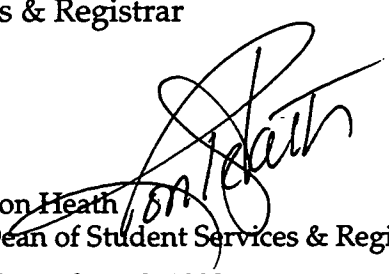




Simon Fraser University
Dean of Student Services & Registrar

Memorandum

To: Senate

From: Ron Heath 
Dean of Student Services & Registrar

Subject: 1999/2000 Schedule of Dates

Date: November 18, 1998

During the discussions at the last meeting of Senate regarding S.98-93 (attached), there was a request that I prepare an alternative schedule for the Summer Semester that added a Monday at the end of the semester to somewhat compensate for the loss of teaching days because of the Victoria Day and Canada Day holidays which, in 2000, both fall on Monday. The attached **Schedule 1** follows the pattern that has been in place for several years for scheduling during the Summer Semester. Classes conclude on Friday with examinations starting on the following Monday. **Schedule 2** provides for classes ending on Monday with a one-day break before the start of examinations on Wednesday. Note that this accommodation will not always be possible since in some years, depending on the start date of the summer semester and that year's calendar, this Monday may itself be a holiday - B. C. Day. In 2000, B. C. Day falls in the middle of examinations; in the recently concluded 1998-2 semester, classes concluded on Friday July 31, and examinations commenced on Tuesday, August 4 following the Monday, August 3 B. C. Day holiday.

The net effect of adding the Monday as the last teaching day is to extend the examination and grades submission dates from Tuesday, August 15 (Schedule 1) to Friday, August 18. This affects the break available to faculty and students between the end of the summer semester and the start of the fall semester.

I have not shortened the length of the examination period during the summer semester and I strongly advise against doing so. The current regulation designating 10 days for examinations was set in 1984, at a time when the fall and spring enrolment for the University was somewhat comparable to our current summer semester enrolment. (Actual headcounts - Fall 84-3: 11,198; Spring 85-1: 10,676; and Summer 98-2: 10,111.) Reducing the number of examination days will inevitably lead to more consecutive examinations for students since the number of available timeslots would be reduced by 10%.

Action undertaken by the Senate Committee on Agenda and Rules, gives rise to the following motion:

MOTION: "that Senate adopt the Schedule of Dates for
1999/2000 as set out in Schedule 2"

SIMON FRASER UNIVERSITY
Office of the Registrar
MEMORANDUM

To: Senate
From: Alison Watt, Secretary, SCAR
Subject: Calendar Committee - progress report and Recommendation on
Schedule of Dates for 1999/2000
Date: 21 October, 1998

SCAR received a report from the Registrar and Dean of Student Services, Mr. Ron Heath on the establishment of a Calendar Committee. Mr. Heath supported the establishment of such a Committee and the proposed membership was tentatively approved by SCAR. It was agreed that the proposal should be developed in more detail, and to that end, Mr. Heath was asked to prepare Terms of Reference and reporting structure for the Committee that will be considered at the next meeting of SCAR. The intent is to have this included as an agenda item for the December meeting of Senate and thereafter, to establish the Committee as quickly as possible.

It seems clear that it was the wish of Senate that matters relating to the scheduling for the academic year should be referred to this Committee. However, there is a pressing need to identify the schedule of dates for the 1999/2000 academic year (99-3, 2000-1 and 2000-2) and make them widely available to the University community. SCAR supported the recommendation to forward the proposed schedule of dates for 1999/2000 to Senate for approval at this time. The schedule for 2000/2001 will be held until it can be presented to the (proposed - subject to approval) calendar committee.

Mr. Heath reported that the schedule of dates proposed for 1999/2000 conforms to Senate policies in the Fall Semester. The 2000-1 Semester includes a two day reading break at the end of week six of the semester but the two days are added to the start of the semester so there is no reduction in class time resulting from the reading break. In both cases, the days involved are Thursday and Friday. The Summer 2000-2 Semester is typical of Summer Semester schedules.

SCAR therefore recommends to Senate:

Motion

that the Schedule of Dates for the academic year 1999/2000 (99-3, 2000-1 and 2000-2) as recommended by the Registrar and set out in the attached documentation be approved by Senate.

Attachments

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SCHEDULE OF DATES 1999-3/2000-2
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Fall Semester 1999-3

Monday, September 6	Labour Day. Offices closed
Tuesday, September 7	Classes commence
Monday, October 11	Thanksgiving Day. Classes cancelled, offices closed
Thursday, November 11	Remembrance Day. Classes cancelled, offices closed
Monday, December 6	Classes end
Wednesday, December 8	Examination period commences
Saturday, December 18	Examination period ends
Wednesday, December 22	Final grade submission deadline
Thursday, December 23	Semester end evaluation
Friday, December 24	All grades released
Monday, December 27	In lieu of Christmas Day. Offices closed
Tuesday, December 28	In lieu of Boxing Day. Offices closed

Spring Semester 2000-1

Monday, January 3	In lieu of New Year's Day . Offices closed.
Thursday, January 6	Classes commence
Thursday, February 17	Reading Break. Classes cancelled.
Friday, February 18	Reading Break. Classes cancelled.
Friday, April 7	Classes end
Monday, April 10	Examination period commences
Thursday, April 20	Examination period ends
Friday, April 21	Good Friday. Offices closed
Monday, April 24	Easter Monday. Offices closed
Tuesday, April 25	Final grade submission deadline
Wednesday, April 26	Semester end evaluation
Thursday, April 27	All grades released

Summer Semester 2000-2

Monday, May 1	Summer Semester classes commence
Monday, May 22	Victoria Day. Classes cancelled, offices closed
Thursday, June 8	Spring Convocation
Friday, June 9	Spring Convocation
Monday, July 3	In lieu of Canada Day. Classes cancelled, offices closed
Friday, July 28	Summer Semester classes end
Monday, July 31	Summer Semester Examination period commences
Monday, August 7	BC Day. No examinations scheduled, offices closed
Friday, August 11	Summer Semester Examination period ends
Tuesday, August 15	Final grade submission deadline
Wednesday, August 16	Semester end evaluation
Thursday, August 17	All grades released

SCHEDULE OF DATES 1999-3/2000-2
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Fall Semester 1999-3

Monday, September 6	Labour Day. Offices closed
Tuesday, September 7	Classes commence
Monday, October 11	Thanksgiving Day. Classes cancelled, offices closed
Thursday, November 11	Remembrance Day. Classes cancelled, offices closed
Monday, December 6	Classes end
Wednesday, December 8	Examination period commences
Saturday, December 18	Examination period ends
Wednesday, December 22	Final grade submission deadline
Thursday, December 23	Semester end evaluation
Friday, December 24	All grades released
Monday, December 27	In lieu of Christmas Day. Offices closed
Tuesday, December 28	In lieu of Boxing Day. Offices closed

Spring Semester 2000-1

Monday, January 3	In lieu of New Year's Day . Offices closed.
Thursday, January 6	Classes commence
Thursday, February 17	Reading Break. Classes cancelled.
Friday, February 18	Reading Break. Classes cancelled.
Friday, April 7	Classes end
Monday, April 10	Examination period commences
Thursday, April 20	Examination period ends
Friday, April 21	Good Friday. Offices closed
Monday, April 24	Easter Monday. Offices closed
Tuesday, April 25	Final grade submission deadline
Wednesday, April 26	Semester end evaluation
Thursday, April 27	All grades released

Summer Semester 2000-2

Monday, May 1	Summer Semester classes commence
Monday, May 22	Victoria Day. Classes cancelled, offices closed
Thursday, June 8	Spring Convocation
Friday, June 9	Spring Convocation
Monday, July 3	In lieu of Canada Day. Classes cancelled, offices closed
Monday, July 31	Summer Semester classes end
Wednesday, August 2	Summer Semester Examination period commences
Monday, August 7	BC Day. No examinations scheduled, offices closed
Monday, August 14	Summer Semester Examination period ends
Friday, August 18	Final grade submission deadline
Monday, August 21	Semester end evaluation
Tuesday, August 22	All grades released

Fall 1999
Observes Current Rules

September 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	Labor Day	Classes Commence-Week 1	8	9	10	11
12	Week 2	14	15	16	17	18
19	Week 3	21	22	23	24	25
26	Week 4	28	29	30		

October 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	Week 5	5	6	7	8	9
10	Thanksgiving Day-Week 6	12	13	14	15	16
17	Week 7	19	20	21	22	23
24	Week 8	26	27	28	29	30
31						

November 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week 9					
	1	2	3	4	5	6
7	Week 10			Remembrance Day		
	8	9	10	11	12	13
14	Week 11					
	15	16	17	18	19	20
21	Week 12					
	22	23	24	25	26	27
28	Week 13					
	29	30				

December 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
	Last Day of Classes		Exams-Day 1	Exams-Day 2	Exams-Day 3	Exams-Day 4
5	6	7	8	9	10	11
	Exams-Day 5	Exams-Day 6	Exams-Day 7	Exams-Day 8	Exams-Day 9	Exams-Day 10
12	13	14	15	16	17	18
			Grades Due	Grade/Status Anomalies	All Grades Released	Christmas Day
19	20	21	22	23	24	25
Boxing Day	Christmas Day-in lieu day	Boxing Day-in lieu day				
26	27	28	29	30	31	

January 2000

Spring 2000
including a 2 day break

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Holiday in lieu of New years	4	5	Classes Commence-Week 1	7	8
9	10	11	12	Week 2	14	15
16	17	18	19	Week 3	21	22
23	24	25	26	Week 4	28	29
30	31					

February 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Week 5		
		1	2	3	4	5
6	7	8	9	Week 6	11	12
13	14	15	16	Reading Break-Classes Cancelled	Reading Break-Classes Cancelled	19
20	Week 7	22	23	24	25	26
27	Week 8	29				

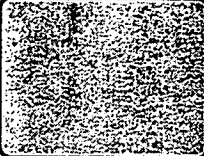
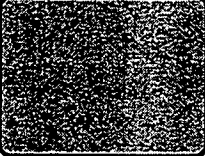
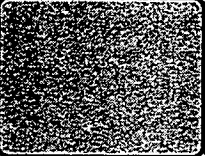
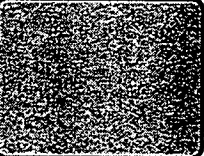
March 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	Week 9 6	7	8	9	10	11
12	Week 10 13	14	15	16	17	18
19	Week 11 20	21	22	23	24	25
26	Week 12 27	28	29	30	31	

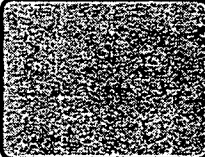
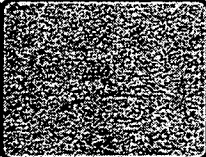
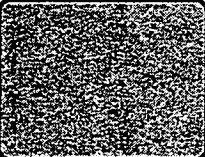
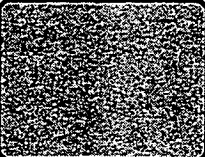
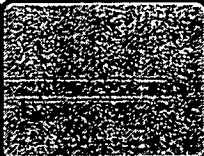
April 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Week 13 3	4	5	6	Last Day of Classes 7	8
9	Exams-Day 1 10	Exams-Day 2 11	Exams-Day 3 12	Exams-Day 4 13	Exams-Day 5 14	Exams-Day 6 15
16	Exams-Day 7 17	Exams-Day 8 18	Exams-Day 9 19	Exams-Day 10 20	Good Friday-Holiday 21	22
23	Easter Monday-Holiday 24	Grades Due 25	Grade Anomalies/Stan ding 26	All Grades Released 27	28	29
30						

May 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Classes Commence-Week 1 1	2	3	4	5	6
7	Week 2 8	9	10	11	12	13
14	Week 3 15	16	17	18	19	20
21	Week 4 Victoria Day-Holiday 22	23	24	25	26	27
28	Week 5 29	30	31			

June 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	Week 6 5	6	7	8	9	10
11	Week 7 12	13	14	15	16	17
18	Week 8 19	20	21	22	23	24
25	Week 9 26	27	28	29	30	



July 2000

Schedule 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Week 10 - Holiday in lieu of Canada 3	4	5	6	7	8
9	Week 11	10	11	12	13	14
15	Week 12	16	17	18	19	20
21	Week 13	22	23	24	25	26
27	Exams-Day 1					
28	31					

August 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Exams-Day 2	Exams-Day 3	Exams-Day 4	Exams-Day 5	Exams-Day 6
		1	2	3	4	5
6	B.C.Day-Holiday	Exams-Day 7	Exams-Day 8	Exams-Day 9	Exams-Day 10	
7		8	9	10	11	12
13		Grades Due	Grades/Status Anomalies	All Grades Released		
14		15	16	17	18	19
20		21	22	23	24	25
26		27	28	29	30	31

July 2000

Schedule 2
(Revision in 2000-2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Week 10 - Holiday in lieu Canada Day 3	4	5	6	7	8
9	Week 11	10	11	12	13	14
15	Week 12	16	17	18	19	20
21	Week 13	22	23	24	25	26
27	Last Day of Classes	28	29	30	31	

August 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Exams - Day 1	Exams - Day 2	Exams - Day 3	Exams - Day 4
		1	2	3	4	5
6	BC Day Holiday	Exams - Day 5	Exams - Day 6	Exams - Day 7	Exams - Day 8	Exams - Day 9
7	Exams - Day 10	8	9	10	11	12
13		14	15	16	17	18
19	Grades/Status Anomalies	All Grades Released	20	21	22	23
24	25	26	27	28	29	30
31						