



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTSC Academic Affairs Committee

SPONSOR: Prof. William Gough, Vice-Principal Academic and Dean
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PRESENTER: Prof. Katherine Larson: Vice-Dean Teaching, Learning & Undergraduate Programs
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DATE: January 3, 2022 for January 10, 2022

AGENDA ITEM: 4

ITEM IDENTIFICATION:

Changes to Undergraduate Academic Regulations: 2022-2023 Academic Calendar, section 5.5, UTSC

JURISDICTIONAL INFORMATION:

University of Toronto Scarborough Academic Affairs Committee (AAC) “is concerned with matters affecting the teaching, learning and research functions of the Campus” (*AAC Terms of Reference, Section 4*). Under section 5.6 of its Terms of Reference, the Committee may approve: “Minor amendments to Campus academic regulations that are consistent with University-wide policy. These are reported to the Provost’s Office for information.”

GOVERNANCE PATH:

- 1. UTSC Academic Affairs Committee [For Approval] (January 10, 2022)**

PREVIOUS ACTION TAKEN:

No previous action in governance has been taken on this item.

HIGHLIGHTS:

The UTSC Office of the Registrar is proposing to amend Section 5.5 of the Academic Calendar, which addresses exceptions to academic regulations, including special consideration, petitions, and appeals. In the “Petitions” sub-section, exceptions to the deadlines for the delivery of term

work are described. These exceptions have been revised as follows:

1. To clarify that term work includes all methods of assessment, including assignments and term tests;
2. To introduce a limit on the amount of time that students can take to submit their term work; students who are unable to complete their outstanding assignments within the limit will receive a WDR.

The proposed changes will clarify the existing policy related to late submission of term work, and to bring this policy into alignment with that governing deferred exams, for which a time limit was approved with the 2021-22 Calendar. In both cases, as with all other such regulations, sustainable petitions for exception to the deadline can still be entertained.

Consultation:

Within the Office of the Registrar

- Consultation with the Student Services and Systems and Operations groups was undertaken in Fall 2021, and they are supportive of the changes.

Widely at UTSC

Consultation with the following was undertaken in Fall 2021, and they are supportive of the changes.

- Academic Advising and Career Centre
- AccessAbility Services
- Scarborough Campus Students' Union

FINANCIAL IMPLICATIONS:

There are no net implications to the campus operating budget.

RECOMMENDATION:

Be It Resolved,

THAT the proposed changes to the UTSC Undergraduate Academic Regulation, Section 5.5, as detailed in the proposal dated November 22, 2021, be approved, effective for the 2022-2023 academic year.

DOCUMENTATION PROVIDED:

1. Changes to UTSC Undergraduate Academic Regulation, dated November 22, 2021.

2022-23 Curriculum Cycle Changes to UTSC Academic Regulations

November 22, 2021

Proposed Change	UTSC Academic Calendar, section 5.5 (Exceptions to Academic Regulations: Special Consideration, Petitions and Appeals) – “Petitions” – “Term Work”. These regulations are focused on deadlines for the delivery of term work in UTSC courses.
Division	University of Toronto Scarborough (UTSC)
Proponents	Office of the Registrar, University of Toronto Scarborough
Contact	Registrar’s Office: Dean’s Office: Annette Knott, Academic Programs Officer; aknott@utsc.utoronto.ca
Effective Date	Fall 2022, for the 2022-23 academic year

Governance Route

UTSC Academic Affairs Committee, for approval

Summary

This is a proposal to amend the UTSC academic regulations as follows:

Section 5.5 of the Academic Calendar addresses exceptions to academic regulations, including special consideration, petitions, and appeals. In the “Petitions” sub-section, exceptions to the deadlines for the delivery of term work are described. These exceptions have been revised as follows:

1. To clarify that term work includes all methods of assessment, including assignments and term tests;
2. To introduce a limit on the amount of time that students can take to submit their term work; students who are unable to complete their outstanding assignments within the limit will receive a WDR.

Calendar copy showing all changes

The following deadlines apply only to UTSC. Deadlines and policies for courses taken on other campuses may differ.

1. Term Work

- Requests for special consideration on term assignments and work, including term tests, within the jurisdiction of the instructor: last day of classes.
- Petitions to submit complete term assignments or write make-up term tests work after the last day to submit term work: last day of the examination period.
- Students must complete outstanding work as soon as possible after the end of the session, and within the next consecutive session. In certain exceptional circumstances, where health concerns continue and there is strong supporting documentation and support from UTSC academic advisors or counsellors, outstanding term work can be completed within an additional session, but not longer than this time period. Students unable to complete term work within two sessions will receive a WDR for the course.
- Students submitting late term work in a session subsequent to the original due date are strongly advised not to exceed a credit load of 2.5 credits in that session.

Rationale

The proposed changes will clarify the existing policy related to late submission of term work, and to bring this policy into alignment with that governing deferred exams, for which a time limit was approved with the 2021-22 Calendar. In both cases, as with all other such regulations, sustainable petitions for exception to the deadline can still be entertained.

Resource Implications

None

Consultation

Within the Office of the Registrar

- Consultation with the Student Services and Systems and Operations groups was undertaken in Fall 2021, and they are supportive of the changes.

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