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Name:	**Senate – Timetable Regulations and Form**
Policy Number:	8-1005
Origin:	University Senate - Task Force on Timetable
Approved:	November 14, 2003
Issuing Authority:	University Senate
Responsibility:	Academic Planning Committee
Revision Date(s):	n/a
Effective Date:	November 14, 2003

1. The teaching day start remains at 8:30 a.m.

2. Standard classes will be scheduled primarily on Monday/Wednesday or on a Tuesday/Thursday cycle.

3. Friday will be used primarily for purposes such as labs and long seminars. For pedagogical purposes courses may also be offered over a three-day cycle: Monday/Wednesday Friday or Tuesday/Thursday/ Friday. Classes must be given in the existing 1 ½ hour slots from Monday to Thursday, even though they will not last for the whole period. The third class on Friday will take place at the same time as on the other days wherever possible.

4. Long two or three-hour classes should be scheduled from Monday through Thursday at 4:00 p.m. or at 7:00 p.m.

5. No courses shall be scheduled outside the normal template time slots without the written authorization of the Dean of the Faculty and the Vice-President, Academic and Research, by February 1st of each year.

6. Graduate courses that are scheduled in classrooms outside the control of the Registrar's Office need not follow the standard template.

7. The Vice-President, Academic and Research, in consultation with Departmental Chairs and Deans must actively schedule courses to ensure an even distribution of courses throughout the teaching day.

8. Courses organized by the Division of Continuing Education in extension centres need not follow the standard template for the timetable.

9. More use be made of Saturday morning for teaching purposes.

MONDAY	WEDNESDAY	FRIDAY	TUESDAY	THRUSDAY	SATURDAY
8:30	8:30	8:30	8:30	8:30	9:00-12:00
10:00	10:00	10:00	10:00	10:00	
11:30	11:30	11:30	11:30	11:30	
1:00	1:00	1:00	1:00	1:00	
2:30	2:30	2:30	2:30	2:30	
4:00	4:00	4:00	4:00	4:00	
5:30	5:30	5:30	5:30	5:30	
7:00	7:00	7:00	7:00	7:00	
8:30	8:30	8:30	8:30	8:30	