

November 7, 2003

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

Dear Professor Tuohy:

At its meeting of October 28, 2003, the Council of the School of Graduate Studies approved the following motion:

THAT SGS Council approve the proposal for a new "TRF", Non-Grade Course Report, as attached, effective September 2004.

The motion sheet and a Calendar extract indicating where the new text is to be inserted are attached.

The proposal was discussed and approved by all four divisional Executive Committees in October 2003.

Approval of this new non-grade course report requires an amendment to the Graduate Grading and Evaluation Practices Policy, Non-Grade Course Reports. On behalf of the Council of the School of Graduate Studies, I am presenting this item to Governing Council committees, as appropriate, for approval.

Yours sincerely,

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

Encl.
/smr

c.c.	T. Chan	D. Coombs	A. Drummond	C. Johnston	V. Makarovska
	M. Marrus	S. Moore	L. Yee	S. Zaky	

Motion

School of Graduate Studies Council Tuesday, October 28, 2003

Item 7.

MOTION (/) **THAT** SGS Council approve the proposal for a new “TRF”, Non-Grade Course Report, as attached, effective September 2004.

See attached.

Note:

This proposal was discussed and approved by all four divisional Executive Committees in October 2003.

Approval of this new non-grade course report requires an amendment to the Graduate Grading and Evaluation Practices Policy, Non-Grade Course Reports. This change will be reflected in future editions of the SGS Calendar. (*See extract of the policy attached.*)

With SGS Council’s approval this item will go to Governing Council committees for approval.

REQUEST FOR APPROVAL OF A NEW NON-GRADE COURSE REPORT

16 April 2003

TRF – Program Transfer: Assigned by the School of Graduate Studies to a continuing research/ seminar course begun but not completed in the first program and will not be required in the new program to which a student has been officially transferred.

This new non-grade course report is required by SGS for administrative purposes. Currently when a student is granted permission to transfer from one SGS program to another and has a research/seminar course on his or her record that will not be completed, and will not be required in the new program, the research/seminar course appears on the transcript with the non-course report IPR – In progress. The new non-grade course report of TRF – Program Transfer- is required in order to indicate on the transcript that the student has officially transferred to a new program and is not expected to complete the research/seminar course in question.