



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Committee on Academic Policy and Programs
SPONSOR: Professor Mark Schmuckler, Acting Vice-Provost, Academic
CONTACT INFO: Programs
(416) 978-0490, yp.academicprograms@utoronto.ca

PRESENTER: See Sponsor
CONTACT INFO:
DATE: April 5, 2021 for April 12, 2021

AGENDA ITEM: 3

ITEM IDENTIFICATION:

Proposal for Modification to Degree Requirements: Honours Bachelor of Arts (HBA), John H. Daniels Faculty of Architecture, Landscape, and Design

JURISDICTIONAL INFORMATION:

Section 4.3 of the Terms of Reference of the Committee on Academic Policy and Programs, states that minor amendments to University-wide policies may be approved by the Committee.

GOVERNANCE PATH:

1. **Committee on Academic Policy and Programs [for approval] (April 12, 2021)**

PREVIOUS ACTION TAKEN:

The proposal to change degree requirements concerning 100-series and higher-series courses received approval from the John H. Daniels Faculty of Architecture, Landscape, and Design on November 4, 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 courses that may be counted for degree credit in the Honours Bachelor of Arts (HBA), John H. Daniels Faculty of Architecture, Landscape, and Design. This will be replaced by a regulation that indicates students must complete a minimum

of 13.0 FCEs at the 200-level and higher, including the current degree requirement of at least 6.0 FCEs at the 300 and 400-level.

Currently, if a student completes more than 6.0 FCEs at the 100-level, the courses are manually marked “Extra” in systems which removes them from the student’s overall FCE count and grade point average but allows them to be counted towards a student’s program and breadth requirements. With the proposed change 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. Under the revised regulations, any 100-level credits in excess of 7.0 would not contribute toward the 20.0 FCEs required for graduation.

The maximum limit of 6.0 FCEs of 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 benefit students by creating increased flexibility to change their program trajectory and it will support increased simplicity and transparency for students regarding their academic progress and academic record.

The change will bring John H. Daniels Faculty of Architecture, Landscape, and Design degree regulations into alignment with those of the Faculty of Arts and Science and the University of Toronto Mississauga. Both these divisions approved a similar regulation change in 2020. It also brings the Faculty into closer alignment with requirements at the University of Toronto Scarborough, which does not state a maximum at the 100-level. Consultation has taken place with all three of these divisions.

This change is effective for all students admitted to the John H. Daniels Faculty of Architecture, Landscape, and Design as of September 2021. For students first enrolled in the Honours Bachelor of Arts degree prior to September 2021, 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.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

Be it Resolved,

THAT the proposed degree requirement change, as described in the proposal from the John H. Daniels Faculty of Architecture, Landscape, and Design dated March 23, 2021, be approved effective September 1, 2021.

DOCUMENTATION PROVIDED:

- Proposal

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|-------------------------------|---|
| Degrees being modified | Honours Bachelor of Arts in Architecture (HBA AS) Honours Bachelor of Arts in Visual Studies (HBA VS) |
| Policy Name | Maximum of 6.0 credits at the 100-level for degree credit |
| Proponents | Robert Levit, Associate Dean, Academics Andrea McGee, Registrar & Assistant Dean, Students Jenny Hill, Assistant Dean, Academic Planning and Governance |
| Version Date | 23 rd March 2021 |

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 '[Degree Requirements \(HBA\)](#)' in the Daniels Academic Calendar:

The John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels) offers an Honours Bachelor of Arts Degree with two program areas:

- Architectural Studies
- Visual Studies

General Degree Requirements

To qualify for an Honours Bachelor of Arts, students must:

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

- ~~1. No more than 6.0 FCE may be 100-series.~~
1. 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. Students participating in an approved University of Toronto exchange program may count all 300+ level transfer credits awarded from the exchange toward this requirement.
2. No more than 15.0 FCE may be ARC and JAV OR VIS and JAV courses. 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: 100-series, Repeating Courses and Excluded Courses](#)' in the Academic Calendar:

"Extra" courses are ones that do not count for degree credit. Such courses appear on a student's permanent academic record with the final course mark, and are noted as "EXT", but do not count as accumulated degree credits 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 passing mark or CR counts for credit towards a degree unless:

- ~~the course is a 100-series course and the maximum of 6.0 100-series Full Course Equivalents (FCE) allowable for degree credit has already been completed (see 1. below),~~
or
- the course repeats work previously taken, either the same course taken over again (see 1. below) or the course lists as an exclusion another that has already been completed (see 2. below)

Statement concerning the change in degree requirements:

Effective as of September 2021, 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 Honours Bachelor of Arts degrees prior to September 2021, 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 the Registrar's Office.

RATIONALE

Background and context

The John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels) currently offers undergraduate degrees in two program areas:

Architectural Studies

Since 2016, students enrolling the HBA Architectural Studies Specialist program are automatically enrolled to AHSPE1000 until they have completed 4.0 FCEs, at which time they may choose to take one of four streams within the Specialist program. Students can choose to combine their Specialist in Architectural Studies with a Specialist, Major, or Minor in Visual Studies, or with a Specialist, Major, or Minor from the Faculty of Arts & Science.

Visual Studies

Since 2016, all students beginning the Visual Studies program are automatically enrolled to the Major program (AHMAJ2000) for their first year. After that, students may pursue one of the two Specialist streams or may continue in the Major program. If they continue with the Major, they must also pursue one of the following: A Major in Architectural Studies, a Major from the Faculty of Arts & Science, or two Minors from the Faculty of Arts & Science.

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 Registrar, reducing the student's 100-level credit count to 6.0 as well as the overall credit count.

OTHER DIVISIONS AT THE UNIVERSITY OF TORONTO

University of Toronto Scarborough (UTSC)

UTSC have included requirements for a minimum number of credits at the 300 (C-) and 400 (D-) levels, for their HBA, HBSc and BBA since 2010 - 11 ([see UTSC calendar](#)). Of the 20.0 credits, at least 6.0 credits must be at the C- and/or D-level, with at least 1.0 credit at the D-level.

Faculty of Arts and Science

The Faculty of Arts and Science adopted requirements, similar to the proposal described above, effective for their [September 2020 calendar](#).

The University of Toronto Mississauga (UTM)

UTM adopted requirements, similar to the proposal described above, effective for their [September 2020 calendar](#).

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 most 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 Daniels HBA programs all require students to complete a specified number of courses at the 300-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 most 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 Daniels Faculty 100-level courses for degree credit, since these transfer credits cannot be forfeited.
- Students regularly 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 Daniels Faculty 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), the University of Toronto Mississauga (UTM), and the Faculty of Arts and Science (FAS) do not have a maximum number of 100-level credits that students can complete for degree credit. If a student were to transfer from one of these divisions to the Daniels Faculty and had already completed more than 6.0 credits at the 100-level, 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, UMT or FAS and the cgpa upon transfer to Daniels.

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 between the Daniels Faculty, with the Faculty of Arts & Science (FAS), the University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC).
- Increased flexibility for students transferring from Daniels Faculty to UTSC, UTM or Faculty of Arts and Science (FAS) to retain for degree credit 100-level credits completed.
- 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 Daniels Faculty 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 Daniels Faculty for September 2021 would begin their degree studies under this policy. For students first enrolled in the Honours Bachelor of Arts degree programs prior to September 2021, 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

Daniels Faculty Consultation:

Both the Faculty of Arts and Science and University of Toronto, Mississauga consulted with Dean's Office and Registrar at Daniels faculty in April 2020 regarding their proposed changes to 100-level credit requirements for undergraduate degree programs.

Over the summer there was a period for Daniels faculty to consider the implication of these changes in other faculties before the fall governance cycle. With the agreement of undergraduate Program Directors and the Associate Dean, Academic, a proposal to align our HBA program requirements was drafted.

The proposal was presented to the Curriculum Committee in Fall 2020; two questions were addressed before the committee approved the proposal:

1. The relative administrative burden, (would be lower after the change)
2. The impact on students streams within the Architectural Studies program, (no impact).

The Daniels Curriculum Committee members include two undergraduate students and representatives from two professional bodies associated with our Architectural Studies program: the Ontario Association of Landscape Architects and the Ontario Association of Architects.

External Consultation:

- The Faculty of Arts and Science Dean's office was consulted and provided feedback, which was gratefully received on 7 January 2021, and incorporated to this proposal.
- The UTM Dean's office was consulted and indicated on 8 January 2021 that it was supportive of the change.
- The UTSC Dean's office sent feedback on the proposal, which were gratefully received on 11 January 2021, and incorporated to this proposal.

Policy Implementation

Effective Date

This change will go into effect for the 2021-2022 Academic Calendar. Students admitted to degree studies in the Daniels Faculty for September 2021 would begin their degree studies under this policy. For students first enrolled in the Honours Bachelor of Arts degree prior to September 2021, 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 2021-2022 Academic Calendar in May 2021. This policy change can be easily implemented in Degree Explorer, for September 2021 onward as soon as it is approved.

APPROVAL PATH

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| Daniels Faculty Curriculum Committee | 26 th October, 2020 |
| Daniels Faculty Council | 4 th November, 2020 |
| Committee on Academic Policy and Programs | 12 th April, 2021 |
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