



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Committee on Academic Policy and Programs

SPONSOR: Sioban Nelson, Vice-Provost, Academic Programs
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PRESENTER: Same as above
CONTACT INFO:

DATE: April 25, 2018 for May 10, 2018

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Policy on Student Transfers affecting John H. Daniels Faculty of Architecture, Landscape, and Design, University of Toronto Mississauga and University of Toronto Scarborough, Faculty of Arts and Science.

JURISDICTIONAL INFORMATION:

Amendments to divisional academic regulations that will have a major affect in the division or that would require an exception to some element of University-wide policy are considered by the Committee for approval. (*AP&P Terms of Reference, Section 4.3*).

GOVERNANCE PATH:

1. Academic Policy and Programs [approval] (May 10, 2018)

PREVIOUS ACTION TAKEN:

The transfer agreement between the Faculty of Arts and Science, University of Toronto Mississauga and University of Toronto Scarborough was implemented in 2008.

The proposal to change the Policy on Student Transfers received approval from the Faculty of Arts and Science Faculty Council on April 18, 2018.

HIGHLIGHTS:

This is a proposal is to ensure that students transferring from University of Toronto Mississauga (UTM) and University of Toronto Scarborough (UTSC) will complete 10.0 FCEs at the Faculty of Arts and Science in order to receive their degree. Currently if a student transfers to the Faculty of Arts & Science from UTM or UTSC, a maximum of 10.0 credits from UTM or UTSC

courses can be transferred upon admission, but there is no restriction preventing these students from continuing to take UTM and UTSC courses after registering in FAS. This creates inequity for students who are transferring into the Faculty of Arts & Science compared to students who are completing UTM and/or UTSC courses while registered in the Faculty.

Beginning in September 2019, a minimum of 10.0 credits in the Faculty of Arts & Science will be enforced as part of a student's degree requirements. In effect, this means that the Faculty will limit the number of UTM/UTSC courses that can count toward a student's 20 degree credits to a total of 10.0 credits. This change will apply to students transferring from the John H. Daniels Faculty of Architecture as this Faculty is being added to the transfer agreement (see below)

The proposal next seeks to include the Daniels Faculty in the transfer agreement that was established in 2008 between the Faculty of Arts & Science and University of Toronto Mississauga and University of Toronto Scarborough, an agreement that ensured that courses completed and marks obtained at UTM and UTSC by students transferring to the Faculty of Arts & Science would be incorporated into the Arts & Science academic record.

With respect to implementation of this agreement, the proposal outlines a clearer and simpler method to ensure that all courses and marks are incorporated, namely that courses completed in these divisions will be retained as UTM, UTSC, or Daniels courses rather than being assigned equivalent Faculty of Arts & Science transfer credit. UTM, UTSC, and Daniels courses will be coded on Degree Explorer as equivalent to Arts & Science courses where applicable, ensuring that students and staff will understand their applicability not only to degree requirements but also to program requirements.

Consultation has occurred with the John H. Daniels Faculty of Architecture, Landscape and Design, the University of Toronto Mississauga and University of Toronto Scarborough.

FINANCIAL IMPLICATIONS:

There are no additional costs associated with the implementation of this change in policy.

RECOMMENDATION:

Be it Resolved,

THAT the proposed rule requiring a minimum number of credits to be obtained in the Faculty of Arts & Science for all students completing an undergraduate degree in the Faculty, as described in the attached proposal, be approved effective for admission to the Faculty of Arts & Science starting September 2019.

THAT the proposed inclusion of the John H. Daniels Faculty of Architecture, Landscape, and Design into the transfer agreement from 2008, as described in the attached proposal, be approved effective for admission to the Faculty of Arts & Science starting September 2019.

DOCUMENTATION PROVIDED:

Cover

Proposal to Change the Policy on Student Transfers

Policy on Student Transfers: University of Toronto Mississauga (UTM) University of Toronto Scarborough (UTSC) John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels)

Faculty of Arts & Science
April 11, 2018

Proposal 1: Enforce a minimum of 10.0 Arts & Science credits toward a student's 20.0 required degree credits

Preamble

Currently if a student transfers to the Faculty of Arts & Science from UTM or UTSC, a maximum of 10.0 credits from UTM or UTSC courses can be transferred upon admission. There is, however, no restriction preventing any such student from continuing to take UTM and UTSC courses after admission and registration in the Faculty.

The Case for Change

Concern has been raised about this apparent contradiction, not least since it creates inequity for students who are transferring into the Faculty of Arts & Science compared to students who are completing UTM and/or UTSC courses while registered in the Faculty, and can lead to situations where a student completes the majority of their Faculty of Arts & Science degree through studies at UTM and/or UTSC.

Proposal for Consideration

- The maximum of 10.0 FCE from UTM and UTSC upon admission to the Faculty of Arts & Science will remain in place. Students who have completed more than 10.0 FCE in these divisions are not normally eligible to transfer to the Faculty unless they opt to begin a second degree with one year of advanced standing credit.
- Beginning in September 2019, a minimum of 10.0 credits in the Faculty of Arts & Science will be enforced as part of a student's degree requirements. In effect, this means that the Faculty will limit the number of UTM/UTSC/Daniels courses that can count toward a student's 20 degree credits to a total of 10.0 credits. This includes any on-admission retained UTM/UTSC/Daniels credits a student receives, plus any UTM/UTSC/Daniels courses a student completes while registered in the Faculty of Arts & Science.

- Enforcement of this regulation will occur automatically on Degree Explorer. Students will see a new requirement on Degree Explorer [Minimum 10.0 FCE in Arts & Science] listed as “Incomplete” until they finish their tenth credit offered by the Faculty of Arts & Science. At this time, the requirement will change to “Complete”.
- Any courses taken through UTM/UTSC/Daniels in excess of 10.0 credits will still count toward all other degree requirements (e.g. minimum 300-level courses, breadth requirement, etc.) as well as students’ grade point averages. These courses will not be marked “Extra” on students’ academic records.
- Academic units may continue to accept UTM/UTSC/Daniels courses toward Programs of Study at their discretion. As a general guideline, and to mirror Faculty degree regulations, the Faculty recommends that academic units ask students complete at least half of their program requirements using courses offered in the Faculty of Arts & Science.
- Students may appeal to count additional UTM/UTSC/Daniels courses above the 10.0 credit maximum toward their 20 degree credits by filing an “Exception to Degree Requirements” petition.
- Students who wish to count additional UTM/UTSC/Daniels courses above the limit set by their Program of Study sponsor may do so by filing an academic appeal to the Associate Chair or Program Director.

Consultation

The Faculty of Arts & Science has consulted with UTM, UTSC, and Daniels, all of whom are in agreement in principle with this proposed change.

Calendar Changes

Current Calendar Language:

Courses at University of Toronto Scarborough and University of Toronto Mississauga

Students registered on the St. George campus of the Faculty of Arts & Science may enrol in most courses offered by University of Toronto Mississauga and University of Toronto Scarborough, provided that they meet the enrolment controls and prerequisites established by those divisions. These courses count towards the 20 credits required for a St. George degree and are included in the CGPA. These courses may also count towards St. George program requirements; students should check with their program office before enrolling. Students enrolling in UTM and UTSC courses should also note that, although academic and course refund deadlines may be different for UTM/UTSC students, Arts & Science must adhere to all Faculty of Arts & Science deadlines when taking UTM/UTSC courses (e.g. enrolment deadlines, drop deadlines, CR/NCR deadlines, refund deadlines, etc.)

Proposed Language for 2019–2020 Calendar:

Courses at University of Toronto Scarborough and University of Toronto Mississauga

Students registered on the St. George campus of the Faculty of Arts & Science may enrol in most courses offered by University of Toronto Mississauga and University of Toronto Scarborough, provided that they

meet the enrolment controls and prerequisites established by those divisions. A maximum of ten UTM/UTSC credits (10.0 FCE) may count towards the 20.0 credits required for a St. George degree. All UTM/UTSC courses – including any taken in excess of 10.0 FCE – will be included in the CGPA. UTM and UTSC courses may also count towards St. George program requirements; students should check with their program office before enrolling. Students enrolling in UTM and UTSC courses should also note that, although academic and course refund deadlines may be different for UTM/UTSC students, Arts & Science students must adhere to all Faculty of Arts & Science deadlines when taking UTM/UTSC courses (e.g. enrolment deadlines, drop deadlines, CR/NCR deadlines, etc.)

Proposal 2: Incorporate the Daniels Faculty into the existing transfer agreement with UTM and UTSC

Preamble

In summer 2008, the Faculty of Arts & Science adopted a new policy pertaining to transfer students from UTM and UTSC. This new policy introduced two major changes:

1. For students transferring into the Faculty from UTM or UTSC, A&S will accept as transfer credits (either specific or generic) for degree credit in the Faculty all courses offered directly by UTM and UTSC and taken by these transfer students while they were registered at UTM and UTSC.
2. For such transfer students admitted from UTM and UTSC, the Faculty will allow their CGPA in the Faculty to reflect the marks achieved on the UTM or UTSC credits transferred.

Prior to the approval, A&S practice was to treat all students transferring from UTM/UTSC as “external” transfers, putting them in the same position as those entering from external institutions. The new policy was established to treat those from UTM and UTSC as “internal” transfers, recognizing that courses offered at UTM and UTSC are of an “arts and science type”, and are approved by the same ultimate governance body, according to the same principles. This transfer agreement also stipulates that a maximum of 10.0 UTM/UTSC credits can be transferred to A&S upon admission.

A detailed implementation plan for this policy was presented in July 2008. This implementation plan introduced the calculation and application of Legacy Cumulative Grade Point Average (LCGPA) for all UTM and UTSC transfer students. The Faculty’s Transfer Credit Process Streamlining (PS) team recommended that the terms of this agreement and its implementation framework be reviewed and reconsidered by the Committee on Admissions.

The John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels) was not a part of the original 2008 agreement; its current undergraduate degree programs were not yet in place. The Honours Bachelor of Arts with a focus in Architectural Studies had its first direct entry class in September 2012; prior to this date the Daniels Faculty sponsored Architecture Programs of Study that were offered in the Faculty of Arts & Science. The Honours Bachelor of Arts with a focus in Visual Studies had its first direct entry class in September 2014 after a transitional year in 2013; prior to 2013, Visual Studies was a department in the Faculty of Arts & Science. A Visual Studies Minor, sponsored by the Daniels Faculty, continues to be offered in the Faculty of Arts & Science.

Students each year transfer from the Daniels Faculty to the Faculty of Arts & Science and, conversely, from the Faculty of Arts & Science to the Daniels Faculty. The current practice for students who transfer from the Daniels Faculty to the Faculty of Arts & Science is to retain all courses completed – some of which are Faculty of Arts & Science courses and some of which are Daniels courses that are open to Faculty of Arts & Science students – with the exception of Architecture studio courses, since these courses are restricted to Daniels students. Architecture studio courses are transferred as unspecified credits (e.g., CCR1**H1) and no LCGPA is added for these courses. In the case of a failed Arts & Science

course or a failed Daniels course that is open to Arts & Science students, an LCGPA is added; if the failed course is restricted to Daniels students, no LCGPA is added.

The Case for Change

Although the Daniels Faculty is a professional faculty and offers professional accredited graduate programs, the degree it offers at the undergraduate level – and the diploma that its graduates from this degree receive – is an Honours Bachelor of Arts. Students in the Daniels Faculty are eligible to take Faculty of Arts & Science courses and also Programs of Study; they are the only students outside of the Faculty of Arts & Science who are eligible to enroll in or request Faculty of Arts & Science programs on ACORN at any point in their studies. Daniels students are also the only students outside of the Faculty of Arts & Science who are assigned course enrolment start times in the same batch process, and have the same priority to enroll in Faculty of Arts & Science courses.

Proposal for Consideration

The proposal here presented is simply to incorporate the Daniels Faculty with UTM and UTSC to follow the same processes and policies outlined in the 2008 agreement.

Consultation

The Faculty of Arts & Science has consulted with the Daniels Faculty, who is in agreement with this proposed change.

Calendar Changes

Current Calendar Language:

Admission from the University of Toronto Mississauga and the University of Toronto Scarborough

Candidates admitted for transfer from the University of Toronto Mississauga and the University of Toronto Scarborough will have all University of Toronto Mississauga or University of Toronto Scarborough courses, grades, Credit/No Credit requests, LWD requests, and grades included in their Arts & Science academic record, and will have Faculty rules and regulations applied to these; e.g., academic status, degree regulations, Dean's List. Note: a limit of six 100-level/A-level credits is applied. All 300+ level credits may apply to the 6.0 requirement for the degree in the Faculty of Arts & Science. Students admitted to Arts & Science may not retain University of Toronto Mississauga or University of Toronto Scarborough programs, whether complete or incomplete. Only Arts & Science programs may be used to complete degree requirements in the Faculty.

Students who have completed more than 10 UTM/UTSC full course equivalents towards an Arts & Science degree are not eligible to transfer to the Faculty of Arts & Science.

Proposed Language for the 2019-2020 Calendar:

Admission from the University of Toronto Mississauga, the University of Toronto Scarborough, and the John H. Daniels Faculty of Architecture, Landscape, and Design

Candidates admitted for transfer from the University of Toronto Mississauga (UTM), the University of Toronto Scarborough (UTSC), and the John H. Daniels Faculty of Architecture, Landscape, and Design

(Daniels) will have all UTM/UTSC/Daniels courses, grades, Credit/No Credit requests, LWD requests, and grades included in their Arts & Science academic record, and will have Faculty rules and regulations applied to these; e.g., academic status, degree regulations, Dean's List. Note: a limit of six 100-level/A-level credits is applied. All 300+ level credits may apply to the 6.0 requirement for the degree in the Faculty of Arts & Science. Students admitted to Arts & Science may not retain UTM, UTSC, or Daniels programs, whether complete or incomplete. Only Arts & Science programs may be used to complete degree requirements in the Faculty.

Students who have completed more than 10 UTM/UTSC/Daniels full course equivalents towards an Arts & Science degree are not eligible to transfer to the Faculty of Arts & Science.

Appendix: Needed Implementation Changes

Preamble

Since the implementation in 2008 of the policy pertaining to transfer students from UTM and UTSC, serious complications have arisen which have left the Faculty and University vulnerable to student complaint. These complications are primarily the result of the need to manually calculate and apply an LCGPA on ROSI, which leaves room for human and system error.

LCGPAs must be manually calculated for each UTM/UTSC transfer student by the Office of the Faculty Registrar. Failed courses, courses marked Credit/No Credit, and “Extra” courses must all be accounted for in the LCGPA calculation. Once calculated, each LCGPA must be manually entered on ROSI by Records staff.

When an LCGPA is entered on ROSI, a number of manual checks must be performed by staff at the time of entry and throughout the year in order to ensure that it will be applied properly once a CGPA in the Faculty is calculated. If an error or oversight is made during this process, the CGPA will not calculate correctly when a student receives their first set of academic results in the Faculty. Changes of degree program (e.g. HBSC to HBA), changes to fee structure (e.g. Program Fee to Course Fees), study abroad sessions, late withdrawals, petition outcomes, and individual course load anomalies (e.g. a student drops all F courses and has only Y/S courses, in which case the LCGPA must be manually moved to the Winter term) can all contribute to LCGPA calculation errors that are very difficult for Records staff to identify and track. In some cases, UTM/UTSC transfer student records need to be manually monitored for up to one full year after they first begin their studies in the Faculty to ensure that their LCGPA is properly applied to their academic record.

LCGPA calculation errors have resulted in negative impacts to students. In its current form, the LCGPA model is not sustainable, and if the terms of the 2008 agreement must continue to be fulfilled, an alternative method of transferring UTM/UTSC grade point average into the Faculty is required.

The current model for transfer students from the Daniels Faculty is unique: all Faculty of Arts & Science courses are retained, some Daniels Faculty courses are retained, and other Daniels Faculty courses are transferred; an LCGPA is not added for passed courses that are transferred nor for failed courses that are restricted to Daniels students, but is added for failed A&S courses and failed Daniels courses that are open to A&S students.

This model is not consistent with the transfer model for UTM/UTSC students, nor with the transfer model for students from other professional faculties such as the Faculty of Music and the Faculty of Applied Science and Engineering.

Implementation Change: Retain UTM/UTSC/Daniels credits and grades

- As of September 2019, instead of awarding equivalent (e.g. ECO100Y1, STA220H1, etc.) and unspecified (e.g. ECO1**H1, HUM1**H1, etc.) A&S transfer credit for UTM/UTSC/Daniels admits, students will retain all of their credits and grades taken in the other division toward their degree in the Faculty of Arts & Science, with specific exceptions (e.g. more than 6.0 FCE at the 100-level, course exclusions) which are addressed below.
- No manual calculation of an LCGPA will occur, except in the instance of failed courses, below. When retained credits are applied to a student's record by the Transfer Credit Office, a retained grade point average (RGPA) is automatically calculated and carried forward by ROSI without the need for manual intervention.
- Unlike an LCGPA, an RGPA will always carry forward automatically on a student record regardless of course load changes, degree program changes, fee changes, etc.
- The only instance in which an LCGPA will need to be assigned and entered on ROSI will be in the case of failed courses. If an error with LCGPA application were to occur during this process, it would always benefit the student, since the failed courses would not contribute toward the CGPA.
- The practice of using retained credits and RGPA for transfer students from other Arts & Science divisions is already in place at UTM and UTSC; all credits and grades from other campuses are retained when admitting students to their campus.
- Any retained UTM/UTSC/Daniels 300-level credits would count toward the degree requirement of a minimum of 6.0 FCE at the 300/400-level.
- A maximum of 6.0 FCE at the 100-level is permitted for degree credit in the Faculty of Arts & Science; any courses taken in other divisions above this maximum would be retained as "Extra" rather than retained as degree credit.
- As is currently the practice, any Credit/No Credit designations and Late Withdrawals (LWDs) from UTM/UTSC/Daniels would contribute toward the maximum allowed number (2.0 FCE in Credit/No Credit and 3.0 FCE in LWD) in the Faculty of Arts & Science.
- Coding on Degree Explorer will be updated to capture and automatically include equivalent courses at UTM/UTSC/Daniels toward all degree requirements and Programs of Study (Specialists/Majors/Minors) in the Faculty of Arts & Science; students who transfer from UTM/UTSC/Daniels cannot retain any Programs of Study from these divisions (with the exception of the Visual Studies Minor at Daniels.)
- The Faculty Registrar's Office in Arts & Science will assign equivalent Breadth designations to UTM and UTSC courses to ensure they count appropriate toward the Arts & Science Breadth Requirement upon admission.