



Operational Policies and Procedures

Division: Students	Topic: Class Capacity and Hours of Operation
Policy No. S005	Effective: September 2009
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1. Guidelines for Student / Instructor Ratio

1.1 A ratio of 30:1 will be used as a guideline to determine the ratio of students to faculty in Academy Canada classroom training.

1.2 In accordance with the Apprenticeship Accreditation Resource Manual, a ratio of 15:1 will be used as a guideline to determine the ratio of students to faculty in Academy Canada apprenticeship training shops / laboratories.

1.3 The Principal, in consultation with Head Office Senior Administration, has the discretion to increase or decrease the student / Instructor ratio number based on the nature of the course, size of the shop / laboratory, safety concerns, and any other factors deemed necessary to assure adequate levels of student-faculty interaction during the administration of the program.

1.4 This policy supports Academy Canada's Mission Statement, "to provide quality education and training to all its students in a learning environment that is both supportive of the needs of the whole student and academically sound in both content and delivery".

2. Hours

Students will generally have 25-30 hours of structured academics per week (including shop, science lab, computer lab, research and tutorial times or applied learning, depending on your program.). Classes may be scheduled between 8:00am and 8:30pm depending on your program and may vary throughout the year depending on the courses you require. While exceptions are rare, campus Administration reserves the right to schedule classes outside these hours.

3. Unscheduled Closing Times

Campus administration reserves the right to close the campus and cancel classes in the event that inclement weather or other circumstances warrant. Students will be notified of such closures through public service announcements on local radio stations.

4. Holidays and Semester Breaks

For a complete list of holidays and semester breaks, see Academy Canada's annual Student Handbook.