

**SENATE**

**MEETING DATE:** *December 12, 2011*

**AGENDA #:** *15.1*

**PRESENTED BY:** *Dana Cserepes*

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**Issue:** **Academic Schedule 2012/2013**

**For information:** The Policy Articulation Committee has not reviewed the attached documents because they were submitted following the Committee's most recent meeting. The Committee members have received a copy of the document. There is a necessity for Senate to review and approve the Academic Schedule 2012/2013 at their December 12, 2011 meeting. Therefore Dana Cserepes and Sandi Klassen reviewed the Academic Schedule 2012/2013 in comparison with Policy B1, *Academic Schedule*, to ensure that it was in compliance with the principles listed. Their review of the proposed Academic Schedule 2012/2013 shows that it is in compliance with Policy B1 and it is recommended to Senate for approval.

**For Approval:** **THAT Senate approve the Academic Schedule 2012/2013.**

TO: **Dana Cserepes, Vice Chair of Senate**  
 CC: Warren Stokes, Director of Registration & Scheduling  
 FROM: **Robert Hensley, University Registrar**  
 DATE: December 5, 2011  
 SUBJECT: 2012/2013 Academic Schedule

The academic schedule for the fall 2012, spring 2013 and summer 2013 is presented for approval as per policy B.1.

Each term extends for 14 weeks of instruction including the Monday of the 15<sup>th</sup> week to make up for the Mondays missed due to statutory holidays. There is one day break between the last scheduled day of classes and the beginning of the final exam period. The exam period runs for eight working days which results in a 15 week semester.

Note: there are two days set aside for the Reading Break in the spring 2013 term.

	<b>Fall 2012</b>	<b>Spring 2013</b>	<b>Summer 2013</b>
<b>First Day of Classes</b>	Tues., Sep. 4	Mon., Jan. 7	Mon., May 6
<b>Reading Break</b>		Thur., Feb.21 & Fri., Feb 22	
<b>Withdrawal Deadline</b>	Mon., Oct. 29*	Mon., Mar. 4*	Tue., Jul. 2
<b>Last Day of Classes</b>	Mon., Dec. 10	Mon., Apr. 15	Mon., Aug. 12
<b>Final Exams Start</b>	Wed., Dec. 12	Wed., Apr. 17	Wed., Aug. 14
<b>Final Exams End</b>	Thur., Dec. 20	Thur., Apr. 25	Thur., Aug. 22
<b>Holidays &amp; closures</b>	Mon., Sep. 3	Tues., Jan. 1	Mon., May 20
	Mon., Oct. 8	Mon., Feb 18**	Mon., Jul. 1
	Mon, Nov. 12	Fri., Mar. 29	Mon., Aug. 5
	Mon., Dec. 24	Mon., Apr. 1	
	Tues., Dec. 25		
	Wed., Dec. 26		
	Mon., Dec. 31		

\* Moved to next business day

\*\* B.C. Family Day

## ***POLICY***

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**TITLE:** Academic Schedule

**APPROVED BY:** Board of Governors

**EFFECTIVE:** June 2005

**REVISED:**

**RELATED POLICIES:**

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### ***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.”

### ***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.

### ***PRINCIPLES***

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

#### **Length or Duration**

1. 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.

2. For semester-based programs or courses the length or duration of the semester may reflect the provincial range for similar program types.
3. For non semester-based programs or courses the length or duration of the program/course may reflect the provincial range for similar program types.

### **Exam Schedule**

1. 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).
2. For non semester-based programs or courses final exams should be scheduled according to program requirements.

### **Reading Break**

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

### **Statutory Holidays**

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

### **Other**

1. An effort will be made to include dates important to students, such as withdrawal dates.
2. 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.
3. 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.

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