



## MEMORANDUM

**To:** Executive Committee of Faculty Council (November 19, 2024)  
Faculty Council (December 18, 2024)

**From:** Professor Edmond Young  
Chair, Undergraduate Curriculum Committee

**Date:** November 8, 2024

**Re:** **Fall Study Break and Winter Reading Week regulations**

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### REPORT CLASSIFICATION

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

### BACKGROUND

In 2020, the Undergraduate Curriculum Committee (UCC) proposed, and Council approved, a Fall Study Break (Report No. 3649), matching the already-extant Winter Reading Week. While there are no classes during these breaks, it was discovered that there are no Faculty-wide regulations against work during Fall Study Break nor Winter Reading Week; it is instead merely a matter of common practice to avoid scheduling it then. While individual Departments have internal rules on the matter, the Faculty as a whole is in need of common regulations. This proposal seeks to remedy that gap.

In recognition of the desire not to remove two weekends from the assessment cycle, only the weekend following each break is included in the prohibition on assessments during these weeks.

### PROPOSED

A sample calendar entry for the Fall Study Break for the 2024-2025 term onwards is shown below, using dates from the Fall 2024 Study Break.

<b>Date</b>	<b>Activity</b>
October 28 to November 1	Fall Study Break: No lectures, tutorials, or practicals.
October 28 to November 3	Fall Study Break: No assignments or assessments may be made due in Engineering courses*

A sample calendar entry for the Winter Reading Week for the 2024-2025 term onwards is shown below, using dates from the Winter 2025 Reading Week.

<b>Date</b>	<b>Activity</b>
February 17	Family Day holiday; University closed
February 17 to February 21	Winter Study Break: No lectures, tutorials, or practicals.
<b>February 17 to February 23</b>	Winter Study Break: No assignments or assessments may be made due in Engineering courses*

\*See Academic Regulations, Definitions of Terms [a link will be made to the updated calendar entry]

In addition to the update to sessional dates, an addition is proposed to the Definition of the calendar:

*Study Break: A week during the fall and winter terms when no lectures, tutorials, or practicals may be scheduled. In Engineering courses, no assessments may be scheduled nor assignments made due between Monday and the following Sunday of the study break week, inclusive of those dates. This does not prevent the Faculty from scheduling deferred exams during the break. Accommodations made by an instructor to an individual student as the result of a term-work petition are also allowed during these days.*

## **CONSULTATION PROCESS**

These changes have been reviewed and approved by the UCC, which is comprised of representatives from each undergraduate program; the Vice-Dean, Undergraduate; the Vice-Dean, First Year; the Associate Dean, Cross-Disciplinary Programs; the Director, First Year Curriculum; the Registrar's Office; undergraduate students; the Faculty's Teaching and Learning Specialist; the Faculty's Scheduling Officer; and representatives from IBBME, UTIAS, the Engineering Communication Program, and the Engineering and Computer Science Library. The changes have also been reviewed and approved by the Undergraduate Assessment Committee and by the Registrar's Office.

## **RECOMMENDATION FOR COUNCIL**

THAT the Fall Study Break and Winter Reading Week regulations as described in Report 3767 Revised be approved effective immediately.