



PROCEDURES FOR ACAD 18:
Academic Schedule Procedures Manual
Effective Date: Friday, April 17, 2026

1.0 Purpose

This manual provides step-by-step procedures for the development, approval, implementation, and maintenance of SKG’s academic schedule. It ensures that all scheduling practices are:

- Consistent and transparent;
- Aligned with program and accreditation requirements;
- Responsive to student, community, and cultural needs;
- Documented for quality assurance and audit purposes.

2.0 Guiding Principles

Procedures are guided by:

- **Mino-bimaadiziwin** – balance across academic, cultural, and personal responsibilities;
- **Relational Accountability** – alignment with community rhythms and responsibilities;
- **Student-Centred Design** – clarity, accessibility, and predictability;
- **Flexibility with Integrity** – innovative delivery while maintaining instructional quality;
- **Quality Assurance** – compliance with IAESC and institutional standards.

3.0 Academic Scheduling Cycle (Annual Process)

Overview Timeline

Phase	Timeline	Lead
Planning & Data Gathering	9–12 months prior	Registrar + Academic Leadership

Phase	Timeline	Lead
Draft Schedule Development	6–9 months prior	Registrar
Program Review & Input	5–6 months prior	Program Coordinators
Approval Process	4–5 months prior	Academic Council
Publication	3–4 months prior	Registrar
Implementation	Ongoing	All Units
Review & QA	End of term/year	Registrar + Academic Council

4.0 Procedure Steps

Step 1: Planning and Data Collection

Lead: Registrar's Office

Inputs Required:

- Program delivery plans (courses, sequencing);
- Faculty availability and workload;
- Enrollment projections;
- Classroom and space availability;
- Community and cultural calendars (e.g., ceremonies, seasonal activities);
- Partner institution requirements (if applicable).

Procedure:

1. Request program scheduling needs from Program Coordinators;
2. Compile institutional constraints and priorities;
3. Identify potential scheduling conflicts or risks.

Step 2: Draft Academic Schedule Development

Lead: Registrar's Office

Procedure:

Procedure for ACAD 18: Academic Schedule Policy
Date of Approval: Friday, April 17, 2026

1. Establish key term dates:
 - Term start/end
 - Add/drop deadlines
 - Withdrawal deadlines
 - Break periods
 - Final assessment periods
2. Ensure instructional hours meet program and QA requirements;
3. Integrate flexible delivery formats (block, hybrid, land-based);
4. Draft course schedule (days, times, delivery mode).

Output: Draft Academic Schedule (institutional + program-level)

Step 3: Program-Level Review and Validation

Lead: Program Coordinators

Procedure:

1. Review draft for:
 - Curriculum alignment;
 - Course sequencing;
 - Workload balance for students and faculty;
2. Confirm:
 - Instructional hours;
 - Delivery feasibility (including community-based components);
3. Provide feedback and required revisions.

Step 4: Institutional Review and Approval

Lead: Registrar / Academic Council

Procedure:

1. Submit finalized draft to Academic Leadership;
2. Present schedule to Academic Council (or equivalent);
3. Confirm alignment with:

- Academic Policy;
 - QA standards (IAESC);
 - Institutional priorities;
4. Record approval decision.

Output: Approved Academic Schedule

Step 5: Publication and Communication

Lead: Registrar's Office

Procedure:

1. Publish schedule via:
 - SKG website;
 - Student portal / LMS (D2L Brightspace);
 - Internal communications (staff/faculty);
2. Ensure accessibility (plain language, clear formatting);
3. Notify students and faculty of key dates.

Step 6: Implementation and Monitoring

Lead: Registrar + Program Areas

Procedure:

1. Monitor enrollment and course registrations;
2. Address scheduling conflicts or issues;
3. Ensure adherence to:
 - Instructional time;
 - Delivery formats;
4. Support adjustments where required.

Step 7: Schedule Changes (Amendments Procedure)

Lead: Registrar + Academic Leadership

Triggers for Change:

- Low or high enrollment;
- Faculty availability changes;
- Emergencies (weather, health, operational);
- Community or cultural considerations.

Procedure:

1. Identify need for change;
2. Consult affected stakeholders (Program Coordinator, faculty, students);
3. Assess impact on instructional hours and outcomes;
4. Obtain approval (Registrar or Academic Leadership);
5. Communicate changes clearly and promptly.

Step 8: End-of-Term Review and Quality Assurance

Lead: Registrar + Academic Council

Procedure:

1. Collect data:
 - Enrollment trends;
 - Course completion rates;
 - Student feedback;
 - Scheduling conflicts/issues;
2. Analyze alignment with:
 - Student success outcomes;
 - Program delivery effectiveness;
3. Document findings and recommendations.

Output: Academic Schedule QA Report

5.0 Standard Academic Calendar Structure

Each term schedule must include:

- Term dates (start/end)
- Course start/end dates

- Add/drop deadlines
- Withdrawal deadlines
- Breaks / reading week
- Final assessments (if applicable)
- Grade submission deadlines
- Graduation deadlines
- Institutional closures/holidays

6.0 Scheduling Models and Delivery Formats

SKG supports multiple scheduling formats:

Model	Description
Standard Term	Weekly course delivery
Block Delivery	Intensive, short-duration courses
Hybrid	Combination of in-person and online
Land-Based	Community and land-integrated learning

Community-Based Delivered within partner communities

Requirement: All models must demonstrate **equivalent instructional hours and learning outcomes**.

7.0 Roles and Responsibilities

Registrar's Office

- Leads schedule development and publication;
- Ensures QA compliance;
- Maintains official records.

Program Coordinators

- Provide program-specific scheduling needs;
- Validate curriculum alignment and delivery.

Faculty

- Confirm availability and delivery requirements;
- Adhere to scheduled instructional commitments.

Academic Council

- Approves academic schedule;
- Oversees quality assurance and consistency.

8.0 Documentation and Record Keeping

The following must be maintained:

- Draft and final academic schedules;
- Approval records (Academic Council minutes);
- Schedule change logs;
- QA review reports.

All records must be stored in accordance with **SKG records management policies**.

9.0 Risk Management Considerations

Risk	Mitigation
Scheduling conflicts	Early planning and program validation
Insufficient instructional hours	QA checks during draft stage
Low enrollment	Flexible scheduling and course adjustments
Cultural/community conflicts	Integration of community calendars
Communication gaps	Multi-channel communication strategy

10.0 Continuous Improvement

- Annual review of scheduling effectiveness;
- Integration of student and faculty feedback;
- Alignment with evolving program delivery models;
- Ongoing refinement to support student success and institutional growth.