



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Committee on Academic Policy and Programs
SPONSOR: Professor Susan McCahan, Vice-Provost, Academic Programs
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PRESENTER: See Sponsor
CONTACT INFO:
DATE: April 20, 2020 for May 6, 2020

AGENDA ITEM: 6

ITEM IDENTIFICATION:

Proposal for Modification to Degree Requirements Concerning 100-series and Higher-series Courses in the HBA, HBSc and BCom, Faculty of Arts and Science.

JURISDICTIONAL INFORMATION:

The establishment, termination or major amendment of University-wide policies governing academic regulations are considered by the Committee and forwarded to the Academic Board for approval, for example, but not limited to, policies on academic appeal procedures and standards of professional practice behaviour for students in professional faculties. Minor amendments to University-wide policies may be approved by the Committee. 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. Committee on Academic Policy and Programs [for approval] (May 6, 2020)**

PREVIOUS ACTION TAKEN:

The proposal to change degree requirements concerning 100-series and higher-series courses received approval from the Faculty of Arts and Science on April 15, 2020.

HIGHLIGHTS:

The proposal is to eliminate the degree requirement that limits students to a maximum of 6.0 full-course equivalents (FCEs) of 100-level credits that can be counted for degree credit in the

Honours Bachelor of Arts (HBA), Honours Bachelor of Science (HBSc) and Bachelor of Commerce (BCom) in the Faculty of Arts and Science. This will be replaced by a regulation in all three degrees that indicates students must complete a minimum of 13.0 credits at the 200 level and higher, including the current degree requirement of at least 6.0 credits at the 300 and 400 level.

Currently, if a student completes more than 6.0 FCEs at the 100 level, the courses are marked “Extra” in systems which removes them from the student’s overall credit count and grade point average but allows them to count towards a student’s program requirements. The proposed regulation change would allow most 100-level courses to contribute to program requirements, breadth requirements and grade point average calculations, unless designated “Extra” under other policies such as Repeating Passed Courses or due to exclusions. Under the revised regulations, any 100-level credits in excess of 7.0 would not contribute toward the 20.0 credits required for graduation.

The 100-level maximum of 6.0 credits for the four-year, 20.0 credit degree has been in place in Arts and Science since 1975-1976, a time when students were not required to complete programs of study. The current requirement to complete at least one Specialist, two Majors or one Major and two Minors means that students must complete a specified number of courses at the 200 level or higher to complete their degree; students cannot complete a degree by taking largely 100-level courses. The maximum of 6.0 100-level courses has created challenges for students. For example it discourages exploration of, and changes to, a student’s program trajectory. It can also complicate transfer credit assessment. The proposed change will increase flexibility for students, simplicity and transparency.

This change is effective for all students admitted to degree studies in the Faculty of Arts & Science as of September 2020. For students enrolled in the HBA, HBSc and BCom prior to September 2020, courses previously designated “Extra” under the 100-level limit would remain Extra; however, such students could in the future complete additional 100-level courses that would not be marked Extra. Requests for retroactive removal of an Extra designation will be considered on a case-by-case basis.

The current proposal brings the Faculty of Arts and Science degree requirements into closer alignment with requirements at the University of Toronto Scarborough, which do not state a maximum at the 100 level. The University of Toronto Mississauga is bringing forward a similar degree change through governance. Consultation has taken place with the John H. Daniels Faculty of Architecture, Landscape, and Design, which has the same limit of 6.0 credits at the 100 level for degree credit within the HBA it offers.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

Be it Resolved,

THAT the proposed degree regulation change, as described in the proposal from the Faculty of Arts and Science dated April 14, 2020, be approved effective September 1, 2020.

DOCUMENTATION PROVIDED:

- Proposal



Degrees being modified	Honours Bachelor of Arts (HBA), Honours Bachelor of Science (HBA), Honours Bachelor of Science (HBA), Bachelor of Commerce (BCom)
Policy Name	Maximum of 6.0 credits at the 100-level for degree credit
Proponent	Nick Rule, Vice Dean, Undergraduate & International
Version Date	14.04.20

Summary

Proposal for consideration

The proposal is to change the current degree requirement concerning the maximum of 6.0 100-level credits that can be counted for degree credit to be instead an overall minimum of 13.0 credits at the 200-level and higher, including the current degree requirement of at least 6.0 credits at the 300- and 400-level.

Currently, any credits above 6.0 at the 100-level are manually marked Extra, which removes them from a student’s overall credit count and grade point average calculations but allows them to count towards a student’s program requirements and breadth requirements. With the proposed change in policy, there would no longer be a need to mark any courses at the 100-level as Extra due to a maximum allowed for degree credit; courses would only be marked Extra due to a second attempt at a passed course or exclusions.

The proposed change would allow any 100-level course (unless designated Extra for one of the two reasons mentioned above), to contribute to program requirements, breadth requirements, and grade point average calculations, but any 100-level credits in excess of 7.0 would not contribute toward the 20.0 credits required for graduation. This will benefit students by creating:

- Increased flexibility for students to change their program trajectory
- Increased flexibility for transfer students to complete 100-level courses for degree credit
- Increased simplicity and immediate transparency for students concerning how this policy is implemented and what impact it has on their academic progress and academic record

Calendar Language

Under *[‘HBA/HBSc Degree Requirements’](#)* in the Academic Calendar:

“a) Obtain standing (i.e., complete with a mark of 50% or higher/P/CR) in at least 20.0 Full Course Equivalents (FCE) that meet the following criteria:

- **At least 13.0 credits at the 200+ level, including a minimum of 6.0 credits at the 300+ level. No more than 1.0 credit at the 300+ level in transfer credit may be counted towards the minimum number of 300- and 400-level credits, except transfer credits attained through a University of Toronto exchange program.**
- ~~No more than 6.0 FCE at the 100-level.~~
- ~~At least 6.0 FCE at the 300+ level (no more than 1.0 FCE at the 300+ level in transfer credit may be counted towards these 6.0 FCE, with the exception of transfer credits attained through a University of Toronto exchange program; students participating in an approved exchange~~

~~program may count all 300+ level transfer credits awarded from the exchange toward this requirement).~~

- At least 10.0 FCE from Faculty of Arts & Science courses. Note that transfer credits attained through a University of Toronto exchange program contribute to this 10.0 FCE minimum.
- No more than 15.0 FCE may have the same three-letter designator (“AST”, “ENG”, etc.). Courses beyond this limit will not be included in the 20.0 FCE required for the degree, but will be counted in all other respects.”

Under *[‘BCom Degree Requirements’](#)* in the Academic Calendar:

“a) Obtain standing (i.e., complete with a mark of 50% or higher/P/ CR) in at least 20.0 Full Course Equivalents (FCE) that meet the following criteria:

- **At least 13.0 credits at the 200+ level, including a minimum of 6.0 credits at the 300+ level. No more than 1.0 credit at the 300+ level in transfer credit may be counted towards the minimum number of 300- and 400-level credits, except transfer credits attained through a University of Toronto exchange program.**
- ~~No more than 6.0 FCE at the 100-level.~~
- ~~At least 6.0 FCE at the 300+ level, at least 1.0 FCE of which must be at the 400-level (no more than 1.0 FCE at the 300+ level in transfer credit may be counted towards these 6.0 FCE, with the exception of transfer credits attained through a University of Toronto exchange program; students participating in an approved exchange program may count all 300+ level transfer credits awarded from the exchange toward this requirement).~~
- At least 10.0 FCE in Faculty of Arts & Science courses. Note that transfer credits attained through a University of Toronto exchange program contribute to this 10.0 FCE minimum.
- No more than 15.0 FCE may have the same three-letter designator (“AST”, “ENG”, etc.). Courses beyond this limit will not be included in the 20.0 FCE required for the degree, but will be counted in all other respects.”

Under *[‘Extra Courses’](#)* in the Academic Calendar:

“Extra courses appear on a student's academic record with a final course mark and are noted as "EXT". Extra courses do not count for degree credit and are not included in calculating a student's Grade Point Average. However, Extra courses may count in other respects, such as to satisfy program requirements or Breadth Requirements.

Each course with a mark of 50% or higher/P/CR counts for credit towards a degree unless:

- ~~the course is a 100-level course and the maximum of 6.0 FCE at the 100-level allowable for degree credit has already been completed (see 1. below), or~~
- the course has already been passed and is being repeated (see 1. 2. below), or
- the course lists as an exclusion another course that has already been completed (see 2. 3. below)

1. 100-level Limit and Chronological Principle

Students may complete a maximum of 6.0 100-level FCE towards their degree. Additional 100-level courses taken beyond 6.0 FCE will be designated [Extra](#) and will not count for degree credit. Courses are credited towards a degree chronologically. For example, if a student has already passed 6.0 100-level FCE and then enrolls in and passes further 100-level courses, the more recent courses are designated Extra. In other words, all subsequent 100-level courses beyond 6.0 FCE are made Extra. An exception to this rule occurs when a student who has completed 5.5 FCE at the 100-level enrolls in and passes a full credit course at the 100-level in a subsequent session. In this case, providing it does not result in a retroactive change in academic standing, the most recently passed half-course may be designated as Extra.”

Statement concerning the change in degree requirements:

Effective as of September 2020, a maximum of 6.0 credits at the 100-level for degree credit is no longer in effect. Instead, students must complete a minimum of 13.0 credits at the 200+level and higher, including a minimum of 6.0 credits at the 300+ level. For students first enrolled in the Honours Bachelor of Arts, Honours Bachelor of Science, or Bachelor of Commerce degree prior to September 2020, courses previously designated Extra under the 100-level limit will remain Extra, however such students can in the future complete additional 100-level courses that will not be marked Extra. Requests for retroactive removal of an Extra designation will be considered on a case-by-case basis; students with inquiries about exceptions can contact their College Registrar’s Office.

Rationale

The maximum of 6.0 credits at the 100-level is in place for the Honours Bachelor of Arts, the Honours Bachelor of Science, and the Bachelor of Commerce and includes any on-admission and post-admission transfer credits.

Historical background

The maximum of 6.0 credits at the 100-level for a four-year, 20.0 credit degree in the Faculty of Arts & Science was first implemented in 1975-1976 and remained in place throughout the transition of the four-year Bachelor of Arts and Bachelor of Science degrees to Honours degrees in 1992-1993. When this 100-level maximum was implemented, students were not required to complete programs, although students completing a four-year Bachelor of Science degree were required to complete at least 9.0 credits at the 200-level and higher from courses offered by specific Science academic units. The requirement to complete specific programs of study – either one Specialist or two Majors – was first implemented in 1981-1982.

Implementation of current policy

The 100-level limit is currently managed in Degree Explorer by a degree requirement coded to allow no more than 6.0 credits at the 100-level. If a student exceeds 6.0 credits at the 100-level, this degree requirement displays as incomplete and a student would be ineligible to graduate on this basis, even if all other degree requirements were complete. This requirement remains incomplete until the additional

100-level credits are manually marked Extra by the Office of the Faculty Registrar, reducing the student's 100-level credit count to 6.0 as well as the overall credit count.

Other Arts & Science divisions at the University of Toronto

- John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels): The Daniels Faculty currently has the same limit of 6.0 credits at the 100-level for degree credit.
- University of Toronto Mississauga (UTM): UTM currently has the same limit of 6.0 credits at the 100-level for degree credit. Having reviewed the Faculty of Arts & Science proposal, UTM is proceeding with full campus consultation on a similar proposal.
- University of Toronto Scarborough (UTSC): UTSC does not have a limit on the number of 100-level credits that students can complete for degree credit.

The case for change

The 100-level credit maximum and the designation of additional 100-level credits as Extra has increasingly presented challenges for students for the following reasons:

- The enrolment requirements for the majority of programs are at the 100-level, unless specific 200-level courses have been approved as alternate options. Students are therefore discouraged from making any changes to their program trajectory and/or from taking additional 100-level courses out of interest lest they exceed the 100-level limit.
- The 100-level maximum of 6.0 credits for the four-year, 20.0 credit degree has been in place since 1975-1976, a time at which students were not required to complete programs. Students must now complete at least one Specialist, two Majors, or one Major and two Minors; these programs require students to complete a specified number of courses at the 200-level or higher. Since the completion of program requirements is a mandatory component of degree completion, students cannot complete a degree by taking largely 100-level courses.
- In conjunction with program requirements, the degree requirement of a minimum of 6.0 credits at the 300- and 400-level mandates that students cannot complete the majority of their degree using only 100-level courses.
- A student admitted with 100-level transfer credits from previous post-secondary studies will have fewer opportunities to complete Faculty of Arts & Science 100-level courses for degree credit, since these transfer credits cannot be forfeited.
- Inquiries and confusion concerning the 100-level limit and its impact on student academic records, both within and outside of the context of secondary school transfer credits as above, contribute to a significant portion of academic advising in College Registrar's Offices.
- Regularly, students exceed the 100-level limit in their first year of study when they receive transfer credit from secondary school studies (for example, Advanced Placement, International Baccalaureate Higher Level, or General Certificate of Education Advanced Level). These transfer credits can be forfeited, whereas those from previous post-secondary study cannot.
 - The forfeit of such transfer credits allows a student to have their Faculty of Arts & Science courses count toward degree credits and grade point average calculations.
 - While students can request, from mid-April to late May after their first year, to forfeit these secondary school transfer credits, the context for this is complex and involves

detailed academic advising and can result in retroactive changes to their academic record.

- If a student who has completed 5.5 credits at the 100-level subsequently enrolls in a 1.0 credit course at the 100-level, the most recently completed 0.5 credit course is normally marked Extra, possibly leading to a change in grade point averages in previous sessions; the current policy can therefore have retroactive implications for a student's academic record.
- The University of Toronto Scarborough (UTSC) does not have a maximum number of 100-level credits that students can complete for degree credit.
- If a student were to transfer from UTSC to the Faculty of Arts & Science and had completed more than 6.0 credits at the 100-level at UTSC, the excess 100-level courses would be marked Extra upon transfer; the number of credits earned by the student would decrease and there would be a discrepancy between the final cgpa at UTSC and the cgpa upon transfer to Arts & Science.

Impact

Impact of proposed change

- Increased flexibility for students to change their program trajectory
- Increased flexibility for transfer students to complete 100-level courses for degree credit
- Increased transparency for students concerning how this policy is implemented and what impact it has on their academic progress and academic record
- Increased consistency in policy across the Faculty of Arts & Science and the University of Toronto Scarborough (UTSC)
- Increased flexibility for students transferring from UTSC to retain for degree credit 100-level credits completed at UTSC
- Decreased complexity of academic advising concerning this policy
- Decreased, if not eliminated, necessity for students to forfeit secondary school transfer credits to allow courses taken in the Faculty of Arts & Science to contribute toward their cgpa and overall number of credits
- Decreased complexity of student academic records
 - There will no longer be a need to designate any courses, including courses taken in a previous session, Extra in the context of a 100-level limit

Implementation of proposed change

This degree requirement can be easily coded on Degree Explorer, by changing the current maximum of 6.0 credits at the 100-level to a minimum of 13.0 credits at the 200-level and higher.

Credits at the 100-level in addition to 7.0 would no longer be marked Extra and would contribute to students' cumulative grade point average but would not contribute toward the 20.0 credits required for graduation.

Students admitted to degree studies in the Faculty of Arts & Science for September 2020 would begin their degree studies under this policy. For students first enrolled in the Honours Bachelor of Arts, Honours Bachelor of Science, or Bachelor of Commerce degree prior to September 2020, courses previously

designated Extra under the 100-level limit would remain Extra, however such students could in the future complete additional 100-level courses that would not be marked Extra. Requests for retroactive removal of an Extra designation would be considered on a case-by-case basis.

Consultation

Faculty of Arts & Science Consultation:

- First-Year Foundation Council: Meetings in Fall 2018
- Committee on Teaching and Learning: Meetings on 23 January and 14 February 2020
- Consultation and Communication Committee (C & C): Meeting on 30 January 2020
- Rotman Commerce: Meeting on 7 April 2020

External Consultation:

- John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels): The proposal was sent to the Daniels Faculty for feedback on 30 January 2020. The Registrar supports the proposal and it has been forwarded for decanal review.
- University of Toronto Mississauga (UTM): The proposal was sent to UTM for feedback on 30 January 2020. UTM is proceeding with full campus consultation on a similar proposal.
- University of Toronto Scarborough (UTSC): The proposal was sent to UTSC for information on 30 January 2020. The Registrar has no objection to the proposal and it has been forwarded for decanal review.

Policy Implementation

Effective Date

This change will go into effect for the 2020-2021 Academic Calendar.

Students admitted to degree studies in the Faculty of Arts & Science for September 2020 would begin their degree studies under this policy. For students first enrolled in the Honours Bachelor of Arts, Honours Bachelor of Science, or Bachelor of Commerce degree prior to September 2020, courses previously designated Extra under the 100-level limit would remain Extra, however such students could in the future complete additional 100-level courses that would not be marked Extra. Requests for retroactive removal of an Extra designation would be considered on a case-by-case basis.

Implementation Timeline

This policy change will be published in the 2020-2021 Academic Calendar in May 2020. This policy change can be easily implemented in Degree Explorer, for September 2020 onward, as soon as it is approved.

Approval Path

Office of the Dean	6 April 2020
Special Committee on Undergraduate Academic Policy	April 2020
Arts & Science Council	15 April 2020

