

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTSC Academic Affairs Committee

SPONSOR: Prof. William Gough, Vice-Principal Academic and Dean
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DATE: January 4, 2024 for January 11, 2024

AGENDA ITEM: 4

ITEM IDENTIFICATION:

Proposed Change to Academic Regulation: 6C.1.4: Concerning Course Load (Deferred Examinations)

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, 2021, Section 4*).” Under section 5.6 of its *Terms of Reference*, the Committee is responsible for approval of “Minor amendments to Campus academic regulations that are consistent with University-wide policy.”

GOVERNANCE PATH:

1. **UTSC Academic Affairs Committee [For Approval] (January 11, 2024)**

PREVIOUS ACTION TAKEN:

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

HIGHLIGHTS:

The Office of the Registrar has been working with campus partners to improve the deferred exam experience. Currently, students who miss their final exams submit a petition to defer writing the exam to the following session, four months later. This model can be stressful and does not support student success. Our campus will be implementing an Expedited Deferred Exam Schedule. This is aligned with the approach used at the University of Toronto Mississauga, which allows students to write their missed exams earlier. The Faculty of Arts and Science is also exploring this process. The earlier scheduling for deferred exams will enable students who miss an exam for the first time to write their deferred exam

within a month of missing the originally scheduled exam. This new deferred exam timing will replace the current deferred exam window and the practice of writing deferred exams with the current class.

Students who missed exams in Summer 2023 or earlier will write those exams as scheduled in the December deferred exam period from 5-20 December. The new timing will come into effect for students who miss exams beginning in December 2023.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

Be It Resolved:

THAT the proposed change to UTSC Academic Calendar regulation 6C.1.4, concerning course load and deferred examinations, as detailed in the accompanying report, be approved effective January 11, 2024.

DOCUMENTATION PROVIDED:

1. UTSC Academic Calendar, 6C.1.4 Regulations Concerning Course Load (November 19, 2023)

2023-24 Curriculum Cycle

Changes to UTSC Academic Regulations

Proposed Change	UTSC Academic Calendar, 6C.1.4 Regulation Concerning Course Load (Deferred Examinations)
Division	University of Toronto Scarborough (UTSC)
Proponents	Office of the Registrar, University of Toronto Scarborough
Contact	Registrar's Office: Shelby Verboven, Registrar and Assistant Dean, Strategic Enrolment Management (shelby.verboven@utoronto.ca) Dean's Office: Martha Harris, Academic Programs Officer (martha.harris@utoronto.ca)
Version Date	December 4, 2023
Effective Date	January 11, 2024

Governance Route

UTSC Academic Affairs Committee, for approval

Summary

This is a proposal to amend the UTSC academic regulation 6C.1.4 regarding course load (Deferred examinations).

Calendar copy showing all changes

Regulation 6C.1.4: Current text:

Students writing deferred exams will have their credit load reduced by the credit weight of the exams deferred in the session leading up to the deferred exam. For the purposes of calculating the course reduction, the normal credit load per session is considered to be 2.5 credits. For example, a student writing a deferred exam in the Fall deferred exam period with a credit weight of 0.5 (half credit) would be permitted to enroll in a maximum course load of 2.0 credits in the Fall session. For more information, and the course load chart, go to the Office of the Registrar's website.

Regulation 6C.1.4: Proposed text (new text shown in highlight):

Students writing deferred exams are encouraged to enrol in a balanced and manageable course load in order to support success. Students writing multiple deferred exams should consult with

an Academic Advisor and/or their Disability Consultant to discuss course load considerations and an individualized plan for academic progress.

Implementation:

The change will be approved for immediate implementation, through a formal amendment to the UTSC Academic Calendar.

Rationale

The Office of the Registrar has been working with campus partners to improve the deferred exam experience. Currently, students who miss their final exams submit a petition to defer writing the exam to the following session, four months later. This model can be stressful and does not support student success. Our campus will be implementing an Expedited Deferred Exam Schedule. This is aligned with the approach used at the University of Toronto Mississauga, which allows students to write their missed exams earlier. The Faculty of Arts and Science is also exploring this process.

The earlier scheduling for deferred exams will benefit students and enable students who miss an exam for the first time to write their deferred exam within a month of missing the originally scheduled exam. This new deferred exam timing will replace the current deferred exam window and the practice of writing deferred exams with the current class.

Students who missed exams in Summer 2023 or earlier will write those exams as scheduled in the December deferred exam period from 5-20 December. The new timing will come into effect for students who miss exams beginning in December 2023.

With this new approach to deferred exams, the course load restrictions as stated in the calendar are no longer needed, as students will not be writing regular and deferred exams at the same time.

Resource Implications

None.

Consultation

November 2023: Academic Advising & Career Centre and AccessAbility Services

The original wording was changed to the wording shown in the proposal to ensure that the support offices could meet the service needs of students. Both offices support the wording change as now reflected in the proposal.