

Revised January 2003

Text for 2003-2004 SGS Calendar, including Revisions to the Graduate Grading and Evaluation Practices Policy

Insert A

[Note: The following section is to be inserted after the section on “Time Limit for Completion of Program Requirements in a Ph.D. Program” (p.31 of the 2002-2003 SGS Calendar) in the General Regulations section of the SGS Calendar.]

Appeals

General:

Graduate students may dispute substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements, decisions about the student’s continuation in any program, or concerning any other decision with respect to the application of academic regulations and requirements to a student. Decisions related to admission to an academic program, including admission to the doctoral program for current master’s students, are not subject to appeal. Appeals must be initiated within the student’s home graduate unit unless the appeal relates to a course outside the home unit, in which case, it must be initiated in the department in which the course was taken, upon notification to the student’s home department Chair.

Exception: The process of academic appeal described in this policy must be followed for all disputes *except* appeals related to failure of a final Ph.D. examination or related to termination of registration in a program. Such appeals must be made directly to the SGS Graduate Academic Appeals Board (GAAB). ***These appeals begin at Graduate Appeal Step 3.*** In some such cases, the Chair of GAAB may refer the appeal to the Graduate Department Academic Appeals Committee (GDAAC) for prior consideration and a recommendation to GAAB. The GDAAC will not have the right to overturn a failed oral examination result or a termination of registration, but may recommend that such a decision be considered further by GAAB.

Informal Mediation

At any stage prior to filing an appeal with the Graduate Academic Appeals Board, a student may consult the relevant SGS Associate Dean for advice and/or informal mediation. The Associate Dean will serve as informal mediator, attempting to resolve the dispute or clarify issues. Timelines are not affected by mediation. Consultation with the Associate Dean at an early stage is encouraged.

Steps:

The overall graduate appeals process is set out in the table below. Students should note the timelines for each stage carefully.

Step 1: Informal:

In the case of dispute, students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. Should the matter not be resolved with the instructor, and should the student wish to pursue the matter, the student must discuss the matter with the Graduate Coordinator or Associate Chair of the Department.

Step 2: Department-level Appeal:

Should such discussions fail to resolve the matter, the student may make a formal appeal in writing to the Graduate Department Academic Appeals Committee (GDAAC). The student must complete a Notice of Appeal to the GDAAC; A copy of this Notice is available from the graduate coordinator or associate chair in every Graduate Department. This form must be completed and delivered to the Chair of the Department or the Chair of GDAAC within the specified timeline of 8 weeks from the date of the decision under appeal. The Chair of the Committee will determine, at his/her sole discretion, whether the appeal will proceed by way of an oral hearing and/or written submissions. In either case, at the conclusion of the hearing and/or review of the written submissions, the Graduate Department Academic Appeals Committee will make a recommendation to the Chair of the Graduate Department regarding the merits of the appeal. The Chair will then render the department-level appeal decision. Guidelines for Chairs are made available to all parties in an appeal.

Step 3: Appeal to GAAB

- a) The student may appeal from the decision of the Chair of the Department by filing a Notice of Appeal to the SGS Graduate Academic Appeals Board (GAAB) within 8 weeks of the decision of the Chair.
- b) This is the first step for a student who is making an appeal regarding the failure of the Ph.D. examination or termination of registration in a graduate program.

Step 4: Governing Council Appeal:

A decision of the Graduate Academic Appeals Board may subsequently be appealed by a student to the Governing Council's Academic Appeals Committee, in accordance with its guidelines and procedures. An appeal to this Committee shall be commenced by filing a notice of appeal with its Secretary no later than ninety days after the date of the GAAB decision being appealed.

Steps and Timelines		
Timeline for student action at each stage <i>See Note A below.</i>	Step¹	Timeline for decision/action by University body at each stage <i>See Note B below.</i>
	1) Informal ➤ Student to instructor, and ➤ Student to Graduate Coordinator	
8 weeks from date of decision being appealed	2) Department-level appeal Notice of Appeal to GDAAC ² <small>NOTE: Appeals related to failure of the Ph.D. examination or to termination of registration in a graduate program must be made directly to GAAB – see Step 3(b) below.</small>	8 weeks from filing of Notice of Appeal to GDAAC
(a) 8 weeks from decision of Chair (b) 8 weeks from written notification of failure of the Ph.D. examination or termination of registration in a graduate program	3) SGS Appeal (a) Notice of Appeal to GAAB ³ (b) Appeal begins here for students who wish to appeal failure of the Ph.D. examination or termination of registration in a graduate program.	8 weeks from filing of Notice of Appeal to GAAB
90 days from decision of GAAB	4) Governing Council Appeal Notice of Appeal to GCAAC ⁴	N/A

¹Informal mediation is available via the SGS Associate Dean at any stage before filing an appeal with GAAB. Consultation with the Associate Dean at an early stage is encouraged.

²Graduate Department Academic Appeals Committee

³Graduate Academic Appeals Board

⁴Governing Council Academic Appeals Committee

NOTE A: A student may apply, in writing and with reasons, to the Chair of the appeal body at the appropriate level for an extension of time. It is understood that any extension is within the Chair's discretion, where she or he is of the view that compelling reasons exist.

NOTE B: The Chair of the appeal body retains discretion to extend time limits applicable to its response at any stage where, in its view, compelling reasons exist.

Insert B

[Note: The sentence under II.4(a) below is to be added to the end of the current wording in that section of the Graduate Grading Procedures within the University Grading Practices Policy, (see p.34 of the 2002-2003 SGS Calendar). The section currently entitled “Appeals” immediately prior to section II.5(a) (see p.34 of SGS Calendar), be renamed “Exceptional Circumstances and Academic Appeals”. The sentence under II.5(b) below is to be inserted following the first sentence in section II.5(b). The remaining text in the current section II.5(b) is to be deleted. Current section II.5(c) is to be deleted, including the final paragraph in italic.]

II.4(a) . . . Decisions regarding these matters will be made by the Chair of the Department.

“Appeals” section be renamed “Exceptional Circumstances and Academic Appeals”.

II.5(b) If the dispute persists, the student may wish to pursue a formal academic appeal – see Academic Appeals in the General Regulations section of the Calendar, p. xx *[p.# to be determined for the 2003-2004 SGS Calendar]*.

Supervision and Satisfactory Progress in a Ph.D. Program

A candidate for the Ph.D. degree is expected, with the assistance of the graduate unit, to select a supervisor and, with the assistance of the supervisor and graduate unit, to constitute a supervisory committee, consisting of the supervisor and at least two other members of the graduate faculty, as early as practicable in the student's program but, in any case, no later than the time specified by the time frame established by the graduate unit. The student's choice of supervisor and supervisory committee is subject to the approval of the graduate unit in which the student is registered. A student who encounters difficulties setting up a supervisory committee should consult the chair/director or the graduate coordinator of the graduate unit in advance of the relevant deadline. A student who fails to constitute a supervisory committee by the required time may lose good academic standing.

A candidate is expected to meet with this committee at least once a year, and more often if the committee so requires. At each meeting, the supervisory committee will assess the student's progress in the program and provide advice on future work. If in each of two consecutive meetings, a student's supervisory committee reports that the student's progress is unsatisfactory, the graduate unit may recommend to the School the termination of registration and candidacy of that student. A student who encounters difficulties arranging a meeting of this committee should consult the chair/director or the graduate coordinator of the graduate unit in advance of the relevant deadline for doing so. A student who, through the student's own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee.

Time Limit for Completion of Program Requirements in a Ph.D. Program

A candidate for the Ph.D. degree enrolled in a full-time program (as opposed to a flexible-time program) will be denied further registration in the program and will have his or her candidacy terminated at the end of the third year of registration in the case of someone admitted on the basis of a master's degree, or at the end of the fourth year of registration otherwise, if, by that time, either

1 the candidate has not completed all requirements for the degree exclusive of thesis research—including course requirements, language requirements, qualifying departmental examinations—or

Requirements for Graduate Program

each graduate unit establishes specific requirements for degree programs. In addition to those of the School, as well as standards of satisfactory performance and progress. These requirements and standards are described in the appropriate entry of Section 8 of this Calendar and in material published separately by graduate units. Continued candidacy in a degree program requires satisfactory progress toward the completion of that program. A student's progress in a degree program will be considered satisfactory only if the student satisfies and completes the various requirements for that degree in a manner consistent with the graduate unit's time line for completion of the degree. A graduate unit may recommend to the School the termination of registration and candidacy of a student who fails to maintain satisfactory progress toward the completion of the degree for which the student is a candidate.

Satisfactory Completion of Graduate Courses

Satisfactory performance in a degree program requires the completion of every course taken graduate credit with a grade of at least a B; graduate units may require a minimum grade above a B- for some or all courses. If a student fails to complete a graduate course in a satisfactory manner (i.e., receives a grade report of 'FZ' or 'NCR' in a course, receives a grade report below the minimum acceptable by graduate unit, or receives a non-grade report of 'INC'), then the graduate unit in which student is registered may recommend to the School the termination of registration and candidacy of that student. If the student is permitted to continue, he or she must repeat the relevant course, or an alternative course recommended by the graduate unit and approved by the School, and obtain a satisfactory grade. The report for the course that was not completed in a satisfactory manner as well as the report for the repeated or alternative course will

2 the candidate does not have an approved thesis topic, supervisor, or supervisory committee.

(Note: Some graduate units require candidates to register in courses that run continuously throughout the program, e.g., ongoing research seminar courses. The foregoing time limit does not apply to such courses.) In exceptional circumstances, such as a candidate may be permitted to register in the program for two further sessions at the discretion of the graduate unit concerned. Continuation beyond two sessions will require the approval of both the graduate unit and the SGS Admissions and Program Committee.

Insert A

UNIVERSITY GRADING PRACTICES POLICY

The policy is printed in ordinary type; additional comments appear in italics.

- Purpose**
The purpose of the University Grading Practices Policy is to ensure:
(a) that grading practices throughout the University reflect appropriate academic standards;
(b) that the evaluation of student performance is made in a fair and objective manner against these academic standards;
(c) that the academic standing of every student can be accurately assessed even when courses have been taken in different divisions of the University and evaluated according to different grade scales.

Application of Policy

The Policy applies to all individuals and committees taking part in the evaluation of student performance in degree, diploma, and certificate credit courses (hereafter referred to as courses).

Amendment to Policy

Amendments to the Policy shall be recommended to the Academic Board. Changes to the divisional regulations on grading practices shall be forwarded to the Committee on Academic Policy and Programs.

Distribution of Policy

A copy of the Grading Practices Policy as well as the description of the grade scales and the substance of divisional regulations indicated in Part II of this Policy shall be published in the Calendar of the division. Similarly a copy shall be given to all students upon initial registration and to all instructors and others, including

teaching assistants, involved in the evaluation of student performance.

The Policy is in three parts: Part I deals with grades. Part II outlines grading procedures to be adhered to in divisional regulations adopted as part of this Policy, and Part III is an administrative appendix available upon request from the Office of the Vice-President and Provost.



Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.

- 1.1 A grade assigned in a course is not an assessment of standing within a program of studies. To determine the requirements for credit and standing in a program of studies, the academic regulations of the division in which the program is offered should be consulted.
- 1.2 Grades for each course shall be assigned with reference to the following meanings (which may be expanded in the divisional regulations under Part II):

- Excellent
- Good
- Adequate
- Marginal
- Inadequate

Grade Scales

1.3 Once a judgement on the performance of the student has been made, the following grade scales are to be used:

- (a) the refined letter grade scale A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F;
- (b) the numerical scale of marks, consisting of all integers from 0 to 100;
- (c) for graduate divisions only, a truncated refined letter grade scale in which FZ replaces the C, D and F grades in (a) above and/or
- (d) the scales Honours/Pass/Fail and Credit/No Credit.

Grades vs. Scores

1.4 Grades should always be based on the approved grade scales. However, students may find that on any one evaluation they may receive a numerical or letter mark that reflects the score achieved on the test or essay. The cumulative scores may not be directly identified with

Grade Review and Approval Process

ii.4(a) Grades shall be recommended by the instructor to the chair or director, or designate, of the graduate department, center or institute. The grades shall then be reviewed and approved following the graduate unit's procedure. Grades shall not be reported or released to students as official until this review procedure has been carried out. Normally, the graduate unit's review and approval by the chair or director constitutes final approval of grades, under the authority of the Dean of the School. Grades may be changed on appeal by the student, following the procedures of the School.

(b) The distribution of grades on any course shall not be predetermined. Any system of quotas that specifies a number or percentage of grades available at any grade level.

(c) The graduate unit's review grades may result in the request for correction of the evaluation methods used. Anomalies in the list of grades on a course. In the case of an instructor, chair or director, or designate, that discuss the grade(s) with the instructor, no grade should be changed without such discussion. In the event the matter affecting the grade is not settled to the mutual satisfaction of the chair or director, or designate, and the instructor, the matter shall be referred to the Associate Dean of the Division. If it is not settled at that level it should be referred to the Dean of the School whose authority for the signing and reporting of grades is final (subject only to the formal appeals procedures of the School).

(d) At any time, the School may request an explanation of any grades for a course that appear not to be based on the approved grade scales or otherwise appear anomalous in reference to this Policy.

Exceptional Circumstances and Appeals

ii.5(a) Students with health problems or other personal circumstances which may adversely affect their performance in, or their ability to complete course work, examinations or other departmental assessments may request special consideration. Requests, supported by a medical certificate, or other appropriate evidence, should be submitted to the instructor or the coordinator of graduate studies as soon as possible or within 48

ment. The medical certificate must confirm the student was adversely affected by the health problems and must show the dates of illness and that the physician was consulted at the time of the illness.

(b) Students may on occasion dispute substantive or procedural academic matters, including grades. The recommended route for the resolution of such disputes is to discuss the matter first with the instructor or the person whose ruling is in question; then, if the dispute persists, with the chair or director, or designate. Should the matter not be resolved, the student may appeal to the Appeals Committee not later than 10 days after the ruling in question. The matter of the grade, if the dispute is referred to the Associate Dean of the Division, should the matter not be settled, the student may make a formal appeal to the Graduate Academic Appeals Board of the School of Graduate Studies.

(c) An appeal to the Graduate Academic Appeals Board shall be commenced by filing a notice of appeal to the Board not later than six months after the decision being appealed has been communicated in writing to the appellant. Instructions and forms for appeal may be obtained from the Secretary to the Graduate Academic Appeals Board. A decision of the Graduate Academic Appeals Board may subsequently be appealed by a student to the Governing Council's Academic Appeals Committee, in accordance with its guidelines and procedures. An appeal to this Committee shall be commenced by filing a notice of appeal with its Secretary no later than ninety days after the decision being appealed has been communicated in writing to the appellant.

Conflict of Interest
ii.6 When the instructor or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be discussed to the chair or director, or designate, who shall take steps to ensure fairness and objectivity.

Procedures in the Event of Disruption
ii.7(a) In the event of disruption of the academic program, the following principles shall apply: (i) the academic integrity of academic programs must be hon-

informed, at class, of any changes made during the disruption.

(i) If changes to the classroom procedures are made, students who do not wish to complete the course under the revised procedures may withdraw without academic penalty. This must be done prior to the last day of classes.

(ii) If students have not attended classes that are meeting, they nonetheless remain responsible for the course work and for fulfilling course requirements. However, where possible, reasonable extension of deadlines for course requirements, or provision for make-up tests, shall be made. Reasonable alternative access to material covered should be provided.

(iii) A student who feels, owing to his or her special circumstances, that changes to classroom procedures have unreasonably affected his or her grade may appeal the grade following procedures for appeals set out above.

GRADUATION AND SUBMISSION OF THESES:
It is the intention of the University of Toronto that there be no restriction on the distribution and publication of theses. However, in exceptional circumstances postponement of distribution and publication may be granted. For procedures see end of section under Doctor of Philosophy, Final Oral Examination.

Doctoral Theses

Prior to the final oral examination, required copies of the doctoral thesis must be submitted by the candidate to the graduate unit. The candidate should consult the graduate coordinator regarding requirements and deadlines for submission of material.

The graduate unit is responsible for ensuring that one copy of the thesis is brought to the final oral examination.

After successful completion of the final oral examination, at least one bound copy of the doctoral thesis in final form must be submitted by the candidate to the graduate unit. Candidates should consult their unit to determine the format, number, and distribution of copies. One unbound copy must be submitted to the School. These copies must be submitted before candidates can be recommended for the award of a degree. Otherwise, the awarding of the degree will be delayed. The Authority to Distribute bound copy. A second Authority to Distribute form, the National Library's Non-Exclusive Ex-

in a fair manner, recognizing their freedom of choice to attend class, and to use academic facilities, or not, without penalty.

(b) The Vice-President and Provost, or the Academic Board, shall declare when a disruption of the graduate academic program has occurred. The Provost shall take steps to inform the University community at large of the changes to be implemented, and will report to the Committee on Academic Policy and Programs regarding the implementation of the procedures and changes to the status of the academic programs.

(c) Instructors responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to classroom procedures are needed to complete the course.

(d) Changes in classroom procedures should, where possible, first be discussed with students prior to the class meeting in which a vote is to be taken by the students present on the proposed changes. Changes agreed upon unambiguously should be forwarded to the chair or director, or designate, with a report on the attendance at the class.

If unanimity on changes has not been arrived at, or where a vote is not feasible, the instructor, after the class discussion, will provide the chair or director, or designate, with his or her recommendation, along with the results of any classroom votes. The chair or director, or designate, shall then make a decision.

(e) If classes are not able to convene, the instructor, with the prior approval of the chair or director, or designate, shall make changes deemed necessary to the classroom procedures.

(f) In the absence of the instructor such changes will be made by the Dean in consultation with the chair or director, or designate, and with the approval of the Provost.

(g) If courses are to be cancelled, approval of the SGS Council is required. If Council cannot meet, the approval of the Dean, or in the absence of the Dean, the approval of the Provost, is required.

(h) Students must be informed of changes to classroom procedures. This may be done by circulating the changes in writing to the class, posting in the office of the graduate unit, reporting to SGS Council, as well as listing in the campus press. When classes resume, students must be