

TO: Committee on Academic Policy and Programs
FROM: Professor Ian McDonald, Associate Dean
DATE: November 18, 2002
RE: Changes to the Academic Regulations, University of Toronto at Scarborough

The decision of the University of Toronto at Scarborough to adopt a trimester system has necessitated a number of changes to the Academic Regulations.

Some of these (such as replacement of “course” by “credit”) are of an essentially housekeeping nature. Others have more substantial import. The changes incorporated in the revised Academic Regulations (attached) were approved at a meeting of the UTSC Academic Committee on November 12, 2002 under the authority delegated to it by the UTSC Council. The University of Toronto at Scarborough now seeks approval of these changes.

Only those sections of the regulations which have been changed are reproduced here. To assist members in identifying the changes, two versions of the pertinent pages are attached. The first displays through the use of “strike out” text those portions of the regulations which are to be deleted and replaced; the other presents the regulations as revised.

Of particular importance are the following recommended changes to current practice. There is a brief comment about each recommendation; a fuller rationale will be provided on request.

1. Academic standing will be assessed for all students at the end of every session.

We now assess students twice a year: at the end of the winter session (early June) and summer session (late August/early September). This made sense when there was a preponderance of full year courses. However, with the virtual elimination of these, and with the move to three independent but equal sessions, there are several good reasons why we must also assess standing at the end of the fall session.

2. Academic standing will not be assessed until the session in which a student completes his or her third full credit.

Assessment of academic standing is used to determine whether a student is to be placed on academic probation or suspended. Our current practice is to assess academic standing for the first time when a student has attempted two and a half

full course equivalents. Assuming a credit load of 2.5 in each session, assessment at the end of the fall session would mean that a student could be placed on probation at the end of the fall session and suspended at the end of the winter session for failure to maintain a grade point average of at least 1.60.

Suspending a student at the end of his or her second academic session (for all practical purposes, at the end of the first year) would be much harsher than our current practice. The earliest point at which a student, other than a student admitted on condition, may now be suspended is at the end of the student's second year (or the summer session following the student's first winter session, if he or she enrolls in it). By delaying assessment of standing until the session in which a student attempts his or her third full credit, the severity of this change in regulation is mitigated for all but weak students who attempt an abnormally heavy load.

3. Students who are admitted on condition will be refused further registration if they do not achieve a grade point average of at least 1.60 by the end of the session in which they attempt their third full credit.

Currently students admitted on condition are required to achieve a cumulative grade point average of at least 1.70 by the end of the session in which they attempt their second full course equivalent. This change sets the standard to be achieved (1.60) at the same level expected of other students and postpones the point at which the consequences of failure become severe. However, it also means that they will be refused further registration, rather than suspended, if they do not meet the required standard by the time they have attempted their third full credit; for most such students, this effectively means their second year. Students who cannot meet this standard are not likely to succeed in completing their degrees.

4. There are new limits on the number of courses that may be taken on other campuses.

Under the current regulations, students may take up to half their courses in other arts and science divisions of the University, provided that at all times at least half their courses are at UTSC. There are strong academic, prudential and financial arguments in favour of reducing this number; these are compounded when the disparity between the campuses as regards the duration of courses and points at which standing is assessed is acknowledged. The change proposed reduces the number of credits which may be taken off campus credit to five, and it restricts students in their first year to one such credit.

Attachments: 2

Academic Regulations

Student responsibility

Students are responsible for making themselves familiar with the information in this Calendar, particularly with this section, as well as instructions published periodically by the Registrar's Office. Students whose registration contravenes the regulations may be withdrawn from courses, regardless of when the contravention comes to light. Members of the Registrar's Office and the Advising, Career & Student Success Services will assist students in interpreting the regulations and explaining their application in particular cases. Where appropriate, they will help those who encounter special difficulties to request special consideration.

Calendar changes

The information published in this calendar outlines the rules, regulations, curricula and Programs for ~~the 2002 Summer Session (May to August) and the 2002 Fall/2003 Winter Sessions (September to May); the University of Toronto at Scarborough~~

-The University of Toronto at Scarborough reserves the right to change without notice any information contained in this Calendar, including any rule or regulation. The publication of information in this Calendar does not bind the University to the provision of courses, Programs or facilities as listed herein.

Enrolment limits

The University of Toronto at Scarborough reserves the right to limit the number of registrants in any Program or course where the number of qualified students exceeds the teaching or other resources available. As far as possible, places will be available for incoming students in A-level courses.

Photo identification cards – Tcards

All students are required to have a photo identification card (Tcard). The identification card serves as both a proof of registration and a library card. Students who do not have a photo identification card (Tcard) should obtain one from the Registrar's Office. Cards are provided free of charge to all new students. A fee is charged to replace cards.

Students in debt to the University

University of Toronto at Scarborough imposes the following academic sanctions on students in debt to the University:

- transcripts are not issued
- registration of continuing students is cancelled
- registration is refused to re-enrolling students (i.e. returning ~~to the College~~ after an absence of twelve months or more)

The following debts are taken into consideration when applying sanctions:

- tuition fees
- residence fees and other residence charges
- library fines
- loans made by colleges, faculties or the University
- health service accounts
- unreturned or damaged instruments, materials and equipment
- fines levied under the Code of Student Conduct

Student Record System (ROSI)

University of Toronto student records are maintained by a student-friendly system called ROSI. ROSI is accessible on-line at www.rosi.utoronto.ca.

Course key

The Course Code

- 1 *The Subject Abbreviation*
The first three characters of the course code indicate, in an abbreviated form, the discipline or subject area of the course.
ANTA01Y3 "ANT" indicates a course in Anthropology,
CHMB44Y3 "CHM" indicates a course in Chemistry,
HISD64H3 "HIS" indicates a course in History.
- 2 *The Course Level*
The fourth character of the course code indicates the level of the course with "A" indicating the most elementary level and "D" the most advanced
- 3 *The Course Number*
The fifth and sixth characters of the course code are course numbers. In most disciplines, these numbers have no significance, except to identify the course in a shorthand form.
- 4 *Credit Value of a Course*

The seventh character of the course code indicates the credit value of a course as follows:

Final Letter	Credit Value
Y	Full Course Credit
H	Half Course Credit

- 5 *Campus*
The '3' at the end of the code indicates a course on the Scarborough Campus of the University of Toronto.
- 6 *Section Code*
Section code indicates the duration of the course, ~~as follows: This information is provided in the course timetable.~~

Summer Session Fall/Winter Sessions

~~Y — May August — September May~~
~~F — May June — September December~~
~~S — July August — January May~~

Exclusions, Prerequisites and Corequisites

- 1 *Exclusions*
A student may not register for credit in a course which lists, as an exclusion, one which the student is also taking or has already passed. Courses are not always *mutually* exclusive, so it is important to check the entries for *both* courses when one lists the other as an exclusion.
- 2 *Prerequisites*
A student must have passed the prerequisite course before enrolling in the course being described. Instructors are permitted to waive prerequisites if they feel that there are adequate grounds for so doing. If a student registers in a course without meeting its prerequisite and without obtaining a specific waiver, the student may be withdrawn from the course at any time. Students who are not withdrawn from the course remain in it at their own risk, for lack of the prerequisite is not grounds for special consideration. Students who complete courses for which they have obtained a waiver of specific prerequisites may not subsequently obtain credit for the less-advanced prerequisite courses.
- 3 *Corequisites*
Students must either already have passed the corequisite course, or must enrol in it at the same time as they take the course being described. Instructors are permitted to waive corequisites if they feel that there are adequate grounds for so doing. If students register in a course without meeting its corequisite, or if they withdraw from the co-required course without obtaining a specific waiver of the corequisite, they may be

withdrawn from the course at any time. Students who are not withdrawn from the course remain in it at their own risk, for lack of the corequisite is not grounds for special consideration.

- 4 *Prerequisites in Square brackets*
Square Brackets are used in prerequisites to indicate aggregate or alternate choices *example:* [ENGB01Y3 & ENGB02Y3] or [ENGB05Y3] or [ENGA11Y3 & one B-level course in Humanities or Social Sciences.]
- 5 *Exclusions, Prerequisites and Corequisites in Parentheses*
Some exclusions and some prerequisite and corequisite courses are enclosed in parentheses; *example* (LATB01). This indicates that the course is no longer in the curriculum. Students who have already passed an excluded course contained in parentheses may not take the course being described. Students who have completed, in a previous session, a prerequisite or corequisite course contained in parentheses may make use of the course to meet the requirements of the course being described.

NOTE: Although it may not be in this *Calendar*, some St. George or Erindale courses may be exclusions to UTSC courses and vice versa. If UTSC, Erindale and St. George courses have similar titles or content, contact the Divisional Office offering the course(s) to determine if the course(s) content is so similar that the courses should be considered as exclusions.

Supervised Reading, Supervised Research and Independent Study Courses

Students in these courses work under the direction of a faculty member with whom they meet periodically or in whose laboratory they work. Students must obtain written permission of instructors before enrolling in them. (Forms are available from the Registrar's Office.) Please note that some disciplines require submission of their own special application forms for courses of this type in addition to the Supervised Study form.

Course⁴-Course selection

In selecting their courses, students must adhere to the following regulations.

- 1 Prerequisites and corequisites for each course, as stated in the course description, must be met, unless waived by the instructor.
- 2 Students may not register for credit for a course if they have already ~~passed²-passed~~ another course shown in the course description as an exclusion to that course.
- 3 Students may not re-register for credit in a course if they have already passed that course. Students may re-register in a course they have taken, but failed. In the latter case, both registrations in the course are shown on the student's record, and both grades count in the student's grade point average.
- 4 Students may not register for credit in a course which is a specific ~~prerequisite³~~ prerequisite for a course they have already passed. This rule does not apply in the case of non-specific prerequisites (such as "one full credit in English") or in the case where one of two or more completely different courses may serve as prerequisite.
- 5 Where students may not register in courses for credit, they may register in them as extra courses. In such cases, both registrations in the course are shown on the student's record but the second grade is not included in the student's grade point average nor does the course count towards the degree.
- 6 Students may normally select as many courses as they wish each session. Students should, however, note the following:
 - ~~The usual load maximum for a full-time student from September – May (Fall & Winter Sessions) is 5.0 courses.~~
 - ~~The usual maximum load for a student from May – August (Summer Session) is 2.0 courses.~~ The usual load maximum for a full-time student in any session is 2.5 full credits.
 - Students who are on probation are strongly advised to carry no more than an average ~~course~~ load. Should they choose not to follow this advice they do so at their own risk.
- 7 Students who wish to register in courses on the St. George or Erindale campus should consult pages 000 and 000 of this Calendar. ~~The "overall limits" rule is~~

~~especially important. There are limits to the number of courses which may be taken on other campuses.~~

- 8 Full-time students are those students who register in at least ~~4.0 courses over the Fall & Winter Sessions.~~ 2.0 full credits in any session.
- 9 Students who are restricted to part-time studies may have ~~a course, a load of no more than 3.0 in the Fall Session, 3.0 in the Winter Session or 1.0 in any one term of the Summer session.~~ 1.5 full credit equivalents in any session until they have completed at ~~least 2.5, least 3.0 full courses full credit equivalents~~ and have a cumulative grade point average of at least 2.00. ~~In applying this rule, course load is calculated as follows:~~

Credit Value	Section code	Summer 1 st Term	Summer 2 nd Term	Fall	Winter
Y=1.0, H=0.5)					
Y	Y	1.0	1.0	1.0	1.0
H	Y	0.5	0.5	0.5	0.5
Y	F	2.0		2.0	
H	F	1.0		1.0	
Y	S		2.0		2.0
H	S		1.0		1.0

- 10 Students must register for their courses in accordance with instructions issued each session by the Registrar's Office. Students who wish to change their registration:
 - may do so only until the deadlines for adding and withdrawing from courses, stated in the "Academic Calendar" of this Calendar;
 - must notify the Registrar's Office of any change through ROSI.
- 11 Where multi-sectioned courses have a common examination, students enrolled in the evening section of the course may be required to sit an examination during the day and vice versa.

NOTES:

~~1 A course.~~ The word course is used in two ways: a) to describe a full or half course such as "the last day to withdraw from a course", or b) to describe a number of full courses, or the equivalent in full and half courses

such as the requirement of passing fifteen courses for a three-year degree.

- 2 ~~To Pass a Course. To pass a course means to obtain a grade of D- or better in that course (or "Credit" in a Credit/No Credit course).~~
- 3 ~~A Specific Prerequisite. This rule does not apply in the case of non-specific prerequisites (such as "one B-level course in English") or in the case where one of two or more completely different courses may serve as prerequisite.~~

Registration

Students are responsible for the accuracy of their own registration. When selecting, adding and dropping courses, they should always list their courses on completing a transaction. Registration consists of two basic steps:

1. Course selection, and
2. Fees payment.

Both must be completed by the appropriate deadlines in order to be considered a "registered" student and to retain a place in any course selected. (For deadlines and further information, see the registration material published separately for each session.)

Course selection

Courses may be selected through ROSI. (For regulations on course selection, see page 000.)

Fees payment

All fees are posted to the student's account. Information on the fees process is included in the registration package. Students will also receive an invoice detailing fees payable for their program of study. For further information contact Student Accounts, University of Toronto, 215 Huron St, Toronto, Ontario, M5S 1A2; telephone 416-978-2142; fax 416-978-5572; email fees@finance.utoronto.ca.

Program registration

All degree students with at least 4.0 credits are required to register in their Specialist, Major or Minor Programs. Students may only register in Programs offered by University of Toronto at Scarborough. (For regulations governing Programs, see page 000 of this *Calendar*.)

Summer Session

~~2002-20203~~ Summer Session registration begins ~~April 8, 0000~~. Students who registered at UTSC in the ~~2001-2002~~ Summer Session or the ~~2001-2002-2002/2003~~ Fall & Winter Sessions

and who are not on suspension are eligible to register. On ~~March 26 & 27, 000000~~ students may pick up their registration package in the Meeting Place. New students, students who re-enrol (i.e. reactivate their enrolment after an absence of one year or more) and other students who are not on campus (e.g. students who withdrew) will be mailed their registration material upon request. Most courses in the Summer Session are assigned on a first come-first served basis.

Fall & Winter Sessions

~~2002 Fall/2003, 2003 Fall/2004~~-Winter Session registration begins on ~~July 3, 0000~~. Students who registered at UTSC in the ~~2001/2002-2002~~ Fall & or ~~2003~~ Winter Session and who are not on suspension are eligible to register. Registration packages will be available in the Meeting Place ~~March 26 & 27, 0000~~.

ROSI Services

ROSI Services are available through ROSI's page: www.rosi.utoronto.ca. UTSC students may use this service to:

- add and drop courses
- add and change meeting sections
- check the status of their course requests
- list courses on their record
- check to see if there is still room in a course
- add and drop Specialist, Major and Minor Programs
- access grades, G.P.A.'s and academic status
- display their academic record
- request a transcript
- confirm intention to graduate
- change their PIN
- change address and telephone numbers
- change next of kin and emergency contact information
- view other personal information
- access their fees account
- list their ROSI transactions
- avoid lineups

Access to ROSI is through Person ID (student number) and a six digit personal identification number (PIN). All PIN's are set initially to year, month and day of birth (e.g. 800323 = March 23, 1980) and must be changed to one of the student's own choice before access to the services is granted. (Students accessing ROSI for the first time will be prompted

to change PIN.) For security there is a limit on the number of attempts which can be made to enter PIN. Students who exceed the limit will have their access to ROSI suspended and should contact the Registrar's Office immediately. Access will not be restored without photo identification.

Student System Access fee

Incidental fees each session include a Student System Access fee.

Further information on ROSI is included in the registration material.

University of Toronto at Scarborough Home Page (www.scar.utoronto.ca)

Available information includes:

- the information in this Calendar
- changes to the Calendar
- timetable for each session
- timetable changes
- examination timetables
- ~~divisional, discipline and course information~~
- ~~study guides~~
- faculty home pages
- faculty and administration telephone directories
- downloadable forms for petitions on Academic Matters and the University of Toronto Medical Certificate

Course changes

Students may add courses or withdraw from courses without academic penalty up to the dates stated in the Academic Calendar on page 0, through ROSI. The deadlines for adding or withdrawing from courses are strictly applied.

~~Students who make changes through the Registrar's Office will be given or mailed a receipted copy of their course selection form and should retain it until they have received their statement of results for the particular session.~~

Students who make changes through ROSI should end their transaction by listing their courses to ensure that the change has been processed properly. They will not receive written confirmation of the change but it will be recorded in the detailed transaction log kept by the University which can be accessed through ROSI's Page.

At the time students add a course to their record they are accepting responsibility for fees payment for it. Students who withdraw from courses by the appropriate deadline may be entitled to a fees adjustment. (See the fees information published each session for more information.)

Adding a course

Some courses have a restricted admission and may require approval before students are allowed to enrol in them. Restricted courses and the approval will be listed in the Timetable.

Changing Meeting sections in a course

Students may change meeting sections in a course at any time provided that, if the change takes place after the deadline for adding the course, they have appropriate approval. Approval normally comes from the instructor of the new meeting section or from the course coordinator. Changes must be recorded at the Registrar's Office through ROSI (until the last day to add the course).

Dropping a course

If students withdraw from a course by the appropriate deadline, no record of registration is shown on the student's transcript.

If students cease to complete course requirements but do not withdraw officially by the deadline, a grade based on the marks awarded (including a zero for any incomplete work) will be recorded.

Withdrawal from the session

Students withdrawing from a session may wish to speak to an academic advisor about the academic and financial consequences of withdrawal.

Standing in a course

Grading scheme (as of September 1998)

Students are assigned a grade in each course, as follows (Grades earned prior to September 1998 will remain as originally reported):

Grade	Grade		Definition
	Point Value	Percentage Equivalent	
A+	4.0	90-100	Excellent
A	4.0	85-89	
A-	3.7	80-84	
B+	3.3	77-79	
B	3.0	73-76	Good
B-	2.7	70-72	
C+	2.3	67-69	Adequate
C	2.0	63-66	
C-	1.7	60-62	
D+	1.3	57-59	Marginal
D	1.0	53-56	
D-	0.7	50-52	

CR	No value	Credit in a Credit-/No-credit <u>course</u>
F	0.0	0-49 Wholly Inadequate
NCR	0.0	No Value No credit in Credit-/No-credit course

Grades of 'F' and 'NCR' are failing grades, yielding no standing in a course and no degree credit. Students are cautioned that a numerical score on an assignment is not deemed to be automatically equivalent to the corresponding letter grade.

Credit/No credit courses

In some courses, such as certain visual and performing arts courses, specific letter grades may not be assigned. Students may instead be graded on a Credit/No credit (CR/NCR) system.

The grade of "No credit" is a failing grade. Where students earn a grade of "Credit" in a course, the course is not included in the grade point average; where students earn a grade of "No Credit", the course is included as an 'F' (value zero) in the grade point average.

Aegrotat standing

On petition, a grade of "Aegrotat" (AEG) may be assigned. This grade is assigned on the basis of work completed where medical or similar evidence demonstrates that a student is unable to complete course requirements within a reasonable time, and where a student has already completed at least 60% of the work of the course with a grade of C minus or better. Where a student is assigned Aegrotat standing, the course is not included in any grade point average. Students who require a letter grade will be expected to complete the work of the course.

Extra (EXT) courses

Extra courses are those courses in which students may not register for credit (see "Course Selection" on page 000). The course and its grade will appear on the student's transcript (designated as an extra course) but the grade will not be included in any grade point average.

Other notations

The following have no grade point value and do not yield credit:

WDR = Withdrawal by petition without academic penalty after the relevant deadline. (See "Special

Consideration, Petitions and Appeals" on page 000.)
 GWR = Grade withheld pending review
 NGA = No grade available
 SDF = Standing deferred on the basis of incomplete course work because of medical or similar means.
 IPR = In progress

Overall standing

Grade point averages (G.P.A.'s)

- 1 A *grade point average* is calculated as follows: the grade points earned in each full course and one-half the grade points earned in each half course are added together and this total is divided by the number of full courses (or equivalent) taken. credit course and one-half the grade points earned in each half-credit course are added together and this total is divided by the number of full credit equivalents taken.
- 2 A *sessional grade point average* is calculated on the basis of all courses taken in a given session (Fall, Winter or Summer) having a grade point value. 2. A sessional grade point average is calculated on the basis of all courses taken in a given session (Fall, Winter, Summer) having a grade point value.
- 3 An *annual grade point average* is calculated on the basis of all courses taken in the Fall/Winter sessions (September – May) having a grade point value. 3. A cumulative grade point average is calculated on the basis of all courses taken having a grade point value.
- 4 A *cumulative grade point average* is calculated on the basis of all courses taken having a grade point value. 4. An annual grade point average is also calculated on the basis on all courses taken in the Fall/Winter Sessions (September – May) having a grade point value. This is provided for information only and is not used for the assessment of standing
5. Sessional and cumulative grade point averages will be calculated at the end of each session and included on the student's academic record and transcript.

The following grade point averages will be calculated for all students at the end

of each session and shown on the student's transcript:

~~— Summer Session:~~

Sessional and cumulative G.P.A.

~~— Fall Session:~~

Sessional and cumulative G.P.A.

~~— Winter Session:~~

Sessional, Annual and Cumulative G.P.A.

Determination of academic status

Academic status will be determined as follows for students who have attempted at least ~~two and one-half full courses (or equivalent)~~ three full credit equivalents since beginning their studies at ~~the University of Toronto at Scarborough or at the University of Toronto's Faculty of Arts and Science, in other arts and science divisions of the University.~~ It is determined at the end of each ~~Summer and each Fall/Winter~~ Session.

1 In good standing

Students who maintain a cumulative grade point average of 1.60 or better are said to be "in good standing".

2 On probation

- Students who have attempted at least ~~two and one-half courses in the College~~ three full credit equivalents and have a cumulative G.P.A. of less than 1.60 are placed on probation.
- Students returning from suspension (see 5 below and any provision in previous ~~College~~ rules) shall be placed on probation again.

3 Probation cleared

Students may clear probation by achieving a cumulative G.P.A. of 1.60 or better. Students who have cleared probation shall be said to be again "in good standing".

4 Probation continued

Students may continue on probation by achieving ~~an annual grade point average of at least 1.60 in each Fall/Winter Session and a sessional grade point average of at least 1.60 in each Summer Session~~ a sessional grade point average of at least 1.60 in each session until such time as they return to good standing.

5 Suspended or refused further registration

Students who, by the end of a given session, ~~whether Summer (May to August) or Fall/Winter (September to May),~~ have not either cleared probation or achieved a ~~Fall/Winter annual grade point average or a Summer~~ sessional grade point average of at least 1.60 shall be liable for suspension or refusal of further registration as follows, regardless of the number of ~~courses~~ credits taken in the session:

- Students who have incurred no previous suspension will be *suspended for one year* for twelve months.
- Students who have previously incurred (at worst) a ~~one-year~~ twelve month suspension will be *suspended for three years* thirty six months.
- Students who have previously incurred a ~~three-year~~ thirty six month suspension will be *refused further registration in the College*.

Determination of academic status for students admitted on condition

In certain circumstances, students who do not meet normal admission requirements may be admitted "on condition". The academic status of such students is determined according to the following rules:

- 1 The status of students admitted on condition will be assessed at the end of the session in which such students complete their ~~second-third~~ full-course-credit equivalent.
- 2 Where such students earn a cumulative grade point average of ~~1.70~~ 1.60 or better, their conditional status will be removed, and they will be said to be "in good standing".
- 3 Where such students earn a cumulative grade point average of less than ~~1.70~~ 1.60, they will be ~~suspended for one year~~ refused further registration. ~~Upon their return from suspension, their academic status will be assessed as it is assessed for any other student returning from suspension.~~

Determination of academic status for re-enrolling students at University of Toronto at Scarborough

Students who have studied at other institutions since their last registration at UTSC must arrange for official transcripts of other post-secondary studies to be sent to University of Toronto at Scarborough upon application for re-enrolment. Performance in courses taken elsewhere (including other divisions of the University of Toronto) will be taken into consideration in determining whether to approve the application and whether to make any change in the student's academic status. Students who study at other universities without prior permission from University of Toronto at Scarborough are unlikely to be eligible for transfer credit for such study. See also the section "Study at other universities".

Grade Reports

Final grades and academic standing are made available through ROSI. Grades are available as soon as they have been submitted and approved. Academic standing is ~~available in early September for Summer Sessions and the second half of May for Winter Sessions.~~ available in September, January and May.

Grade reports are mailed only to students who are on academic probation, suspended or refused further registration.

Study at other institutions or other divisions of the University of Toronto

Courses taken for credit by degree students while registered at the University of Toronto's Faculty of Arts and Science are included in University of Toronto at Scarborough grade point averages, as are all University of Toronto courses taken for credit while registered at University of Toronto at Scarborough. Courses taken while registered at other institutions or other divisions of the University of Toronto are not included in grade point averages.

Courses on other campuses

Students are permitted to ~~take some courses on other campuses of the University of Toronto subject to the following rules: take up to 5.0 full credit equivalents in other arts and science divisions of the University of Toronto. No more than 1.0 of a student's first 4.0 full credit equivalents may be taken on another campus. Only programs offered by the University of Toronto at Scarborough may be used to fulfill degree requirements.~~ Students may be withdrawn from courses after classes have started if their registration violates these rules.

Overall limits

~~At all times throughout their University career, students who are registered as University of Toronto at Scarborough students must adhere to the requirement that at least half their courses (defined as the total number of courses that they have passed plus those in which they are currently enrolled) are University of Toronto at Scarborough courses. Students are not permitted an imbalance of courses with the intention of achieving the required distribution in a future session or by the time of graduation.~~

Courses in Other Faculties

Students are not permitted to register for courses in Faculties other than ~~Arts and~~

~~Science, the arts and science divisions of the University~~ unless they have received permission by petition or unless the courses are required by their Specialist or Major Program.

Transfer to the Faculty of Arts and Science to other arts and science faculties.

Students who are contemplating transfers to other ~~Colleges/divisions of in~~ the University of Toronto at Scarborough is in fact a separate faculty and rules covering students at University of Toronto at Scarborough may differ from those in the ~~Faculty of Arts and Science, other arts and science divisions.~~ Students are urged to consult the Office of Admissions and Awards at 315 Bloor Street West to establish how they will be affected by transferring from one ~~faculty of Arts and Science~~ arts and science division to another.

Study at other other universities

Students who wish to take courses at another university and have credits transferred to the University of Toronto must receive permission from the University of Toronto to do so prior to taking the courses. Students who study at other institutions without the University of Toronto's approval in advance do so at their own risk since permission to transfer credit is not usually granted after the course has been taken. Students should also be aware that duplication of previous study is not permitted. Students who study at another institution after leaving the University of Toronto at Scarborough are required to supply official transcripts upon re-enrollment. Grades attained at other universities may affect a student's academic status. There are three types of Programs where credit transfer is considered. A *Letter of Permission* allows a student to study at a university similar in setting to the University of Toronto. Usually, students are studying on a part-time basis on a Letter of Permission. The *Study Elsewhere* program allows a student to study full-time at an accredited university in a different cultural setting to enhance the student's educational experience. The program is called "Study Elsewhere" where we do not have exchange agreements in place with

other universities. Where we do have exchange agreements with other universities, the program is called the *Student Exchange Program*. The advantage of a Student Exchange program is that students pay fees at the home university. The regulations governing the Programs are different.

(i) Letters of Permission

To take a course at another university, students must, in advance, apply for and receive a "Letter of Permission" from UTSC. Requests should be addressed to the Assistant Registrar-Admissions, Room S303F. Requests should include the name of the university, the course number, title and description. Courses requested must be appropriate for Arts and Science degree credit at this university. In addition the student must give reasons why the Letter of Permission is necessary.

To be considered, a student must have completed the equivalent of one year of full-time study and be in good standing. A maximum of 5.0 credits may be obtained on a Letter of Permission. If a student has received 5.0 or more transfer credits upon admission, it is unlikely that a Letter of Permission will be allowed. Letters of Permission are not normally granted for study at institutions within Toronto and surrounding regions. Only 1.0 credit at the C level or D level will be permitted to be taken on a Letter of Permission. A student who completes the final course(s) for the degree during the Winter Session may not apply to graduate at the June convocation but may apply for graduation at the November convocation. A fee will be charged for each Letter of Permission.

Special Note: French Summer Immersion Programs.

The Summer Language Bursary Program (SLBP) is administered by the Council of Ministers of Education, Government of Canada, in co-operation with the appropriate provincial department. In Ontario, this is the Ministry of Training, Colleges and Universities.

Students interested in this five week immersion Program (in Quebec or elsewhere in Canada) should complete the bursary forms promptly upon distribution by the Ministry. Check with the Advising, Career and Student Success Centre, Room S302 in December for expected date of arrival. The application may also be downloaded from the Ministry Website:
http://www.cmec.ca/olp/html/english/SLBP/S_LBP_E_master.htm

Speak to the Assistant Registrar-Admissions and the Study-Elsewhere Supervisor in French for advice about choosing three universities offering courses which most closely correspond to the curriculum at the University of Toronto. If you wish to be considered for transfer credit, choose programs offered at "degree-granting" institutions (not colleges) and sponsored by Arts and Science type faculties (not professional faculties). Submit the form to Registrarial Services (Room S303) to verify registration and mail promptly to enhance your chances of obtaining your first choice of university. Once you know the university to which you have been accepted and at least three weeks before your departure, apply for a Letter of Permission. You will be advised of the level in which you must register in order to be eligible for the credit to be transferred.

(ii) Study Elsewhere Program

To apply for a Study Elsewhere Program, students may obtain an application from the Assistant Registrar-Admissions or the Associate Dean. The application requires details about the proposed courses and asks students to show how the intended studies will enhance their studies at UTSC. Students who intend to count the courses towards Program requirements must obtain the approval of the Program Supervisor before submitting the application. Students normally apply for a Study Elsewhere year during the third year of a four-year Program. However students may apply after completing four full-~~course credit~~ course credit equivalents at UTSC. To be eligible a student must have a cumulative grade point average of 2.5 or better. Students must normally return to UTSC to complete the final year of study. A maximum of 5.0 full-~~course credit~~ course credit equivalents will be considered for transfer.

Completed applications should be submitted to the Assistant Registrar-Admissions by March 1. The application will be reviewed by the Study Elsewhere Committee.

Since there may be limited information about foreign universities, students should begin their research early in October. Most often students register at the host university and follow its courses for credit. It is possible that students may arrange to take University of Toronto independent study or supervised reading

be set and returned where appropriate.

II.8 Conflict of Interest

Where the instructor or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the chair or division head who shall take steps to ensure fairness and objectivity.

Examinations

Examinations are held at the end of ~~both terms of each Summer Session and at the end of each Fall Session and each Winter Session- each session.~~ Students who make personal commitments during the examination period do so at their own risk. **No special consideration will be given and no special arrangements made in the event of personal commitments.**

Information regarding dates and times of examinations will not be given by telephone. Students are responsible for reading the timetable carefully and appearing at the time specified. Students taking courses during the day may be required to write evening examinations and students taking evening courses may be required to write day examinations. Students may also be required to write Saturday term tests or examinations.

Examination timetable conflicts

Students scheduled to write two examinations at the same time should report their conflicts to the Assistant Registrar (Scheduling) (Room S416A, 416-287-7540). Arrangements will normally be made for students to write both examinations on the same day, with a supervised break. Where the conflict involves a St. George Campus course, arrangements will normally be made for both examinations to be written at University of Toronto at Scarborough. Requests for such arrangements must be made no later than two full weeks before the commencement of examinations and will not be considered after that time.

Students with three consecutive examinations

Students scheduled to write examinations in three consecutive time slots (these are morning, afternoon, and evening) may request special arrangements. Requests for such arrangements must be made with the Assistant Registrar (Scheduling) no later than two full weeks before the commencement of examinations. Requests will not be considered after that time.

Accommodation for Religious Observances

The University has adopted a policy concerning accommodation for religious observances as they relate to the scheduling of examinations.

Examination timetables are prepared with the observances of the major Christian denominations and of the Jewish observances of Rosh Hashanah, Yom Kippur and Passover in mind. Nevertheless, examination timetables may conflict with the religious observances of some students. A student for whom a religious observance makes it impossible by creed for him/her to be present for an examination should bring this fact to the Office of the Associate Dean (S414A) immediately. The Associate Dean will make appropriate arrangements for re-scheduling the examination as necessary.

Special consideration regarding examinations

Students requesting special consideration because they are unable to write a final examination must submit a petition through the Registrar's Office **no later than the last day of the examination period.** Petitions must be accompanied by a medical certificate or other appropriate supporting evidence. Please refer to the information concerning petitions and medical certificates (page 000).

Identification cards - Tcards

Students will be required to identify themselves at examinations by means of their University of Toronto photo identification card (Tcard). Students who do not have this card should arrange to obtain one well in advance of the day of their first examination.

Examination room regulations

- 1 All students are advised to read the section of this Calendar titled Code of Behaviour on Academic Matters.
- 2 Students are advised to arrive at the examination room at least fifteen minutes before the scheduled examination time. Invigilators will begin the actual examination at the scheduled time.
- 3 No persons shall be allowed in an examination room during an examination except the students writing the examination and those supervising it.
- 4 Candidates shall bring their photo identification cards (Tcard) and place them in a conspicuous place on their

- desks. (Students registered in other Faculties or Colleges of the University shall bring their student cards.)
- 5 Bags and books are to be deposited in areas designated by the invigilator and are not to be taken to the examination desk or table. Students may dispose of their purses by placing them, closed, on the floor underneath their chairs.
 - 6 The invigilator has the authority to assign seats to candidates.
 - 7 No materials shall be brought into the examination room or used at an examination except those authorized by the Chief Presiding Officer or Examiner.
 - 8 Candidates shall not communicate with one another in any manner whatever while the examinations are proceeding.
 - 9 Candidates bringing any unauthorized material into an examination room or who assist, or obtain assistance from other candidates or from an unauthorized source, are liable to be refused permission to write the remaining part of the examination or any subsequent examinations. Such candidates are also liable to the loss of academic credit for the course, to suspension, or to expulsion from the University.
 - 10 Candidates shall not be permitted to leave the examination room except under supervision until at least half an hour after the examination has commenced.
 - 11 Candidates shall not leave the examination room within the final ten minutes of an examination, during which time they shall remain quietly seated at their desks.
 - 12 At the conclusion of an examination all writing within the answer books shall cease. The invigilator may refuse to accept the papers of candidates who fail to observe this requirement.
 - 13 Examination books and other material issued for the examination shall not be removed from the examination room without the authority of the invigilator.

Special consideration, petitions and appeals

From time to time students may need to ask for special consideration in their academic work or for exceptions to be made to the academic regulations. Such requests normally arise as a result of their being affected by something outside their control, such as illness, accident or the death of a family member. Very occasionally students may find themselves in a situation not foreseen by the

College regulations or feel that they have been unreasonably affected by a deviation from University Policy or approved practice. If you find yourself in such a situation, **it is important that you follow the appropriate procedures and meet any published deadlines.**

Policies and deadlines for courses taken on other campuses may differ from those outlined below. See the *Calendar* of the Faculty of Arts & Science for regulations regarding its courses on the St. George Campus. You are responsible for observing the regulations governing any courses you take on other campuses. However, all UTSC students must adhere to UTSC deadlines for petitions and appeals, irrespective of the Campus on which the course is taken.

You should seek special consideration only when there are circumstances which are not only *beyond your control* but which *you could not reasonably have anticipated or overcome* and which have *seriously affected your studies*.

A. Term work

1. If:
 - you are unable to write a term test, or
 - your performance on a test is adversely affected by illness or other extenuating circumstances, or
 - you cannot submit term work by your instructor's deadlines, *speak with your instructor* as soon as possible to request special consideration. This is granted at his or her discretion. If you wish to appeal your instructor's decision, *speak with or write to the Chair of the Division offering the course.*
2. If it is close to the end of term or session and you need an extension of time to complete term work or to write a term test, your instructor jointly with the Divisional Chair may give you an extension for up to a week after the last date to submit term work.
3. If you need more than a week's extension, you must submit a formal petition (*see §D below*). If your petition is granted, you will be given

a deadline by which to complete the work.

B. Final examinations

1. If illness or other extenuating circumstances prevent you from writing a final examination, you may request special consideration by means of a petition (*See §D Below*). This must be submitted as soon as possible and no later than the last day of the examination period.
 - If you are affected by illness or other circumstances which do not actually prevent your writing an examination, *you are required to attempt it*. If, after receiving your final grade, you feel that your performance on the exam was adversely affected, you may petition to rewrite it (*See §D Below*).
3. If you are permitted to rewrite, the amended grade will stand, whether higher or lower.
4. Deferred examinations for all University of Toronto at Scarborough courses, including those which are being rewritten, are held as follows:
 - exams deferred from April and May are held in the August examination period
 - exams deferred from ~~June and~~ August are held in the December examination period
 - exams deferred from December are held ~~at the end of the Winter in the~~ April-May examination period.
 - Note: deferred examinations in other arts and science divisions of the University may be scheduled at times other than those listed above.
5. You must pay a fee to write any University of Toronto at Scarborough deferred examination.
6. If you are given permission to write a deferred exam, or to rewrite an exam, you must indicate your intention to write it and pay the required fee by the deadline set. *Failure to respond or to pay the fee will result in loss of privilege to sit the examination.*
7. You are given only one opportunity to sit a deferred exam and are expected to be available for the entire deferred examination period.
8. If you miss a deferred exam, you may petition for an extension of time to write

it; normally no other form of special consideration will be granted. Permission will be granted only under exceptional circumstances and when supported by strong documentation. A petition for an extension of time to sit a deferred examination will be considered only once.

9. Under truly exceptional circumstances, students who will unavoidably be outside the Toronto area during the special examination period may petition for permission to write at an outside centre. Such a petition must detail the reasons for the request and must be submitted at least three weeks prior to the beginning of the deferred examination period. Late requests cannot be accommodated.

A non-refundable fee of \$30.00 for each examination to be written at an outside centre is charged in addition to the regular deferred examination fee of \$70.00. Students who are given permission to write at an outside centre are also responsible for all costs of invigilation, courier charges and other related expenses. Since these may exceed \$100.00 per examination, students are advised to assess the total costs before petitioning.

C. Marks and Grades

1. **Checking Marks: Term Work**
If you think that your mark on a term test or assignment has been calculated incorrectly, ask your instructor to check the mark. Do this as soon as possible, and certainly before the end of ~~term the session.~~ -If you wish to appeal an instructor's decision about the grading of term work, speak with or write to the Chair of the Division offering the course.
2. **Copies of final examinations**
Within ninety days of the relevant examination period you may obtain a photocopy of your final exam from the Registrar's Office. After that date, examinations are destroyed. A non-refundable fee is charged.
3. **Clerical Check of Marks: Final Examinations**

If you think there is an error in the calculation of your final grade, within ninety days of the relevant examination period you may request a recheck of the calculation through the Registrar's Office on a form provided for this purpose. (It is not necessary to purchase a copy of your exam to make this request.) A fee is charged. If an error is discovered which results in a change of the final letter grade, your fee will be refunded.

Whenever a grade is changed, the amended grade will stand whether it is higher or lower. Please note that before submitting any failing grade, instructors are required to re-read the final exam and recheck the calculation of term and final marks.

4. Appealing Assigned Grades

If you wish to appeal a mark on term work returned to you only after the end of term and after the instructor has submitted grades for the course, you may submit a formal petition (*See §D Below*). This must be done within ninety days of the relevant examination period.

If, after obtaining a copy of a final examination, you wish to request that it be re-read, you may submit a petition for re-reading (*See §D Below*). You must do this within ninety days of the relevant examination period.

When authorized, the re-reading is arranged by the Division offering the course, which also authorizes any change in grade. Normally the re-reading is done by the course instructor, unless you make a convincing argument that the work be re-read by another faculty member. Claims of prejudice must be supported in detail and wherever possible confirmed by a third party. *Whenever a grade is changed, the amended grade will stand whether it is higher or lower.*

5. Violations of the Grading Practices Policy

(a) If you think an instructor has violated the Grading Practices Policy, discuss your complaint with the instructor. If the violation relates to the announced schedule of assignments or the marking scheme, you must do this no later than the fourth week of classes. If it relates to changes in or divergence from the announced marking scheme, you must do this before the end of the final examination period.

(b) If this discussion does not result in a satisfactory solution, you may appeal the instructor's decision to the Chair of the Division offering the course. If this appeal does not resolve the problem, you may appeal to the Principal of the College.

(c) If you wish to withdraw from a course after the last day to withdraw without academic penalty on the grounds of a violation of the Grading Practices Policy, you must submit a formal petition (*See §D Below*). If your petition is granted because a violation of the Policy has occurred, no record of your registration in the course will appear on your transcript.

D. Petitions

A petition is a formal request that an exception to an academic regulation be made in your case. You must have good reason to make such a request, and you must show that you have acted responsibly and with good judgment in observing the academic regulations to the extent possible. Please note that **some academic matters cannot be petitioned**, although sometimes these may be resolved with an instructor or a Division offering a course.

Where a petition is justified, **it must be filed by the appropriate deadline** (*See §E Below*). Even if a petition has been filed by the deadline, **it will not be considered if documentation is not provided** within three weeks of its submission.

1. To enter a petition you must obtain from the Registrar's Office a petition form. Follow the instructions on the form and fill it out completely, including the *Petitioner's Checklist*. The petition form may also be downloaded from the Registrar's Office website.
2. If you think the issue is simple and the solution straightforward, you may not need advice or assistance with your petition. However, if there are more complex academic issues involved you may want to speak first with your instructor, program supervisor or discipline representative. If serious personal problems are involved, you should

try to meet with an academic advisor in the Academic Career and Learning Skills Resource Centre or a personal counsellor in the Health and Wellness Centre. *Do not let this recommendation interfere with your submitting your petition by the deadline.*

3. Submit whatever documentation is necessary to support your request.
 - (a) Medical certificates must show
 - that you were examined at the time of illness
 - the degree of disability involved
 - the duration of the disability
 - the practitioner’s professional opinion as to whether you should receive special consideration on medical grounds.
 You are urged to use the University of Toronto Student Medical Certificate for this purpose. A copy of the Student Medical Certificate may be downloaded from <http://www.utoronto.ca/health/medcert.pdf> Medical documentation for examinations missed because of illness must be obtained on the day of the examination whenever possible.
 - (b) Statements from social workers, lawyers, clergy and other professionals must
 - state the nature and extent of the problem
 - give his or her professional opinion as to whether you should receive special consideration on the grounds documented in your petition.
4. Petitions for re-reading of final examinations and of term work returned to you after the end of ~~term a session~~ -and after the instructor has submitted grades for the course will be granted only if you
 - articulate clear grounds for reconsideration, addressing the substance of an answer in relation to the mark given it or otherwise identifying the nature of the alleged misevaluation;
 - show that the alleged misevaluation is of a substantial nature: in an objective answer, that a correct response has been counted as incorrect, or in a subjective or essay answer, that the response has been under-evaluated substantially. A photocopy of the examination must be submitted with the petition.
5. You will be notified in writing of the decision on your petition. The petitions

office attempts to respond as quickly as possible, normally within three weeks of submission. *Please do not inquire about the progress of your petition within that period.* Complex cases and petitions submitted during very busy periods may take longer.

6. If your petition is granted, the following will be recorded on your transcript (academic record):
 - withdrawal from courses after the published deadline (WDR)
 - deferral of suspension (‘suspension deferred’)
 - award of aegrotat standing (AEG).

In cases of error on the part of the University, including violations of the Grading Practices Policy, withdrawal from courses is not recorded on the transcript.

E. Deadlines

The deadlines below apply to the University of Toronto at Scarborough. **Deadlines and policies for courses taken on other campuses may differ:** see the appropriate Faculty *Calendar*.

1. **Term Work**
 - requests for special consideration on term assignments and term tests within the jurisdiction of the instructor: **last day of classes**
 - petitions to submit term assignments or write make-up term tests after the last day to submit term work (see the *Calendar*): **last day of the examination period**
2. **Final Examinations**

Summer and Fall & Winter Sessions

 - petitions to write deferred examinations: **last day of the examination period**

Summer Session

 - petitions to rewrite final examinations ~~in May-June courses: July 31~~
 - ~~petitions to rewrite final examinations in May-August and July-August courses:~~ **September 30**

Fall & Winter Sessions

 - petitions to rewrite final examinations in September-December courses: **January 31**

- petitions to rewrite final examinations in ~~September-May~~ and January-May courses: **June 30**
3. **Missed Deferred Examinations**
 - petitions to write a deferred examination which has been missed: **last day of the relevant examination period**
 4. **Errors in Course Registration or Withdrawal From Courses**
 - petitions to correct errors in course registration or to withdraw from courses without academic penalty after the published deadline should be submitted as early as possible but not later than: **January 31 (Fall Session courses); June 30 (Fall & Winter Session courses); September 30 (Summer Session courses)**
 5. **Checking of Marks and Appeal of Grades**
 - requests for checking of marks on term tests, essays and other term work made to the instructor of a course: **last day of classes**
 - petitions for reconsideration of term work returned to you after the end of term: **ninety days after the relevant examination period**
 - requests for a photocopy of a final examination: **ninety days after the relevant examination period**
 - requests for recalculation of marks through the Registrar's Office: **ninety days after the relevant examination period**
 - petitions for re-reading of a final examination: **ninety days after the relevant examination period**
- F. Appeals**
1. You may appeal denial of a petition to the Sub-committee on Academic Appeals. Such appeals must be commenced **no later than ninety days** after the decision being appealed has been communicated to you in writing. An appeal is commenced by filing a Notice of Appeal on the form provided for this purpose through the Office of the Associate Dean, room S-414A (telephone 416-287-7534). Full information may be obtained from that office.
 2. You may appeal a decision of the Sub-committee on Academic Appeals to the Academic Appeals Committee of Governing Council. Such appeals must be commenced **no later than ninety days**

after the decision being appealed has been communicated to you in writing. An appeal is commenced by filing a Notice of Appeal to the Secretary of the Appeals Committee on the form provided for this purpose. Full information may be obtained from the:
 Judicial Affairs Officer
 Office of the Governing Council
 Room 106, Simcoe Hall
 St. George Campus
 (telephone 416-946-7663)

Code of behaviour on academic matters

A. Preamble

The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University.

What distinguishes the University from other centres of research is the central place which the relationship between teaching and learning holds. It is by virtue of this relationship that the University fulfills an essential part of its traditional mandate from society, and, indeed, from history: to be an expression of, and by so doing to encourage, a habit of mind which is discriminating at the same time it remains curious, which is at once equitable and audacious, valuing openness, honesty and courtesy before any private interests.

This mandate is more than a mere pious hope. It represents a condition necessary for free enquiry, which is the University's life blood. Its fulfillment depends upon the well being of that relationship whose parties define one another's roles as teacher and student, based upon differences in expertise, knowledge and experience, though bonded by respect, by a common passion for truth and by mutual responsibility to those principles and ideals that continue to characterize the University. This Code is concerned, then, with the responsibilities of faculty members and students, not as they belong to

Academic Regulations

Student responsibility

Students are responsible for making themselves familiar with the information in this Calendar, particularly with this section, as well as instructions published periodically by the Registrar's Office. Students whose registration contravenes the regulations may be withdrawn from courses, regardless of when the contravention comes to light. Members of the Registrar's Office and the Advising, Career & Student Success Services will assist students in interpreting the regulations and explaining their application in particular cases. Where appropriate, they will help those who encounter special difficulties to request special consideration.

Calendar changes

The information published in this calendar outlines the rules, regulations, curricula and Programs for the University of Toronto at Scarborough

The University of Toronto at Scarborough reserves the right to change without notice any information contained in this Calendar, including any rule or regulation. The publication of information in this Calendar does not bind the University to the provision of courses, Programs or facilities as listed herein.

Enrolment limits

The University of Toronto at Scarborough reserves the right to limit the number of registrants in any Program or course where the number of qualified students exceeds the teaching or other resources available. As far as possible, places will be available for incoming students in A-level courses.

Photo identification cards – Tcards

All students are required to have a photo identification card (Tcard). The identification card serves as both a proof of registration and a library card. Students who do not have a photo identification card (Tcard) should obtain one from the Registrar's Office. Cards are provided free of charge to all new students. A fee is charged to replace cards.

Students in debt to the University

University of Toronto at Scarborough imposes the following academic sanctions on students in debt to the University:

- transcripts are not issued
- registration of continuing students is cancelled
- registration is refused to re-enrolling students (i.e. returning after an absence of twelve months or more)

The following debts are taken into consideration when applying sanctions:

- tuition fees
- residence fees and other residence charges
- library fines
- loans made by colleges, faculties or the University
- health service accounts
- unreturned or damaged instruments, materials and equipment
- fines levied under the Code of Student Conduct

Student Record System (ROSI)

University of Toronto student records are maintained by a student-friendly system called ROSI. ROSI is accessible on-line at www.rosi.utoronto.ca.

Course key

The Course Code

- 1 *The Subject Abbreviation*
The first three characters of the course code indicate, in an abbreviated form, the discipline or subject area of the course.
ANTA01Y3 "ANT" indicates a course in Anthropology,
CHMB44Y3 "CHM" indicates a course in Chemistry;
HISD64H3 "HIS" indicates a course in History.
- 2 *The Course Level*
The fourth character of the course code indicates the level of the course with "A" indicating the most elementary level and "D" the most advanced
- 3 *The Course Number*
The fifth and sixth characters of the course code are course numbers. In most disciplines, these numbers have no significance, except to identify the course in a shorthand form.
- 4 *Credit Value of a Course*

The seventh character of the course code indicates the credit value of a course as follows:

Final Letter	Credit Value
Y	Full Credit
H	Half Credit

- 5 *Campus*
The '3' at the end of the code indicates a course on the Scarborough Campus of the University of Toronto.
- 6 *Section Code*
Section code indicates the duration of the course. This information is provided in the course timetable.

Exclusions, Prerequisites and Corequisites

- 1 *Exclusions*
A student may not register for credit in a course which lists, as an exclusion, one which the student is also taking or has already passed. Courses are not always mutually exclusive, so it is important to check the entries for both courses when one lists the other as an exclusion.
- 2 *Prerequisites*
A student must have passed the prerequisite course before enrolling in the course being described. Instructors are permitted to waive prerequisites if they feel that there are adequate grounds for so doing. If a student registers in a course without meeting its prerequisite and without obtaining a specific waiver, the student may be withdrawn from the course at any time. Students who are not withdrawn from the course remain in it at their own risk, for lack of the prerequisite is not grounds for special consideration. Students who complete courses for which they have obtained a waiver of specific prerequisites may not subsequently obtain credit for the less-advanced prerequisite courses.
- 3 *Corequisites*
Students must either already have passed the corequisite course, or must enrol in it at the same time as they take the course being described. Instructors are permitted to waive corequisites if they feel that there are adequate grounds for so doing. If students register in a course without meeting its corequisite, or if they withdraw from the co-required course without obtaining a specific waiver of the corequisite, they may be withdrawn from the course at any time. Students who are not withdrawn from the course remain in it at their own risk,

- for lack of the corequisite is not grounds for special consideration.
- 4 *Prerequisites in Square brackets*
Square Brackets are used in prerequisites to indicate aggregate or alternate choices *example*: [ENGB01Y3 & ENGB02Y3] or [ENGB05Y3] or [ENGA11Y3 & one B-level course in Humanities or Social Sciences.]
- 5 *Exclusions, Prerequisites and Co-requisites in Parentheses*
Some exclusions and some prerequisite and corequisite courses are enclosed in parentheses; *example* (LATB01). This indicates that the course is no longer in the curriculum. Students who have already passed an excluded course contained in parentheses may not take the course being described. Students who have completed, in a previous session, a prerequisite or corequisite course contained in parentheses may make use of the course to meet the requirements of the course being described.

NOTE: Although it may not be in this *Calendar*, some St. George or Erindale courses may be exclusions to UTSC courses and vice versa. If UTSC, Erindale and St. George courses have similar titles or content, contact the Divisional Office offering the course(s) to determine if the course(s) content is so similar that the courses should be considered as exclusions.

Supervised Reading, Supervised Research and Independent Study Courses

Students in these courses work under the direction of a faculty member with whom they meet periodically or in whose laboratory they work. Students must obtain written permission of instructors before enrolling in them. (Forms are available from the Registrar's Office.) Please note that some disciplines require submission of their own special application forms for courses of this type in addition to the Supervised Study form.

Course selection

In selecting their courses, students must adhere to the following regulations.

- 1 Prerequisites and corequisites for each course, as stated in the course description, must be met, unless waived by the instructor.
- 2 Students may not register for credit for a course if they have already passed another course shown in the course description as an exclusion to that course.
- 3 Students may not re-register for credit in a course if they have already passed that course. Students may re-register in a course they have taken, but failed. In the latter case, both registrations in the course are shown on the student's record, and both grades count in the student's grade point average.
- 4 Students may not register for credit in a course which is a specific prerequisite for a course they have already passed. This rule does not apply in the case of non-specific prerequisites (such as "one full credit in English") or in the case where one of two or more completely different courses may serve as prerequisite.
- 5 Where students may not register in courses for credit, they may register in them as extra courses. In such cases, both registrations in the course are shown on the student's record but the second grade is not included in the student's grade point average nor does the course count towards the degree.
- 6 Students may normally select as many courses as they wish each session. Students should, however, note the following:
 - The usual load maximum for a full-time student in any session is 2.5 full credits.
 - Students who are on probation are
- 7 ~~Students who wish to register in more than one session should refer to the Registrar's Office for more information. See page 000 and 000 of this Calendar for more information.~~ Students who wish to register in more than one session should refer to the Registrar's Office for more information. See page 000 and 000 of this Calendar for more information.
- 8 Full-time students are those students who register in at least 2.0 full credits in any session.
- 9 Students who are restricted to part-time studies may have a load of no more than 1.5 full credit equivalents in any session until they have completed at least 3.0 full credit equivalents and have a cumulative grade point average of at least 2.00.
- 10 Students must register for their courses in accordance with instructions issued each session by the Registrar's Office. Students who wish to change their registration:
 - may do so only until the deadlines for adding and withdrawing from courses, stated in the "Academic Calendar" of this Calendar;
 - must notify the Registrar's Office of any change through ROSI.
- 11 Where multi-sectioned courses have a common examination, students enrolled in the evening section of the course may be required to sit an examination during the day and vice versa.

Registration

Students are responsible for the accuracy of their own registration. When selecting, adding and dropping courses, they should always list their courses on completing a transaction. Registration consists of two basic steps:

1. Course selection, and
2. Fees payment.

Both must be completed by the appropriate deadlines in order to be considered a "registered" student and to retain a place in any course selected. (For deadlines and further information, see the registration material published separately for each session.)

Course selection

Courses may be selected through ROSI. (For regulations on course selection, see page 000.)

Fees payment

All fees are posted to the student's account. Information on the fees process is included in the registration package. Students will also receive an invoice detailing fees payable for their program of study. For further information contact Student Accounts, University of Toronto, 215 Huron St, Toronto, Ontario, M5S 1A2; telephone 416-978-2142; fax 416-978-5572; email fees@finance.utoronto.ca.

Program registration

All degree students with at least 4.0 credits are required to register in their Specialist, Major or Minor Programs. Students may only register in Programs offered by University of Toronto at

Scarborough. (For regulations governing Programs, see page 000 of this *Calendar*.)

Summer Session

2003 Summer Session registration begins 0000. Students who registered at UTSC in the 2002 Summer Session or the 2002/2003 Fall & Winter Sessions and who are not on suspension are eligible to register. On 000000 students may pick up their registration package in the Meeting Place. New students, students who re-enrol (i.e. reactivate their enrolment after an absence of one year or more) and other students who are not on campus (e.g. students who withdrew) will be mailed their registration material upon request.

Most courses in the Summer Session are assigned on a first come-first served basis.

Fall & Winter Sessions

2003 Fall/2004 Winter Session registration begins on 0000. Students who registered at UTSC in the 2002 Fall or 2003 Winter Session and who are not on suspension are eligible to register. Registration packages will be available in the Meeting Place 0000

ROSI Services

ROSI Services are available through ROSI's page: www.rosi.utoronto.ca. UTSC students may use this service to:

- add and drop courses
- add and change meeting sections
- check the status of their course requests
- list courses on their record
- check to see if there is still room in a course
- add and drop Specialist, Major and Minor Programs
- access grades, G.P.A.'s and academic status
- display their academic record
- request a transcript
- confirm intention to graduate
- change their PIN
- change address and telephone numbers
- change next of kin and emergency contact information
- view other personal information
- access their fees account
- list their ROSI transactions
- avoid lineups

Access to ROSI is through Person ID (student number) and a six digit personal identification number (PIN). All PIN's are set initially to year, month and day of birth (e.g. 800323 = March 23, 1980) and must be changed to one of the student's own choice before access to the services is granted. (Students accessing ROSI for the first time will be prompted to

change PIN.) For security there is a limit on the number of attempts which can be made to enter PIN. Students who exceed the limit will have their access to ROSI suspended and should contact the Registrar's Office immediately. Access will not be restored without photo identification.

Student System Access fee

Incidental fees each session include a Student System Access fee.

Further information on ROSI is included in the registration material.

University of Toronto at Scarborough Home Page (www.scar.utoronto.ca)

Available information includes:

- the information in this Calendar
- changes to the Calendar
- timetable for each session
- timetable changes
- examination timetables/divisional, discipline and course information
- -study guides
- faculty home pages
- faculty and administration telephone directories
- downloadable forms for petitions on Academic Matters and the University of Toronto Medical Certificate

Course changes

Students may add courses or withdraw from courses without academic penalty up to the dates stated in the Academic Calendar on page 0, through ROSI. The deadlines for adding or withdrawing from courses are strictly applied. Students who make changes through ROSI should end their transaction by listing their courses to ensure that the change has been processed properly. They will not receive written confirmation of the change but it will be recorded in the detailed transaction log kept by the University which can be accessed through ROSI's Page. At the time students add a course to their record they are accepting responsibility for fees payment for it. Students who withdraw from courses by the appropriate deadline may be entitled to a fees adjustment. (See the fees information published each session for more information.)

Adding a course

Some courses have a restricted admission and may require approval

before students are allowed to enrol in them. Restricted courses and the approval will be listed in the Timetable.

Changing Meeting sections in a course

Students may change meeting sections in a course at any time provided that, if the change takes place after the deadline for adding the course, they have appropriate approval. Approval normally comes from the instructor of the new meeting section or from the course coordinator. Changes must be recorded at the Registrar's Office through ROSI (until the last day to add the course).

Dropping a course

If students withdraw from a course by the appropriate deadline, no record of registration is shown on the student's transcript. If students cease to complete course requirements but do not withdraw officially by the deadline, a grade based on the marks awarded (including a zero for any incomplete work) will be recorded.

Withdrawal from the session

Students withdrawing from a session may wish to speak to an academic advisor about the academic and financial consequences of withdrawal.

Standing in a course

Grading scheme (as of September 1998)

Students are assigned a grade in each course, as follows (Grades earned prior to September 1998 will remain as originally reported):

Grade	Grade Point Value	Percentage Equivalent	Definition
A+	4.0	90-100	Excellent
A	4.0	85-89	
A-	3.7	80-84	
B+	3.3	77-79	
B	3.0	73-76	
B-	2.7	70-72	Good
C+	2.3	67-69	
C	2.0	63-66	
C-	1.7	60-62	Adequate
D+	1.3	57-59	
D	1.0	53-56	
D-	0.7	50-52	
CR		No value	Credit in a Credit-/No-credit course
NCR	0.0	No Value	No credit in a Credit-/No-credit course

Grades of 'F' and 'NCR' are failing grades, yielding no standing in a course and no degree credit. Students are cautioned that a numerical score on an assignment is not deemed to be automatically equivalent to the corresponding letter grade.

Credit/No credit courses

In some courses, such as certain visual and performing arts courses, specific letter grades may not be assigned. Students may instead be graded on a Credit/No credit (CR/NCR) system. The grade of "No credit" is a failing grade. Where students earn a grade of "Credit" in a course, the course is not included in the grade point average; where students earn a grade of "No Credit", the course is included as an 'F' (value zero) in the grade point average.

Aegrotat standing

On petition, a grade of "Aegrotat" (AEG) may be assigned. This grade is assigned on the basis of work completed where medical or similar evidence demonstrates that a student is unable to complete course requirements within a reasonable time, and where a student has already completed at least 60% of the work of the course with a grade of C minus or better. Where a student is assigned Aegrotat standing, the course is not included in any grade point average. Students who require a letter grade will be expected to complete the work of the course.

Extra (EXT) courses

Extra courses are those courses in which students may not register for credit (see "Course Selection" on page 000). The course and its grade will appear on the student's transcript (designated as an extra course) but the grade will not be included in any grade point average.

Other notations

The following have no grade point value and do not yield credit:

- WDR = Withdrawal by petition without academic penalty after the relevant deadline. (See "Special Consideration, Petitions and Appeals" on page 000.)
- GWR = Grade withheld pending review
- NGA = No grade available
- SDF = Standing deferred on the basis of incomplete course work because of medical or similar means.
- IPR = In progress

Overall standing

Grade point averages (G.P.A.'s)

- 1 A *grade point average* is calculated as follows: the grade points earned in each full-credit course and one-half the grade points earned in each half-credit course are added together and this total is divided by the number of full credit equivalents taken. 2. A *sessional grade point average* is calculated on the basis of all courses taken in a given session (Fall, Winter, Summer) having a grade point value.
- 3 A *cumulative grade point average* is calculated on the basis of all courses taken having a grade point value.
4. An annual grade point average is also calculated on the basis on all courses taken in the Fall/Winter Sessions (September – May) having a grade point value. This is provided for information only and is not used for the assessment of standing
5. Sessional and cumulative grade point averages will be calculated at the end of each session and included on the student's academic record and transcript.

Determination of academic status

Academic status will be determined as follows for students who have attempted at least three full credit equivalents since beginning their studies at the University of Toronto at Scarborough or in other arts and science divisions of the University. It is determined at the end of each Session.

1 In good standing

Students who maintain a cumulative grade point average of 1.60 or better are said to be "in good standing".

2 On probation

- Students who have attempted at least three full credit equivalents and have a cumulative G.P.A. of less than 1.60 are placed on probation.
- Students returning from suspension (see 5 below and any provision in previous rules) shall be placed on probation again.

3 Probation cleared

Students may clear probation by achieving a cumulative G.P.A. of 1.60 or better. Students who have cleared probation shall be said to be again "in good standing".

4 Probation continued

Students may continue on probation by achieving a sessional grade point average of at least 1.60 in each session until such time as they return to good standing.

5 Suspended or refused further registration

Students who, by the end of a given session, have not either cleared probation or achieved a sessional grade point average of at least 1.60 shall be liable for suspension or refusal of further registration as follows, regardless of the number of credits taken in the session:

- Students who have incurred no previous suspension will be *suspended for twelve months*.
- Students who have previously incurred a twelve month suspension will be *suspended for thirty six months*.
- Students who have previously incurred a thirty six month suspension will be *refused further registration*

Determination of academic status for students admitted on condition

In certain circumstances, students who do not meet normal admission requirements may be admitted "on condition". The academic status of such students is determined according to the following rules:

- 1 The status of students admitted on condition will be assessed at the end of the session in which such students complete their third full-credit equivalent.
- 2 Where such students earn a cumulative grade point average of 1.60 or better, their conditional status will be removed, and they will be said to be "in good standing".
- 3 Where such students earn a cumulative grade point average of less than 1.60, they will be refused further registration.

Determination of academic status for re-enrolling students at University of Toronto at Scarborough

Students who have studied at other institutions since their last registration at UTSC must arrange for official transcripts of other post-secondary

studies to be sent to University of Toronto at Scarborough upon application for re-enrolment. Performance in courses taken elsewhere (including other divisions of the University of Toronto) will be taken into consideration in determining whether to approve the application and whether to make any change in the student's academic status. Students who study at other universities without prior permission from University of Toronto at Scarborough are unlikely to be eligible for transfer credit for such study. See also the section "Study at other universities".

Grade Reports

Final grades and academic standing are made available through ROSI. Grades are available as soon as they have been submitted and approved. Academic standing is available in September, January and May. Grade reports are mailed only to students who are on academic probation, suspended or refused further registration.

Study at other institutions or other divisions of the University of Toronto

Courses taken for credit by degree students while registered at the University of Toronto's Faculty of Arts and Science are included in University of Toronto at Scarborough grade point averages, as are all University of Toronto courses taken for credit while registered at University of Toronto at Scarborough. Courses taken while registered at other institutions or other divisions of the University of Toronto are not included in grade point averages.

Courses on other campuses

Students are permitted to take up to 5.0 full credit equivalents in other arts and science divisions of the University of Toronto. No more than 1.0 of a student's first 4.0 full credit equivalents may be taken on another campus. Only programs offered by the University of Toronto at Scarborough may be used to fulfill degree requirements. Students may be withdrawn from courses after classes have started if their registration violates these rules.

Courses in Other Faculties

Students are not permitted to register for courses in Faculties other than the arts and

science divisions of the University unless they have received permission by petition or unless the courses are required by their Specialist or Major Program.

Transfer to other arts and science faculties.

Students who are contemplating transfers to other divisions of the University should be aware that the University of Toronto at Scarborough is in fact a separate faculty and rules covering students at University of Toronto at Scarborough may differ from those in the other arts and science divisions. Students are urged to consult the Office of Admissions and Awards at 315 Bloor Street West to establish how they will be affected by transferring from one arts and science division to another.

Study at other universities

Students who wish to take courses at another university and have credits transferred to the University of Toronto must receive permission from the University of Toronto to do so prior to taking the courses. Students who study at other institutions without the University of Toronto's approval in advance do so at their own risk since permission to transfer credit is not usually granted after the course has been taken. Students should also be aware that duplication of previous study is not permitted. Students who study at another institution after leaving the University of Toronto at Scarborough are required to supply official transcripts upon re-enrolment. Grades attained at other universities may affect a student's academic status.

There are three types of Programs where credit transfer is considered. A *Letter of Permission* allows a student to study at a university similar in setting to the University of Toronto. Usually, students are studying on a part-time basis on a Letter of Permission. The *Study Elsewhere* program allows a student to study full-time at an accredited university in a different cultural setting to enhance the student's educational experience. The program is called "Study Elsewhere" where we do not have exchange agreements in place with

be set and returned where appropriate.

II.8 Conflict of Interest

Where the instructor or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the chair or division head who shall take steps to ensure fairness and objectivity.

Examinations

Examinations are held at the end of each session. Students who make personal commitments during the examination period do so at their own risk. **No special consideration will be given and no special arrangements made in the event of personal commitments.**

Information regarding dates and times of examinations will not be given by telephone. Students are responsible for reading the timetable carefully and appearing at the time specified. Students taking courses during the day may be required to write evening examinations and students taking evening courses may be required to write day examinations. Students may also be required to write Saturday term tests or examinations.

Examination timetable conflicts

Students scheduled to write two examinations at the same time should report their conflicts to the Assistant Registrar (Scheduling) (Room S416A, 416-287-7540). Arrangements will normally be made for students to write both examinations on the same day, with a supervised break. Where the conflict involves a St. George Campus course, arrangements will normally be made for both examinations to be written at University of Toronto at Scarborough. Requests for such arrangements must be made no later than two full weeks before the commencement of examinations and will not be considered after that time.

Students with three consecutive examinations

Students scheduled to write examinations in three consecutive time slots (these are morning, afternoon, and evening) may request special arrangements. Requests for such arrangements must be made with the Assistant Registrar (Scheduling) no later than two full weeks before the commencement of examinations. Requests will not be considered after that time.

Accommodation for Religious Observances

The University has adopted a policy concerning accommodation for religious observances as they relate to the scheduling of examinations.

Examination timetables are prepared with the observances of the major Christian denominations and of the Jewish observances of Rosh Hashanah, Yom Kippur and Passover in mind. Nevertheless, examination timetables may conflict with the religious observances of some students. A student for whom a religious observance makes it impossible by creed for him/her to be present for an examination should bring this fact to the Office of the Associate Dean (S414A) immediately. The Associate Dean will make appropriate arrangements for re-scheduling the examination as necessary.

Special consideration regarding examinations

Students requesting special consideration because they are unable to write a final examination must submit a petition through the Registrar's Office **no later than the last day of the examination period**. Petitions must be accompanied by a medical certificate or other appropriate supporting evidence. Please refer to the information concerning petitions and medical certificates (page 000).

Identification cards - Tcards

Students will be required to identify themselves at examinations by means of their University of Toronto photo identification card (Tcard). Students who do not have this card should arrange to obtain one well in advance of the day of their first examination.

Examination room regulations

- 1 All students are advised to read the section of this Calendar titled Code of Behaviour on Academic Matters.
- 2 Students are advised to arrive at the examination room at least fifteen minutes before the scheduled examination time. Invigilators will begin the actual examination at the scheduled time.
- 3 No persons shall be allowed in an examination room during an examination except the students writing the examination and those supervising it.
- 4 Candidates shall bring their photo identification cards (Tcard) and place them in a conspicuous place on their

- desks. (Students registered in other Faculties or Colleges of the University shall bring their student cards.)
- 5 Bags and books are to be deposited in areas designated by the invigilator and are not to be taken to the examination desk or table. Students may dispose of their purses by placing them, closed, on the floor underneath their chairs.
 - 6 The invigilator has the authority to assign seats to candidates.
 - 7 No materials shall be brought into the examination room or used at an examination except those authorized by the Chief Presiding Officer or Examiner.
 - 8 Candidates shall not communicate with one another in any manner whatever while the examinations are proceeding.
 - 9 Candidates bringing any unauthorized material into an examination room or who assist, or obtain assistance from other candidates or from an unauthorized source, are liable to be refused permission to write the remaining part of the examination or any subsequent examinations. Such candidates are also liable to the loss of academic credit for the course, to suspension, or to expulsion from the University.
 - 10 Candidates shall not be permitted to leave the examination room except under supervision until at least half an hour after the examination has commenced.
 - 11 Candidates shall not leave the examination room within the final ten minutes of an examination, during which time they shall remain quietly seated at their desks.
 - 12 At the conclusion of an examination all writing within the answer books shall cease. The invigilator may refuse to accept the papers of candidates who fail to observe this requirement.
 - 13 Examination books and other material issued for the examination shall not be removed from the examination room without the authority of the invigilator.

Special consideration, petitions and appeals

From time to time students may need to ask for special consideration in their academic work or for exceptions to be made to the academic regulations. Such requests normally arise as a result of their being affected by something outside their control, such as illness, accident or the death of a family member. Very occasionally students may find themselves in a situation not foreseen by the

College regulations or feel that they have been unreasonably affected by a deviation from University Policy or approved practice. If you find yourself in such a situation, **it is important that you follow the appropriate procedures and meet any published deadlines.**

Policies and deadlines for courses taken on other campuses may differ from those outlined below. See the *Calendar* of the Faculty of Arts & Science for regulations regarding its courses on the St. George Campus. You are responsible for observing the regulations governing any courses you take on other campuses. However, all UTSC students must adhere to UTSC deadlines for petitions and appeals, irrespective of the Campus on which the course is taken.

You should seek special consideration only when there are circumstances which are not only *beyond your control* but which *you could not reasonably have anticipated or overcome* and which have *seriously affected your studies*.

A. Term work

1. If:
 - you are unable to write a term test, or
 - your performance on a test is adversely affected by illness or other extenuating circumstances, or
 - you cannot submit term work by your instructor's deadlines, *speak with your instructor* as soon as possible to request special consideration. This is granted at his or her discretion. If you wish to appeal your instructor's decision, speak with or write to the Chair of the Division offering the course.
2. If it is close to the end of term or session and you need an extension of time to complete term work or to write a term test, your instructor jointly with the Divisional Chair may give you an extension for up to a week after the last date to submit term work.
3. If you need more than a week's extension, you must submit a formal petition (*see §D below*). If your petition is granted, you will be given

a deadline by which to complete the work.

B. Final examinations

1. If illness or other extenuating circumstances prevent you from writing a final examination, you may request special consideration by means of a petition (*See §D Below*). This must be submitted as soon as possible and no later than the last day of the examination period.
 - If you are affected by illness or other circumstances which do not actually prevent your writing an examination, *you are required to attempt it*. If, after receiving your final grade, you feel that your performance on the exam was adversely affected, you may petition to rewrite it (*See §D Below*).
3. If you are permitted to rewrite, the amended grade will stand, whether higher or lower.
4. Deferred examinations for all University of Toronto at Scarborough courses, including those which are being rewritten, are held as follows:
 - exams deferred from April and May are held in the August examination period
 - exams deferred from August are held in the December examination period
 - exams deferred from December are held in the April-May examination period.
 - *Note:* deferred examinations in other arts and science divisions of the University may be scheduled at times other than those listed above.
5. You must pay a fee to write any University of Toronto at Scarborough deferred examination.
6. If you are given permission to write a deferred exam, or to rewrite an exam, you must indicate your intention to write it and pay the required fee by the deadline set. *Failure to respond or to pay the fee will result in loss of privilege to sit the examination.*
7. You are given only one opportunity to sit a deferred exam and are expected to be available for the entire deferred examination period.
8. If you miss a deferred exam, you may petition for an extension of time to write

it; normally no other form of special consideration will be granted. Permission will be granted only under exceptional circumstances and when supported by strong documentation. A petition for an extension of time to sit a deferred examination will be considered only once.

9. Under truly exceptional circumstances, students who will unavoidably be outside the Toronto area during the special examination period may petition for permission to write at an outside centre. Such a petition must detail the reasons for the request and must be submitted at least three weeks prior to the beginning of the deferred examination period. Late requests cannot be accommodated.

A non-refundable fee of \$30.00 for each examination to be written at an outside centre is charged in addition to the regular deferred examination fee of \$70.00. Students who are given permission to write at an outside centre are also responsible for all costs of invigilation, courier charges and other related expenses. Since these may exceed \$100.00 per examination, students are advised to assess the total costs before petitioning.

C. Marks and Grades

1. **Checking Marks: Term Work**
If you think that your mark on a term test or assignment has been calculated incorrectly, ask your instructor to check the mark. Do this as soon as possible, and certainly before the end of the session. If you wish to appeal an instructor's decision about the grading of term work, speak with or write to the Chair of the Division offering the course.
2. **Copies of final examinations**
Within ninety days of the relevant examination period you may obtain a photocopy of your final exam from the Registrar's Office. After that date, examinations are destroyed. A non-refundable fee is charged.
3. **Clerical Check of Marks: Final Examinations**

If you think there is an error in the calculation of your final grade, within ninety days of the relevant examination period you may request a recheck of the calculation through the Registrar's Office on a form provided for this purpose. (It is not necessary to purchase a copy of your exam to make this request.) A fee is charged. If an error is discovered which results in a change of the final letter grade, your fee will be refunded.

Whenever a grade is changed, the amended grade will stand whether it is higher or lower. Please note that before submitting any failing grade, instructors are required to re-read the final exam and recheck the calculation of term and final marks.

4. Appealing Assigned Grades

If you wish to appeal a mark on term work returned to you only after the end of term and after the instructor has submitted grades for the course, you may submit a formal petition (*See §D Below*). This must be done within ninety days of the relevant examination period.

If, after obtaining a copy of a final examination, you wish to request that it be re-read, you may submit a petition for re-reading (*See §D Below*). You must do this within ninety days of the relevant examination period.

When authorized, the re-reading is arranged by the Division offering the course, which also authorizes any change in grade. Normally the re-reading is done by the course instructor, unless you make a convincing argument that the work be re-read by another faculty member. Claims of prejudice must be supported in detail and wherever possible confirmed by a third party. *Whenever a grade is changed, the amended grade will stand whether it is higher or lower.*

5. Violations of the Grading Practices Policy

(a) If you think an instructor has violated the Grading Practices Policy, discuss your complaint with the instructor. If the violation relates to the announced schedule of assignments or the marking scheme, you must do this no later than the fourth week of classes. If it relates to changes in or divergence from the announced marking scheme, you must do this before the end of the final examination period.

(b) If this discussion does not result in a satisfactory solution, you may appeal the instructor's decision to the Chair of the Division offering the course. If this appeal does not resolve the problem, you may appeal to the Principal of the College.

(c) If you wish to withdraw from a course after the last day to withdraw without academic penalty on the grounds of a violation of the Grading Practices Policy, you must submit a formal petition (*See §D Below*). If your petition is granted because a violation of the Policy has occurred, no record of your registration in the course will appear on your transcript.

D. Petitions

A petition is a formal request that an exception to an academic regulation be made in your case. You must have good reason to make such a request, and you must show that you have acted responsibly and with good judgment in observing the academic regulations to the extent possible. Please note that **some academic matters cannot be petitioned**, although sometimes these may be resolved with an instructor or a Division offering a course.

Where a petition is justified, **it must be filed by the appropriate deadline** (*See §E Below*). Even if a petition has been filed by the deadline, **it will not be considered if documentation is not provided** within three weeks of its submission.

1. To enter a petition you must obtain from the Registrar's Office a petition form. Follow the instructions on the form and fill it out completely, including the *Petitioner's Checklist*. The petition form may also be downloaded from the Registrar's Office website.
2. If you think the issue is simple and the solution straightforward, you may not need advice or assistance with your petition. However, if there are more complex academic issues involved you may want to speak first with your instructor, program supervisor or discipline representative. If serious personal problems are involved, you should

try to meet with an academic advisor in the Academic Career and Learning Skills Resource Centre or a personal counsellor in the Health and Wellness Centre. *Do not let this recommendation interfere with your submitting your petition by the deadline.*

3. Submit whatever documentation is necessary to support your request.
 - (a) Medical certificates must show
 - that you were examined at the time of illness
 - the degree of disability involved
 - the duration of the disability
 - the practitioner's professional opinion as to whether you should receive special consideration on medical grounds.

You are urged to use the University of Toronto Student Medical Certificate for this purpose. A copy of the Student Medical Certificate may be downloaded from <http://www.utoronto.ca/health/medcert.pdf> Medical documentation for examinations missed because of illness must be obtained on the day of the examination whenever possible.

(b) Statements from social workers, lawyers, clergy and other professionals must

- state the nature and extent of the problem
 - give his or her professional opinion as to whether you should receive special consideration on the grounds documented in your petition.
4. Petitions for re-reading of final examinations and of term work returned to you after the end of a session and after the instructor has submitted grades for the course will be granted only if you
 - articulate clear grounds for reconsideration, addressing the substance of an answer in relation to the mark given it or otherwise identifying the nature of the alleged misevaluation;
 - show that the alleged misevaluation is of a substantial nature: in an objective answer, that a correct response has been counted as incorrect, or in a subjective or essay answer, that the response has been under-evaluated substantially. A photocopy of the examination must be submitted with the petition.

5. You will be notified in writing of the decision on your petition. The petitions

office attempts to respond as quickly as possible, normally within three weeks of submission. *Please do not inquire about the progress of your petition within that period.* Complex cases and petitions submitted during very busy periods may take longer.

6. If your petition is granted, the following will be recorded on your transcript (academic record):
 - withdrawal from courses after the published deadline (WDR)
 - deferral of suspension ('suspension deferred')
 - award of aegrotat standing (AEG).

In cases of error on the part of the University, including violations of the Grading Practices Policy, withdrawal from courses is not recorded on the transcript.

E. Deadlines

The deadlines below apply to the University of Toronto at Scarborough. **Deadlines and policies for courses taken on other campuses may differ:** see the appropriate Faculty *Calendar*.

1. Term Work

- requests for special consideration on term assignments and term tests within the jurisdiction of the instructor: **last day of classes**
- petitions to submit term assignments or write make-up term tests after the last day to submit term work (see the *Calendar*): **last day of the examination period**

2. Final Examinations

Summer and Fall & Winter Sessions

- petitions to write deferred examinations: **last day of the examination period**

Summer Session

- petitions to rewrite final examinations: **September 30**

Fall & Winter Sessions

- petitions to rewrite final examinations in September-December courses: **January 31**
- petitions to rewrite final examinations in January-May courses: **June 30**

3. **Missed Deferred Examinations**
 - petitions to write a deferred examination which has been missed: **last day of the relevant examination period**
4. **Errors in Course Registration or Withdrawal From Courses**
 - petitions to correct errors in course registration or to withdraw from courses without academic penalty after the published deadline should be submitted as early as possible but not later than: **January 31 (Fall Session courses); June 30 (Winter Session courses); September 30 (Summer Session courses)**
5. **Checking of Marks and Appeal of Grades**
 - requests for checking of marks on term tests, essays and other term work made to the instructor of a course: **last day of classes**
 - petitions for reconsideration of term work returned to you after the end of term: **ninety days after the relevant examination period**
 - requests for a photocopy of a final examination: **ninety days after the relevant examination period**
 - requests for recalculation of marks through the Registrar's Office: **ninety days after the relevant examination period**
 - petitions for re-reading of a final examination: **ninety days after the relevant examination period**

F. Appeals

1. You may appeal denial of a petition to the Sub-committee on Academic Appeals. Such appeals must be commenced **no later than ninety days** after the decision being appealed has been communicated to you in writing. An appeal is commenced by filing a Notice of Appeal on the form provided for this purpose through the Office of the Associate Dean, room S-414A (telephone 416-287-7534). Full information may be obtained from that office.
2. You may appeal a decision of the Sub-committee on Academic Appeals to the Academic Appeals Committee of Governing Council. Such appeals must be commenced **no later than ninety days** after the decision being appealed has been communicated to you in writing. An appeal is commenced by filing a Notice of Appeal to the Secretary of the Appeals

Committee on the form provided for this purpose. Full information may be obtained from the:
 Judicial Affairs Officer
 Office of the Governing Council
 Room 106, Simcoe Hall
 St. George Campus
 (telephone 416-946-7663)

Code of behaviour on academic matters

A. Preamble

The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University.

What distinguishes the University from other centres of research is the central place which the relationship between teaching and learning holds. It is by virtue of this relationship that the University fulfills an essential part of its traditional mandate from society, and, indeed, from history: to be an expression of, and by so doing to encourage, a habit of mind which is discriminating at the same time it remains curious, which is at once equitable and audacious, valuing openness, honesty and courtesy before any private interests.

This mandate is more than a mere pious hope. It represents a condition necessary for free enquiry, which is the University's life blood. Its fulfillment depends upon the well being of that relationship whose parties define one another's roles as teacher and student, based upon differences in expertise, knowledge and experience, though bonded by respect, by a common passion for truth and by mutual responsibility to those principles and ideals that continue to characterize the University. This Code is concerned, then, with the responsibilities of faculty members and students, not as they belong to administrative or professional or social groups, but as they co-operate in all phases of the teaching and learning relationship.