

**FOR
RECOMMENDATION**

PUBLIC

OPEN SESSION

TO: UTSC Academic Affairs Committee

SPONSOR: Prof. William A. 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: April 20, 2022 for April 27, 2022

AGENDA ITEM: 2

ITEM IDENTIFICATION:

Changes to Undergraduate Academic Calendar Regulations (2022-23): Section 6C.8, 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 5.1 of its Terms of Reference, the Committee is responsible for “*Academic regulations*” and under section 5.5 of its *Terms of Reference*: “*Amendments to Campus academic regulations that will have a major impact on the entire Campus or that would require an exception to some element of University-wide policy*” require the approval of the Committee on Academic Policy & Programs of the Academic Board.

GOVERNANCE PATH:

1. **UTSC Academic Affairs Committee [For Recommendation] (April 27, 2022)**
2. Committee on Academic Policy and Programs [for Approval] (May 5, 2022)

PREVIOUS ACTION TAKEN:

No previous action taken.

HIGHLIGHTS:

This is a proposal to amend the academic regulations as they are described in section 6C.8 of the academic calendar, as follows:

1. Remove the current restriction that UTSC undergraduate students are only permitted to complete courses at either the Faculty of Arts and Science, St. George campus (FAS) or the University of Toronto Mississauga (UTM), so that UTSC students are able to complete courses at FAS, UTM as well as other Undergraduate Divisions of the University of Toronto, including Daniels Faculty of Architecture, Landscape and Design (Daniels), the Faculty of Applied Science and Engineering (FASE), the Faculty of Music, and Kinesiology and Physical Education (KPE). Admission to such courses remains at the discretion of the host division and is regulated by enrolment controls and prerequisite requirements.
2. Increase the maximum allowable number of credits that UTSC students can take at other Undergraduate Divisions and apply to their U of T degree, from 5.0 to 10.0 credits.
3. Remove the current limit of 1.0 credit on the number of courses students may take at other divisions in their first 4.0 credits at UTSC.
4. Add further language to clarify regulations for undergraduate students enrolling in graduate courses, and for non-degree students enrolling in courses in other Divisions in line with revisions above. This is expected to be permitted on a case-by-case basis in exceptional circumstances, when students have exhausted all undergraduate courses available in the relevant subject area.
5. Add further language advising students to check for exclusions when considering taking courses at other Divisions.

These changes are expected to remove barriers to degree completion and benefit students in a number of ways, by:

- Bringing UTSC regulations into alignment with regulations at other Divisions, in particular with FAS and UTM.
- Increasing the maximum number of credits that may be taken at other Divisions from 5.0 to 10.0 will align the policy with the maximum number of transfer credits students may use toward their degree. This will allow students transferring to UTSC to apply up to 10.0 credits earned outside UTSC toward their degree.
- Facilitating academic progress for UTSC students, allowing them to find available courses to fulfil degree requirements, and providing a clear process for enrolling in graduate courses in exceptional circumstances.

Currently fewer than 600 students are taking courses at FAS or UTM each year, and UTSC students are not currently maximizing the 5.0 credit limit. The proposed changes are not expected to significantly increase this number, due to the regulations in place at FAS and UTM, which include enrolment limits and course restrictions.

This proposal has been developed with extensive consultation within the Office of the Registrar. There is strong support for the proposed change of aligning the policy with other policies at UTSC, FAS and UTM on maximum credit limits towards degree studies. Consultation has taken place with Registrars and Dean's Offices of FAS, UTM, FASE, Daniels, KPE and Music, with no concerns raised and all expressing support for the proposal.

FINANCIAL IMPLICATIONS:

There are no significant financial implications to the campus operating budget.

RECOMMENDATION:

Be It Recommended,

THAT the proposed changes to UTSC Undergraduate Academic Regulations, Section 6.C8, as detailed in the proposal dated April 12, 2022, be approved, effective September 1, 2022, for the 2022-2023 academic year.

DOCUMENTATION PROVIDED:

1. Proposal: Changes to UTSC Undergraduate Academic Regulations, dated April 12, 2022.

Changes to UTSC Undergraduate Academic Regulations

2022-23 Curriculum Cycle

Proposed Changes	<p>The following changes are proposed for the UTSC Academic Calendar, section 6C.8 (Courses in Other Divisions or Faculties)</p> <ol style="list-style-type: none">1. Allow UTSC students to complete courses at University of Toronto Divisions other than the Faculty of Arts and Science or UTM within the limits described below.2. Increase the maximum allowable number of credits that UTSC students can take at other Divisions of the University of Toronto and apply towards their degree from 5.0 to 10.0 credits.3. Remove the limitation that students are allowed to take only 1.0 credit from other Divisions' courses within the first 4.0 credits taken.4. Addition of language to clarify regulations for undergraduate students enrolling in graduate courses, and for non-degree students enrolling in courses in other Divisions in line with revisions above.5. Addition of language advising students to check for exclusions when considering taking courses at other Divisions.
Division	University of Toronto Scarborough (UTSC)
Proposal Version Date	April 12, 2022
Proponents	UTSC Office of the Registrar UTSC Office of the Dean
Contact	<p>Shelby Verboven, Registrar and Director, Enrolment Management; shelby.verboven@utoronto.ca</p> <p>Andrea Rogers, Assistant Registrar and Manager of Admissions; andrea.rogers@utoronto.ca</p> <p>Martha Harris, Academic Programs Officer; martha.harris@utoronto.ca</p>
Effective Date	September 1, 2022, for the 2022-23 academic year
VPAP Sign-off	April 12, 2022

Governance Path	<ol style="list-style-type: none"> 1. Academic Affairs Committee [for Recommendation]: March 23, 2022 2. Committee on Academic Policy and Programs [for Approval]: May 5, 2022
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Summary

This is a proposal to amend the academic regulations as they are described in section 6C.8 of the academic Calendar, as follows:

1. Currently, UTSC undergraduate students are only permitted to complete courses at either the Faculty of Arts and Science, St. George campus (FAS) or the University of Toronto Mississauga (UTM). This restriction is being removed so that UTSC students are able to complete courses at FAS, UTM, and also at the other Undergraduate Divisions of the University of Toronto, including John H. Daniels Faculty of Architecture, Landscape and Design (Daniels), the Faculty of Applied Science and Engineering (FASE), the Faculty of Music, and the Faculty of Kinesiology and Physical Education (KPE). Admission to such courses remains at the discretion of the host Division and is regulated by enrolment controls and prerequisite requirements.
2. Increase the maximum allowable number of credits that UTSC students can take at any other Undergraduate Divisions and apply to their U of T degree, from 5.0 to 10.0 credits.
3. Remove the current limit of 1.0 credit on the number of courses students may take at other Divisions in their first 4.0 credits at UTSC.
4. Addition of language to clarify regulations for undergraduate students enrolling in graduate courses, and for non-degree students enrolling in courses in other Divisions in line with revisions above.
5. Addition of language advising students to check for exclusions when considering taking courses at other Divisions.

Changes to the Calendar

Current Regulations – 2021-22 UTSC Academic Calendar

6C.8 Courses in Other Divisions or Faculties

Students are not permitted to register for courses in Divisions or faculties other than the FAS and UTM unless they have received permission by petition or unless the courses are required by their Specialist or Major program.

Undergraduate Courses at FAS and UTM:

UTSC students are permitted to take up to 5.0 credits in courses offered by FAS or UTM, however:

- No more than 1.0 of a student's first 4.0 credits as a UTSC student may be taken on another campus, and students who plan on taking fewer than 1.5 credits in their first session as a UTSC student must enrol in UTSC courses only; Students may be withdrawn from courses after classes have started if their registration violates these rules.
- If a student takes a course offered by FAS or UTM and fails it, the course will not be counted towards the 5.0 credits.

- Courses taken at either FAS or UTM that are designated as "extra" (EXT) will not be counted towards the 5.0 credits.
- Courses taken at either FAS or UTM that are designated as CR/NCR are counted towards the 5.0 credits if the student achieves a grade of CR, but are not counted towards the 5.0 credits if they are assessed as NCR.

Note: The FAS and UTM *Calendars* do not usually list UTSC courses as exclusions. Students taking such courses must check the UTSC *Calendar* for possible exclusions. Students who are in any doubt about whether or not an exclusion exists, whether a course can be used to meet a prerequisite for another course, or can be applied to a program requirement should consult with their Program Supervisor/Director.

Proposed Regulations – 2022-23 UTSC Academic Calendar

6C.8 Courses in Other Divisions or Faculties

Students registered at UTSC should choose courses offered at UTSC; however, UTSC students may enrol in courses offered by any of the Undergraduate Divisions of the University of Toronto, provided that they meet the enrolment controls and prerequisites established by the host Divisions. While still considered an earned credit, any course from other undergraduate Divisions of the University taken in excess of 10.0 credits will not count toward the 20.0 credits required for a UTSC degree; however, the course will be included in the [Grade Point Average \(GPA\) calculation](#). These courses may also count towards UTSC program requirements provided they are approved by the UTSC academic unit offering the program; students are advised to seek departmental approval before enrolling in courses offered at other Divisions of the University of Toronto. UTSC students enrolling in courses in other Undergraduate Divisions should also note that, although academic and course refund deadlines may be different at these Divisions, as a UTSC student they must adhere to all UTSC deadlines (e.g. enrolment, cancellation, CR/NCR, refund, etc.), with the exception of the start and end of classes.

- If a student takes a course offered by another Undergraduate Division and fails it, the course will not be counted towards the 10.0 credits.
- Courses taken at another Undergraduate Division that are designated as "extra" (EXT) will not be counted towards the 10.0 credits.
- Courses taken at another Undergraduate Division that are designated as CR/NCR are counted towards the 10.0 credits if the student achieves a grade of CR, but are not counted towards the 10.0 credits if they are assessed as NCR.

In some circumstances, other than those specifically provided for within UTSC Combined Degree Programs, UTSC undergraduate students may be permitted to enrol in graduate courses offered by UTSC or another Division of the University of Toronto. Students seeking to do so must meet the enrolment controls and prerequisites of the host Division. They are also advised to consult with both the UTSC Office of the Registrar to confirm that the proposed course can carry UTSC undergraduate degree credit and with the relevant UTSC academic unit regarding program credit.

Non-degree students at UTSC may enrol in courses offered by any of the Undergraduate Divisions of the University of Toronto, provided that they meet the enrolment controls and prerequisites established by those Divisions.

Note: other Divisions' *Calendars* do not usually list UTSC courses as exclusions. Students taking such courses must check the UTSC *Calendar* for possible exclusions. Students who are in any doubt about whether or not an exclusion exists, whether a course can be used to meet a prerequisite for another course, or can be applied to a program requirement should consult with their Program Supervisor/Director.

Rationale

1. The proposed changes will give UTSC students the same opportunity to take courses in other Divisions of the University of Toronto as students registered at the Faculty of Arts and Science and the University of Toronto Mississauga.

It will benefit students to align UTSC academic regulations around the number of credits our students can take at other Divisions with similar academic regulations at undergraduate Divisions across the wider University, in particular with FAS and UTM. Current [FAS regulations](#) allow students to take courses at UTM, UTSC and Daniels, however courses taken "in excess of 10.0 credits will not count toward the 20.0 credits required for a Faculty of Arts & Science degree." At [UTM, regulations](#) state that "students are eligible to take courses at other U of T campuses", with no limit specified. UTM students are required to ensure that the courses taken at another Division are eligible for program requirements. However, UTSC students are limited to 5.0 full credits. In addition, FAS and UTM do not limit the number of courses students may take on another campus and apply towards their degree within the first 4.0 full credits. UTSC currently limits courses on another campus to 1.0 full credits in the first 4.0 full credits at UTSC.

2. The proposed changes will align the maximum credits policy for current students with the maximum number of credits that transfer students are permitted to use towards their U of T degree.

Increasing the maximum allowable number of credits that UTSC students can take at other Divisions and apply towards their degree from 5.0 to 10.0 credits will align this policy with the maximum number of credits a transfer student can use towards their degree. This applies to students transferring from other U of T Divisions (internal) or from other universities (external). Transfer students coming to UTSC are able to apply up to 10.0 credits earned outside of UTSC toward their U of T degree as outlined in Section [6A.1](#) of the 2021-22 Calendar (relevant text highlighted in bold).

Students Transferring to UTSC from the Faculty of Arts and Science (FAS) or University of Toronto Mississauga (UTM):

Where all UTSC degrees require students to complete a total of 20.0 credits, for students transferring from another Arts and Science Division or Faculty of the University of Toronto, they are required to complete at least half of their course credits at UTSC. **Upon transferring, a maximum of 10.0 credits will be retained as part of their UTSC degree. If students have more than 10.0 credits but these include UTSC courses, the UTSC courses will be retained over and above the 10.0 credits.** Students transferring from another Arts and Science Division or faculty of the University of Toronto are exempt from the program's maximum requirement.

Students Transferring to UTSC from Another Institution:

Students who transfer from another institution to UTSC are required to complete at least half of their program requirements, and half of their course credits, at UTSC. **Where all UTSC degrees**

require students to complete a total of 20.0 credits, students who transfer from another institution, may transfer a maximum of 10.0 credits towards their degree. However, the maximum number of transfer credits students can use towards a program, will be determined by the program; for example, for a program that requires a total of 12.0 credits, students may use a maximum of 6.0 credits, but for a program that requires a total of 8.0 credits, students may use a maximum of 4.0 credits.

3. The proposed changes will allow students the option to maximize the 10.0 full credit allowance for courses taken outside of UTSC through courses at the University of Toronto rather than solely in combination with courses at other post-secondary institutions.

Residency requirements permit students to take up to 10.0 credits outside of UTSC. The current policy on courses at other campuses limits students to a maximum of 5.0 credits from FAS or UTM. UTSC students are permitted to take up to 5.0 credits at other post-secondary institutions through a Letter of Permission or Post-Admission Transfer Credit as outlined in [6C.9](#) of the 2021-2022 Calendar (relevant text highlighted in bold below). With this policy change, students would have the opportunity to apply more credits from FAS or UTM towards their U of T degree while still remaining within the maximum allowable credit limits.

6C.9 Courses at Other Universities (Letters of Permission and Transfer Credit)

Degree students in good standing may take a **maximum of 5.0 Full Course Equivalents (FCE) elsewhere for transfer credit.** Students admitted with transfer credit may be limited in the number of courses that they may transfer after admission.

Prior to taking courses at a Canadian university, students should request a Letter of Permission to confirm the acceptability of those courses for transfer credit. For other universities, students may submit a request for transfer after completing courses elsewhere (Post-Admission Transfer Credit); students are cautioned that there is no guarantee transfer credit will be awarded.

Students should confirm they are eligible to request transfer credit before applying by referring to the Letter of Permission and Post-Admission Transfer Credit Guidelines on the [Admissions & Student Recruitment](#) website. Students must apply and submit payment online for transfer credit assessment using the form available at the [Transfer Credit, Letter of Permission and Visiting Student Payment Processes](#) website. Assessment of transfer credit may take several weeks to process depending on the time of year and the nature of the request. Applicants are responsible for submitting requests well in advance of any deadlines they must meet, and for obtaining the appropriate advising concerning the Letter of Permission and Transfer Credit processes.

4. The proposed changes will facilitate academic progress for UTSC students.

Students at UTSC take courses in other Divisions for a variety of reasons, including a lack of available space in UTSC courses or equivalent courses are not offered at UTSC. Another reason is the different experience provided on each campus with their distinct cultures. The current academic regulations create barriers for UTSC students, potentially impeding their progress to graduation. Increasing the number of allowable credits to be used towards a U of T degree from courses in other Divisions will

support students by facilitating degree completion. It will not change the requirement that students will still require permission to take courses outside of UTSC to substitute program requirements.

5. The proposed changes provide a clear process for undergraduate students who may wish to enroll in a graduate course.

Currently, UTSC students who wish to enroll in a U of T graduate course are advised to consult with their Program Supervisors. They may enroll in a U of T graduate course on a case by case basis with the permission of the host Division. In exceptional circumstances, they may be permitted to count a graduate course toward their undergraduate degree. They are expected to have exhausted all undergraduate courses available at the University of Toronto in the relevant subject area before requesting to enrol in a graduate course. For degree requirement purposes, a graduate course will count as a D-level course. Permission to count graduate courses toward a student’s program requirements is at the discretion of the relevant academic unit.

6. The proposed changes align practices for non-degree students with those for degree students.

Currently, non-degree students may enrol in FAS and UTM courses, provided that they meet the enrolment controls and prerequisites established by those Divisions.

7. The proposed changes will advise students to be aware of exclusions when taking courses at other Divisions.

The wording will direct students to consult UTSC’s Academic Calendar and confirm course exclusions with their Program Supervisors prior to enrolling in courses at other Divisions, which will support students in selecting appropriate courses.

Impacts of the Proposed Changes on the Number of UTSC Students Enrolling in Courses in Other Divisions of the University:

In the current environment, fewer than 600 UTSC students are taking courses at FAS or UTM each year. This number is not expected to significantly increase following the proposed changes.

Less than five per cent of the students taking courses at both campuses are receiving more than 2.5 credits, with the majority taking between 0.5 and 1.0 credit (Figure 1: Number of UTSC students taking courses at FAS and UTM by credit count for Fall 2016-2020).

Number of Students Receiving Credits

Home Cam..	Credits Taken	Course Campus	
		FAS Courses	UTM Courses
Grand Total		2,003	323
UTSC	Credits: 0.5-1	1,589	238
	Credits: 2-2.5	310	75
	Credits: 3-3.5	95	7
	Credits: 4-4.5	7	2
	Credits: 5-5.5	2	1

Figure 1: Number of UTSC students taking courses at FAS and UTM by credit count for Fall 2016-20

At the time the existing policy on Courses in Other Divisions was created, the current regulations at FAS and UTM, including enrolment limits and course restrictions, were not in place. These regulations will inherently limit the number of courses that UTSC students will be able to take at other Divisions, and ensure that courses at FAS and UTM in particular will not be oversubscribed by UTSC students following this change in policy. It is not expected for UTSC students' enrolment in other Divisions' courses to rapidly increase. This change is meant to ensure regulations across the Divisions are in alignment and in the rare occasion a UTSC student wishes to exceed the existing trends, UTSC students have the same opportunities as students in other Divisions.

Resource Implications

Currently there is no financial impact as a result of the proposed changes to the policy on courses at other campuses. As of 2020-21 there is a bilateral InterDivisional Teaching Agreement between UTSC and FAS. That agreement sets out the principles for distributing revenues based on interDivisional teaching loads. The anticipated financial impacts of this policy change are minimal due to current regulations, enrolment limits, and other course restrictions in place at other Divisions. In addition, UTSC students are not currently maximizing the 5.0 credit limit, so a pronounced increase in courses taken on other campuses is not expected with the policy change.

With the current restriction of 5.0 credits from FAS or UTM towards their degree at UTSC, students wishing to take courses elsewhere (but not taken on exchange), would only be able to take courses through a Letter of Permission or Post-Admission Transfer Credit. Once the proposed changes are implemented, students may choose to take courses at another Division rather than through a Letter of Permission or Post-Admission Transfer Credit, which could have a positive financial impact on the University of Toronto. Roughly 200 students per year take courses outside of the University of Toronto (but not taken on exchange) for transfer credit towards their degree (Figure 2: UTSC Campus – Number of students receiving transfer credits from outside of the University of Toronto from Fall 2016-2020).

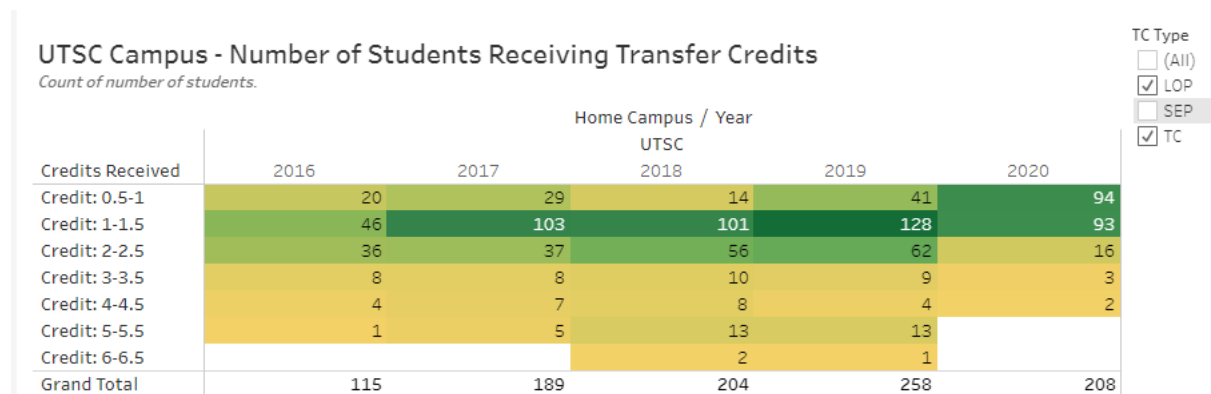


Figure 2: UTSC Campus – Number of students receiving transfer credits from outside of the University of Toronto from 2016-2020

(Note: includes courses taken in Fall, Winter and Summer sessions; does not include courses taken on exchange)

If interDivisional enrolment revenue sharing is implemented, UTSC will benefit from the number of students from other campuses taking courses at UTSC. Five-year data demonstrates an upward trend in the number of FAS and UTM students taking courses at other campuses (Figure 3: FAS students taking UTM and UTSC courses from Fall 2016-2020 and Figure 4: UTM students taking FAS and UTSC courses from Fall 2016-2020).

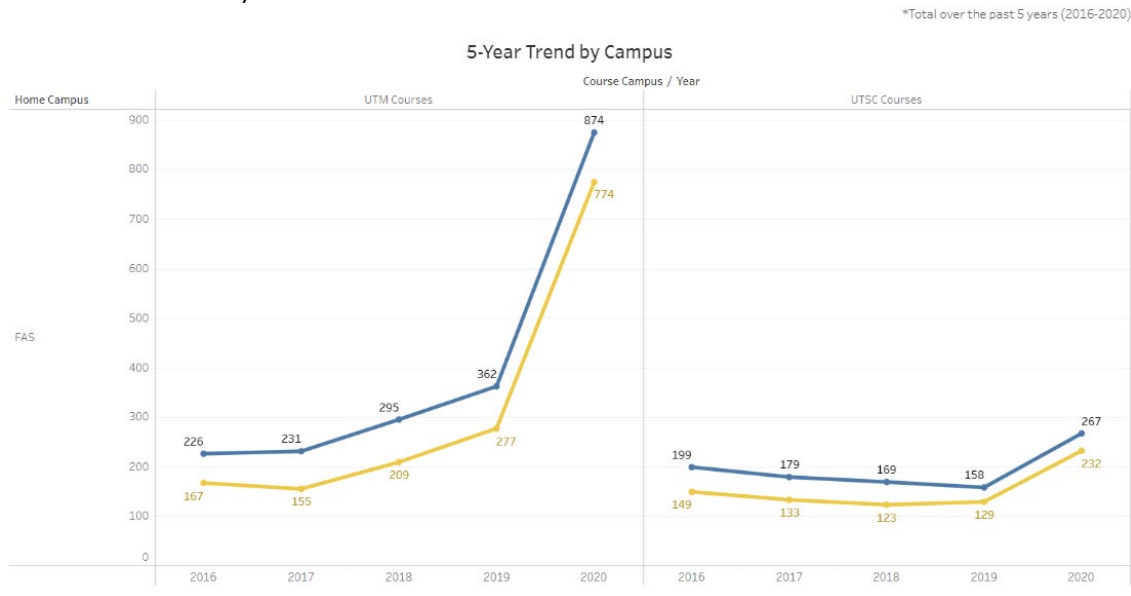


Figure 3: FAS Students taking UTM and UTSC Courses from Fall 2016-2020

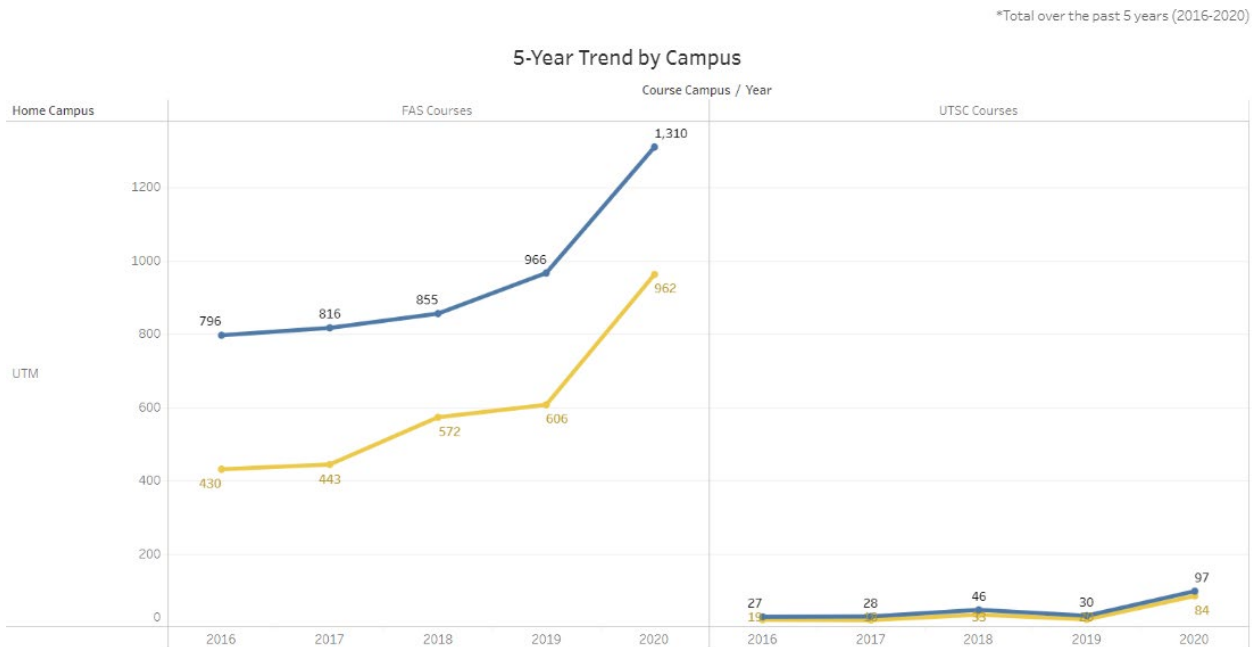


Figure 4: UTM Students taking FAS and UTSC Courses from Fall 2016-2020

Consultation

Within the Office of the Registrar

The Office of the Registrar leadership team has consulted extensively with staff in the Office of the Registrar regarding the proposed changes, in particular with staff who are checking and enforcing the policy for current students, as well as staff who handle transfer credit requests and assessments. There is strong support for the proposed change of aligning the policy with other policies at UTSC, FAS and UTM on maximum credit limits towards degree studies.

At UTSC

Consultation has been undertaken with the following departments and stakeholder groups:

- Office of the Dean: October 2021; the proposal was amended to respond to feedback.
- Chairs and Academic Directors: January 14, 2022: support expressed by members of CAD. No amendments suggested.
- Academic Advising & Career Centre (AA&CC): February 2020; initial proposal shared with the Manager, Advising & Learning Skills Services who expressed support.
- Campus Advisory Group: November 25, 2012: the proposal was presented at the Campus Advisory Group meeting and no amendments were suggested. The group includes members of UTSC administrative staff:
 - Program Advisors from Academic Departments
 - Members of the International Student Centre (ISC)
 - Members of the Office of the Registrar
 - Co-op office staff
 - Members of the Office of Student Experience and Well-Being
 - Scarborough Campus Students' Union (SCSU): Shared with the Vice President Academics & University Affairs. Support was shown and no amendments were suggested. February 2022

At the University of Toronto

Early consultation was undertaken with FAS and UTM regarding their courses on other campuses policy and UTSC aligning its policy. For both FAS and UTM there are no restrictions for students taking courses on other campuses and the responsibility lies with the students to ensure that courses taken on other campuses are eligible for program requirements. Regulations exist at both Divisions which restrict students from other campuses taking up spots for students registered at the home Division, including later enrolment period for students from other campuses.

More recent consultation has been undertaken with multiple Divisions of the University of Toronto:

- The Faculty of Arts and Science (FAS): February 24, 2022; with the Associate Faculty Registrar & Director of Registrar Services, and Associate Director, Enrolment Services & Records; April 5, 2022; with the Vice-Dean, Undergraduate.

The Faculty of Arts and Science made some suggestions regarding Calendar structure. We will consider

these recommendations for future language modifications to the proposed Calendar wording.

Consultation has also been undertaken with the following Divisions and associated staff of the University in February 2022, and there are no reported concerns or recommendations:

- The University of Toronto Mississauga (UTM)
Vice-Dean, Teaching and Learning
Associate Registrar, Records, Registration and Graduation
- John H. Daniels Faculty of Architecture, Landscape and Design
Assistant Dean, Academic Planning and Governance
Registrar & Assistant Dean, Students
- The Faculty of Kinesiology & Physical Education
Vice-Dean, Academic Affairs
Registrar & Director of Student Services
- The Faculty of Music
Associate Dean, Academic and Student Affairs
Registrar and Manager of Student Services
- The Faculty of Applied Science and Engineering
Vice-Dean, Undergraduate
Faculty Registrar

Finally, the proposal was shared with the Office of the Vice-Provost, Academic Programs in February and March 2022.