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MEMORANDUM

TO: *Members of the Committee on Academic Policy and Programs*
FROM: *Vivek Goel, Vice-Provost, Faculty*
DATE: *April 9, 2002*

Item Identification

School of Graduate Studies: Policy on Extensions for the Completion of Graduate Course Work

Sponsor

Vivek Goel, Vice-Provost, Faculty

Jurisdictional Information

The Committee has jurisdiction for approval of changes to programs and regulations and other matters affecting divisional calendars.

Highlights

The School of Graduate Studies sets deadlines for completion of course work and grade submission for courses in its jurisdiction. The proposed policy provides a framework under which students can petition for extension to these deadlines and the grounds for such petitions.

The Policy calls for two grade entries, 'Standing Deferred' (SDF) and 'Incomplete' (INC) to be used in situations where extensions are allowed. The University Grading Practices Policies (Part II) allows Divisions to set grading procedures as Divisional Regulations with forwarding of such regulations to the Committee on Academic Policy and Programs.

Action Sought

Approval of the following motion:

THAT the proposed School of Graduate Studies Policy on Extensions for the Completion of Graduate Course Work, dated February 28, 2002, be approved, effective September 1, 2002.



School of Graduate Studies

University of Toronto

March 26, 2002
Replacing Original Letter
Dated March 21, 2002

Professor Carolyn Tuohy
Vice-President, Policy Development
and Associate Provost
Room 206, Simcoe Hall
27 King's College Circle
University of Toronto

Dear Professor Tuohy,

At its meeting of March 19, 2002, the Council of the School of Graduate Studies approved the following motion:

THAT SGS Council approve the proposed Policy on Extensions for the Completion of Graduate Course Work, effective September 2002.

The policy as well as the motion sheet and Calendar entry are attached. This change will appear in the 2002-2003 SGS Calendar, with a notation "pending approval". We are also requesting an amendment to the Graduate Grading Practices Policy – see the memorandum attached.

On behalf of the Council of the School of Graduate Studies, I am presenting these two items to you for Governing Council committees approval.

Yours sincerely,

Jane Alderdice
Secretary to SGS Council
And Coordinator of Policy, Program and Liaison

Enc.

c.c.	T. Chan	D. Coombs	D. Cormack	C. Johnston
	B. Katz	V. Makarovska	S. Moore	L. Yee

smr/H:Council/FollowUp/2001-2002/ Mar 19 / Graduate Course Extension.doc



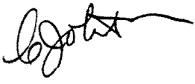
School of Graduate Studies

University of Toronto

March 26, 2002

MEMORANDUM

TO: Jane Alderdice, Coordinator of Policy, Program and Liaison

FROM: Carolyn Johnston, Coordinator of Student Services 

RE: Policy on Extensions for the Completion of Graduate Course Work

As a result of the approval of the Policy on Extensions for the Completion of Graduate Course Work at SGS Council on March 19, 2002, an amendment to the University Grading Practices Policy is required. Pursuant to the new Policy on Extensions, the School of Graduate Studies is reintroducing the Non-Grade Course Report of 'SDF' and amending the definition of the report of 'INC'. These new entries for the University Grading Practices Policy as outlined in the SGS Calendar are indicated below:

INC Incomplete: Assigned as a final report by a graduate unit review committee, or SGS Associate Dean on the basis of incomplete course work in special circumstances (e.g. medical reasons or when there are no grounds for assigning a failing grade). INC carries no credit for the course and is not considered for averaging purposes.

SDF Standing Deferred: Assigned by a graduate unit review committee to a student who has been granted an extension for the completion of course work beyond the SGS deadline for completion of course work, pending receipt from the instructor of a final course report. A final course report is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, a final grade is not available and the student has not submitted the outstanding course work, then the report of 'SDF' will be replaced by a final report of 'INC'. SDF carries no credit for the course and is not considered for averaging purposes.

Please forward this amendment to the appropriate governing body for approval.
Many thanks.

A large, stylized handwritten signature in black ink, likely belonging to the sender, Carolyn Johnston.

Motion

School of Graduate Studies Council Tuesday, March 19, 2002

Item 9.

MOTION (/) **THAT** SGS Council approve the proposed Policy on Extensions for the Completion of Graduate Course Work, effective September 2003.

See the proposal and suggested Calendar entry attached.

NOTE:

The proposed policy was discussed at all four Divisional Executive Committees at their meetings in March 2002.

With SGS Council approval, this item will be submitted to Governing Council committees for approval.



School of Graduate Studies

UNIVERSITY OF TORONTO

PROPOSED POLICY ON EXTENSIONS FOR THE COMPLETION OF GRADUATE COURSE WORK

The School of Graduate Studies sets deadlines for the completion of course work and grade submission for all courses taught under its aegis. Students are expected to meet these deadlines and are advised to plan their research projects accordingly. Students who find themselves unable to meet the relevant deadlines can, under certain conditions, receive extensions for completing course work after the dates set by SGS.

NOTE: Graduate units may establish deadlines earlier than those set by SGS for the completion of course work and may prescribe penalties for late completion of work and failure to complete work, provided that these penalties are announced at the time the instructor makes available to the class the methods by which the student performance shall be evaluated. The policy below concerning extensions pertains only to extensions of the deadlines for completion of course work set by SGS.

1. Petitions for extensions to complete course work.

The authority to grant an extension for the completion of work in a course beyond the original SGS deadline for that course rests with the graduate unit in which the course was offered, not the instructor of the course. Students will petition the graduate unit for extensions, using a standard form provided by SGS.

The deadline for requesting an initial extension is the deadline for completion of course work and grade submission for courses offered in the relevant session, as specified in the *SGS Calendar*.

A student on extension who is unable to complete the required course work in the extension period specified by the graduate unit may apply to the graduate unit for a continuation of the extension (subject to the time-limits and deadlines for extensions, set out below); the student must, however, make such a request before the expiry date of the extension period in place.

2. Grounds for extensions.

Legitimate reasons for an extension can be academic in nature—e.g., unexpected problems of research in a course—or nonacademic—e.g., illness. In order to ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the relevant graduate unit must be reasonably certain that:

- (i) the reasons for the delay are both serious and substantiated: the student is to provide a statement detailing the reasons, together with a physician's letter in the case of illness;
- (ii) the student would not be granted an unfair academic advantage over fellow students in the course;
- (iii) the student would not be placing in jeopardy the normal and satisfactory completion of new course work; and
- (iv) the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

3. Time-limits for extensions .

If a graduate unit grants a petition for an extension, it must specify an extension period, which is not to run beyond the SGS deadline for completion of course work and grade submission following the original SGS deadline for the course. (Thus, an extension may be granted for a period of up to roughly four months beyond the original SGS deadline for submitting course work for that course.) The dates for these deadlines for course extensions will be listed each year in the *SGS Calendar*.

A graduate unit may grant a continuation of an extension that is already in place provided that it does not extend the total period of the extension beyond the SGS deadline for completion of course work and grade submission following the original one for the course.

Extensions beyond these deadlines will require the approval of both the graduate unit and the SGS Admissions and Program Committee.

4. Grade-reporting procedures.

The graduate unit will assign the temporary course report of 'SDF' ('Standing Deferred') to a student on extension, pending receipt from the instructor of a final course report. The final course report will take the form either of a regular grade or of the non-grade report 'INC' ('Incomplete'), as appropriate. It is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, a final grade is not available *and* the student has not submitted the outstanding course work, then the report of 'SDF' will be replaced by one of 'INC'. This will be a permanent transcript entry. (Amendments will require the approval of the SGS Admissions and Program Committee.)

5. SGS and home graduate unit notification.

Graduate units are to notify SGS of extensions no later than the original deadlines for submitting grades for the relevant courses or, in case of continuations, no later than the expiry dates of the original periods of extension, providing in each case the new deadline for completion of course work.

A graduate unit should, in addition, notify the graduate unit in which the student is registered when it is not the same as the one granting the extension.

Addition to the SGS Calendar Concerning Course Extensions

It is proposed that the statement concerning course extensions, if adopted, be placed in the "General Regulations" section of the *Calendar*, following the entry "Completion of Course Work and Grade Submissions". This entry occurs on page 27 of the *2001/2002 SGS Calendar*. The dates specified in the example below would have been those pertaining to courses offered in the 2001/02 academic year and will vary within a small range from year to year.

Completion of Course Work and Grade Submissions

Course work must be completed and grades submitted by the following dates:

Fall Session (Y, H) courses	January 18
Fall/Winter Session (Y) and Winter Session (Y, H) courses	May 17
(For students receiving degrees at Spring Convocation grades must be submitted by April 22)	
Summer Session courses and extended courses	September 27

Graduate units may establish earlier deadlines for the completion of course work and may prescribe penalties for late completion of work and failure to complete work, provided that these penalties are announced at the time the instructor makes available to the class the methods by which the student performance shall be evaluated.

Course Work Extensions

Students are expected to meet the course deadlines both of the School and of the graduate units in which they are registered and are advised to plan their research projects accordingly. Students who find themselves unable to meet SGS deadlines for completing course work can, under certain conditions, receive extensions for completing the work after the date set by SGS.

1. Petitions for course work extensions.

The authority to grant an extension for the completion of work in a course beyond the original SGS deadline for that course rests with the graduate unit in which the course was offered, not the instructor of the course. Students will petition the graduate unit for extensions, using a standard form provided by SGS.

The deadline for requesting an initial extension is the deadline for completion of course work and grade submission for courses offered in the relevant session, as specified in the SGS Calendar.

A student on extension who is unable to complete the required course work in the extension period specified by the graduate unit may apply to the graduate unit for a continuation of the extension (subject to the time-limits and deadlines for extensions, set out below) ; the student must, however, make such a request before the expiry date of the extension period in place.

2. Grounds for extensions.

Legitimate reasons for an extension can be academic in nature—e.g., unexpected problems of research in a course—or nonacademic—e.g., illness. In order to ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the relevant graduate unit must be reasonably certain that:

- (i) the reasons for the delay are both serious and substantiated: the student is to provide a statement detailing the reasons, together with a physician's letter in the case of illness;
- (ii) the student would not be granted an unfair academic advantage over fellow students in the course;
- (iii) the student would not be placing in jeopardy the normal and satisfactory completion of new course work; and
- (iv) the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

3. Time-limits for extensions.

If a graduate unit grants a petition for an extension, it must specify an extension period, which is not to run beyond the SGS deadline for completion of course work and grade submission following the original SGS deadline for the course. Thus, the deadline for course extensions are as follows:

Fall Session (Y, H) courses	May 17, 2002
Fall/Winter Session (Y) and Winter Session (Y, H) courses	September 27, 2002
Summer Session courses and extended courses	January 17, 2003

A graduate unit may grant a continuation of an extension that is already in place provided that it does not extend the total period of the extension beyond the foregoing deadlines.

Extensions beyond these deadlines will require the approval of both the graduate unit and the SGS Admissions and Program Committee.

4. Grade-reporting procedures.

The graduate unit will assign the temporary course report of 'SDF' ('Standing Deferred') to a student on extension, pending receipt from the instructor of a final course report. The final course report will take the form either of a regular grade or of the non-grade report 'INC' ('Incomplete'), as appropriate. It is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, a final grade is not available *and* the student has not submitted the outstanding course work, then the report of 'SDF' will be replaced by one of 'INC'. This will be a permanent transcript entry. (Amendments will require the approval of the SGS Admissions and Program Committee.)

5. SGS and home graduate unit notification.

Graduate units are to notify SGS of extensions no later than the original deadlines for submitting grades for the relevant courses or, in case of continuations, no later than the expiry dates of the original periods of extension, providing in each case the new deadline for completion of course work.

A graduate unit should, in addition, notify the graduate unit in which the student is registered when it is not the same as the one granting the extension.

March 1 Deadline to drop a full course (Y) or Winter Session half-course (H), or withdraw from a program without academic penalty.

Students enrolled in course-work only programs who drop all courses by the deadlines, must withdraw from the program. See Withdrawal from a Graduate Program, above.

Completion of Course Work and Grade Submission
 Course work must be completed and grades submitted by the following dates:
 Fall Session (Y, H) courses January 18
 Winter Session (Y, H) courses May 17
 *For students receiving degrees at Spring Convocation, grades must be submitted by April 22.
 Summer Session courses and extended courses September 27

Graduate units may establish earlier deadlines for completion of course work and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes available to the class the methods by which student performance shall be evaluated.

Insert Here
Extra Courses Not Required for the Degree
 Graduate units may permit students to enrol in additional courses not required for the degree. Such courses must be so designated on the student's enrolment form. These courses are subject to the same regulations regarding withdrawal, failure, and failure to complete work as are courses required for the degree, except that repetition or replacement of failed or incomplete courses may be waived by the graduate unit.

Prerequisite Courses
 At least B- is required in all prerequisite courses but some graduate units may require a higher average; students should consult the graduate unit in advance.

Reading and/or Research Courses
 Reading and/or research courses should involve as much reading and work as a normal seminar or other type of graduate course; written work should be a requirement of the course. Reading and/or research courses are subject to the grading practices policy in the same way as any other course.

cards to the School. Withdrawal from a graduate program should be reported immediately to the School. A rebate of fees, if any, will be determined by the date on which written notification of withdrawal is received by the School. Any application for re-admission by a student who has withdrawn must be made in competition with all other applicants.

Students enrolled in course-work only degree programs who withdraw from all courses/in which they are currently enrolled must withdraw from their programs. The School will approve recommendations from the graduate units that such students be eligible to re-register at any time within 12 months following withdrawal.

ENROLMENT POLICIES AND PROCEDURES
Graduate Courses
 A graduate course is understood to require at least two hours per week of lectures or seminars plus such laboratory hours as may be required.

Enrolment
 After registration, students enrol with their graduate units and arrange programs of study (courses, research topics, supervisors, and so on). Contact graduate units for enrolment procedures. Enrolment deadline noted in the following courses and seminars:
 Most of the following courses and seminars in the Fall Session begin in the week of September following the week in which Labour Day falls. However, starting dates are determined by the graduate units, and students are urged to contact the relevant graduate units for information.

Not every course will be given in any one year. Consult the graduate unit concerning course availability.

Deadlines for Enrolment Changes
 Graduate units may establish earlier deadlines for course changes. Courses must be dropped by completing a Program Change Form or by using the telephone/Web service (if access is available in the department). In order to avoid academic penalties, courses must be dropped by the following deadlines:
 October 5 Deadline to add full courses (Y) and half-courses (H).
 November 2 Deadline to drop a Fall Session full course or half-course without academic penalty.
 January 25 Deadline to add Winter Session full courses (Y) and half-courses (H).

Graduate units may establish earlier deadlines for course changes. Courses must be dropped by completing a Program Change Form or by using the telephone/Web service (if access is available in the department). In order to avoid academic penalties, courses must be dropped by the following deadlines:
 October 5 Deadline to add full courses (Y) and half-courses (H).
 November 2 Deadline to drop a Fall Session full course or half-course without academic penalty.
 January 25 Deadline to add Winter Session full courses (Y) and half-courses (H).

Students requesting a leave on the basis of serious financial reasons will first be required to apply to the School for a bursary.

Students may make application for such leave by completing the Leave Request Form and submitting it to their Graduate Coordinator for approval. The form is then forwarded to the School for processing. The terminal date of the degree program will be extended by the duration of the leave taken. Except in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. Normally the start and finish of the leave would coincide with the start and end of a session. Leave requests which do not fall under the terms of this policy will require final approval from the School.

Parental Leave
 Graduate students may apply to their graduate unit for a parental leave. This policy is intended to recognize the need for leave at the time of pregnancy/birth, or adoption, and to permit a pause in studies in order to provide full-time care in the first year of parenting a new child. Either parent may request up to three sessions of leave, which must be completed within twelve months of the date of birth or custody. Where both parents are graduate students seeking parental leave, the total number of sessions may not exceed four.

While on parental leave, students do not register or pay fees to the University. Such delay the cost of offering instruction, operating laboratories and libraries, and so on. Should students on parental leave wish to make use of library facilities, they are advised to consult the library regarding Research Reader privileges. Students on parental leave wishing to consult their supervisor and other faculty are advised to make special arrangements as required. They will not be eligible to receive University of Toronto fellowship support during the leave, but they may defer their fellowships until they return from leave. In the case of other fellowships, the regulations of the particular granting agency will apply.

Students may apply for parental leave by completing the Parental Leave Request Form. The terminal date of the degree program will be extended by the duration of the leave taken. Normally, the start and finish of the leave would coincide with the beginning and end of a session.

Withdrawal from a Graduate Program
 In order to withdraw from a program, students must submit a Program Change Form to the School of Graduate Studies and return student

Leave for Serious Health Problems or Personal Circumstances
 Graduate students whose programs require continuous registration may apply to their Graduate Coordinator for a one-session to three-session leave during their program of study on the grounds of serious health or personal problems which temporarily make it inpossible to continue in the program.
 Once on leave, students will not be registered nor will they be required to pay fees for this period. They may not make demands upon the resources of the University, such as use of library facilities, attend courses or expect advice from their supervisor. They will not be eligible to receive or defer University of Toronto fellowship support during the leave. In the case of other graduate student awards, the regulations of the particular granting agency apply.

In order to receive credit for the Ph.D. for the period as a dual registrant, the student must be recommended for the award of the master's degree by January 31 for September dual registrants, or by May 1 for January dual registrants. Otherwise, the Ph.D. registration will be cancelled, no credit for the Ph.D. will be allowed, and the student will continue to be registered as a master's candidate only. An appropriate fee adjustment will be made so that the student will be charged fees only as a master's student. Ph.D. course credit will be retained for courses completed in the period of dual registration provided the graduate unit has informed the School.

Students who are not recommended for the master's degree by the deadline and whose enrolment in the Ph.D. is thereby cancelled may not apply for dual registration a second time. They must successfully complete the requirements for the master's degree before registering in the Ph.D. program.

Leave for Serious Health Problems or Personal Circumstances
 Graduate students whose programs require continuous registration may apply to their Graduate Coordinator for a one-session to three-session leave during their program of study on the grounds of serious health or personal problems which temporarily make it impossible to continue in the program.
 Once on leave, students will not be registered nor will they be required to pay fees for this period. They may not make demands upon the resources of the University, such as use of library facilities, attend courses or expect advice from their supervisor. They will not be eligible to receive or defer University of Toronto fellowship support during the leave. In the case of other graduate student awards, the regulations of the particular granting agency apply.