



Policy History
<b>Policy No.</b> AR17
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> June 2005

## Academic Schedule Policy

### A. PURPOSE

The purpose of this policy is to assist in the establishment of an academic schedule that meets the needs of the educational programming at Kwantlen Polytechnic University. The *University Act* Section 35.2(6)(h) states that “The senate of a special purpose teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the setting of the academic schedule.”

### B. SCOPE

This policy applies to all students enrolled in Kwantlen Polytechnic University courses or programs while engaged in educational activity either on or off campus.

### C. PRINCIPLES

The following principles should be considered in setting the academic schedule.

#### 1. Length or Duration

- a. The number of working days between the end of one teaching period, including exams, and the beginning of the next teaching period will normally be a determining factor used in making recommendations on the academic schedule.
- b. For semester-based programs or courses the length or duration of the semester may reflect the provincial range for similar program types.
- c. For non semester-based programs or courses the length or duration of the program/course may reflect the provincial range for similar program types.

#### 2. Exam Schedule

- a. For semester-based programs or courses final exams should be scheduled commencing after a one (1) day break between the last scheduled day of classes and run for eight (8) working days (including Saturdays).

- b. For non semester-based programs or courses final exams should be scheduled according to program requirements.

### **3. Reading Break**

- a. A reading break, scheduled in the spring semester, will not normally result in a lengthening of that semester.

### **4. Statutory Holidays**

- a. The impact of statutory holidays in any given semester should be considered when establishing the length of programs and courses.

### **5. Other**

- a. An effort will be made to include dates important to students, such as withdrawal dates.
- b. The academic schedule will be developed by the Office of the Registrar based on the principles herein. On behalf of the Board of Governors, the Senate, through the Policy Review Committee, will monitor the academic schedule for the purpose of affirming that it aligns with the principles identified in the policy.
- c. The academic schedule for the following academic year will normally be presented to the Policy Review Committee in September and reported on at the October meeting of Senate and the Board of Governors.