MEMORANDUM DCD #1, 2024-25

To: Chairs, University of Toronto Scarborough
Cc: Chairs’ Assistants, Undergraduate Coordinators & Departmental Assistants
From: Shelby Verboven, Registrar and Assistant Dean, Office of the Registrar
Date: 24 July 2024
Re: Alignment of Sessional Dates for First-Entry Divisions at the University of Toronto Scarborough
Note: For broad distribution

Dear Chairs,

This note is being sent as a reminder of the alignment of University of Toronto sessional dates across the three campuses, beginning in Fall 2024. While the discussions of these changes have been ongoing in various forums, there may be some members of your department who are unaware. Please ensure that staff, faculty, and instructors in your department are reminded of the aligned dates by directing them to the Office of the Registrar.

The notable change for U of T Scarborough is the movement of the Fall Reading Week dates to later in the term (In Fall 2024, Reading Week will be 28 October – 1 November). Term start dates remain consistent with U of T Scarborough practices in previous years.

Starting in Fall 2024, first-entry divisions will be aligning key sessional dates. This includes the start and end of classes, Reading Week, course change deadlines, refund deadlines, and the start and end of final examinations.

This decision follows a year-long consultation process with tri-campus stakeholders. The consultation process identified several challenges with current practices:

- Confusion with start and end of classes across different divisions
- Lack of a fall break for students and faculty registered/teaching courses across divisions
- Inequalities resulting from different payment deadlines
- Students writing final exams, while attending courses in other divisions
- Increasing challenges with scheduling and space allocation activities

Principles for setting the academic sessional dates were developed that will guide the creation of future academic dates. The goal of the principles and the alignment is to improve how students are supported at the University of Toronto, support faculty members teaching across divisions, and enhance administrative processes. These include:

- Reduce confusion around course change deadlines
- Establish consistency with payment and refund timelines
- Improve experience and equity in cross listed courses and cross divisional instruction
- Streamline messaging for external agencies with date-sensitive processes
- Streamline system updates and enhancements
- Improve room allocation processes
- Create opportunities for multi-year planning

In addition to aligning key dates, there are two additional changes being introduced. The first is a new concept called “flex days”. Flex days are to give divisions flexibility to incorporate additional instruction days if needed, make-up days or to incorporate study breaks before exams. Each division will determine their approach for flex days. U of T Scarborough will use flex days as make-up days or pre-exam study days, as is our current practice.

The second change is to refund deadlines. To align the refund deadline dates and practices across the fall and the winter terms, a balanced approach is being taken to reduce the impact on divisions, confusion for students, and to align practices across all fee categories (e.g., program and course-based tuition, ancillary fees, etc.). This approach removes the 75% refund date.

We appreciate your support as we transition to aligned dates. Please contact Shelby Verboven, Registrar and Assistant Dean, Strategic Enrolment Management at shelby.verboven@utoronto.ca should you have questions about sessional dates.