



### **3. POLICY**

3.1 The process for scheduling instructional space will produce academic schedules that enhance the quality of learning while optimizing college resources.

3.2 Scheduling is based on the academic requirements identified by the schools.

3.3 The creation of schedules will be coordinated by the Office of the Registrar.

### **4. ROLES AND RESPONSIBILITIES**

#### **4.1 President**

The President is responsible for the overall management and operation of the College. The President will ensure the policy is implemented and that compliance is monitored.

#### **4.2 Vice-President, Academic**

The Vice President, Academic, will be responsible for establishing procedures to ensure effective implementation of this policy and resolve any disputes arising over policy interpretation.

### **5. EVALUATION**

This policy will be reviewed every three years.