

Policy History
Policy No. AR17
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Vice President Students
Effective Date: September 1, 2023

Academic Schedule and Course Timetables Procedure

A. DEFINITIONS

1. **Academic Schedule:** The major dates and deadlines of each of the standard terms within the academic year.
2. **Course Timetables:** The lists of Senate-approved courses and the times they are offered in a particular instructional cycle.
3. **Department:** An educational administrative sub-unit of a Faculty and/or School within the university dealing with a particular field of knowledge.
4. **Instructional Activities:** Classes, lectures, laboratories, tutorials, seminars, studios, examinations, clinicals, simulation labs, theory, mentorship, supervised practice, and praxis.
5. **Instructional Days:** Monday to Saturday inclusive.
6. **Instructional Cycles:** The period during which instructional activities occur. There are three instructional cycles at KPU:
 - a. *Standard Term:*
At KPU, standard terms are defined as Fall (September-December), Spring (January - April) and Summer (May - August). Standard terms also include intersessions. Each intersession is half the length of the full standard term.
 - b. *Fixed Term:*
Fixed term instructional activities have a fixed start date and end date that are typically different from standard term-based dates.

c. *Continuous Term:*

Studies that utilize rolling registration with individualized start and end dates falling within the academic year.

7. **Instructional Hours:** Monday through Friday 7:00am to 10:00pm and Saturday 8:30am to 7:00pm.
 - a. **Daytime Hours:** 7:00am to 4:00pm.
 - b. **Evening Hours:** 4:00pm to 10:00pm.
 - c. **Peak Hours:** 10:00am to 2:30pm.
8. **Instructional Space:** Space used for Senate-approved instructional activities.
9. **Reading Break:** KPU schedules a Reading Break during each spring term, immediately following the BC Family Day statutory holiday. The Reading Break will not result in the lengthening of the term. No lectures, tutorials, labs or other regularly scheduled course-related academic activities may be held during the Reading Break. In addition, no academic evaluations may be scheduled or have a deadline during the Reading Break. This includes essays, quizzes, tests, examinations, lab reports, or evaluations of any other kind.
10. **Room Regions:** Rooms that may be assigned to a particular Faculty for the purpose of establishing Course Timetables.
11. **Sections:** The dates, times and location within a particular instructional cycle specific to when a course is offered.
12. **Standard Meeting Pattern:** The weekly pattern for the scheduling of a course. This will include the time blocks along with the frequency of meeting times in a given week.
13. **Student:** An individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.
14. **Service Course:** A course required for programs that doesn't reside in the program's Department and/or Faculty.

B. PROCEDURES

1. Academic Schedule

- a. The Academic Schedule is produced by the Office of the Registrar.
- b. Standard terms are established as 13 instructional weeks in duration, plus the formal final examination period. The number of instructional days of the week (Monday to Saturday, inclusive) will be maximized at 13 per term where possible.
- c. A non-instructional day each January will precede the start of the Spring term for Student Orientation activities.
- d. The impact of statutory holidays will be considered when establishing the length of the term.
- e. When a statutory holiday falls on a weekend, the following work day is observed as the statutory holiday. As such, observing Labour Day, Thanksgiving and Remembrance Day on a Monday will result in a fall term with 11 instructional Mondays. Observing Victoria Day, Canada Day and BC Day on a Monday will result in a summer term with 11 instructional Mondays.
- f. Voluntary withdrawal dates will be consistently established as the last day of classes for the instructional cycle.
- g. A reading break does not reduce the number of weeks within a term. The Spring reading break will align with BC Family Day to minimize the loss of instructional Mondays.
- h. The Academic Schedule will be published for the upcoming and subsequent academic year.
- i. The Academic Schedule will be presented each September to the Senate Standing Committee on Academic Planning and Priorities and subsequently reported to Senate and the Board of Governors.

2. Allocation and Assignment of Space

- a. Allocation of University Space
 - i. The Office of University Space Administration, operating under the authority of the Vice President Finance and Administration, is responsible for strategic space planning related to the allocation and reallocation of university space in consultation with the Provost and Vice President Academic.
- b. Assignment of Instructional Space
 - i. The assignment of instructional space is centrally managed by the Scheduling unit within the Office of the Registrar, based upon the allocation of space as determined by the Office of University Space Administration.
 - ii. A course that is not using its assigned room to its capacity may be reassigned to a smaller room by the Scheduling unit.
 - iii. A Faculty's allocated room region(s) are given first priority to the Faculty to schedule their instructional activities.

- iv. Unassigned instructional space for the term reverts to the Scheduling unit in order to maximize its use for instructional activities.
- v. Any unassigned instructional space that remains available after publishing of the timetable for the term reverts to Facilities Services to allow for room bookings of non-instructional activities.

3. Course Timetable

- a. Courses that have not received Senate approval will not be scheduled as part of Course Timetables.
- b. Course Timetables will be established and published by the Office of the Registrar based on the University's standard meeting patterns.
- c. Courses and Final examinations will be held at times and locations noted in the Course Timetable.
- d. The Course Timetable will be published prior to the start of registration for each instructional cycle.
- e. The Office of the Registrar will produce an annual Timetable Production Schedule to aid academic units in the timely establishment of the Course Timetable.
- f. Every effort will be made to equally distribute classes across all days of the week.
- g. No more than 60% of a Faculty's instructional activities should be scheduled during peak times.
- h. The Office of the Registrar may require that departments change the times of classes as room scheduling complexities warrant.
- i. Changes to the Course Timetable after the publication must be kept to a minimum to provide certainty to students. After the schedule is published, all schedule changes, including section cancellations, must be approved by the appropriate Dean or designate.

4. Section Reserves and Restrictions

- a. Section Reserves
Section reserves are temporary registration limitations placed on designated sections. Reserved capacities are approved by both the department and Office of the Registrar. Reserves are used to manage enrolment to ensure specific registration access for a defined period of time during the registration cycle for the term.
 - i. Reserves are used to assist with enrolment management and can be removed throughout the registration period.
 - ii. Reserves must be established prior to the publication of the Course Timetable.
 - iii. Reserve information must be provided to the Scheduling unit no later than three weeks in advance of the formal registration period.
 - iv. Reserve removal dates are chosen from a list of predetermined dates established by the Scheduling unit and must be selected no later than three weeks in advance to the formal registration period. A request for a removal date not on the list would need to be approved by the Scheduling unit.

- v. If there are multiple reserves on a section, only one removal date is allowed for the group of reserves.
 - vi. Reserves cannot be overridden for students who do not meet the reserve criteria.
 - vii. A waitlist can be set up for students who do not meet the reserve criteria; those students on the waitlist will get first priority for open seats once the reserves are removed.
- b. Section Restrictions
- Section restrictions are limitations placed on designated sections for the duration of the registration cycle for the term. Examples include restrictions for students in particular programs, students who have declared, students in a particular field of study (e.g. majors or minors).
- i. Restrictions are pedagogical and cannot be removed for enrolment purposes.
 - ii. Restriction information must be provided to the Scheduling unit no later than three weeks in advance to the formal registration period.
 - iii. Restrictions can be overridden on a student by student basis.

5. Standard Meeting Patterns

- a. Standard meeting patterns are established through this Policy. KPU's standard meeting patterns are as follows:
- i. Full-term Patterns:
 - One-and-a-half hour time blocks, offered as:
 - a) 1.5 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
 - b) 1.5 hour duration classes will start at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, 19:00 or 20:30
 - Two hour time blocks, offered as:
 - a) 2 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
 - b) 2 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00, 18:00 or 20:00
 - Three hour time blocks:
 - a) 3 hour duration classes will start at 10:00, 13:00, 16:00 or 19:00
 - b) Three hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
 - Four hour time blocks:
 - a) 4 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00 or 18:00
 - b) Four hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.

- Six hour time blocks:
 - a) 6 hour duration classes will start at 10:00, 13:00 or 16:00
 - b) Six hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
 - ii. Intersession Patterns:
 - One-and-a-half hour time blocks, offered as:
 - a) 1.5 hours, four times per week as follows: Tues/Wed/Thurs/Fri
 - b) 1.5 hour duration classes will start at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, 19:00 or 20:30
 - Two hour time blocks, offered as:
 - a) 2 hours, four times per week as follows: : Tues/Wed/Thurs/Fri
 - b) 2 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00, 18:00, 20:00
 - Three hour time blocks, offered as:
 - a) 3 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
 - b) 3 hour duration classes will start at 10:00, 13:00, 16:00 or 19:00
 - c) Three hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
 - iii. Fixed-term Patterns:
 - Trades instructional activities scheduled on a fixed term instructional cycle are established on a program-by-program basis, based on the length and delivery requirements of the program.
 - iv. Meeting patterns for purpose-built spaces:
 - Instructional activities scheduled in purpose-built spaces (such as labs, studios, trades workshops, etc.) may establish meeting times outside of the patterns listed above, in accordance with pedagogical needs. Such purpose-built spaces must be identified within KPU's scheduling software rooming inventory.
- b. Exceptions to the use of standard meeting patterns will only be made upon approval of the Provost and Vice President Academic or designate. The Scheduling unit will provide guidance as to where exceptions could best be accommodated in the Course Timetable.

6. Final Exams / Assessments

- a. A formal final examination / assessment period will be scheduled at the end of each instructional cycle and is the only time at which final examinations / assessments may be scheduled.
- b. The scheduling of final examinations / assessments is centrally managed by the Scheduling unit within the Office of the Registrar. Faculties and/or instructors may not schedule their own final examinations / assessments or change the days / time / rooms of their examinations / assessments as posted.

- c. Meeting patterns for final examination / assessments are established by the Office of the Registrar to best facilitate conflict-free exam schedules for students.
- d. Faculty requests for final examinations / assessments will accompany the submission of the Course Timetable for that instructional cycle.
- e. Final examination / assessment dates will be published in the online Course Timetable.
- f. The final examination / assessment period for academic term-based courses will be scheduled to start after a one instructional day break between the last scheduled day of classes and the start of the final examination / assessment period and will run for eight instructional days. The final examination / assessment period for non-term-based programs or courses will be scheduled according to program requirements.
- g. Final examinations / assessments for classes offered in the daytime will normally be scheduled during the day from Monday to Saturday and evenings from Monday to Friday.
- h. Final examinations / assessments for evening classes will, where possible, be scheduled on the same night that the class is held.

7. Rescheduling of Final Exams / Assessments

If there is a campus-wide cancellation of final examinations / assessments, the cancellation will be communicated to affected students and faculty via KPU-issued email. Notices will be placed on the KPU website homepage and through official KPU social media channels.

- a. The Provost and Vice President Academic will confirm any rescheduling with the University Registrar and notify the Deans' offices. The Office of the Registrar will notify affected students and faculty.
- b. The University Registrar will delay the end-of-term and academic standing process if necessary.
- c. Final examinations / assessments will be rescheduled as follows:
 - i. If an entire day of final examinations / assessments is to be rescheduled, that day will be moved to the end of the examination / assessment period. If necessary, the examination / assessment period will be extended by one day.
 - ii. If a 3 hour block of final examinations / assessments is to be rescheduled, the portion of the day to be rescheduled will be added to the last day of the examination / assessment period, or if space does not permit, the examination / assessment period will be extended by one day.
 - iii. If two or more days of final examinations / assessments are to be rescheduled, they will be moved to the end of the examination / assessment period in the same sequence as originally scheduled.
 - iv. In the event the University reschedules a final exam/assessment, students with pre-scheduled travel plans should contact their course instructor for approval to make alternate examination / assessment arrangements. Proof of travel will be required. All other students are expected to attend their rescheduled examination(s) / assessment(s) on the rescheduled date. Students, who received approval to not attend the rescheduled examination / assessment will

be assigned an Incomplete (I) grade for the course until the final grade can be submitted.

8. Responsibility of Academic Units

- a. Academic units have the responsibility to:
 - i. Provide a term of course offerings to the Office of the Registrar in accordance with the published Timetable Production Schedule.
 - ii. Initiate service course requests with relevant department two weeks prior to the deadline for submission of the term's course offerings to the Office of the Registrar.

9. Accommodations and/or Modifications to Instructional Spaces

- a. Instructional employees with a verified need for an accommodation who require modification or reallocation of space may liaise with the Dean's office to work with Human Resources to identify an appropriate room to modify within a Faculty's assigned region of rooms. Human Resources will:
 - i. Engage Facilities and Information Technology regarding requirements for accommodation modifications. Facilities and IT will implement the required modifications to the room.
 - ii. Inform the Scheduling unit to ensure the scheduling software maintains an inventory of temporary and/or permanent instructional space modifications. The Dean's office may request that Scheduling create a rule within the software that pairs the instructional employee with the modified room on an ongoing basis.
- b. In cases where courses are moved to accommodate classroom maintenance or upgrades, every effort will be made to find a suitable replacement space.
- c. Class scheduling will not accommodate requests submitted in order to allow external teaching opportunities for instructional employees. This will apply to all NR1, NR2 or full time and part time regularized faculty.

C. RELATED POLICY

Refer to Policy AR17 *Academic Schedule and Course Timetables Policy*.