



Office of the Provost and Vice President Academic

Academic Scheduling Guidelines

Purpose/Scope

These guidelines outline Trent University's academic scheduling principles, timelines and processes for undergraduate and graduate courses, including but not limited to lectures, seminars, labs and exams, at the Peterborough campus (Symons and Trill) and the Durham campus.

Academic Scheduling Principles

The goal of academic scheduling is to create high quality Academic Timetables that prioritize conflict-free schedules for students to fulfil degree requirements.

Academic scheduling takes into consideration legislative accommodation requirements and, in a manner that is fair, reasonable and equitable, the teaching, research and service duties of faculty members.

Trent University courses are scheduled Monday to Friday to maximize classroom utilization and minimize timetable conflicts for students and faculty members.

Peterborough campus courses will normally be scheduled from 8:00am-10:00pm Monday to Thursday, and 8:00am-6:00pm on Friday. Peterborough campus scheduling is done by the Office of the Registrar.

Durham campus courses will normally be scheduled 8:30am-9:30pm Monday to Thursday, and 8:30am-6:30pm on Friday. Durham campus scheduling is done by Trent University Durham.

Academic Timetable and Scheduling Timelines

Academic Timetables are prepared by the Office of the Registrar and Trent University Durham based on scheduling information submitted by departmental timetable representatives.

The process for creating Academic Timetables also takes the following considerations into account: scheduling of courses taught by the same individual, the situation of faculty members

teaching on multiple campuses, faculty members' scheduled Senate Committee assignments, and department meetings as reasonably scheduled.

Academic Timetables are prepared and published following these timelines:

Fall/Winter Terms: Scheduling information for the next academic year Fall/Winter term courses is requested in the middle of December. Data entry for academic departments closes during Reading Week in February. The Office of the Registrar and Trent University Durham use the information submitted to produce draft schedules by the end of April for review by the assigned departmental timetable representative. The Academic Timetable is published for students prior to the end of May. Priority course registration opens in June.

Summer Terms: Scheduling information for summer courses is requested in early January. The Office of the Registrar and Trent University Durham use the information submitted to produce draft schedules by the beginning of February for review by the assigned departmental timetable representative. The Academic Timetable is published for students by the middle of February. Summer course registration opens by the beginning of March.

Academic Scheduling Requests

Academic scheduling will include approved accommodations for faculty members, and may include requests based on course delivery and individual faculty preferences. A clear timeline will be shared with departments through Timetable Representatives. Faculty are expected to submit accommodation, course delivery, and/or preference requests in sufficient time for any such requests to be considered and integrated into the developing academic schedule as described below.

1. Accommodation Requests

Any request for scheduling accommodation by faculty members requires approval from Human Resources. Requests for ongoing accommodations must be submitted by email to humanresources@trentu.ca for consideration by March 1st, or at such time an accommodation is required.

The role of Human Resources is to manage scheduling constraints that pertain to individual instructors, based on health, human rights or other legislatively required accommodations.

Consistent with the Accommodations for Employees with Disabilities Policy, Human Resources, upon receipt of medical documentation will work with the individual faculty

member and relevant Dean to review and approve appropriate accommodations. In the case of family status accommodations pertaining to caregiving requirements, requests for alternate schedules will generally be accepted in good faith and accommodated where possible.

All constraints approved in accordance with the Accommodations policy will be considered as mandatory adjustments. Human Resources will communicate any mandatory adjustments to the Office of the Registrar and Trent University Durham prior to draft schedules being produced. Approvals will include information regarding the effective dates of the accommodation.

2. Course Delivery Requests

Course delivery requests relate to pedagogy and delivery of course material. These can include course specific requests such as having the lecture before the seminar or a particular style of room for course delivery. Course delivery requests can be submitted by departmental timetable representatives with scheduling information to the Office of the Registrar and Trent University Durham. These requests will be supported where possible.

3. Preference Requests

Individual faculty member's preference requests can be submitted with course scheduling information by departmental timetable representatives to the Office of the Registrar and Trent University Durham. A faculty member's preferences can include time of day, preferred days of the week, spacing of classes, and total instructional hours/day. These requests will be reviewed once draft schedules have been produced. Individual preferences cannot be guaranteed and will be considered after accommodation and course delivery requests.

Requests for Changes to Academic Schedules

Requests for changes to draft academic schedules will be reviewed by the Office of the Registrar and Trent University Durham prior to the Academic Timetable being published to students. Requests may be accommodated where possible in accordance with the academic scheduling principles and processes outlined above. Once scheduling information has been published for students, changes may be subject to decanal approval.

Exam Scheduling

Exam scheduling information is collected when the course syllabus is submitted. Exam periods are defined within Important Dates in the Academic Calendar. Students and faculty are expected to be available for the duration of the exam period.

Fall/Winter Terms: Exams may be scheduled at 8am, 11am, 3pm or 7pm including Saturdays and Sundays. Exam schedules are published for students by the middle of October for December exams, and the middle of February for April exams.

Summer Terms: Exams may be scheduled at 9am, 2pm and 7pm including Saturdays and Sundays. Summer exam schedules are published for students within three weeks of the start of each term.

Exam schedules for the Peterborough and Durham campuses are produced by the Office of the Registrar after the last date to add a course in the term. Faculty member accommodation requests during the exam period must be submitted to humanresources@trentu.ca with appropriate supporting documentation for approval prior to exam scheduling. Once exam schedules have been produced, changes may be subject to decanal approval.

Space Bookings

Academic scheduling takes priority over non-academic space bookings. Booking of space for other activities follows the Space Bookings Policy and will be considered once scheduling for an academic term has been finalized.

Related Regulations, Policies and Guidelines

[Accommodation of Employees with Disabilities Policy](#)

[Space Bookings Policy](#)

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