

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 Policy

A. CONTEXT AND PURPOSE

The purpose of this Policy is to assist in the establishment of an Academic Schedule that meets the educational programming priorities of Kwantlen Polytechnic University (KPU). The Academic Schedule serves as the framework for course timetabling and scheduling of Senate-approved instructional activities. Both the Academic Schedule and the Course Timetable will maximize the utilization of campus space and provide students with the ability to complete their studies in a timely fashion.

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 AND LIMITS

1. KPU has three distinct instructional cycles:
 - a. standard terms,
 - b. fixed-terms, and
 - c. continuous term.
2. This Policy sets standards for the creation of the Academic Schedule and the associated Course Timetables for all three instructional cycles, instructional activities and space.
3. University instructional activities include KPU’s Senate-approved course offerings at all academic levels.
4. Scheduling of space for Continuing / Professional Studies, Apprenticeship offerings, non-instructional activities and campus events is outside the scope of this Policy.

C. STATEMENT OF POLICY PRINCIPLES

1. Classes will be scheduled to optimize student access to courses so they are able to complete their studies in a timely fashion.
2. Classes will be scheduled to maximize student choice while minimizing individual schedule conflicts.
3. Classes will be scheduled to make the best possible use of teaching facilities and resources, which reflect student demand. Spaces utilized for instructional activities will therefore be assigned on the basis of room capacity, resource requirements and room characteristics.
4. The University will establish multiple standard meeting patterns in recognition of appropriate pedagogy.
5. When establishing Course Timetables, the University will endeavor to provide all instructional faculty the ability to engage in teaching, scholarly activity and service.
6. Decisions about Course Timetables are based on ongoing assessment and evaluation of space utilization.

D. DEFINITIONS

Refer to Section A in the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

University Act Section 35.2(6)(h)
BP7 University Space

F. RELATED PROCEDURES

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