

Procedure Title:	Instructional Environment
Procedure ID:	#OP 2-224F
Manual Classification:	Academic Affairs
Linked to Policy:	2-224 Course and Curriculum Quality Assurance
Approved by Senior Management Team (SMT):	December 17, 2025
Effective Date:	December 19, 2025
Next Review Date:	December 2028
Contact for Procedure Interpretation:	Executive Vice President, Academic Experience

1.0 – Purpose

The purpose of this procedure is to establish clear expectations and responsibilities for faculty and students to maintain a supportive and respectful learning environment. By defining standards for instructional hours, space requirements, student conduct, and course communication, this procedure ensures an environment conducive to learning, aligned with the College's commitment to academic excellence and mutual respect.

2.0 – Definitions and Acronyms

Course: A distinct and discrete teaching and learning framework, defined through course learning outcomes, and approved using a course outline.

Curriculum: The plan for learning that is coordinated and articulated in a manner designed to result in student achievement of course learning outcomes. Curriculum encompasses the content, learning materials, delivery, and course resources, as well as the context and processes for evaluating the attainment of learning outcomes.

Instructional Environment: The physical or virtual space in which faculty provide instruction to students.

Disruptive behavior: Actions which negatively interfere with the activities of the College, and/or which inhibit the ability of other students to learn and of faculty members to teach.

3.0 – Guiding Principles

Faculty members are responsible for maintaining a supportive learning environment for all learners.

Students have the right to a learning environment that supports their academic success, as well as the responsibility to conduct themselves in a respectful and appropriate manner within that learning environment.

4.0 – Scope

This procedure applies to all courses delivered by Fleming College.

5.0 – Operating Procedure

5.1 – Instructional Hours

Weekly instructional hours and delivery methods will be communicated on the course outline.

Instructional hours designed to include a 50 minute teaching period, with a 10 minute transition period which totals 1 instructional hour. The teaching period begins at the scheduled time. The transition period allows time for faculty and students to arrive and prepare for their next course.

For instructional blocks that are longer than one hour, faculty are not required to include transition time other than at the end of the last hour.

Students are expected to be in class at the beginning of the teaching period and to be prepared, having all required course resources with them. Faculty may take appropriate measures to ensure that the learning environment is not disrupted by student lateness.

5.2 – Space and Instructional Requirements

Space and instructional requirements are evaluated by the school Dean/Chair during the curriculum verification process.

For some courses, the school Dean/Chair may determine that course delivery is reliant upon specific equipment needs, daylight working hours, lab areas and/or other essential requirements that must be accommodated during the curriculum verification process.

5.3 – Student Conduct within the Instructional Environment

Fleming students have the right to learn, and a responsibility to refrain from interfering with others' right to learn as further discussed in 5-506 Student Rights and Responsibilities.

Faculty members have the authority to determine what constitutes disruptive behavior in an instructional environment.

If a student's behaviour becomes disruptive, offensive, abusive, intimidating, and/or unwelcome by other students and/or faculty or staff, remedial or disciplinary action will be taken under 5-506 Student Rights and Responsibility Policy, or related policies as appropriate. This may include asking the student to cease the disruptive behaviour, removal from the learning environment, or other actions that fall relevant policies and procedures.

5.4 – Children in Instructional Spaces

Except in the case of activities organized and/or endorsed by the College, children under the age of sixteen are not permitted in instructional spaces. Where children are authorized and/or

expressly invited to participate in College programs or activities, they must remain under the direct care and control of a parent/guardian / caregiver / designated responsible adult.

The behaviour of children who are authorized to be in instructional spaces must not breach the primary right of all students, which is to learn. Any incident that occurs on campus that is contrary to either the any College policy or procedure will be addressed appropriately.

In the event of an unexpected disruption related to childcare, students can seek accommodation by following the applicable process through Student Services, and staff may seek accommodation through Human Resources.

6.0 – Related Documents

- 2-224 Course and Curriculum Quality Assurance
- OP2-224A Course Outlines
- OP2-224E Learning Management System
- 5-506 Student Rights and Responsibility
- OP5-506 Student Rights and Responsibility
- CAAT Academic Employees Collective Agreement

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
December 17, 2025	Senior Management Team	NEW