





- b) to work collaboratively with deans and department heads to prepare the final Schedule of Classes for each Term;
- c) to publish the final Schedule of Classes for each Term;
- d) to ensure optimal use of all Instructional Spaces; and
- e) to review and report on instructional activity.

The Provost and Vice-President (Academic) delegates the following authority and responsibility to the Director, Campus Planning:

- a) to define space categories and types for University Facilities and publish them in a space classification scheme;
- b) to assign categories/types to space;
- c) to determine the maximum capacity for Instructional Spaces in consultation with local authorities;
- d) to maintain the instructional capacity of the University;
- e) to establish and maintain Instructional Space design standards in consultation with the Office of the University Architect;
- f) to establish room utilization targets; and
- g) to report annually on Instructional Space utilization in consultation with the Office of Institutional Analysis.

The Registrar will establish and maintain the Academic Schedule describing the Instructional Sessions approved for the year.

Instruction will occur within the Instructional Sessions using Standard Patterns.

Graduate instruction may be permitted outside the Instructional Session if approved in advance by the dean of the instructional faculty and the Dean of Graduate Studies.

Undergraduate instruction or examination will not occur during reading breaks except as at 4.7 below.

Travel study may occur during the reading break as long as an instructional component



to the days, dates and times will not normally be permitted once it is published.

Classes and final examinations will be held at the times and locations noted in the Schedule of Classes and/or as scheduled by the Registrar. Academic units may not move or change classes or examinations without prior approval.

The Schedule of Classes will be published prior to the beginning of registration. Classes requested after publishing deadlines will be assigned rooms on a space- / time-available basis.

No presenter, instructor or department will allow the occupancy of a room to exceed the capacity of the room as determined by Campus Planning.

Academic units will consult the Registrar when considering or anticipating significant changes with respect to course scheduling or course enrolments,.

Requests for exceptions will be approved in advance by the dean of the instructional faculty and submitted to the Registrar for final approval.

Approved exceptions will be monitored by the Registrar and reported to the deans and the Provost and Vice-President (Academic).

Approval Authority (Provost and Vice-President Academic)

a) ensure appropriate rigor and due diligence in the development or revision of this policy.

Implementation Authority (Registrar)

a) ensure that University staff are aware of and understand the implications of this policy and related procedures;

b) monitor compliance with the policy and related procedures;

c) regularly review the policy and related procedures to ensure consistency in practice; and

d) sponsor the revision of this policy and related procedures when necessary.

