. All special requests for accommodation or changes, not outlined herein, must be approved by the Academic Director.

E. Related Documents

None

F. Document History

Date	Approval/Review/Key Change(s)
March 2, 2023	New