

University Calendar Production Schedule

The University Calendar is the official guide to KPU's academic programs with a new edition published each June and is in effect for one academic year, from September through August. It constitutes KPU's contract with students. The 2027-2028 calendar will be published by June 16, 2027.

Each Department/Program should review their courses and programs annually, as follows:

Fall/Spring: Review Admission Requirements

- Following each admission cycle, departments should review admissions outcomes to determine whether changes to admission requirements are needed. Under Policy AR2, changes to admission requirements are not normally made after an application cycle has begun. To support implementation for a Fall intake, proposed changes should be approved by the April Senate meeting of the preceding year.

Fall: Review of Program Details

- Review course listings, checking pre-requisites, co-requisites & any special notes.
- Review declaration and continuance requirements.
- Discontinue courses no longer being offered.

Spring: Review of Overview & Course Notes

- Review any descriptive material within the *Overview* section or *course notes*. The Faculty may request modification to these items as necessary without Senate approval by sending an email to calendar.editor@kpu.ca by May 31, 2027.

June: Review of Newly Published Calendar

- Verify that all approved curriculum, admission, and program changes are reflected correctly in the newly published University Calendar.

Deadlines

The following are the final deadlines for implementation. To ensure approval by these dates, please submit proposals as early as possible, as delays or required amendments during the review process may affect timelines.

Courses that are required for an existing program are required to come forward with a program change and will be effective in September. Courses that are not required for an existing program may be implemented in January, May, or September, provided they receive all required approvals by the applicable deadline. Depending on the nature of the change, the final approval for courses may be the Dean or Senate.

Office of the Registrar

Implementation Term	Courses Requiring Senate Approval	Course Changes Requiring Faculty Approval (Dean Approval Deadline in CIM)
January 2027	September 2026 Senate	September 30, 2026
May 2027	February 2027 Senate	January 31, 2027
September 2027	April 2027 Senate	April 30, 2027

Change Type	Final Senate Approval Deadline
Program changes	April Senate
Admission requirement changes	April Senate

Program and admission changes may require further review and approval by the BC Ministry of Post-Secondary Education and Future Skills. Thus, the timeline is somewhat unpredictable with the process taking a minimum of 3 months after Senate approval.

Key Contacts in the Office of the Registrar

As academic departments begin to plan changes to their programs or look to develop new programs, they are encouraged to reach out to the following key contacts to discuss options as they relate to OREG operations. OReg consultation in CIM will be in addition:

- **Admission, Recruitment:** For questions about KPU's admission cycle timelines, admission requirements and recruitment, please consult with Molly Kirsch, Associate Registrar Molly.Kirsch@kpu.ca
- **Continuance, Declaration, Curriculum, Graduation:** For questions related to continuance, declaration, curriculum and/or graduation, please consult with Krista Gerlich-Fitzgerald, Associate Registrar. Krista.Gerlichfitzgerald@kpu.ca
- **Registration, Course Pre/Co-requisites, Scheduling:** For questions related to course pre/co-requisites, scheduling and registration options, please consult with Melinda Schram, Associate Registrar Melinda.Schram@kpu.ca

Questions about this document may be directed to calendar.editor@kpu.ca.