

Academic Scheduling

Policy

The policy relates to Lambton College programs delivered and serviced by Cestar College in Toronto and Queen's College in Mississauga.

Lambton College programs aim to deliver timetables prioritizing student success while balancing the optimization and efficient use of human and physical resources. International Education is committed to meet and follow the policies, regulations and legislation as required by Immigration, Refugees, Citizenship Canada (IRCC) and enforced by Canadian Border Services Agency (CBSA) in regard to full-time international students. The priority is to provide clear directions and instructions on the subject matter of part-time studies and scheduled academic breaks and to enforce prescribed course loads in accordance with students' program maps and their letter of acceptance.

When registering at any **Lambton College study location**, all international students agree to their letter of acceptance (LOA) terms. The LOA states: "Students must follow their prescribed program map and academic schedule. Deferrals will not be approved".

International students must follow the prescribed program map that can be accessed from student services at your study location and on the mylambton website. The prescribed program map outlines the course load for each term.

1.0 Post-Secondary International Students – Full-Time Status

- 1.1 International students are only permitted to take part-time studies in their final semester in order to complete the requirements to graduate.
- 1.2 International students with enough outstanding courses to make up a full course load in their final semester must be enrolled full-time.
- 1.3 International students who do not wish to enrol full-time for any semester due to financial constraints will be designated with a "no show" status and are encouraged to return to their country of permanent residence.
- 1.4 An International student's part-time study status may impact their eligibility for the post-graduate work permit application and their ability to work off campus [More Information about the PGWP](#).

2.0 Academic Breaks

- 2.1 International students must follow the prescribed program map that can be accessed from student services at your study location. The prescribed program map outlines the timing of academic terms and scheduled breaks.

- 2.2 International students are not permitted to take unscheduled academic breaks without written approval and consent from the Director of the study location (Cestar College/Queen's College). Students must submit a Leave of Absence Form to apply for an unscheduled break. (See student services for more details)
- 2.3 International students who take unapproved breaks may be subject to the [Progression & Graduation from a Program \(2000-1-5\)](#) policy.

3.0 Timetable Structuring

It is the responsibility of the study location to create, publish and release the timetables in a timely manner. Timetabling is undertaken one term at a time.

	Fall Schedules Released	Winter Schedules Released	Spring Schedules Released
Academic Office	10 days before the start of the term	10 days before the start of the term	10 days before the start of the term

- 3.1 The timetable will be constructed using a 3-period day – morning, afternoon, and evening.
- 3.2 The timetable will commence at 8 a.m. and end at 10 p.m. – Monday to Saturday inclusive.
- 3.3 Classes will not exceed a span of more than 8 hours a day.
- 3.4 Programs that have a compressed 7-1-7 schedule may have a different schedule in each block.
- 3.6 Student timetables can change from term to term.
- 3.7 Timetables are subject to change.

High Priority Timetable Changes

The following will be considered high priority reasons for timetable changes. The changes will take place prior to day 10, wherever possible.

- Room changes where enrollment exceeds room capacity.
- Addition or deletion of course sections
- Changes in instructor assignments

Low Priority Timetable Changes

Low priority changes include change requests to improve student or instructor timetables. The changes will take place prior to day 10, wherever possible.

- a. All students affected by such requests must have agreed to the request in writing before the change will be made.
- b. Student signatures must accompany the schedule change request when submitted to the Director's office
- c. Any student concerns with proposed changes can be submitted within five business days of the change request submission.
- d. Low priority changes will only be accepted during the first week of the semester and will be processed as space and staff time permits.

Note:

As an international student on a study permit, the priority is on your education, and employment scheduling should be done in consultation with your employer around your school timetable.

4.0 Course Overload

- 4.1 International students who wish to overload their term schedule may do so if the following conditions are met:
 - a. No more than 30 hours a week will be approved for one semester.
 - b. No more than 3 hours of a conflicted schedule.
 - c. No more than 8 hours a day of scheduled classes.

5.0 ESL International Students

- 5.1 ESL international students are not permitted to be enrolled in part-time studies or take an academic break unless approved by the Director of the study location (Cestar College/Queen's College).