

Policy B4

§ No assignment, test or exam worth more than 10% of the final grade shall be given in class during the last 2 weeks prior to the final exam period for a semester or the last week prior to the final exam period for a session.

§ This also applies to courses without a final exam.

Course Presentations

Include in your course presentations:

§ Your late assignment policy

§ Due dates for test & assignments

§ Office hours

§ Kwantlen's plagiarism policy (Policy C8)

Need Help?

The KFA is here for you!

By phone: 604.599.2200

In person: Office B201 at Surrey Campus

Policy C20

§ Students' final marks should be based on no fewer than four separate evaluations. The number of evaluations required will be pro-rated for courses of less than a semester in length.

Normally two evaluations should be given, graded and returned prior to the last day for withdrawal from a course.

General

§ There are faculty workrooms on every campus.

§ You can sign for supplies at the campus bookstore.

Helpful Links

Kwantlen Faculty Association :
<http://www.kfa.bc.ca>

Kwantlen's Bylaws & Policies:
<http://www.kwantlen.ca/policies>

Employee Self-Service and Web for Faculty:
<http://plaza.kwantlen.ca/sites/employee-selfserv.nsf>

THINGS TO KNOW

