

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTSC Academic Affairs Committee

SPONSOR: Prof. William Gough, Vice-Principal Academic and Dean
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PRESENTER: Shelby Verboven, Registrar & Assistant Dean Strategic Enrolment Management
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DATE: May 20, 2024 for May 27, 2024

AGENDA ITEM: 3

ITEM IDENTIFICATION:

Proposed Change to Academic Regulation: 5.5 Exceptions to Academic Regulations: Special Considerations, Petitions, and Appeals

JURISDICTIONAL INFORMATION:

The UTSC 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] (May 27, 2024)**

PREVIOUS ACTION TAKEN:

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

HIGHLIGHTS:

The change to the deferred exam petition deadline is being proposed to provide alignment with the deadline currently used by the University of Toronto Mississauga and the one recently approved by the Faculty of Arts & Science to become effective in Fall 2024. The late withdrawal petition deadline is being proposed to provide alignment with the deadlines currently used by both the University of Toronto Mississauga and the Faculty of Arts & Science. The changes to these deadlines will reduce confusion

among students who take courses across different campuses and will provide consistency in the student experience.

Additionally, clarity around required deadlines for petitions will help students ensure that they are managing their academic obligations in a responsible way. The deadlines will also support the petitions team in being able to process requests in a timelier way. Flexibility can be exercised for students with supporting documents who are experiencing serious situations that impact their ability to meet petition deadlines.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

Be It Resolved:

THAT the proposed changes to UTSC Academic Calendar regulation 5.5, concerning exceptions to academic regulations relating to special consideration, petitions and appeals, as detailed in the accompanying report, be approved effective September 1, 2024.

DOCUMENTATION PROVIDED:

1. UTSC Academic Calendar, 5.5 Exceptions to Academic Regulations: Special Considerations, Petitions, and Appeals (April 29, 2024)

2023-24 Curriculum Cycle

Changes to UTSC Academic Regulations

Proposed Change	UTSC Academic Calendar, 5.5 Exceptions to Academic Regulations: Special Consideration, Petitions and Appeals Changes to deferred exam and WDR petition deadlines
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)
Version Date	May 14, 2024
Effective Date	September 1, 2024

Governance Route

UTSC Academic Affairs Committee, for approval

Summary

This is a proposal to amend UTSC academic regulations section 5.5 *Exceptions to Academic Regulations: Special Consideration, Petitions and Appeals*

The amendments will alter the petition deadline for deferred exams and create a deadline for WDR petitions. Some minor textual changes have been made to enhance clarity of the policies but do not change the intention of the policies.

Calendar copy showing all changes

Regulation 5.5 Deferring Final Examinations Point #1 Current text:

Students who miss a final examination can petition through [the Office of the Registrar online service portal](#) for a deferred exam, and submit supporting documentation, within 5 business days of the missed examination. Complete information regarding how to submit a petition is available under the [Petitions](#) tab on the Office of the Registrar's website. Students seeking to submit a petition to defer an exam should bear the following in mind:

- Petitions will be considered only for cases of illness or extreme emergency at the time of an examination. Petitions based on vacation, employment, or personal plans will not be considered.
- Petitions must provide supporting documentation.
- All supporting documentation must be submitted within 5 business days from the date of the missed examination. Students who are graduating in June and miss an exam in April or those who are graduating in November and miss an exam in August, must submit

their supporting documentation within 3 business days from the date of the missed examination. While documents are submitted online, the Office of the Registrar may request to see the original documents and may validate the authenticity of the documents.

- Late petitions will not be accepted.

Regulation 5.5 Deferring Final Examinations Point #1 Proposed text:

Students who miss a final examination can petition through [the Office of the Registrar online service portal](#) for a deferred exam. Complete information regarding how to submit a petition is available under the [Petitions](#) tab on the Office of the Registrar's website.

- Petitions will be considered only for cases of illness or extreme emergency at the time of an examination. Petitions based on vacation, employment, or personal plans will not be considered.
- Petitions must include supporting documentation.
- **Petitions and all supporting documents are to be submitted within 3 business days from the date of the missed examination.** While documents are submitted online, the Office of the Registrar may request to see the original documents and may validate the authenticity of the documents.
- Late petitions will not be accepted.

Regulation 5.5 Petitions Current Text:

Petitions to withdraw from courses without academic penalty after the published deadline must be accompanied by a strong petition statement and substantive supporting documents that indicate why action was not taken within the academic dates.

Regulation 5.5 Petitions Proposed Text:

Petitions to withdraw from courses without academic penalty **(WDR)** after the published deadline must be accompanied by a strong petition statement and substantive supporting documents that indicate why action was not taken within the academic dates. **These petitions and the supporting documents need to be submitted within six (6) months of the end of the session in which the course was taken.**

Implementation

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

Rationale

The change to the deferred exam petition deadline is being recommended in order to provide alignment with the deadline currently used by the University of Toronto Mississauga and the one

recently approved by the Faculty of Arts & Science to become effective in fall 2024. The late withdrawal petition deadline is being recommended in order to provide alignment with the deadlines currently used by both the University of Toronto Mississauga and the Faculty of Arts & Science. The changes to these deadlines will reduce confusion among students who take courses across different campuses and will provide consistency in the student experience.

Additionally, clarity around required deadlines for petitions will help students ensure that they are managing their academic obligations in a responsible way. The deadlines will also support the petitions team in being able to process requests in a timelier way. Flexibility can be exercised for students with supporting documents who are experiencing serious situations that impact their ability to meet petition deadlines.

Resource Implications

None.

Consultation

Scarborough Campus Students Union
Academic Advising & Career Centre
AccessAbility Services
U of T Mississauga Office of the Registrar
Office of the Faculty Registrar, Faculty of Arts & Science