



**FOR  
RECOMMENDATION**

**PUBLIC**

**OPEN SESSION**

**TO:** UTM Academic Affairs Committee

**SPONSOR:** Professor Amrita Daniere, Vice-Principal, Academic & Dean  
**CONTACT INFO:** 905-828-3719, [vpdean.utm@utoronto.ca](mailto:vpdean.utm@utoronto.ca)

**PRESENTER:** Lorretta Neebar, Registrar & Director of Enrolment Management  
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**DATE:** April 27, 2020 for May 4, 2020

**AGENDA ITEM:** 3

**ITEM IDENTIFICATION:**

Amendments to the *100-Level Credit Limit Policy*

**JURISDICTIONAL INFORMATION:**

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for minor amendments to Campus academic regulations that are consistent with University-wide policy.

**GOVERNANCE PATH:**

1. UTM Academic Affairs Committee [For Recommendation] (May 4, 2020)
2. Committee on Academic Policy & Programs [For Approval] (May 6, 2020)

**PREVIOUS ACTION TAKEN:**

No previous action has been taken.

**HIGHLIGHTS:**

This proposal is to change the current policy regarding the maximum of 6.0 100 level credits that can be counted for degree credit to be modified to an overall minimum of 13.0 credits at the 200+ level and higher, including the current requirement of a minimum of 6.0 credits at the 300/400 level.

Currently, any credits above 6.0 at the 100 level are manually marked Extra, which removes them from the overall credit count and grade point average calculations but allows them to count for program requirements and distribution requirements. With the proposed change in policy, there would no longer be a need to mark any courses at the 100 level Extra due to a maximum

allowed for degree credit. With the proposed change, any 100 level course (unless designated Extra under other policies such as Repeating Passed Courses or due to exclusions), would contribute to program requirements, distribution requirements, and grade point average calculations, but any 100-level credits in excess of 7.0 would not contribute toward the 20.0 credits required for graduation.

The proposed policy modification will facilitate:

- Increased flexibility for students to change their program trajectory;
- Increased flexibility for transfer students to complete 100 level courses for degree credit;
- Increased simplicity and immediate transparency for students concerning how this policy is implemented and what impact it has on their academic progress and academic record;
- Increased capacity to implement foundational writing and numeracy courses as per the Academic Plan; and
- Reduced requirement for manual adjustment of individual student records.

Consultation has taken place with each of the three Divisional Undergraduate Curriculum Committees at UTM and with the UTM Chairs & Directors at their April 7, 2020 meeting. Further consultation has occurred with the Faculty of Arts & Science (St. George campus), the John H. Daniels Faculty of Architecture, Landscape and Design (St. George campus), the University of Toronto Scarborough (UTSC), and the Vice-Provost, Academic Programs Office. A parallel proposal to amend the 100 level credit requirement at the Faculty of Arts & Science is currently in development.

The proposal modification to the *100 Level Credit Limit Policy* will be reflected in the 2020-2021 Academic Calendar, to be effective September 1, 2020.

#### **FINANCIAL IMPLICATIONS:**

There are no net implications for the campus' operating budget.

#### **RECOMMENDATION:**

Be it Recommended,

THAT the proposed amendments to the *100-Level Credit Policy*, as recommended by the Vice-Principal, Academic and Dean, Professor Amrita Daniere, in the proposal dated April 28, 2020, be approved, effective September 1, 2020.

**DOCUMENTATION PROVIDED:**

*100-Level Credit Limit Policy* relevant excerpts (Current Copy)

*100-Level Credit Limit Policy* relevant excerpts (Tracked Changes Copy)

*100-Level Credit Limit Policy* relevant excerpts (Final Copy)



# University of Toronto Mississauga

## Proposal to Modify an Existing Academic Policy

### SECTION 1 – Summary Information

<b>Type of Proposal:</b> <i>(i.e. Modification to existing Academic Regulations, Transcript Notation, Pilot Program, etc.)</i>	Amendment to an existing Academic Regulation
<b>Department/Unit Proposing:</b>	Office of the Vice-Principal Academic & Dean  Office of the Registrar, UTM
<b>Department/Unit Contact:</b>	Yen Du Program & Curriculum Officer, Office of the Dean <a href="mailto:yen.du@utoronto.ca">yen.du@utoronto.ca</a>  Lorretta Neebar Registrar & Director of Enrolment Management <a href="mailto:lorretta.neebar@utoronto.ca">lorretta.neebar@utoronto.ca</a>
<b>Date of Proposal:</b>	April 28, 2020
<b>Faculty/Academic Division:</b>	<b>University of Toronto Mississauga</b>
<b>Effective Date:</b>	September 1, 2020
<b>For Transcript Notations:</b>	
<b>Wording for the notation:</b>	N/A
<b>List of programs that will be able to take advantage of the notation:</b>	N/A

## SECTION 2 - Proposal

### 1. DESCRIPTION

The proposal is to change the current policy regarding the maximum of 6.0 100 level credits that can be counted for degree credit to be modified to an overall minimum of 13.0 credits at the 200+ level and higher, including the current requirement of a minimum of 6.0 credits at the 300/400 level.

Currently, any credits above 6.0 at the 100 level are manually marked Extra, which removes them from the overall credit count and grade point average calculations but allows them to count for program requirements and distribution requirements. With the proposed change in policy, there would no longer be a need to mark any courses at the 100 level Extra due to a maximum allowed for degree credit. With the proposed change, any 100 level course (unless designated Extra under other policies such as Repeating Passed Courses or due to exclusions), would contribute to program requirements, distribution requirements, and grade point average calculations, but any 100-level credits in excess of 7.0 would not contribute toward the 20.0 credits required for graduation.

The proposed policy modification will facilitate:

- Increased flexibility for students to change their program trajectory;
- Increased flexibility for transfer students to complete 100 level courses for degree credit;
- Increased simplicity and immediate transparency for students concerning how this policy is implemented and what impact it has on their academic progress and academic record;
- Increased capacity to implement foundational writing and numeracy courses as per the Academic Plan; and
- Reduced requirement for manual adjustment of individual student records.

### 2. BACKGROUND

The maximum of 6.0 credits at the 100 level for a four-year degree was first implemented in 1975-1976 when the University of Toronto Mississauga (UTM) was Erindale College as part of the Faculty of Arts & Science. The requirement remained in place throughout the transition of the four-year Bachelor of Arts and Bachelor of Science degrees to Honours degrees in 1992-1993. When this 100-level maximum was implemented, students were not required to complete programs, although students completing a four-year Bachelor of Science degree were required to complete at least 9.0 credits at the 200-level and higher from courses offered by specific Science academic units. The requirement to complete specific programs of study – either one Specialist or two Majors – was first implemented in 1981-1982.

### 3. RATIONALE

The maximum of 6.0 credits at the 100-level is in place for the Honours Bachelor of Arts, the Honours Bachelor of Science, the Bachelor of Commerce and the Bachelor of Business Administration and includes any on-admission and post-admission transfer credits.

The 100-level limit is currently managed in Degree Explorer by a degree requirement coded to allow no more than 6.0 credits at the 100-level. If a student exceeds 6.0 credits at the 100 level, this degree requirement displays as incomplete and a student would be ineligible to graduate on this basis, even if

all other degree requirements were complete. This requirement remains incomplete until the additional 100 level credits are manually marked Extra by the Office of the Registrar, reducing the student's 100 level credit count to 6.0 as well as the overall credit count.

Concern has been raised about the 100 level credit maximum and the designation of additional 100 level credits as Extra for the following reasons:

- Students are discouraged from making any changes to their program trajectory and/or from taking additional 100 level courses out of interest lest they exceed the 100 level limit.
- Transfer credits received on-admission from high school curriculums (e.g., Advanced Placement, International Baccalaureate) and previous post-secondary studies are prioritized over courses taken at the University Toronto Mississauga (UTM).
- Students who receive secondary school transfer credit can request, in the fall of their first year, to forfeit these transfer credits to allow their UTM courses to contribute toward their overall number of degree credits and cumulative grade point average. The context within which students may make a decision to forfeit transfer credits can be complex, and involves detailed academic advising at the Office of the Registrar.
  - Deadlines to forfeit these transfer credits are early in the fall before the deadline to add/drop courses. As a result, students do not have a lot of time to decide whether to keep these credits or forfeit.
- On admission post-secondary transfer credits cannot be forfeited.
- If a student who has completed 5.5 credits at the 100-level subsequently enrolls in a 1.0 credit course at the 100 level, the most recently completed 0.5 credit course will be marked Extra, possibly leading to a change in grade point averages in previous sessions; the current policy can therefore have retroactive implications for a student's academic record.
- Inquiries and confusion concerning the 100 level limit and its impact on student academic records, both within and outside of the context of secondary school transfer credits as above, contribute to a significant portion of academic advising in the Office of the Registrar during all years of study.
- The University of Toronto Scarborough (UTSC) does not have a maximum number of 100 level credits that students can complete for degree credit.
  - If a student were to transfer from UTSC to the University of Toronto Mississauga and had completed more than 6.0 credits at the 100 level at UTSC, the excess 100-level courses would be marked Extra upon transfer; the number of credits earned by the student would decrease and there would be a discrepancy between the final CGPA at UTSC and the CGPA upon transfer to the University.
- The 100 level maximum of 6.0 credits has been in place since 1975-1976, a time at which students were not required to complete programs. Students must now complete at least one Specialist, two Majors, or one Major and two Minors; these programs require students to complete a specified number of courses at the 200 level or higher.
- In conjunction with program requirements, the degree requirement of a minimum of 6.0 credits at the 300/400 level mandates that students cannot complete the majority of their degree using only 100 level courses.

#### 4. CONSULTATION

The proposal was provided to the Faculty of Arts & Science (St. George campus), the John H. Daniels Faculty of Architecture, Landscape and Design (St. George campus), and the University of Toronto

Scarborough for review and feedback. These divisions raised no concerns and any comments received have been incorporated into the proposal as appropriate. As mentioned above, the Faculty of Arts & Science is bringing forward their own proposal for the same change in their division.

At UTM, consultation has taken place with each of the three Divisional Undergraduate Curriculum Committees as well as with all unit Chairs and Directors. Additional consultation was sought with the UTM Student's Union (UTMSU). Again, any feedback received has been incorporated into the proposal as appropriate.

## 5. FINANCIAL AND RESOURCE IMPLICATIONS

No financial or resource implications are anticipated.

## 6. IMPLEMENTATION

The copy text for each degree type for this policy modification (provided in Section 3, below) will be included in the 2020-21 Academic Calendar.

Students admitted to degree studies at the University of Toronto Mississauga for September 2020 would begin their degree studies under this policy. Students first enrolled in the Honours Bachelor of Arts, Honours Bachelor of Science, Bachelor of Commerce, or Bachelor of Business Administration degree prior to September 2020 would also follow this policy on a going-forward basis; courses previously designated Extra under the 100 level limit would remain Extra, however such students could in the future complete additional 100 level courses that would not be marked Extra. Requests for retroactive removal of an Extra designation would be considered on a case-by-case basis.

## SECTION 3 – Calendar Copies

### CURRENT COPY

#### Honours Bachelor of Arts (HBA) Requirements and Honours Bachelor of Science (HBSC) Requirements (relevant excerpt)

##### Course Requirements:

Complete at least 20.0 credits (i.e. with a grade of 50% or more or CR), meeting the following criteria:

- No more than 6.0 credits at the 100 level;
- No more than 15.0 credits may have the same three-letter designator (e.g. "ANT," "ENG," etc.);
- At least 6.0 credits must be 300/400 level (no more than 1.0 credit at the 300/400 level transfer credit may be counted with the exception of courses taken through an official university exchange program).

#### Bachelor of Commerce (BCom) Requirements (relevant excerpt)

**Course Requirements:**

Obtain standing in at least 20.0 credits, meeting the following criteria:

- No more than 6.0 credits may be 100 level.
- At least 6.0 300/400 level credits (no more than 1.0 300/400 level transfer credit may be counted with the exception of courses taken through an official university exchange program).
- No more than 15.0 credits may be taken for degree credit from the following: COM(G)/MGD/MGT/MGM (see [Commerce \(BCom, HBA\) Program](#)).

**Bachelor of Business Administration (BBA) Requirements****Course Requirements:**

Obtain standing in at least 20.0 credits, meeting the following criteria:

- No more than 6.0 credits may be 100 level.
- No more than 15.0 credits may be taken for degree credit from the following:  
COM/MGD/MGT/MGM
- At least 6.0 300/400 level credits (no more than 1.0 300/400 level transfer credit may be counted with the exception of courses taken through an official university exchange program).

**TRACKED CHANGES COPY****Honours Bachelor of Arts (HBA) Requirements and Honours Bachelor of Science (HBSC) Requirements**  
*(relevant excerpt)***Course Requirements:**

Complete at least 20.0 credits (i.e. with a grade of 50% or more or CR), meeting the following criteria:

- ~~No more than 6.0 credits at the 100 level;~~ **At least 13.0 credits at the 200+ level including a minimum of 6.0 credits at the 300/400 level (no more than 1.0 credit at the 300/400 level of transfer credit may be counted with the exception of courses taken through an official university exchange program).**
- No more than 15.0 credits may have the same three-letter designator (e.g. "ANT," "ENG," etc.);
- ~~At least 6.0 credits must be 300/400 level (no more than 1.0 credit at the 300/400 level transfer credit may be counted with the exception of courses taken through an official university exchange program).~~

*Statement concerning the change in degree requirements:*

Effective as of September 2020, a maximum of 6.0 credits at the 100-level for degree credit is no longer being enforced. Instead, students must complete a minimum of 13.0 credits at the 200+ level and higher, including a minimum of 6.0 credits at the 300+ level.

### Bachelor of Commerce (BCom) Requirements (relevant excerpt)

#### Course Requirements:

Obtain standing in at least 20.0 credits, meeting the following criteria:

- ~~No more than 6.0 credits may be 100 level.~~ At least 13.0 credits at the 200+ level including a minimum of 6.0 credits at the 300/400 level (no more than 1.0 credit at the 300/400 level of transfer credit may be counted with the exception of courses taken through an official university exchange program).
- ~~At least 6.0 300/400 level credits (no more than 1.0 300/400 level transfer credit may be counted with the exception of courses taken through an official university exchange program).~~
- No more than 15.0 credits may be taken for degree credit from the following: COM(G)/MGD/MGT/MGM (see [Commerce \(BCom, HBA\) Program](#)).

#### *Statement concerning the change in degree requirements:*

Effective as of September 2020, a maximum of 6.0 credits at the 100-level for degree credit is no longer being enforced. Instead, students must complete a minimum of 13.0 credits at the 200+ level and higher, including a minimum of 6.0 credits at the 300+ level.

### Bachelor of Business Administration (BBA) Requirements

#### Course Requirements:

Obtain standing in at least 20.0 credits, meeting the following criteria:

- ~~No more than 6.0 credits may be 100 level.~~ At least 13.0 credits at the 200+ level including a minimum of 6.0 credits at the 300/400 level (no more than 1.0 credit at the 300/400 level of transfer credit may be counted with the exception of courses taken through an official university exchange program)
- No more than 15.0 credits may be taken for degree credit from the following:  
COM/MGD/MGT/MGM
- ~~At least 6.0 300/400 level credits (no more than 1.0 300/400 level transfer credit may be counted with the exception of courses taken through an official university exchange program).~~

#### *Statement concerning the change in degree requirements:*

Effective as of September 2020, a maximum of 6.0 credits at the 100-level for degree credit is no longer being enforced. Instead, students must complete a minimum of 13.0 credits at the 200+level and higher, including a minimum of 6.0 credits at the 300+ level.

## FINAL COPY

### Honours Bachelor of Arts (HBA) Requirements and Honours Bachelor of Science (HBSC) Requirements (*relevant excerpt*)

#### Course Requirements:

Complete at least 20.0 credits (i.e. with a grade of 50% or more or CR), meeting the following criteria:

- At least 13.0 credits at the 200+ level including a minimum of 6.0 credits at the 300/400 level (no more than 1.0 credit at the 300/400 level of transfer credit may be counted with the exception of courses taken through an official university exchange program).
- No more than 15.0 credits may have the same three-letter designator (e.g. "ANT," "ENG," etc.);

#### *Statement concerning the change in degree requirements:*

Effective as of September 2020, a maximum of 6.0 credits at the 100-level for degree credit is no longer being enforced. Instead, students must complete a minimum of 13.0 credits at the 200+level and higher, including a minimum of 6.0 credits at the 300+ level.

### Bachelor of Commerce (BCom) Requirements (*relevant excerpt*)

#### Course Requirements:

Obtain standing in at least 20.0 credits, meeting the following criteria:

- At least 13.0 credits at the 200+ level including a minimum of 6.0 credits at the 300/400 level (no more than 1.0 credit at the 300/400 level of transfer credit may be counted with the exception of courses taken through an official university exchange program).
- No more than 15.0 credits may be taken for degree credit from the following: COM(G)/MGD/MGT/MGM (see Commerce (BCom, HBA) Program).

#### *Statement concerning the change in degree requirements:*

Effective as of September 2020, a maximum of 6.0 credits at the 100-level for degree credit is no longer being enforced. Instead, students must complete a minimum of 13.0 credits at the 200+level and higher, including a minimum of 6.0 credits at the 300+ level.

## **Bachelor of Business Administration (BBA) Requirements**

### **Course Requirements:**

Obtain standing in at least 20.0 credits, meeting the following criteria:

- At least 13.0 credits at the 200+ level including a minimum of 6.0 credits at the 300/400 level (no more than 1.0 credit at the 300/400 level of transfer credit may be counted with the exception of courses taken through an official university exchange program)
- No more than 15.0 credits may be taken for degree credit from the following:  
COM/MGD/MGT/MGM

### *Statement concerning the change in degree requirements:*

Effective as of September 2020, a maximum of 6.0 credits at the 100-level for degree credit is no longer being enforced. Instead, students must complete a minimum of 13.0 credits at the 200+level and higher, including a minimum of 6.0 credits at the 300+ level.