

# Memorandum

**Office of Student Life and Learning**

James Administration

Room 621 845 Sherbrooke St. West

Tel: (514) 398-3109

**TO:** Senate

**FROM:** Professor Fabrice Labeau, Deputy Provost (Student Life and Learning) and Ms. Gillian Nycum, University Registrar and Executive Director (Enrolment Services)

**SUBJECT:** Calendar of Academic Dates for 2022-23 and Proposed Revisions to Dates for 2019-20, 2020-21, and 2021-22

**DATE:** May 15, 2019

**DOCUMENT #:** D18-68

**ACTION REQUIRED:** ☐ INFORMATION ☒ APPROVAL/DECISION

<b>ISSUE</b>	Proposed Key Academic Dates for the 2022-2023 academic year and revised Key Academic Dates for the fall 2019, fall 2020, winter 2021, fall 2021, winter 2022 terms are presented to Senate for approval.
<b>BACKGROUND &amp; RATIONALE</b>	<p>The fall term begins on the Thursday before Labour Day, but still within the month of September, in order to ensure no lost contact hours, an 11 day exam period, and a 13 day winter break for students. The winter term classes begin on January 4th and classes end on April 13th, with a 10 day exam period.</p> <p>Explanations for the proposed revisions for fall 2019, fall 2020, winter 2021, fall 2021, winter 2022 are found in the attached revisions document (Appendix B).</p>
<b>PRIOR CONSULTATION</b>	Committee on Enrolment and Student Affairs (CESA).
<b>SUSTAINABILITY CONSIDERATIONS</b>	N/A
<b>IMPACT OF DECISION AND NEXT STEPS</b>	<p>The dates will be publicized.</p> <p>The proposed and revised Key Academic Dates do not include the possibility of a fall reading break, however, should a fall reading break become a reality, revised calendars would be brought back to Senate to be amended.</p>
<b>MOTION OR RESOLUTION FOR APPROVAL</b>	<p><i>Be it resolved that Senate approve the 2022-23 Calendar of Academic Dates as presented in Appendix A.</i></p> <p><i>Be it further resolved that Senate approve the revisions to the fall 2019, fall 2020, winter 2021, fall 2021, winter 2022 Calendar of Academic Dates as presented in Appendix B.</i></p>
<b>APPENDICES</b>	<p>Appendix A: Calendar of Academic dates: 2022-2023</p> <p>Appendix B: Revision to Approved Dates 2019, 2020, 2021, 2022</p>



## Appendix A: 2022-23 Proposed Calendar of Dates

Per the [Guidelines](#) the following factors are taken into consideration when proposing Academic Key Dates.

That there is at least 130 teaching days over the Fall and Winter terms.

That the Fall term should be contained within the four months from September to December and

- should normally start on the Tuesday following Labour Day
- should be a full 13-week term equivalent to 39 contact hours for a 3-credit course
- should have a minimum 10-day examination schedule
- should have a study day or a weekend between the end of classes and the beginning of final exams when possible.

That the Winter term should be contained within the four months from January to April and

- should be arranged to ensure that the last day of final exams is scheduled as close as possible to the end of April (to provide a reasonable break between the Fall and Winter terms)
- should be a full 13-week term equivalent to 39 contact hours for a 3-credit course
- should have a minimum 10-day examination schedule
- Should have a Study Week (normally in the first week of March, where necessary including one or two days at the end of February)
- Should have a study day or a weekend between the end of classes and the beginning of final exams when possible

### Notes:

A 10-day exam period has proven to be very difficult to administer for ES and creates significant hardships for students, so as a result since 2018-2019 we try to find 11 days for final exams each term.

Although not in the guidelines we avoid starting a term on a Friday, and we also avoid holding final exams on the last business day in December. Many units close early that day, which prevents exam delivery and thus causes significant delays in obtaining grades from instructors as they cannot mark their exams until after the break.

Fall 2022 (66 lecture days)		Schedule Pattern End Dates			Winter 2023 (66 lecture days)		Schedule Pattern End Dates	
Classes Start	Thursday, Sep 1	M*, MWF*, MW*, MTTh	Monday, Dec 5*		Classes Start	Wednesday, Jan 4	F, TThF	Friday, Apr 14
Reading Week	n/a	W, WF	Wednesday, Nov 30		Reading Week	Feb 27-Mar 3	M*, MWF*, MTTh*	Thursday, Apr 13
Classes End	Monday, Dec 5	W, TTh, TThF	Tuesday, Nov 29		Classes End	Friday, Apr 14	MW*, WF	Wednesday, Apr 12
Exam Prep	Tuesday, Dec 6	F	Friday, Nov 25		Exam Prep	Apr 15-16 (wkend)	T, TTh	Tuesday, Apr 11
Exams Begin	Wednesday, Dec 7	Th	Thursday, Nov 24		Exams Begin	Monday, Apr 17	Th	Thursday, Apr 6
Exams End	Wednesday, Dec 21 (11 days)				Exams End	Friday, Apr 28 (10 days)	W	Wednesday, Apr 5
*These schedule patterns utilize Friday, Dec. 2 as a Monday; Dec. 2 will follow a Monday schedule to make up for the lost contact hours of Monday, Oct. 10.					*These schedule patterns utilize Thursday, April 13 as a Monday; April 13 will follow a Monday schedule to make up for the lost contact hours of Monday, April 10.			
<ul style="list-style-type: none"> <li>Classes start before Labour Day, but still in September</li> <li>Full 13 week term, no lost contact hours, make-up Monday lectures held on Friday, Dec. 2</li> <li>11 day final exam period, one study day prior to start of exams</li> <li>Student winter break of 13 days</li> </ul>					<ul style="list-style-type: none"> <li>Classes start Wednesday, January 4</li> <li>Full 13 week term, no lost contact hours, make-up Monday lectures held on Thursday, April 13</li> <li>10 day final exam period, weekend for study days prior to Monday start of exams</li> <li>Student winter break of 13 days</li> </ul>			

In 2022-23 the following dates apply:

Labour Day: Monday, September 5  
Thanksgiving: Monday, October 10  
McGill closed Fri. Dec. 23-Tues. Jan. 2 inclusive  
Christmas: Sunday, Dec. 25, 2022  
New Year's Day: Sunday, Jan. 1, 2023

Good Friday: Friday, April 7  
Easter Monday: Monday, April 10  
Passover begins: Thursday, April 6  
(commences at sundown April 5)  
Passover ends: Thursday, April 13

September 2022	October 2022	November 2022	December 2022
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2023	February 2023	March 2023	April 2023
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

## Appendix B: Proposed revisions to 2019-20, 2020-21, and 2021-22 Academic Key Dates

### April 29, 2019

Due to a re-evaluation of the calendar for each academic term, revisions to the approved Academic Key Dates for the 2019-20, 2020-21, and 2021-22 academic years are possible. Changes are proposed on the right for each affected.

#### FALL 2019

A re-evaluation of the Fall 2019 calendar revealed that it was possible to use Dec. 3 or 4 as a make-up lecture day for schedule patterns utilizing a Monday. This permits the term to end on Tuesday, Dec. 3, and to have a study day on Dec. 4 rather than the Sat-Sun before lectures end.

Approved FALL 2019 Term (67 lecture days)		Class Schedule Pattern	Pattern End Date		Revised FALL 2019 Term (65 lecture days)		Class Schedule Pattern	Pattern End Date
		T	Tues. Nov. 26				T	Tues. Nov. 26
Classes Start	Tuesday Sept. 3	W	Wed. Nov. 27		Classes Start	Tuesday Sept. 3	W	Wed. Nov. 27
Classes End	Thursday Dec. 5	Th, TTh,	Thurs. Nov. 28		Classes End	Tuesday Dec. 3	Th, TTh,	Thurs. Nov. 28
Exam Prep	Sat.-Sun. Dec. 7-8	F, TThF, WF	Fri. Nov. 29		Exam Prep	Wednesday, Dec. 4	F, TThF, WF	Fri. Nov. 29
Exams Begin	Friday Dec. 6	MTTh	Tues. Dec. 3		Exams Begin	Thursday Dec. 5	M*, MW*, MWF*, MTTh*	Tues. Dec. 3
Exams End	Friday Dec. 20 (11 days)	MWF, MW	Wed. Dec. 4		Exams End	Friday Dec. 20 (12 days)		
		M*	Thurs. Dec. 5*					
*Thurs, Dec. 5 will follow a Monday schedule. There is no shortfall of contact hours for any schedule pattern.					*Tuesday, Dec. 3 will follow a Monday schedule. There is no shortfall of contact hours for any schedule pattern.			

\*If the MTTh pattern utilizes Tuesday, Dec. 3 as a Monday there is no change to the end date (MTTh pattern ends the term with a MM pattern instead of MT).

If the MWF pattern utilizes Tuesday, Dec. 3 as a Monday the end date moves one day earlier (MWF pattern ends the term with a MM pattern instead of MW).

If the MW pattern utilizes Tuesday Dec. 3 as a Monday the end date moves one day earlier (MW pattern ends the term with a MM pattern instead of MW).

#### Calendar for September–December 2019 (Canada)

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
5:	14:	21:	28:				5:	13:	21:	27:				4:	12:	19:	26:				4:	12:	18:	26:			

## FALL 2020

As originally approved, the Fall 2020 term has a shortfall of contact hours for the M schedule pattern, but Dec. 3 and 4 are unused lecture days. In the revision, it is proposed that Dec. 3 become a make-up Monday to eliminate the shortfall, and Dec. 4 become an extra study day. The term still ends on Monday, Dec. 7.

Approved #1 Fall 2020 Term (67 lecture days)		Schedule Pattern and End Dates		Revised #1 Fall 2020 Term (66 lecture days)		Schedule Pattern and End Dates	
Classes Start	Wednesday, Sept 2	M*	Monday, Dec 7	Classes Start	Wednesday, Sep 2	M*, MTTh*	Monday, Dec 7
Reading Week	n/a	MWF	Friday, Dec 4	Reading Week	n/a	MW*, MWF*	Thursday, Dec. 3*
Classes End	Monday, Dec 7	T, TTh, TThF	Tuesday, Dec 1	Classes End	Monday, Dec 7	T, TTh, TThF	Tuesday, Dec. 1
Exam Prep	Sat-Sun, Dec 5-6	WF, F	Friday, Nov 27	Exam Prep	Fri-Sun, Dec 4-6	F, WF	Friday, Nov. 27
Exams Begin	Tuesday, Dec 8	Th	Thursday, Nov 26	Exams Begin	Tuesday, Dec 8	Th	Thursday, Nov. 26
Exams End	Tuesday, Dec 22 (11 days)	W	Wednesday, Nov 25	Exams End	Tuesday, Dec 22 (11 days)	W	Wednesday, Nov. 25
*There is a shortfall of 3 contact hours for one schedule pattern.				*These schedule patterns utilize Thursday, Dec. 3 as a Monday. Dec. 3 is a make-up for lost contact hours on Oct. 12. There is no shortfall of contact hours for any schedule pattern.			

Calendar for September–December 2020 (Canada)

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
2:	10:	17:	23:				1:	9:	16:	23:	31:			8:	15:	21:	30:				7:	14:	21:	29:			

## WINTER 2021

As originally approved, there is a shortfall of contact hours for the F schedule pattern, but April 13 and 14 were possible make-up lecture days for schedule patterns utilizing a Friday. In the revision, April 13 becomes a make-up Friday to eliminate the shortfall, allowing all schedule patterns with a Friday to end earlier. April 14 becomes a study day and exams will run from April 15-29 (11 days).

Approved Winter 2021 Term (66 lecture days)		Schedule Pattern and End Dates			Revised Winter 2021 Term (65 lecture days)		Schedule Pattern and End Dates	
Classes Start	Monday, Jan 4	MWF, WF	Wednesday, Apr 14		Classes Start	Monday, Jan 4	F*, WF*, MWF*, TThF*	Tuesday, Apr 13
Reading Week	Mon-Fri, Mar 1-5	TThF	Tuesday, Apr 13		Reading Week	Mon-Fri, Mar 1-5	M, MW, MTTh	Monday, Apr 12
Classes End	Wednesday, Apr 14	M, MW, MTTh	Monday, Apr 12		Classes End	Tuesday, Apr 13	Th, TTh	Thursday, Apr 8
Exam Prep	Thursday, Apr 15	F*	Friday, Apr 9		Exam Prep	Wednesday, Apr 14	W	Wednesday, Apr 7
Exams Begin	Friday, Apr 16	TTh, Th	Thursday, Apr 8		Exams Begin	Thursday, Apr 15	T	Tuesday, Apr 6
Exams End	Friday, Apr 30 (11 days)	W	Wednesday, Apr 7		Exams End	Thursday, Apr 29 (11 days)		
		T	Tuesday, Apr 6					
*There is a shortfall of 3 contact hours for one schedule pattern.					*These schedule patterns utilize Tuesday, Apr. 13 as a Friday. Apr. 13 is a make-up for lost contact hours on Apr. 2. There is no shortfall of contact hours for any schedule pattern.			

### Calendar for January–April 2021 (Canada)

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6				1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											
6:	13:	20:	28:				4:	11:	19:	27:				5:	13:	21:	28:				4:	11:	20:	26:			

## FALL 2021

As originally approved, the Fall 2021 term has a shortfall of contact hours for two schedule patterns. A re-evaluation of the calendar revealed that Dec. 3 could be used as a make-up Monday to eliminate the shortfall. Used in this manner it permits one schedule type (MTTh) to end earlier and all schedule types to have 39 contact hours.

Approved Fall 2021 Term (66 lecture days)		Schedule Pattern and End Dates			Revised Winter 2021 Term (66 lecture days)		Schedule Pattern and End Dates	
Classes Start	Thursday, Sep 2	M*, MW*, MWF, MTTh	Monday, Dec 6		Classes Start	Thursday, Sep 2	M*, MW*, MWF*	Monday, Dec 6
Reading Week	n/a	W, WF	Wednesday, Dec 1		Reading Week	n/a	MTTh*	Friday, Dec. 3*
Classes End	Monday, Dec 6	T, TTh, , TThF	Tuesday, Nov 30		Classes End	Monday, Dec 6	W, WF	Wednesday, Dec 1
Exam Prep	Sat-Sun, Dec 4-5	F	Friday, Nov 26		Exam Prep	Sat-Sun, Dec 4-5	T, TTh, , TThF	Tuesday, Nov 30
Exams Begin	Tuesday, Dec 7	Th	Thursday, Nov 25		Exams Begin	Tuesday, Dec 7	F	Friday, Nov 26
Exams End	Tuesday, Dec 21 (11 days)				Exams End	Tuesday, Dec 21 (11 days)	Th	Thursday, Nov 25
*There is a shortfall of 1.5-3 contact hours for two schedule patterns.					*These schedule patterns use Friday, Dec. 3 as a Monday. Dec. 3 is a make-up for lost contact hours on Oct. 11. There is no shortfall of contact hours for any schedule pattern.			

Calendar for September–December 2021 (Canada)

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				
6:	13:	20:	28:				6:	12:	20:	28:				4:	11:	19:	27:				4:	10:	18:	26:			

## WINTER 2022

As originally approved, it was thought that the Winter 2022 term has a shortfall of contact hours for three schedule patterns. However, a further review of the calendar does not reveal any schedule pattern shortfalls. No change other than reporting this error.

Approved Winter 2022 Term	Classes Start	Reading Week	Classes End	Exam Prep	Exams Begin	Exams End	Schedule Pattern and End Dates	
W-B (65 lecture days)	W, Jan 5	Mon-Fri Feb 28-Mar 4	T, Apr 12	Sat-Sun, Apr 9-10 & Fri-Mon, Apr 15-18	W, Apr 13	F, Apr 29 (11 days)	MTTh*, TThF, T, TTh	Tuesday, Apr 12
							M, MW*, MWF*	Monday, Apr 11
							F, WF	Friday, Apr 8
							Th	Thursday, Apr 7
							W	Wednesday, Apr 6
							<del>*There is a shortfall of 1-1.5 contact hours for three schedule patterns.</del> <b>There is no shortfall for any schedule pattern.</b>	

Calendar for January–April 2022 (Canada)

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										
2: 9: 17: 25:							1: 8: 16: 23:							2: 10: 18: 25:							1: 9: 16: 23: 30:						