



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Class Schedule

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1.0	Class Schedule	October, 2015	Dean of Student Affairs
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October, 2015	Rev. 1: Dean of Student Affairs	October, 2015	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
October, 2015	Rev. 2: Office of the Dean for Student Affairs	October, 2015	Revisions and edits applied. Policy approved and adopted for implementation

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Introduction:

The aim of this policy is to ensure courses and classrooms are scheduled to support the needs of students, faculty and the DI. The primary goal of course scheduling is to facilitate student registration in courses resulting in conflict free schedules and timely graduation.

The Department of Enrollment and Student Affairs is responsible for monitoring and implementing the course schedules by working collaboratively with the programs in the schools to accommodate the pedagogical preference of faculty while utilizing classroom capacities and room availability.

All credit courses of the programs of the Doha Institute are normally expected to meet for 1 hour (60 minutes) per credit hour per week during a fourteen-(14) week semester; courses scheduled in shorter sessions (e.g. concentrated courses by visiting professors) must meet for an equal amount of time over the shorter period.

Policy Statement:

General Guidelines

1. Classes should be scheduled to make the best possible utilization of teaching resources and classroom facilities;
2. Students should be able to take classes needed to graduate in their program of study in a timely manner;
3. Faculty should be able to obtain schedules that permit them to integrate their professional duties of teaching, research and service in a reasonable way;
4. Courses targeting students of professional nature (e.g. course in SPADE) should be scheduled during days and at times that provide greatest access for students;
5. Class schedules need to be published two (2) weeks before the start of classes in a given semester, in addition the syllabus for each course should contain a clear description of class meeting times and any approved non-classroom activities.
6. Changes to the class schedule timetable after publication must be kept to a minimum;
7. In addition, the schedule should include a listing of the courses to be offered in the subsequent semester;
8. The schedule should include the names of the courses, the instructors' names, and the days and timings along with expected holidays and vacation times.
9. Students must take courses across programs to complete their program of study requirements as such academic programs are expected to co-ordinate their offerings so as to avoid substantial timetable conflicts with related programs.
10. The class schedules are approved by the Dean of the respective school before they are published.

Classroom Scheduling Guidelines

- 1- Classroom space is a DI resource that is managed by the Department of Enrollment and Student Affairs. All academic programs and units share access to these centrally-scheduled classroom spaces to teach credit courses.
- 2- Any use of classroom space for purposes different than teaching must be approved by the Provost;
- 3- Classes are scheduled according to day and time patterns as follows:
 - Classes are normally scheduled from Sunday till Thursday every week.
 - Day classes are scheduled from 8:00 am till 4:00 pm whereas evening classes are scheduled from 4:00 pm till 9:00 pm. No classes are taught after 9:00 pm;
 - Classes for three (3) credit hour courses, which need to accrue a total of one hundred eighty (180) minutes of teaching per week, may use the following patterns:
 - Three meetings per week for sixty (60) minutes;
 - Twice per week for ninety (90) minutes or sixty (60) minutes and one hundred twenty (120) minutes;
 - Once per week for one hundred eighty (180) minutes.
 - Classes for courses with different number of hour credits will be scheduled according to the total number of credits associated with them;
- 4- Programs are strongly encouraged to plan and distribute classes across all days of the week (Sunday - Thursday) and all hours of the day as much as possible to maximize use of campus classrooms and minimize class conflicts for students taking into consideration lunch breaks in addition to accommodating pre-scheduled and periodic faculty meetings at the program, school, and DI meeting levels.
- 5- The following non-exhaustive list identifies factors and criteria that can affect scheduling priority:
 - Course prerequisites and co-requisites, where such courses need to be offered to facilitate the student's academic progression;
 - Class size and seating capacity, where a large class will have priority for a given classroom with larger capacity over a smaller class;
 - Special facility and/or technology needs;
 - Vacations, holidays, and lunch breaks;
 - Faculty requirements and special needs.

**The DI acknowledges with gratitude Simon Fraser University whose academic policies published on its website were usefully consulted by us in the process of formulating our own policies.*