



MEMORANDUM

ATTENTION Senate
 FROM Stephen Spector
 Chair, Senate Calendar Committee
 RE: Guidelines for Determining the Academic Calendar of Dates

DATE

November 13, 2025

A handwritten signature in black ink, likely of Stephen Spector, is written over the date.

At its meeting of November 13 2025, the Calendar Committee reviewed, for approval by Senate, the draft Guidelines for Determining the Academic Calendar of Dates.

The Calendar Committee was established by Senate in December 1999. As part of its Terms of Reference, the committee considers changes to established practice and will refer to Senate for approval any recommended changes.

Since 1999, Senate has approved the following principles, used in determining the optimal academic calendar of dates:

1. Each semester has between 60-63 teaching days. ([Senate paper S.21-19](#))
2. The number of teaching days should be balanced, with 11-13 teaching days for each day of the week during the term. Where an imbalance may occur because of public holidays, the class schedule for a day different than the calendar day can be used to balance the number of teaching days ([Senate paper S.23-2](#)).
3. Exams may be scheduled on Sunday if required. ([Senate paper S.05-127](#))
4. Exams should be avoided on the Saturday and Sunday of the Easter weekend. ([Senate paper S.14-102a](#))
5. There is a week-long reading break in February of each year to correspond with the family day holiday. ([Senate paper S.08-70](#) and [S.12-103](#))
6. All instructors submit grades on-line by the deadline date to allow for quicker end-of-term evaluations ([Senate Item 3i, March 7, 1966](#)).
7. Orientation for new students is a vital component for student retention, development and creating a positive university experience ([Senate paper S.23-87](#)).

The committee determined that these principles should be collected and formalized in one document, and so, the Calendar Committee recommends:

MOTION:

"That Senate approve the Guidelines for Determining the Academic Calendar of Dates."

SFU SENATE CALENDAR COMMITTEE

Guidelines for Determining Academic Calendar of Dates

SFU has a three term in-take system, which challenges the university when it comes to orienting new students at the beginning of each term, as well as evaluating student's academic standing and graduation eligibility at the end of each term. In order to provide students with the best academic and university experience, the following principles are used in determining the optimal academic calendar of dates:

- 1) Academic dates will normally be set a minimum two years in advance.
- 2) The number of instructional days will be between 60-63. ([Senate paper S.21-19](#)).
- 3) That attention will be given to **balancing the number of teaching days** of the week. Where an imbalance may occur because of public holidays, the class schedule for a day different than the calendar day can be used to balance the number of teaching days ([Senate paper S.23-2](#)).
- 4) That **fall term** classes begin on the Wednesday following Labour Day.
- 5) That **spring term** classes normally begin on the Monday following January 1.
- 6) That **summer term** classes normally begin on the second Monday in May.
- 7) That a **reading break** will be scheduled in the spring term, during the week following Family Day in February ([Senate papers S.08-70](#) and [S.12-103](#)).
- 8) That **orientation** for new students is a vital component for student retention, development and creating a positive university experience ([Senate paper S.23-87](#)).
 - a) For the fall term, orientation will normally be scheduled on the day after Labour Day.
 - b) For the spring term, orientation will normally be scheduled on the Friday following January 1.
 - c) For the summer term, orientation will normally be scheduled on the Friday prior to the start of the term.
- 9) That there will normally be **one pre-examination period study day** between the end of classes and the beginning of examination period. A clear rationale for not scheduling a pre-examination study day will be submitted to Senate when appropriate.
- 10) That there be between **11-13 examination days** in the fall and spring terms, and 11 examination days in the summer term. In calculating **examination days**, Saturdays and Sundays that fall within the period are included ([Senate paper S.05-127](#)). University-recognized statutory holidays are excluded.

Exceptions:

- For the spring term, examinations will not be scheduled on the Saturday or Sunday of the Easter Weekend ([Senate paper S.14-102a](#)).

- 11) That the **grade deadline** will be 96 hours following the final day of the examination period ([per Senate, Item 3i, March 7, 1966](#)). If the due date falls on a weekend, the deadline for grade receipt is 8:30 a.m. on the following Monday.
- 12) That **spring convocation** will normally be the Monday to Friday in the second full week in June.
- 13) That **fall convocation** be the Thursday and Friday that fall in the week prior to the Thanksgiving long weekend in October.

DRAFT