



## **MEMORANDUM**

**To:** Executive Committee of Faculty Council

**From:** Dr. Graeme Norval  
Chair, Undergraduate Curriculum Committee

**Date:** October 31, 2012 for November 29, 2012 Faculty Council Meeting

**Re:** **Proposed Session Dates for the 2013-2014 Academic Year**

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## **REPORT CLASSIFICATION**

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members voting to carry).

## **BACKGROUND**

The proposed session dates for the Academic Year – 2013-2014 are attached; these have been developed in consultation with the Faculty of Arts and Science and align well with the opening and closing of residences in the Fall and Winter Sessions.

## **STRUCTURE**

There are several issues that have been considered. It is noted that Rosh Hashanah will begin on the evening of September 4<sup>th</sup> and run through to the evening of September 6<sup>th</sup>, 2013. In 2005, the Academic Board of the University of Toronto created a policy to address the issue of class and exam scheduling and religious accommodation (attached). The policy provides that while every reasonable effort should be made to provide accommodation, the policy should not be interpreted to mean that no important academic activities can be scheduled on these dates. We have consulted with the Provost's Office and, provided that all students who require leave are accommodated, there is no objection to the Faculty starting classes during the first two days of Rosh Hashanah in 2013 in order to fulfill the CEAB requirement of a 13 week term.

The Committee notes that it will be critically important to accommodate students who cannot attend the first two days of classes by ensuring that either the instructor or TA review the material with the students impacted by this decision.

## Proposed Session Dates for 2013-2014

|                              | <b>APSC</b>        |
|------------------------------|--------------------|
| First Day of fall classes    | Thursday Sept 5    |
| Thanksgiving                 | Monday Oct 14      |
| Last day of Q1 courses       | Friday Oct 18      |
| First day of Q2 courses      | Monday Oct 21      |
| Q1 final exams               | Oct 21-25          |
| Last day of fall classes     | Wednesday Dec 4    |
| Exam Study Period            | Thursday Dec 5     |
| Fall Exams Start             | Friday Dec 6       |
| Fall Exams End               | Friday Dec 20      |
| Number of instructional days | 64 days/12.8 weeks |
|                              |                    |
| First day of winter classes  | Monday Jan 6       |
| Last day of Q3 courses       | Friday Feb 14      |
| Reading Week                 | February 17-21     |
| First day of Q4 courses      | Monday Feb 24      |
| Q3 final exams               | Feb 24-28          |
| Last day of winter classes   | Thursday April 10  |
| Exam Study Period            | Friday April 11    |
| Winter Exams Start           | Monday April 14    |
| Good Friday                  | Friday April 18    |
| Winter Exams End             | Tuesday April 29   |
| Emergency Exam Day           | Wednesday April 30 |
| Number of instructional days | 64 days/12.8 weeks |

## PROCESS

The Committee is composed of representatives from each program; the Vice-Dean, Undergraduate Studies; the Chair, First Year; the Associate Dean, Cross-Disciplinary Programs; and the Registrar's Office. The Committee meets regularly, and reviews changes to the curriculum.

## PROGRAM

All programs are involved in these changes, and the impact on students in the various programs has been considered.

## PROPOSAL/MOTION

Recommendation and Motion for Faculty Council:

“THAT the proposed session dates for the 2013-2014 academic year be approved.”

## **APPENDIX**

### **Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances**

#### **Preamble**

The University of Toronto welcomes and includes students, staff and faculty from a broadly diverse range of communities and backgrounds. The University community comprises one of the most diverse campus populations anywhere. Students, staff and faculty have a wide range of backgrounds, cultural traditions and spiritual beliefs.

With reference to the University's commitment to human rights as articulated in the *Statement on Human Rights* and in accordance with the accommodation principles of the *Ontario Human Rights Code*, this policy is concerned with accommodations for students with respect to observances of religious holy days.

#### **Policy**

It is the policy of the University of Toronto to arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays.

Students have a responsibility to alert members of the teaching staff in a timely fashion to upcoming religious observances and anticipated absences. Instructors will make every reasonable effort to avoid scheduling tests, examinations or other compulsory activities at these times. If compulsory activities are unavoidable, every reasonable opportunity should be given to these students to make up work that they miss, particularly in courses involving laboratory work. When the scheduling of tests or examinations cannot be avoided, students should be informed of the procedure to be followed to arrange to write at an alternate time.

It is most important that no student be seriously disadvantaged because of her or his religious observances. However, in the scheduling of academic and other activities, it is also important to ensure that the accommodation of one group does not seriously disadvantage other groups within the University community.

On an annual basis, the Office of the Vice-President & Provost shall publish information concerning the anticipated dates of a number of holy days over the subsequent two academic years. While every reasonable effort should be made to provide accommodation, the publishing of these dates should not necessarily be interpreted to mean that no important academic activities can be scheduled on these dates.

This policy shall be applied in a manner which is consistent with normally applicable academic requirements and standards.

#### **Responsibility**

Administrative responsibility for this policy is assigned to the Vice-President & Provost.