AGENDA
Graduate Education Council
Tuesday, May 16, 2017
3:10 p.m. – 5:00 p.m.
The Council Chamber, Galbraith Building
Room 202, 35 St. George Street

Refreshments will be served

1. Approval of the Agenda of Graduate Education Council - May 16, 2017

2. Approval of the Minutes of the Graduate Education Council - October 18, 2016
   (Documentation Attached)

3. Business Arising from the Minutes

4. Motions (Documentation Attached)
   a. Graduate Academic Appeals Board (GAAB) Membership 2017-18
   b. Name Change for Office of English Language and Writing Support
   c. SGS Hearing Officer

5. Regulation Review – Luc De Nil (Documentation Attached)
   a. General Regulations
   b. Degree Regulations
   c. Fee Regulations
   d. Financial Support

6. Dean’s Remarks
   a. Parental Leaves
   b. Gym Membership Fees
   c. UHIP
   d. Response to Graduate Professional Development Report (Documentation Attached)

7. For Information (Documentation Attached)
   a. GAAB Annual Report 2015-16
   b. Admissions and Programs Committee Report 2015-16
The Dean and Vice-Provost, Graduate Research and Education, Locke Rowe, called the meeting to order in his role as Chair of Council. He welcomed all members and visitors and gave a special thank you to all members for their participation on Council throughout the year.

For Approval: Agenda of the Graduate Education Meeting of October 18, 2016

MOTION (duly moved by E. Smyth and seconded by C. Wachowich)
THAT the agenda of the Graduate Education Council meeting of October 18, 2016, be approved.

The motion was CARRIED.

1. For Approval: Minutes of the Graduate Education Council Meeting of March 15, 2016

MOTION (duly moved by E. Smyth and seconded by J. Mahrt Smith)
THAT the minutes of the Graduate Education Council meeting of March 15, 2016, be approved.

The motion was CARRIED.

2. Business Arising from the Minutes

There was no business arising from the previous minutes.

3./4. Dean’s Remarks, Report of the SGS Dean and Vice-Provost, Graduate Research and Education

The Dean reviewed the SGS goals and priorities for 2015-16 and provided a status of activities.

3.1 Funding Transparency: Last year funding information for all units, showing actual incomes across all program years and time to completion, was posted on the SGS website. The data for this year is being updated and will include completion rates as well as a summary of what the student income will look like across their program, how long they will be in that program and expected completion rates. Last year SGS discussed funding transactions with students, funding letters that programs should be producing, and how funding is moved between students and their program. SGS has developed some best practices for these activities, as they vary across programs depending on how funding is transferred to students, and those best practices are now out circulating with graduate administrators to make sure that we have not set up unobtainable expectations. Students should be able to see where their funding is coming from and what it will be every month, in an attempt to make funding consistent from month-by-month for students, with a little burst of funding at the time tuition has to be paid. Funding letters will also be co-signed by the advisor and
the student, so both know where the funding is coming from in September. The letters should be posted to the SGS website shortly.

3.2 Time to Completion: Last year SGS researched literature on time to completion and the Dean gave presentations to PDAD&C and various faculty groups. Best Practices were developed and are now complete. We have created two documents that will be circulated soon and also available on our website. One of them is directed to graduate units and is a straight-speaking description of what the best practices are, and the second is written specifically for students. They will be posted on the SGS website shortly.

3.3 Supervisory Guidelines: In consultation with the Graduate Student Union and interested constituents, the existing supervisory guidelines were updated with versions for both students and faculty. The goal of involving student groups in the process was to encourage their ownership in supporting and advertising these best practices.

3.4 Graduate Program Innovation Fund: Several proposals have been funded by the Graduate Program Innovation Fund to support initiatives to enhance and improve the time to completion and graduation rates of students in graduate programs. Arts and Science has a Milestones program as well Medicine, Applied Science, Music and OISE have initiatives. As these sessions are conducted, we will learn about the exciting things happening in departments, and we will share these innovations in graduate programming more broadly.

3.5 Mental Health: Graduate Student Mental Health has been a focus this past year. There is a Counselor at the School of Graduate Studies, seeing graduate students by appointment, five days a week. Workshops formerly for graduate and undergraduate students have been modified to a format whereby sessions take place at SGS and are targeted to graduate student needs. In the past, we have held workshops within departments and are happy to do more of that as the students find these of great benefit.

3.6 Conflict Resolution Centre: Staring last year as a pilot program, the Conflict Resolution Centre is up and running and seems to be a great success. An overwhelming number of students are being trained as peer helpers and enthusiastic to be involved. SGS will have someone come and talk about this program. (Action Item)

The Dean then reviewed the goals and priorities for 2016-17.

3.7 Internationalization: Internationalization is a priority for the President; Ted Sargent has been appointed Vice-President International. Ted’s International Strategy Working Group is moving quickly to establish a University plan. SGS’ aim is to fit graduate studies into the larger strategy. To this end, SGS has researched what our best competitors are doing for international students to get a sense of what can be done. Areas identified for improvement are community engagement, taking advantage of the diverse community outside the university. Focus group meetings were held with international graduate students to solicit input. They were mostly happy with what was going on but what was most clear was that they didn’t know how what services were available or how to access them. SGS then gathered information on services, both centrally and in divisions, and built a website portal so international graduate students can go to a single place to find information. This draft is currently being circulated to ensure that nothing is missing anything and it should be up on the SGS website in a matter of weeks.
3.8 Graduate Professional Development (GPD): The survey to look at outcomes for 10,000 recent Ph.D. graduates is nearly complete, with rough data expected to be released data around December. The survey research team was able to locate 80% of past students, and it is anticipated that programs may be able to assist in identifying the students who do not have a presence on the web. It is important that the programs trust the data and have a sense that student outcomes are accurately captured. While the proportion of students that follow the tenure stream path is higher than one avers, the proportion of students who do not follow this path are doing really interesting things. It is hoped that the survey results begin to drive change in programs to better align with student outcomes. Ultimately, programs will have access to the students and may choose to bring in those alumni, especially those outside of academics, to talk about the obstacles they faced and the opportunities they took advantage of after leaving graduate school. These alumni are excited about coming in and engaging with the programs. It is a non-advancement relationship that should give graduate students a better idea of opportunities. Clearly this will drive change to our GPD programs to better align their programs with the graduate students’ needs.

3.9 Building Renovations: Renovations to Students Services at 63 St. George Street are moving along, although a bit behind schedule. Staff will start to move back beginning November 14th. As this is the main place of graduate student interactions, common room space has been incorporated to encouraging increased students interactions with the School.

The education unit, GPD and English Language & Writing Support (ELWS) will remain at 704 Spadina for now. The Dean introduced Jane Freeman, Director of ELWS. With the Student Services team relocating back to 63 St George there will be considerable space vacant. The Dean confirmed plans to improve the interior and exterior of the 704 Spadina facilities and expand the GPD and ELWS programs.

3.10 Recruitment Group. A Recruitment Working Group was established to investigate the extent and scope of SGS involvement in recruiting graduate students. That report will be available soon.

3.11 Regulation Review: Program feedback received by SGS has resulted in an in-depth review of the set of regulations that govern graduate programs. Discussions are ongoing with resolution expected in March 2017 for the SGS 17-18 Course Calendar publication. All proposed changes to regulations will be presented to GEC members.

The Dean asked the GEC if there were issues that they felt SGS should be focusing on that they currently are not. A faculty member suggested that SGS host a full or half day workshop for units to give 10-minute talks to share their “best practices”. This information sharing type of initiative was a recommendation in Professor Reithmeier’s report. A faculty member asked if it would be possible to receive data on graduate student attrition. The Vice-Dean Students explained this is complicated given that students who registered prior to 2010 were able to lapse, so it was difficult to know whether to count lapsed students in attrition. Since 2010, students are able to request extensions so it is possible to track the number and reason for these. The Vice-Dean stated that 30% of students do not complete their programs, stating this number is consistent across units. The faculty member asked if it would be possible to receive a weekly report with attrition information.

5. Report of the Professor Elizabeth Smyth, Vice-Dean, Programs: The Vice-Dean introduced her administrative support team of Ms. Angelique Plata and Ms. Kelly Crawford.
The Office of the Vice-Dean Programs office handles, among other things, somewhere between 800-900 doctoral examinations annually. She thanked GEC for their patience with the facilities at 704 Spadina. Dissertations across the University of Toronto vary both widely and wildly. The Canadian Associate of Graduate Schools (CAGS) has established a working group to investigate doctoral dissertations. The Draft Consultation Document was distributed with the agenda and is an invitation to engage in discussion. Bob Gibbs, Director of the Jackman Humanities Institute at the University of Toronto, is a member of the Working Group. He and Vice-Dean Smyth will coordinate discussion groups across the three campuses to discuss the three main questions of dissertation content, form, and evaluation. Please contact Vice-Dean Smyth at sgs.vdeanprograms@utoronto.ca if you are interested in participating.

6. Report of the Professor Luc De Nil, Vice-Dean, Students: The Vice-Dean introduced some of the SGS administrators; contact information is below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Stathopoulos</td>
<td>Director, Student Services</td>
<td><a href="mailto:Laura.stathopoulos@utoronto.ca">Laura.stathopoulos@utoronto.ca</a></td>
</tr>
<tr>
<td>Lisa Haley</td>
<td>Associate Director, Graduate Awards and Financial Aid</td>
<td><a href="mailto:l.haley@utoronto.ca">l.haley@utoronto.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:graduate.awards@utoronto.ca">graduate.awards@utoronto.ca</a></td>
</tr>
<tr>
<td>Victoria Hurlihey</td>
<td>Manager, Front-line Student Academic Services</td>
<td><a href="mailto:Victoria.hurlihey@utoronto.ca">Victoria.hurlihey@utoronto.ca</a></td>
</tr>
<tr>
<td>Angelique Plata</td>
<td>Executive Assistant to the Vice-Deans; Graduate Academic Appeals Board (GAAB)</td>
<td><a href="mailto:Sgs.vdeanea@utoronto.ca">Sgs.vdeanea@utoronto.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:gaab@utoronto.ca">gaab@utoronto.ca</a></td>
</tr>
<tr>
<td>Kelly Crawford</td>
<td>Assistant the Vice-Deans</td>
<td><a href="mailto:Sgs.vicedeanassistant@utoronto.ca">Sgs.vicedeanassistant@utoronto.ca</a></td>
</tr>
<tr>
<td>Dianne Heximer</td>
<td>Executive Assistant to the Dean; Academic Integrity Issues</td>
<td><a href="mailto:Sgs.dean@utoronto.ca">Sgs.dean@utoronto.ca</a></td>
</tr>
</tbody>
</table>

The Vice-Dean referred to the “Best Practices for Graduate Supervision,” document published in 2008 by Professor J.J.B. Smith, previous Vice-Dean in the School of Graduate Studies. This document has provided valuable support to students, faculty, and administrators. A working group was established to review content and included representatives from the Graduate Student Union (GSU) along with faculty members and students from Divisions across the university. They reviewed the original document and created two separate documents, “Best Practices for Doctoral Students”, written for a student audience and “Top 10 Best Practices for Graduate Units” written specifically for graduate units. The documents will be available online in December and will be available to download as an accessible pdf document. Companion one-page flyers are being created to link to the online documents. The student version of the flyer is close to completion. It is hoped that the flyer will give supervisors and students a clear vision of their responsibilities, what each party should expect from the other, and assist in the completion of student programs as efficiently and quickly as possible. Links to support and resources are also included. The Best Practices documents are found at this link.

A workshop on “Best Practices in Graduate Supervision,” jointly organized by the Centre for Teaching Support and Innovation (CTSI), will be held on January 26, 2017, with more to follow. The School of Graduate Studies is happy to work with programs and divisions to help coordinate and participate in these types of workshops.

A faculty member asked if we are seeing different kinds of students than those who came 20 years ago. Vice-Dean Smyth replied that demographically there has been a change due to the growth of the professional Masters program and the shift from only having full-time PhDs to having flextime options within units. As a result of flex-time options, there are students who are either working professionals or whose work and research are integrated. The nature of the dissertation has also changed, particularly in Divisions III and IV.
(Life Sciences and Physical Sciences). Dissertation-by-publication and other kinds of dissertations are emerging, and SGS has provisions for the inclusion of multimedia.

7. Report of Professor Reinhart Reithmeier, Special Advisor to the Dean, Graduate Skills Development, and Engagement

Professor Reithmeier explained the 10,000 Ph.D. project to determine the current employment status the past 10,000 individuals who have graduated from UofT with a Ph.D. from 2000-2015. This is not a formal alumni survey, but an online search by five media-savvy undergraduates who know how to use social media to find people. They are capturing between 79-86% of students per year. Professor Reithmeier reviewed graduate numbers by male/female, discipline, division and year. It is important to note this is the status of graduates since their year of graduation, explaining why less recent graduates have secured tenure-stream positions. He reviewed the percentage of students in postdoctoral positions, tenure-track positions jobs in other sectors (private sector, Engineering, IT, Finance). The information will be shared more broadly with units who will be encouraged to reach out to these graduates to learn their pathways, how they made transitions, etc.

8. Updates from the School of Graduate Studies

8.1 Information Services: The University undertaking to replace Learning Management Engine (LME), to replace Blackboard. Corey Dales, Director of Information Systems, introduced Janice Patterson, Community Engagement Lead and the Director of the Centre for Teaching and Learning at UTC. The short listed suppliers for the LME are 1. Blackboard; 2. Desire to Learn; and 3. Instructure. The UofT community is encouraged to log in to the testing site at http://toolboxrenewal.utoronto.ca/, engage in hands-on testing of scenarios in the systems and provide feedback.

The @SGS email systems have been retired, so please ensure your websites and printed materials contain the correct email address which can be found at this link, https://www.sgs.utoronto.ca/about/Pages/Staff-Directory.aspx.

Progress Tracker: This optional web-based tool allows students, supervisors and their units to track the progress of research-stream students. The testing phase is underway, and the IT team will start onboarding units shortly. Please contact Corey at 416.978.6115 if you are interested in participating. As student information will be imported from ROSI, it is important that the information is current, particularly supervisory committee membership, supervisor name, thesis titles, course/language requirements and departmental exams. If you need assistance with ROSI/ROSI codes, please see the user manual created by Victoria’s team. Information relating to leaves of absence and extensions will automatically be brought into the system, as entered in ROSI.

Forms Tool: SGS is transferring all forms into a web-based tool which will import “real time” data from ROSI (if it is in the system) into the form. From the various webpages, former form links to pdfs will be redirected to the forms tool for electronic processing. You will be presented with a web login. Please contact sgs.support@utoronto.ca if you need access.
8.2 Student Services:

Lisa Haley, Associate Director of Graduate Awards and Financial Aid, reported that three new positions have been approved for the staff complement to provide a higher level of expertise and increased outreach to units and students through workshops.

9 Other Business: None.

10. For Information: Documents distributed with the agenda for information.

10.1 GEC Membership 2016-17

Graduate Education Council membership for the 2016-17 term was distributed with the agenda. There are currently five (5) vacancies in Division III – 3 faculty seats and 2 graduate student seats. A Call for Nominations will go out shortly.

10.2 Graduate Academic Appeals Board (GAAB) Membership

Graduate Academic Appeals Board (GAAB) Membership for 2016-17 was distributed with the agenda.

10.3 Academic Integrity Annual Report 2015-16

The Academic Integrity Annual Report for 2015-16 was distributed with the agenda. It summarizes the number and type of Code of Behavior on Academic Matters cases received as well as the time between receipt of the allegation and the case being resolved at SGS or sent to the Provost for tribunal proceedings.

10.4 UofT External Award Report: Federal and Provincial Awards

The UofT External Award Report for Federal and Provincial Awards prepared by Lisa Haley was distributed with the agenda. It explains the outreach, process, and results of the Federal Tri-Agency and Provincial award competitions for the past five years.

Closing Remarks

The Dean welcomed any questions or feedback. Seeing no further discussion or questions, the Dean moved to adjournment.

Adjournment

The Dean thanked the Council members for their participation.

The meeting adjourned at 4:50 p.m.

Date: October 18, 2016
Dianne Heximer, Secretary, GEC
Appendix to the Minutes
UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL
Record of Attendance – October 18, 2016

**Present (Voting & Non-voting Members)**
Rowe, Locke *(Chair)*
Akbari, Sara
Barker, Joshua
Bascia, Nina
Brooks, Dina
Buck, Leslie
Bussmann, Markus
Dalrymple-Fraser, Charles
De Nil, Luc
Hu, Jim
Locke, Marius
Mahrt-Smith, Jan
Markovic, Melanie
Marquez, Ian
McInroy, Lauren
McDougall, Douglas
Quinonez, Carlos
Ratto, Matt
Reisz, Robert
Rice, Keren
SIZERALIEVA, Emma
Segal, Hugh
Silcox, Mary
Smyth, Liz
Stevenson, Siobhan
Strong, Kimberly
Versace, Carmela
Wachowich, Cameron

**Absent**
Alford, Larry
Corts, Ken
Daniere, Amrita
Dubber, Markus
Gagne, Catherine
Gertler, Merci
Goel, Vivek
Gough, William
Kaplan, Allan
Knott, Annette
Koga, Midori
Malinick, Daniella
McLean, Bradley
Magnusson, Lynne
Mabury, Scott
Nelson, Sioban
Pietropaolo, Nelly
Pirvulescu, Mihela
Qidwai, Sarah
Qudrat, Anam
Schuman, Boaz
Stathopoulos, Laura
Tan, Mae-Yu
Zhang, Jonny
Zulla, Rachel
Regehr, Cheryl
Simpson, Andre
Somigli, Luca

**In Attendance (Guests & SGS Staff)**
Crawford, Kelly
Dales, Corey
Freeman, Jane
Haley, Lisa
Heximer, Dianne *(Secretary to Council)*
Hurliehay, Victoria
Kenzie, Alison
Kim, Christy
Plata, Angelique
Item 4.(a)

Proposal to approve appointments to the **Graduate Academic Appeals Board (GAAB)** for the 2017-2018 academic year:

**MOTION**

**THAT** Graduate Education Council **approve** the renewal appointment of a Chair, one Alternate Chair, seven faculty and two student members to serve on the Graduate Academic Appeals Board for the 2017-2018 academic year as follows:

**Chair**
Hamish Stewart, Faculty of Law (Renewal - **July 1, 2017 to June 30, 2022**)

**Alternate Chair:**
Jim Philips, Faculty of Law (Renewal - **July 1, 2017 to June 30, 2022**)

**Graduate Faculty Members (Division 1)**
Greig Henderson, English (Renewal – July 1, 2017 to June 30, 2020)
Paul Thompson, History and Philosophy of Science & Technology (Renewal – July 1, 2017 to June 30, 2020)
Keren Rice, Linguistics (Renewal – July 1, 2017 to June 30, 2020)

**Graduate Faculty Members (Division 2)**
Lynne Howarth, Division II (Renewal – July 1, 2017 to June 30, 2020)

**Graduate Faculty Members (Division 3)**
Chris Damaren, Aerospace Studies (Renewal – July 1, 2017 to June 30, 2020)
Willy Wong, Electrical and Computer Engineering (Renewal - **July 1, 2017 to June 30, 2018**)
Jane Phillips, Chemical Engineering & Applied Chemistry (Renewal – July 1, 2017 to June 30, 2020)

**Student Members:**
Rusty Souleymanov, Social Work, Division II (**July 1, 2017 to June 30, 2018**)
Boaz Schuman, Medieval Studies, Division I (**July 1, 2017 to June 30, 2018**)
About Graduate Academic Appeals Board (GAAB):

The Graduate Academic Appeals Board (GAAB) is a standing committee of Graduate Education Council (GEC). Appointment of the Chair of GAAB is approved by GEC upon the nomination of the Dean of the School of Graduate Studies. Appointment of faculty members is approved by GEC upon the recommendation of the Vice-Dean, Students. Appointment of student members is approved by GEC upon the recommendation of the student members of the Council.

GAAB Membership 2017-2018:

With GEC approval, the full membership of GAAB for 2017-2018 will be as follows:

Chair: Hamish Stewart, Faculty of Law (July 1, 2017 to June 30, 2022)
Alternates: Jim Phillips, Faculty of Law (July 1, 2017 to June 30, 2022)
          Angela Fernandez, Faculty of Law (July 1, 2016 to June 30, 2019)

Division I Faculty Members
Members: Greig Henderson, English (July 1, 2017 to June 30, 2020)
           Paul Thompson, History and Philosophy of Science & Technology (July 1, 2017 to June 30, 2020)
           Keren Rice, Linguistics (July 1, 2017 to June 30, 2020)

Division II Faculty Members
Members: Lynne Howarth, Information (July 1, 2017 to June 30, 2020)
           Michele Peterson-Badali, Human Development & Applied Psychology (July 1, 2016 to June 30, 2019)
           Heather MacNeil, Faculty of Information, (July 1, 2016 to June 30, 2019)

Division III Faculty Members
Members: Chris Damaren, Aerospace Studies (July 1, 2017 to June 30, 2020)
           Willy Wong, Electrical and Computer Engineering (July 1, 2017 to June 30, 2018)
           Jane Phillips, Chemical Engineering & Applied Chemistry (July 1, 2017 to June 30, 2020)

Division IV Faculty Members
Members: Rosemary Martino, Speech Language Pathology (July 1, 2016 to June 30, 2019)
           Don Jackson, Ecology and Evolutionary Biology (July 1, 2015 to June 30, 2018)
           Michael J. Wiley, Anatomy (July 1, 2016 to June 30, 2019)

Graduate Student Members
Members: Rusty Souleymanov, Social Work, Division II (July 1, 2017 to June 30, 2018)
           Boaz Schuman, Medieval Studies, Division I (July 1, 2017 to June 30, 2018)
           TBA

Further Governance

GEC approval is final.
MOTION
Graduate Education Council
Tuesday, May 19, 2017

Item 4.(b)

Proposal to approve change the name of the Office of English Language and Writing Support to The Graduate Centre for Academic Communications (GCAC), with the recommendation of the School of Graduate Studies Dean:

MOTION
THAT Graduate Education Council approve the name change of The Office of English Language and Writing Support to The Graduate Centre for Academic Communication.

About the Office of English Language Writing Support (ELWS):

ELWS was launched in 2000 to offer professional development for graduate students in academic writing/speaking. Demands for the unit’s non-credit courses, workshops, and writing centre appointments have increased every year. This year, 5,152 graduate students from 80 departments participated in ELWS’s offerings: up from the previous high of 4,835 graduate students. (See Executive Summary of this year’s Annual Report, attached.) The program is preparing to grow to meet increased demand, and as it does so we request permission to change its name for the three reasons below:

- The current name is cumbersome and often forgotten or remembered inaccurately.
- The current name misrepresents what the unit does. It implies we offer programs only for non-native speakers of English (“English Language Support”), but courses on writing research articles, dissertations, CIHR, SSHRC, and NSERC proposals, to take a few examples, are relevant to native- and non-native English speakers alike.
- The proposed name, The Graduate Centre for Academic Communication, is in keeping with names of similar units in other research universities in North America, and changing the name will make us easier to find for colleagues elsewhere.

In preparing a proposal to change the unit’s name, the Director of ELWS surveyed stakeholders including students, TAs, and faculty members both in and out of the unit. The recommendation to change the name was unanimous, and the first choice of new name was GCAC: The Graduate Centre for Academic Communication

Further Governance
GEC approval is final.
In the 2016-17 academic year, the School of Graduate Studies’ Office of English Language and Writing Support (ELWS), offered 83 non-credit course modules, 54 workshops, 3 boot camps, 22 talks/workshops imbedded within graduate courses, and 614 Writing Centre consultations. A total of 5,152 graduate students from 80 different graduate programs participated in our programs, which is the highest number of students we have ever taught in a year (up from the previous high of 4,835).

During this academic year, 2,276 graduate students enrolled in our courses (another new high), and 1,479 participated in workshops. Figure 1 below shows course demographics by content. Figure 2 shows course demographics by language status.

The disciplinary diversity in the demand for ELWS’s programs is revealed in the lists below of the top ten users, by department, for our courses, workshops, and Writing Centre appointments:

**Top Ten Users by Department:**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Workshops</th>
<th>Writing Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) OISE</td>
<td>OISE</td>
<td>Economics</td>
</tr>
<tr>
<td>2) MIE</td>
<td>MSE</td>
<td>Information</td>
</tr>
<tr>
<td>3) ECE</td>
<td>Geography and Planning</td>
<td>TST – Advanced Degree</td>
</tr>
<tr>
<td>4) Medical Science</td>
<td>HPME</td>
<td>HPME</td>
</tr>
<tr>
<td>5) Civil Engineering</td>
<td>ECE</td>
<td>Medical Science</td>
</tr>
<tr>
<td>6) Management</td>
<td>Civil Engineering</td>
<td>Management</td>
</tr>
<tr>
<td>7) Music</td>
<td>Other/Unknown</td>
<td>Anthropology</td>
</tr>
<tr>
<td>8) Chemical Engineering</td>
<td>Music</td>
<td>Geography and Planning</td>
</tr>
<tr>
<td>9) Computer Science</td>
<td>MIE</td>
<td>Public Health Sciences</td>
</tr>
<tr>
<td>10) HPME</td>
<td>Chemical Engineering</td>
<td>MIE</td>
</tr>
</tbody>
</table>

Please feel free to contact me if you have any questions.

Dr. Jane Freeman, Director
Office of English Language and Writing Support
Phone: 416 946-7314  E-mail: jane.freeman@utoronto.ca
Item 4.(c)

Proposal to appoint the SGS Hearing Officer for the Code of Student Conduct, School of Graduate Studies.

**MOTION**

**THAT Graduate Education Council approve the appointment of Professor Jim Phillips (Law), as SGS Hearing Officer for the Code of Student Conduct, for a three-year term commencing July 1, 2017 and ending June 30, 2020.**

Prior Approvals and Discussion

The Code of Student Conduct requires that the Graduate Education Council (GEC) appoint a Hearing Officer for the Code of Student Conduct cases, nominations are made by the Dean.

Further Governance

GEC approval is final.
General Regulations

All graduate students are accepted under the General Regulations of the School of Graduate Studies (SGS). See also Degree Regulations section and the program entries.

1 Organization of the School of Graduate Studies
2 Student Categories
3 Application for Admission to a Degree Program
4 Admissions Regulations and Procedures
5 Structure of Academic Programs
6 Registration and Enrolment
7 Good Academic Standing and Satisfactory Academic Progress, Time Limits, Supervision, and Candidacy
8 Graduate Student Supervision
9 Graduation
10 Academic Appeals Policy
11 Policies and Guidelines

Exemptions: The Graduate Education Council of the School of Graduate Studies has the power to waive the application of a regulation in individual cases. Such exemptions are granted only in exceptional circumstances and require the favourable recommendation of the graduate unit and of the School of Graduate Studies Admissions and Programs Committee.

1 Organization of the School of Graduate Studies

The School of Graduate Studies (SGS) is responsible for the oversight of all graduate programs in the University of Toronto and for developing and implementing appropriate regulations and operating procedures for admissions, programs of study, and completion of degree requirements.

According to its constitution, the School of Graduate Studies has a council and is organized into four divisions. Each of the departments, centres, and institutes (referred generally as graduate units) belongs to one of the divisions.

1.1 The Divisions

- Division I—Humanities
- Division II—Social Sciences
- Division III—Physical Sciences
- Division IV—Life Sciences

1.2 Graduate Education Council

The Graduate Education Council is an academic advisory and regulatory body. It exercises powers and duties, subject to the approval of Governing Council, as required, under the provisions of the University of Toronto Act. The Graduate Education Council consists of 35 elected members and numerous ex-officio members. Each division elects five faculty members and three graduate students to the council; a senior representative of the Graduate Students’ Union is a voting member. There are three administrative staff seats. The Graduate Education Council is chaired by the Dean of Graduate Studies and Vice-Provost, Graduate Research and Education.

The Graduate Education Council is primarily responsible for determining policies and regulations affecting the administration and operation of graduate studies, and for advising Governing Council on initiatives in graduate studies. The Graduate Education Council is concerned with the quality of graduate education across the University.
1.3 Graduate Units

Graduate units (departments, centres, and institutes) offer degree programs and courses and conduct research. A number of graduate diploma programs are also offered. A graduate unit offers degree programs or graduate diplomas, courses and research. It may be a department, centre, institute, school or faculty.

Each graduate student is enrolled in one of the graduate departments/centres/institutes that offer graduate study. The graduate unit is responsible for ensuring that each student is admitted and enrolled in an appropriate program of studies and is responsible for thesis/research supervision in conformity with the policies and procedures of the School of Graduate Studies.

The Coordinator of Graduate Studies is responsible for the administration of graduate affairs within the unit, as delegated by the unit’s Chair or Director. The unit’s chair, dean or director is responsible for the graduate affairs within the unit. The administrative duties may be delegated by the unit’s chair or director, as appropriate.

1.4 Graduate Programs

Graduate programs are listed alphabetically in the Programs by Graduate Unit section of this calendar.

1.4.1 Degree Programs

A diverse range of both research-oriented and professional degree programs are offered at both the master’s and doctoral levels.

1.4.2 Collaborative Programs

Collaborative specializations programs (CPs) emerge from cooperation between two or more graduate units and their graduate programs. The student has a broader base from which to explore a novel interdisciplinary area or some special development in a particular discipline.

The student must be admitted to, and enrol in, one of the collaborating graduate units (known as a “home” unit) and must fulfill all the requirements of the degree program in the home unit and any additional requirements of the CP collaborative specialization. Each CP collaborative specialization is designed to allow a focus in the area of specialty. On successful completion of the program, the student receives a transcript notation indicating completion of the CP collaborative specialization, in addition to the degree.

1.4.3 Combined Degree Programs

Combined degree programs (CDPs) allow a student to study in two approved degree programs at the same time and to complete the requirements of both, providing a distinctive academic benefit to the student either through academic enrichment or academic acceleration. CDPs build on a strong academic rationale or synergy between the programs in the combination.

CDPs may embody the following combinations: undergraduate/graduate, second-entry undergraduate/graduate, or graduate/graduate. A CDP is an entity; the student is registered in a CDP as well as in the two participating degree programs. On successful completion of the CDP, the student receives two degrees.

1.4.4 Graduate Diploma Programs

Graduate diplomas may be offered at the master’s, post-master’s, and doctoral levels. They consist of approved graduate courses or other graduate academic activities appropriate to the diploma level. The University of Toronto offers graduate diploma programs in conjunction with a master’s or doctoral degree and also graduate diplomas as a stand-alone program with direct admission.
1.4.5 Conjoint Programs

The University of Toronto and the Toronto School of Theology, in accord with their Memorandum of Agreement between the two institutions, offer specific and approved conjoint programs, some of which may be graduate degree programs. Students in a conjoint program are students at the University of Toronto; however, they are not registered at the School of Graduate Studies.

1.4.6 Joint Programs

A graduate joint degree program is a program of study offered by two or more universities, or equivalent institutions, in which successful completion of the requirements is confirmed by a single degree document.

1.4.7 Dual Degree Programs

A dual degree program (DDP) is a program of study offered in partnership by the University of Toronto and an international peer university, or equivalent institution. In a DDP, a student's successful completion of the program requirements of two existing degree programs is conferred with two degree documents or parchments. DDPs build on a strong academic rationale between the programs in the combination and provide a distinctive academic benefit to students. DDPs are governed by a memorandum of agreement.

1.5 Graduate Faculty

Responsibility for directing all elements of graduate teaching and supervision of students rests with members of the graduate faculty.

Graduate faculty membership is initiated by the Chair/Director of the graduate unit. With the approval of the School of Graduate Studies, the Chair confirms graduate membership to the faculty member. Membership is offered in the following categories:

1.5.1 Full Members

Full members may

- act as the sole or major supervisor of a doctoral or master's thesis for students in the graduate unit
- act as a member of thesis committees of students in any graduate unit, as appropriate
- serve as chair or voting member of a Final Oral Examination committee
- assume responsibility for the setting and marking of comprehensive (general) examinations
- teach, set, and mark examinations for a graduate course
- give such other graduate direction as may be required

1.5.2 Associate Members

Associate Members may be permitted to undertake all the duties of a full member but shall not serve as a sole or major supervisor, whether formally or otherwise, of a doctoral student nor act as the chair of a Final Doctoral Oral Examination.

1.5.3 Associate (Restricted) Members

Associate (restricted) members may be permitted to undertake the duties available to an associate member, but only as specified in writing at the time that the graduate membership is offered.

1.5.4 Members Emeriti
Members emeriti may perform all duties of a full member, but may only take on new supervision with the approval of the Graduate Chair, Dean, or Director of the graduate unit.

2 Student Categories of Students

The University offers admissions to three categories of graduate students:

1. degree or diploma student
2. special (non-degree) student
3. visiting student

2.1 Degree or Diploma Student

A degree or diploma student is registered in a graduate degree or diploma program in the School of Graduate Studies.

A student who has completed all requirements for the doctoral degree exclusive of thesis research is deemed to have achieved candidacy and will be designated as a "doctoral candidate" in the School of Graduate Studies.

2.1.1 Degree or Diploma Student on Probation

When credentials are from a university where the program of study cannot readily be appraised by the graduate unit, the applicant may be required to register on probation for a period of at least 4 months and not more than 12 months. Applicants must hold a recognized degree with appropriate standing.

After 4 months, but before the end of 12 months, the graduate unit may wish to recommend to the School of Graduate Studies that the student’s probationary status be removed. Work completed during the probation period will be credited towards the degree program. Students whose probationary status is not removed may remain registered on probation for the remainder of the academic year but will not be permitted to continue after that.

2.2 Special (Non-Degree) Student

Two categories of special students are described below. Special students are not registered in a program of study which may lead to a degree or diploma. All special students must be enrolled in at least one graduate course; some may be enrolled in both undergraduate and graduate courses. Special students must submit an application for admission for each academic year of study.

2.2.1 Special Student, Full-Time

Students who are changing disciplines or require preparatory work may be admitted as full-time special students and enrol in a full-time program of study not leading to a degree or diploma. Full-time special students will be taking more than 1.0 full course equivalent (FCE) per session.

2.2.2 Special Student, Part-Time

Students wishing to take one or two graduate courses (0.5 or 1.0 full course equivalents (FCE)) may be admitted as part-time special students. Part-time special students may take a maximum of 0.5 or 1.0 full course equivalent (FCE) in any session as approved by the graduate unit. Course work does not count for degree/diploma credit.

2.3 Visiting Student
Visiting students are registered under special arrangements in the School of Graduate Studies and are not admitted to a degree. For more information, visit the Exchange Opportunities: International and Domestic web page.

3 Application for Admission to a Degree Program

3.1 Procedures

1. An application for admission should be submitted using the SGS Online Admissions Application. The exceptions for using the SGS Online Admissions Application are:
   - MBA, MF, and DIFAF, which have specialized application systems;
   - MScPT, MScOT, and the MHSc in Speech-Language Pathology, which participate in a common provincial application for professional rehabilitation medicine programs (ORPAS).
2. Applicants must pay a non-refundable application fee of $120. Some graduate programs have set higher application fees. Payment is made online at the time of application using a Visa or Mastercard credit card. Application will not be processed until the application fee is received.
3. Applicants are required to provide a copy of their complete academic record issued directly from all of the universities attended. Letters of reference are also required. Individual graduate units may require further documentation.
4. Certified English translations of all international documentation written in a language other than English or French must also be submitted.

3.2 Application Deadlines

The graduate unit determines the deadline date for applicants to submit their applications, supporting documentation, and at least two letters of reference to be assured that they will be considered for a place in the program of their choice and for financial support.

For specific information on application and financial support deadlines, contact the graduate unit offering the program to which you are applying.

International applicants are recommended to begin early in the cycle to ensure timely submission, particularly where special documentation (and/or translation) and proof of English-language proficiency are required.

Most programs commence in Fall session. Some commence in Winter or Summer session. Applicants should consult the graduate unit to confirm program start times.

3.3 Acceptance to Program

Admission decisions are made by the graduate unit. The official acceptance letter is issued by the School of Graduate Studies. Admission decisions are final and are not appealable.

Applicants who are offered acceptance pending receipt of final transcripts must submit one official copy of their final transcripts to the graduate unit before final acceptance can be approved. If final transcripts do not indicate that the expected degree has been conferred, official documentation indicating the anticipated date of degree conferral must be submitted before registration.

Normally, students accepted to the School of Graduate Studies must commence their program of study on the date specified in their letter of acceptance. If circumstances prevent a student from starting study on the specified date, the graduate unit may decide that the offer of admission be valid for a period not to exceed 12 months from the original commencement date. In such a case, an official transcript will be required to document any new study completed in the interim. If the period exceeds 12 months from the original date of expected commencement, the admission will be withdrawn and a new application must be submitted.
With the approval of the graduate unit, students accepted to begin their programs in September will be permitted to start the preceding summer. Students taking courses during the summer will pay the Summer session fees (academic, incidental, and ancillary), which is additional to the Fall and Winter session fees. Students engaged only in research must register but do not pay Summer session fees.

4 Admissions Regulations and Procedures

The University’s admissions regulations and procedures are designed so that students entering a graduate program may normally have the capacity and preparation necessary to meet the challenges of the program effectively.

The School of Graduate Studies regulations for admission specify minimal requirements only. Graduate units may have additional requirements and/or set higher than SGS minimum admission requirements. Meeting the minimal requirements of the graduate unit and the School of Graduate Studies does not guarantee admission.

The University reserves the right to determine whether credentials of other degree granting institutions meet the standards for admission to University of Toronto programs. Admission decisions are final and are not appealable. The University also reserves the right to verify the accuracy of any documentation submitted as part of an application.

4.1 Academic Requirements for Admission

All applicants will be considered on their individual merits for admission to any graduate program at the University of Toronto. See Degree Regulations for further information.

4.1.1 Master’s Programs

Minimum Requirements

1. An appropriate bachelor’s degree with high academic standing from a recognized university, that has appropriate breadth, and depth in a discipline deemed appropriate for the intended field of study and, where appropriate, an affinity to the graduate program to which the applicant is seeking admission as determined by the School of Graduate Studies.

2. An average grade equivalent to at least mid-B or better, normally demonstrated by an average grade in the final year or over senior courses.

3. At least two letters of reference.

4. Other qualifications as specified by the graduate unit.

4.1.2 Doctor of Philosophy Programs

Minimum Requirements

1. An appropriate master’s degree, or in some programs an appropriate bachelor’s degree with high academic standing, from a recognized university in a discipline deemed appropriate for the intended field of study.

2. An average grade equivalent to a B+ or better in a previous master’s degree program. Where relevant, demonstrated research competence equivalent to at least a B+ grade will be considered.

3. Direct entry from a bachelor’s degree to a PhD doctoral program may be available when permitted by the graduate unit. For direct-entry applicants, an average grade equivalent to A- or better in courses in the relevant discipline is required.

4. At least two letters of reference.

5. Other qualifications as specified by the graduate unit.

4.1.3 Other Doctoral Programs
Normally, an appropriate master’s degree with high academic standing from a recognized university in a discipline deemed appropriate for the intended field of study is required. See appropriate graduate unit entry for details about specific minimum admission requirements.

4.1.4 Graduate Diploma Programs

Some graduate diploma programs involve concurrent or standalone registration with a graduate degree program. Applicants to graduate diploma programs should complete the SGS Online Admissions Application.

Minimum Requirements

1. A bachelor's degree in a discipline deemed appropriate for the intended field of study is an appropriate degree for a master's-level or concurrent master's graduate diploma.
2. A master's degree is an appropriate degree for a post-master's or doctoral level diploma.
3. Other qualifications may apply, as specified by the graduate unit.

4.1.5 Special Students

Before applying, applicants should identify the courses they wish to take and obtain approval from the graduate unit offering the course. With the approval of the graduate unit, they may serve to satisfy prerequisite requirements. Special students’ programs must include at least one graduate course. Any tuition fees paid as a special student cannot be transferred to a subsequent degree program.

1. Full-time special students must have obtained an average grade equivalent to mid-B or better in the final year (or over senior courses) of an appropriate bachelor’s degree program.
2. Part-time special students who are accepted with less than mid-B standing are not normally considered admissible to a master's degree at a later date.
3. At least two letters of reference are required for full-time special students.
4. Other qualifications as specified by the graduate unit.

4.2 Regulations and Procedures

4.2.1 Advanced Standing

Advanced standing refers to academic credit awarded upon admission to a program of study that enables direct entry to an identified higher academic achievement level of the program. Students are eligible for advanced standing if they meet a clearly articulated set of objectives and/or course requirements for an advanced-standing option as defined in the graduate program calendar entry. Not every program offers an advanced-standing option.

4.2.2 Eligibility of Students for Second Graduate Degree of Same Title

The University may confer upon a person more than one graduate degree having the same title, provided the degrees are completed in different disciplines of study.

4.2.3 Mature Students

Applicants who graduated five or more years ago but without achieving sufficiently high standing for admission to a graduate program may be considered for (non-standard) admission if, since graduation, they have done significant intellectual work and/or made a significant professional contribution that can be considered equivalent to a higher academic standing. This means that the mere passage of time in a profession is not sufficient. Graduate units must present recommendations to the School of Graduate Studies for approval.

This contribution and its impact on the profession must be detailed, documented, and presented as part of the application. Such applicants may be considered for (non-standard) admission if they can document that they have
achieved qualifications at least equivalent to those stated in the preceding sections and if a graduate unit so recommends. Applicants should explain why they think their professional development activities or work experiences should be viewed as equivalent to academic work conducted at a university.

Examples of evidence may include but are not limited to:

- publications and/or research which is professionally relevant (including published papers, technical reports, or patents)
- a record of outstanding advancement in one's profession (e.g., progressive leadership roles, management of projects and personnel, professional or scientific citations, and awards)
- professional designations, diplomas, or certificates
- training or courses taken subsequent to the undergraduate degree and/or being an instructor of professional development courses to others in one's profession
- development of new skills over and above what would normally be expected in one's profession.

Cases may be presented to the School of Graduate Studies as non-standard admissions requests.

4.2.4 Eligibility of Members of Teaching and Administrative Staff

Members of teaching or administrative staff of the University or its federated or affiliated colleges who are engaged in graduate instructional and/or graduate administrative activities within the graduate unit offering the graduate program to which they are seeking admission are normally not eligible to be graduate students within that graduate unit at the University of Toronto.

Exceptions may be granted by the SGS Admissions and Programs Committee when it is confident that the graduate program is sufficiently remote from the faculty or staff member's usual work that academic impartiality is not compromised.

4.2.5 Transfers

4.2.5.1 Master's to PhD

A student may be recommended for transfer from a master's program to a PhD program. In such cases, the student will transfer to a five-year PhD program with the years in the master's program being counted as part of the PhD program. Courses may be excluded in the transfer. The total number of courses required for the PhD is the sum of the normal master's and PhD course requirements, unless otherwise specified by the graduate unit. Where flexible-time is an approved option, a student may also be recommended for transfer to a flexible-time PhD option with the years in the master's program being counted as part of the PhD program.

4.2.5.2 PhD to Master's

Students transferring from the PhD to the master's program must complete all of the normal master's degree requirements, or their equivalent, in order to be awarded the master's degree. These transfers are made on the recommendation of the graduate unit and must be approved by the SGS Vice-Dean, Students School of Graduate Studies.

A second University of Toronto master's degree of the same name will not be conferred unless it is undertaken in a different field of study from the first. Students who transfer from the PhD to the master's program will not be permitted to transfer subsequently to the PhD program within the same graduate unit unless approved by the SGS Admissions and Programs Committee School of Graduate Studies.

4.3 English-Language Proficiency (ELP)
Students must be able to communicate effectively in English to study at the University of Toronto. Proficiency in the English language must be demonstrated by all applicants educated outside Canada whose primary language is not English. This is a requirement of admission and should be met before application, but must be met before the deadline to register.

This requirement may be satisfied using one of the English-language proficiency tests below. Test results that are older than two years at the time of application cannot be accepted. In these circumstances, the applicant must retake the English-language proficiency test. Minimum scores are indicated; however, many graduate units require a higher score.

4.3.1 Test of English as a Foreign Language (TOEFL)

Educational Testing Service (ETS)
Web: www.ets.org/toefl

The TOEFL examination is offered in two formats:

1. the Internet-based format (iBT) offered year-round
2. the paper-based format (PBT) only offered on specific dates in a limited number of countries

The iBT TOEFL must include the writing and speaking sections.

The PBT TOEFL must include the Test of Written English (TWE) component.

All applicants must satisfy the minimum TOEFL score requirements set by each of the four SGS academic divisions listed in the following chart.

<table>
<thead>
<tr>
<th>Academic Division</th>
<th>Internet-Based Test (TOEFL iBT) Including Writing and Speaking Sections</th>
<th>Paper-Based Test (TOEFL PBT) and TWE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Humanities</td>
<td>Overall score: 93 Writing: 22 Speaking: 22</td>
<td>Overall score: 580 TWE: 5</td>
</tr>
<tr>
<td>II. Social Sciences</td>
<td>Overall score: 93 Writing: 22 Speaking: 22</td>
<td>Overall score: 580 TWE: 5</td>
</tr>
<tr>
<td>III. Physical Sciences</td>
<td>Overall score: 93 Writing: 22 Speaking: 22</td>
<td>Overall score: 580 TWE: 4</td>
</tr>
<tr>
<td>IV. Life Sciences</td>
<td>Overall score: 93 Writing: 22 Speaking: 22</td>
<td>Overall score: 580 TWE: 5</td>
</tr>
</tbody>
</table>

4.3.2 International English Language Testing System (IELTS)
4.3.3 Academic English Level 60

School of Continuing Studies University of Toronto
Web: http://english.learn.utoronto.ca
Required score: B

4.3.4 Michigan English Language Assessment Battery (MELAB)

Web: www.cambridgemichigan.org
Required score: 85

4.3.5 The Certificate of Proficiency in English (COPE)

English Language Diagnosis and Assessment (ELDA)
Web: www.copetest.com
Required score: 76 minimum total with at least 22 in each component and 32 in writing

5 Structure of Academic Programs

5.1 Academic Year

In the School of Graduate Studies, the academic year begins in September and ends in August. The academic year is divided into three sessions:

- Fall (F) session (September to December)
- Winter (W) session (January to April)
- Summer (S) session (May to August)

5.2 Academic Programs

Academic programs leading to graduate degrees and diplomas are defined by the units that offer them and by the degree regulations. Consult the Degree and Diploma Programs by Graduate Unit section of this calendar.

5.3 Program Length

Program length is established at the time of initial approval of the program. Program length refers to the period of time (in sessions or academic years) for an academically well-prepared student to complete all program requirements while registered full-time. The program length is the period of time upon which the minimum degree fee is based (for master’s programs only).

The typical registration sequence for full-time master’s programs is shown in individual graduate unit entries: for example, the F/W/S abbreviation is used for Fall/Winter/Summer.

Actual time to complete a program may vary for individual students and across disciplines. PhD Doctoral program length is established through the PhD Doctoral Degree Regulations. All requirements for the degree must be completed within the time limit (see 5.5 below).

5.4 Period of Residence
Many programs specify a period of residence during which the student is required to be on campus and consequently in such geographical proximity in order as to be able to participate fully in the University activities associated with the program. Residence provides the student with an opportunity to become immersed in the intellectual environment of the University. Exceptions to the residency requirement must be approved by the graduate unit.

5.5 Time Limit

All program requirements must be completed within a specific period of time. The time limit for a degree is the maximum period of registration permitted for the completion of the program. The time limit for all graduate degrees and combined programs are as follows:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Doctoral</td>
<td>6 years</td>
</tr>
<tr>
<td>Direct-entry PhD doctoral</td>
<td>7 years</td>
</tr>
<tr>
<td>Flexible-time PhD program option</td>
<td>6 to 8 years (depending upon program)</td>
</tr>
<tr>
<td>Professional doctoral</td>
<td>5 to 6 years (depending upon program)</td>
</tr>
<tr>
<td>Full-time master's</td>
<td>3 years (except for the MArch: 4 years; Dentistry MSc: 3 to 5 years)</td>
</tr>
<tr>
<td>Part-time master's</td>
<td>6 years</td>
</tr>
<tr>
<td>Combined degree programs</td>
<td>Time limit is established for each combined degree program. The time limit will be set at one year (or two for doctoral programs) beyond the established combined program length.</td>
</tr>
</tbody>
</table>

6 Registration and Enrolment

Registration is the process by which a person has established, for an academic period, an active association with a program of study.

Enrolment is a separate process from registration. It is the approved engagement by a student in a course or other academic activity or component of a program of study.

The complete policy on Association, Admission, and Registration is available on the University of Toronto website.

6.1 Registration Policies and Procedures

6.1.1 Registration Procedures

Students are required to register at the beginning of each session they wish to attend. The first step to registration is the payment of fees or arrangements to pay such fees. A student is considered to be registered once any conditions of admission have been satisfied and academic, incidental, and ancillary fees are paid or a fees arrangement has been made. New students who have received a conditional offer of admission should make arrangements with their graduate unit to clear conditions as soon as possible.

New graduate students will receive registration instructions prior to the registration dates listed in Sessional Dates. Students may access registration instructions from the SGS website and the graduate unit.

Registration material is posted online and students should consult the SGS website or their graduate unit's website for detailed registration information. Students are asked to check their ROSi/ACORN account to view their invoice online. Every effort is made to ensure that only students who are eligible to register receive registration material. However, receiving such material does not override any other notification students receive about academic status and eligibility.
6.1.2 Full-Time Studies

Students registered as full-time students in the School of Graduate Studies must be engaged in their studies on a full-time basis, as required by government regulations for full-time graduate studies.

Full-time graduate students are defined according to government regulations as follows:

1. They must be pursuing their studies as a full-time occupation and identify themselves as full-time graduate students.
2. They must be designated by the University as full-time students.
3. They must be geographically available and visit the campus regularly.
4. They must be considered to be full-time students by their supervisors.
5. If an academic program requires an absence from the University, students must apply through their graduate unit for permission to be off campus.

A full-time student may be absent from the University for an extended period or may participate in a program offered by another university if, and only if, the student has received written permission from the graduate unit in which he or she is registered. A graduate student who, in a given session, is absent from the University without receiving prior approval may lose good academic standing. In exceptional cases, a graduate unit may recommend to the School of Graduate Studies the termination of the student's registration and eligibility.

6.1.3 Extended Full-Time (EFT) Studies

The EFT option permits an additional year of full-time studies to complete the program where the option is offered in a program.

1. The EFT registration option is available in professional master’s or professional doctoral programs where offered. Registration is full-time. A prescribed path to completion over the extended period is set out in the graduate unit’s calendar entry.
2. Full-time time limits apply to this option; the extended period may not exceed the time limit for the full-time program.
3. Students are charged the equivalent of the minimum degree fee which is spread out over the extended period; full-time incidental fees apply for each year of registration.
4. Students who do not complete the program in the prescribed period may apply for an extension and will be subject to the usual extension regulations.
5. Transfers between the EFT registration option and any other registration option are not permitted.
6. Students in this option are subject to the rules and conditions of full-time studies as set out in the Full-Time Studies section above.

6.1.4 Part-Time Studies

1. Part-time studies are permitted in those master’s degree programs that are approved to offer part-time studies. Some master’s degree programs are approved to offer part-time studies.
2. A student enrolled in part-time studies may enrol over the course of each academic year, normally in a maximum of one-third of the annual program requirements, as defined by the graduate unit; enrolment each session by part-time students is subject to graduate unit approval.
3. A prescribed path to completion may or may not be provided for part-time studies; where provided, it will be set out in the graduate unit’s entry in the SGS Calendar.
4. A student who is registered in part-time studies is subject to the minimum degree fee (see General Regulations, section 14.4 Minimum Degree Fee).
5. Transfer from part-time studies to full-time studies requires the approval of the graduate unit and may not be permitted in some programs.
6. Transfer from part-time studies to the extended full-time registration option is not permitted.
7. See Time limits for part-time studies are outlined in section 14.4 Minimum Degree Fee.
8. Part-time special (non-degree) students may take a maximum of 0.5 or 1.0 full course equivalent (FCE) in any session as approved by the graduate unit; work does not count for degree credit.

6.1.5 Flexible-Time PhD Studies

1. Flexible-time studies are permitted in those PhD degree programs that are approved to offer flexible-time studies. Some PhD programs are approved to offer flexible-time studies.
2. Students in a flexible-time PhD program option will register full-time during the first four years and may switch to part-time registration during subsequent years in the program.
3. Students are required to be registered for every successive session, including summers, following the first session of registration unless granted a leave of absence.
4. The time limit, between six and eight years, will be established through the departmental regulations.
5. Transfers between the full-time PhD program and the flexible-time PhD program option are not permitted.

6.1.6 Summer Session Courses

Students enrolled in courses or engaging in research or project work in the summer must register for the Summer session. Doctoral, MSc, and MASc students are already registered for the Summer session when they first register in:

- September for the September-to-August period or
- January for the January-to-August period.

In addition to a large program of research supervision and independent study, the School of Graduate Studies offers a limited number of graduate courses for credit towards higher degrees during the summer. Summer courses are equivalent to those offered during the Fall and Winter sessions but vary in duration and thus in frequency of meeting. Some courses will last 12 to 14 weeks while others will meet for 7 weeks.

For students enrolled in the May to August session, the maximum possible load is 2.0 full-course equivalents (FCEs). The maximum load in the May to June or July to August period is 1.0 FCE.

6.1.7 First Registration

Students beginning their degree programs normally register for the first time in the Fall session. In some cases, graduate units may give permission for new students to register for the first time in their program in the Winter or Summer session.

6.1.8 Continuity of Registration

Students in a thesis program (doctoral or master's) or in a coursework-only master's program with other requirements to complete, such as a project, major research paper, or recital, must be continuously registered or have an approved leave of absence.

6.1.8.1 Master's Students: Continuous Registration

Once they have first registered, full-time, part-time, and extended full-time master's students in programs that require continuous registration must register annually until all degree requirements have been completed. Full-time master's students who have completed the program length defined for the program may not register as part-time students.

6.1.8.2 Master's Students: Coursework-Only

Full-time master's students in coursework-only programs must register initially for the program length defined for the program and thereafter for each session in which they are completing requirements for the degree.
Master's students in coursework-only programs proceeding to their degree on a part-time basis register in those sessions in which they are completing course requirements for the degree. When all course requirements have been completed, part-time master's students must register annually until all other requirements have been completed. A switch from full-time to part-time status is not permitted once the program length defined for the program has been completed.

Prior to completing all courses in a coursework-only program, and with the permission of their graduate unit, master's students admitted to a full-time or part-time program may "stop out" between sessions for up to 12 months. However, no change is made to the time limit for completing the degree.

Master's students are advised to consult their graduate units for further information on continuity of registration requirements, particularly with regard to the Summer session; many graduate units expect their students to be registered for all three sessions.

6.1.8.3 Doctoral Students

All doctoral students must register annually until all degree requirements have been fulfilled.

6.1.9 Late Registration Fee

Since it is the student's responsibility to ensure that proper registration is completed on time, late registration will be subject to an additional fee as specified in the Fee Regulations section of this calendar.

6.1.10 Failure to Register

Students will not receive credit for work completed during a session in which they have not registered.

Students who fail to register during a program requiring continuity of registration and who do not have an approved leave may only apply to re-register if, at the time of application, they are still within the maximum allowable time for the degree program (normal time limit plus maximum extension years). A student wishing to re-register must apply to the relevant graduate unit.

Reinstatement requires approval from both the graduate unit and SGS. The program's normal requirements and time limits (as defined by regulation 5.6 Time Limit) will apply to reinstated students as if they had been continuously registered; reinstated students must pay fees owing for any session(s) in which they did not register. Non-registered students forfeit any funding that would have been available had they been registered.

6.1.11 Extension of Time for Completion of Degree Requirements

6.1.11.1 Master's Students

In exceptional circumstances, a master's student who did not complete all the requirements for the degree within the time limit specified in the degree regulations may be considered for a maximum of three one-year extensions provided that the graduate unit concerned so approves. The first two extension requests require departmental approvals; the third requires departmental and School of Graduate Studies approvals.

To apply for an extension, the student must complete the Program Extension Form and present to the graduate unit concerned the causes for the delay and evidence that the remaining degree requirements may be completed within the period of the extension request. No registration beyond the extension period will be permitted.

6.1.11.2 Doctoral Students

In exceptional circumstances, a doctoral student who has not completed all the requirements for the degree within the time limit for the doctoral degree is eligible to apply for four one-year extensions. The first two extension requests require graduate unit approvals; the second two require graduate unit and School of Graduate Studies approvals.
To qualify for an extension, the student must complete the Program Extension Form and present to the graduate unit concerned the causes for the delay and evidence that the remaining degree requirements may be completed within the period of the extension request. No registration beyond the four-year extension period will be permitted.

6.1.12 Joint Educational Placement (JEP) for Doctoral Students

A Joint Educational Placement (JEP) is an opportunity for individual students to pursue their doctoral degree program under the joint supervision of faculty, registration option available for full-time study towards the earning of a doctorate at the University of Toronto and a recognized collaborator institutioncollaborating Canadian or International university. The Joint Educational Placement JEP is intended to allow exceptional doctoral students to pursue research opportunities and acquire research experience in two institutions at an early stage in their careersdoctoral studies.

At the time of application to the Joint Educational Placement, the applicant designates one of the partner institutions as the lead institution, the other as the collaborator. For students who designate the University of Toronto as the lead institution, the Agreement must be completed prior to achieving candidacy. Regardless of whether the University of Toronto is the lead or collaborator institution, all U of T course requirements for the doctoral degree must be met as defined in the graduate unit entry in the SGS Calendar.

Applicants must meet the admission, registration, and degree requirements of both SGS and the joint collaborator institution. To be considered for this option, an applicant must complete the Agreement for a Joint Educational Placement agreement, must be recommended for admission as a full-time doctoral degree student, and must be deemed admissible by both institutions. Applications are assessed case by case by the graduate unit in consultation with SGS.

At the time of application to the Joint Educational Placement, the applicant designates one of the partner institutions as the lead institution, the other as the collaborator. For students who designate the University of Toronto as the lead institution, the Agreement must be completed prior to achieving candidacy. Regardless of whether the University of Toronto is the lead or collaborator institution, all U of T course requirements for the doctoral degree must be met as defined in the graduate unit entry in the SGS Calendar.

The academic and research program of a student enrolled in a Joint Educational Placement should be based on ongoing or developing research collaboration between supervisors and research groups in the two participating institutions. Students enrolled at the University of Toronto as the lead institution who successfully complete the requirements of the program receive a U of T degree and may participate in a U of T convocation ceremony.

For the agreement form and additional information, visit the SGS web page on Joint Placement Students.

6.1.13 Dual Registration

A student in a master's program at this University who has been offered admission to a PhD doctoral program conditional on completion of the master's program may be a dual registrant for only one session in both programs under the following conditions:

1. A minimal amount of work remains to complete the requirements for the master's degree. A student may enrol in a maximum of 0.5 full-course equivalent (FCE; one half course) for the master's program in the one session of dual registration with the approval of the graduate unit.
2. Permission has been granted by the graduate unit.
3. The student will be engaged in full-time PhD doctoral studies and will be registered full-time in the PhD doctoral program and part-time in the master's program. Only the appropriate PhD doctoral fees will be charged.
4. The period of dual registration will be either September 1 to January 31 or January 1 to April 30.

In order to receive credit for the PhD doctoral program for the period as a dual registrant, the student must be recommended for the award of the master's degree by the deadlines in the SGS Sessional Dates. Otherwise, the PhD doctoral registration will be cancelled, no credit for the PhD doctoral program will be allowed, and the student will continue to be registered as a master's student only. An appropriate fees adjustment will be made so that the student will be charged fees only as a master's student.
PhD Doctoral program course credit will be retained for courses completed in the period of dual registration, provided the graduate unit has informed the School of Graduate Studies.

Students who are not recommended for the master's degree by the deadline and whose enrolment in the PhD doctoral program is thereby cancelled may not apply for dual registration a second time. They must successfully complete the requirements for the master's degree before registering in the PhD doctoral program.

6.1.14 Simultaneous Registration

Simultaneous registration in two full-time programs is not permitted. With the consent of both graduate units concerned, or of the graduate unit and another Faculty or School, and written notification to the School of Graduate Studies, simultaneous registration in a full-time program and a part-time program may be permitted. Two part-time registrations in different programs also may be permitted. Students are responsible for the fees charged for both programs.

6.1.15 Leave Policy

Graduate students may apply to their Graduate Coordinator for a one-session to three-session leave during their program of study for:

1. serious health or personal problems which temporarily make it impossible to continue in the program; or
2. parental leave by either parent at the time of pregnancy, birth or adoption, and/or to provide full-time care during the child's first year. Normally, parental leave must be completed within 12 months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four.

Once on leave, students will neither be registered nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the University, attend courses, or expect advice from their supervisor. Students on an approved leave of absence may opt-in to paying compulsory non-academic incidental fees and receive continued access to campus services offered by Student Life (Aboriginal Student Services, Academic Success Centre, Career Services, Centre for International Experience, Centre for Community Partnerships, Health and Wellness, Housing Services, Multi-Faith Centre, Student and Campus Community Development, etc.), Hart House and the Faculty of Kinesiology & Physical Education, during the leave of absence. As an exception, students on leave for parental or serious health reasons who wish to consult with their supervisor or other faculty are advised to make special arrangements through their graduate unit.

Students on leave will not be eligible to receive University of Toronto financial assistance. In the case of other graduate student awards, the regulations of the particular granting agency apply. Master's students whose programs do not require continuous registration may "stop out" as an alternative to taking a formal leave—see section 6.1.8.2 Master's Students: Coursework-Only.

Students may make application for a leave by completing the Leave of Absence Form and submitting it to their Graduate Coordinator for approval. The form is then sent to the School of Graduate Studies for processing.

The termination date/time limit of the degree program will be extended by the duration of the leave taken, i.e., one, two, or three sessions as appropriate. Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy.

It is expected that leaves coincide with the sessional start and end dates. Normally, the start and finish of the leave would coincide with the start and end of a session. In exceptional circumstances, students may request special arrangements, which require the approval of both the graduate unit and other students require a leave to begin in mid-session, they are advised to contact Student Services at the School of Graduate Studies to make special arrangements.

Leave requests that do not fall under the terms of this policy will require final approval from the School of Graduate Studies.
6.1.16 Withdrawal from a Graduate Program

A student may withdraw voluntarily from their program at any point. To withdraw from a program, a student first must submit a Program Withdrawal Form to the graduate unit and then to SGS. The withdrawal is recorded on the student academic record and reflected on the transcript; the University determines fee rebates, if applicable. Should the student wish to return, they must reapply. An application for re-admission by a student who has withdrawn will be made in competition with all other applicants.

6.1.17 Graduate Courses and Other Academic Activities

Guidelines on Graduate Courses and Other Academic Activities are available on the SGS website.

6.1.17.1 Graduate Courses

All graduate programs are composed of a number of academic requirements that include graduate courses and other academic activities. A graduate course is a discrete, time-delimited unit of instructional/learning activity identified by a course code in which students enrol. Graduate courses must be approved as minor modifications. All graduate courses must have an instructor in charge who has a graduate faculty membership in the graduate unit(s) responsible for the course.

Graduate courses may vary in timing, weight, delivery mode, and format. Course codes may serve as markers for Other Academic Activities. See the guidelines on Graduate Courses and Other Academic Activities including Program Examinations available on the SGS website.

If a course is not offered for more than five years, it becomes inactive; SGS will archive the course in ROSI/ACORN. See the SGS guidelines for De-activating/Archiving and Re-activating Graduate Courses on the SGS website.

6.1.17.2 Course Code and Weight

All graduate courses have course codes consisting of:

- a prefix associated with the academic unit or program (three letters);
- a four-digit course number; and
- a suffix associated with the course weight (alpha character).

Normally, course weight is measured in full-course equivalencies (FCEs) and is indicated using a Y or H suffix:

- Y (full course): 1.0 FCE, normally taken over two sessions
- H (half course): 0.5 FCE, normally taken over one session

A full graduate course (course weight of 1.0 full-course equivalent [FCE]) should involve a minimum of 48 to 72 hours of organized activity (e.g., two lectures or three hours of laboratory work a week over two sessions). A half course (0.5 FCE) should require approximately half this time commitment.

Normally, the beginning and end dates for courses should coincide with the beginning and end dates of University sessions. Graduate units may offer modular courses which have enrolment deadlines that do not conform to the beginning and end of the sessions.

6.1.17.3 Other Academic Activities Including Program Examinations

Graduate programs may have a variety of requirements that are not courses but constitute other academic activities that have been approved according to SGS policies and procedures. Some common non-course academic activities are theses, major research papers, placements (including field work, clinical placements, and internships), and program examinations, etc.
Included in the category of program examinations are examinations such as comprehensive, qualifying, and field examinations. See individual program requirements in the Programs by Graduate Unit section of this calendar. Individual program requirements will identify the:

- different components of each examination;
- format of each examination and its components, if any;
- deadlines and timelines associated with required completion of examinations; and
- consequences for failure of a required examination and/or its components, including information about the number of attempts permitted to satisfactorily complete the examination.

### 6.2 Enrolment Policies and Procedures

#### 6.2.1 Enrolment

After registration, students enrol with their graduate units and arrange programs of study (courses, research topics, supervisors, etc.). Students should contact the graduate unit regarding enrolment procedures. Enrolment should be completed by the deadline noted in the Sessional Dates.

Most formal classes and seminars in the:

- Fall session begin in the week of September following Labour Day
- Winter session begin during the first week of January
- Summer session begin in May.

However, starting dates are determined by the graduate units; students are urged to contact the relevant graduate unit for information.

Not every course will be given offered in any one year. Consult the graduate unit concerning course availability.

#### 6.2.2 Deadlines for Enrolment Changes

Graduate units may establish earlier deadlines for course changes. Courses must be dropped by completing an Add/Drop Course(s) Form or by using ROSI/ACORN (www.rosi.utoronto.ca), if the graduate unit permits access.

In order to avoid academic penalties, courses must be dropped by the following deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 26, 2016</td>
<td>Deadline to add full courses (Y) and Fall session half courses (H).</td>
</tr>
<tr>
<td>Oct. 31, 2016</td>
<td>Deadline to drop a Fall session full course or half course without academic penalty.</td>
</tr>
<tr>
<td>Jan. 23, 2017</td>
<td>Deadline to add Winter session full courses (Y) and half courses (H).</td>
</tr>
<tr>
<td>Feb. 27, 2017</td>
<td>Deadline to drop a full course (Y) or Winter session half course (H), or withdraw from a program without academic penalty.</td>
</tr>
<tr>
<td>May 31, 2017</td>
<td>Deadline to add Summer session May to June half courses (H) or May to August full courses (Y).</td>
</tr>
<tr>
<td>May 26, 2018</td>
<td>Deadline to drop a May to June half course without academic penalty.</td>
</tr>
<tr>
<td>Jun. 18, 2018</td>
<td>Deadline to drop a May to August full course without academic penalty.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jul. 3, 2017</td>
<td>Deadline to enrol in July to August half courses (H).</td>
</tr>
<tr>
<td>Jul. 4, 2017</td>
<td>Deadline to drop a July to August half course without academic penalty.</td>
</tr>
</tbody>
</table>

Students enrolled in coursework-only programs who drop all courses by the deadlines must withdraw from the program.

Some graduate units offer modular courses which have enrolment deadlines that do not conform to the deadlines in the above chart. All modular courses with non-standard start/end dates require the graduate unit to establish suitable drop dates.

### 6.2.3 Exceptional Circumstances Affecting Student Performance

Students with health problems or other personal circumstances which may adversely affect their performance in, or their ability to complete coursework, examinations, or other departmental or graduate program assessments may request special consideration. Students with long-term needs are encouraged to register with Accessibility Services.

Written requests, supported by a medical certificate or other appropriate evidence, must be submitted to the instructor or the Coordinator of Graduate Studies as soon as possible or no later than two business days following the deadline or date of assessment. If a medical certificate is submitted, it must confirm the student was adversely affected by health problems and must show the dates of illness and that the physician was consulted at the time of the illness.

If a student is affected by health problems or other personal circumstances during an examination that affect the completion of the examination, the student must notify the instructor or invigilator immediately; that is, the student should not wait until the end of the examination. Such notification must be followed up with a written request for special consideration as above.

### 6.2.4 Completion of Coursework and Grade Submission

Coursework must be completed and grades submitted by the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 13, 2017</td>
<td>Fall session (Y, H) courses</td>
</tr>
<tr>
<td>May 12, 2017</td>
<td>Fall/Winter session (Y) and Winter session (Y, H) courses</td>
</tr>
<tr>
<td>Jul. 14, 2017</td>
<td>May/June Summer session courses</td>
</tr>
<tr>
<td>Sept. 8, 2017</td>
<td>July/August Summer session courses and extended courses</td>
</tr>
</tbody>
</table>

Graduate units may establish earlier deadlines for completion of coursework and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes available to the class the methods by which student performance shall be evaluated.

### 6.2.5 Coursework Extensions

Students are expected to meet the course deadlines, both of the School of Graduate Studies and of the graduate units in which they are registered, and are advised to plan their research projects accordingly. Students who find themselves unable to meet SGS deadlines for completing coursework can, under certain conditions, receive extensions for completing the work after the date set by SGS. Students must be registered in the session in which they are completing coursework extensions.
6.2.5.1 Petitions for Course Extensions

The authority to grant an extension for the completion of work in a course beyond the original SGS deadline for that course rests with the graduate unit in which the course was offered, not the instructor of the course. Students will petition the graduate unit for extensions, using a standard form provided by SGS.

The deadline for requesting an initial extension is the deadline for completion of coursework and grade submission for courses offered in the relevant session, as specified in this calendar.

A student on extension who is unable to complete the required coursework in the extension period specified by the graduate unit may apply to the graduate unit for a continuation of the extension (subject to the time limits and deadlines for extensions, set out below); however, the student must make such a request before the expiry date of the extension period in place.

6.2.5.2 Grounds for Course Extensions

Legitimate reasons for an extension can be academic in nature (e.g., unexpected problems of research in a course) or non-academic (e.g., illness). In order to ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the relevant graduate unit must be reasonably certain that:

1. the reasons for the delay are both serious and substantiated: the student must provide a statement detailing the reasons, together with a physician’s letter in the case of illness;
2. the student would not be granted an unfair academic advantage over fellow students in the course;
3. the student would not be placing in jeopardy the normal and satisfactory completion of new coursework; and
4. the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

6.2.5.3 Deadlines for Course Extensions

If a graduate unit grants a petition for a course extension, it must specify an extension period which is not to run beyond the SGS deadline for completion of coursework and grade submission following the original SGS deadline for the course. Thus, the deadlines for course extensions are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Session/Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12, 2017</td>
<td>Fall session (Y, H) courses</td>
</tr>
<tr>
<td>Sept. 8, 2017</td>
<td>Fall/Winter session (Y) and Winter session (Y, H) courses</td>
</tr>
<tr>
<td>Jan. 21, 2018</td>
<td>Summer session courses and extended courses</td>
</tr>
</tbody>
</table>

A graduate unit may grant a continuation of an extension that is already in place provided that it does not extend the total period of the extension beyond the foregoing deadlines.

Extensions beyond these deadlines will require the approval of both the graduate unit and the SGS Admissions and Programs Committee.

6.2.5.4 Grade-Reporting Procedures

The graduate unit will assign the temporary course report of SDF (Standing Deferred) to a student on an approved coursework extension, pending receipt from the instructor and graduate unit of a final course report. The final course report is due no later than the SGS deadline for completion of coursework and grade submission following the original one for the course in the subsequent session.

If, by that date, the student has not submitted the outstanding coursework, the submitted grade should be the actual grade earned in the course, calculated with zero assigned to any coursework that is still incomplete.
If there are compelling reasons for a further extension, and a graduate unit-supported request is approved by SGS, then the temporary report of SDF will be maintained until either a final course report is received by SGS, or the relevant deadline has expired.

Use of non-grade course reports such as WDR or INC, and amendments to submitted grades, must be approved by the SGS Admissions and Programs Committee. Grade and non-grade notations appear in transcripts and are governed by the University Assessment and Grading Practices Policy.

6.2.5 SGS and Graduate Unit Notification

Graduate units are to notify SGS of extensions no later than the original deadlines for submitting grades for the relevant courses or, in case of continuations, no later than the expiry dates of the original periods of extension, providing in each case the new deadline for completion of coursework.

In addition, a graduate unit should notify the graduate unit in which the student is registered when it is not the same as the one granting the extension.

6.2.6 Extra Courses Not Required for the Degree

Graduate units may permit students to enrol in additional courses not required for the degree. Such courses must be so designated on the student's enrolment form.

These courses are subject to the same regulations regarding withdrawal, failure, and failure to complete work as are courses required for the degree, except that repetition or replacement of failed or incomplete courses may be waived by the graduate unit.

6.2.7 Prerequisite Courses

At least B- is required in all prerequisite courses but some graduate units may require a higher average; students should consult the graduate unit in advance.

6.2.8 Auditing a Graduate Course

Graduate units determine if they wish to allow auditing of their courses and which groups of students and non-students specified in the University of Toronto’s Policy on Auditing of Courses they wish to allow. When auditing is allowed, the final decision to permit an individual to audit rests with the instructor of the course. In all cases, students registered in the University who wish to audit courses have priority over others.

An auditor may attend lectures and other class meetings, take part in class discussions, and, when the appropriate fee is paid, receive written confirmation of attendance. An auditor will not receive evaluations of participation and will not be allowed to submit assignments or write examinations and tests except by special and express permission.

Audited courses are not recorded on the student's official transcript. The following University of Toronto codes apply to auditors:

1. Code of Student Conduct (PDF)
2. Code of Behaviour on Academic Matters (PDF)

Further information about access, certificates of attendance, and fees for auditing may be obtained from Student Services at the School of Graduate Studies.

6.2.9 Transfer Credit and Exemptions

Transfer credit for graduate work completed in another program or as an SGS special student is limited to 1.0 full-course equivalent (FCE) or 25% of the course requirements for any degree, whichever is greater, provided that the
courses have not been credited towards another degree, diploma, certificate, or any other qualifications. Such credit may be given on the recommendation of the student's graduate unit and with the School of Graduate Studies' approval, normally upon admission. Exceptions to the limit are allowed when approved for specific degrees.

Students participating in an approved exchange program on the recommendation of their graduate unit may receive transfer credit for up to 50% of the course requirements for their degree. They may also complete language requirements while on the exchange. When recommended by the unit and approved by the SGS Dean, that percentage may be exceeded by doctoral students.

In all cases, transfer credit arrangements for exchange program participants must be approved in advance by the SGS Dean or designate.

Transfer of credit and course exemptions include the following categories:

1. Transfer Credit: Course Equivalent Credit received for course completed in a prior program is considered to be equivalent to course offered by the graduate unit, thus reducing the overall course credit requirements for degree.
2. Transfer Credit: General Equivalent Unassigned credit for course not identifiable with course offerings but which is evaluated as being appropriate for academic credit on transfer, thus reducing overall course credit requirements for degree.
3. Course Exemption: The graduate unit may exempt a student from a specific course requirement permitting the substitution of another course to meet degree requirements. Overall course credit requirements for degree are not reduced.

7 Good Academic Standing and Satisfactory Academic Progress, Time Limits, Supervision, and Candidacy

7.1 All Degree Students

To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must:

1. comply with the General Regulations of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program; and
2. make satisfactory progress towards the completion of the degree.

All degree students are admitted under the General Regulations of the School of Graduate Studies, described in this section of this calendar. The degree regulations for the various doctoral and master's degrees offered by the School of Graduate Studies are specified in the Degree Regulations section of this calendar and in the Programs by Graduate Unit section, under the entry of the graduate unit offering the graduate program leading to the relevant degree. The specific requirements for the various graduate programs offered in the School of Graduate Studies are described under the entry of the graduate unit offering the program.

Each student is required to satisfy the program requirements found in the SGS Calendar (see Programs by Graduate Unit) of the academic year in which the student first registered in the graduate program. Failure to maintain good academic standing may result in various sanctions, including ineligibility for financial assistance, lowest priority for bursaries and assistantships, and even termination of registration.

The School of Graduate Studies may terminate the registration and eligibility of a student

1. who fails to comply with the General Regulations of the School of Graduate Studies, the relevant Degree Regulations, or the specific degree requirements of the graduate unit in which the student is registered; or
2. who fails to maintain satisfactory progress in the degree program in which the student is registered, as measured either by the general standards of the School of Graduate Studies or by the specific standards of the graduate unit.
7.2 Full-Time Students

Students must meet the full-time studies requirements to be in good academic standing—see General Regulations, section 6.1.1 Registration Procedures.

7.3 Timely Completion of Graduate Program Requirements

Each graduate unit establishes specific requirements for degree programs, in addition to those of the School of Graduate Studies, as well as standards of satisfactory performance and progress. These requirements and standards are described in the appropriate entry in the Programs by Graduate Unit section of this calendar and in material published separately by graduate units.

Continuation in a degree program requires satisfactory progress towards the completion of that program. A student's progress in a degree program will be considered satisfactory only if the student satisfies and completes the various requirements for that degree in a manner consistent with the SGS General Regulations and Degree Regulations and the graduate unit's timeline for completion of the degree program.

A graduate unit may recommend to the School of Graduate Studies that a student's registration and degree eligibility be terminated when a student fails to maintain satisfactory progress towards the completion of the degree.

7.4 Satisfactory Completion of Graduate Courses

Satisfactory performance in a degree program requires the completion of every course taken for graduate credit with a grade of at least a B-; some graduate units may require a minimum grade above a B- for some or all courses.

If a student fails to complete a graduate course in a satisfactory manner (i.e., receives a grade report of FZ or NCR in a course or receives a grade report below the minimum acceptable by the graduate unit), then the graduate unit in which the student is registered may recommend to the School of Graduate Studies the termination of registration and eligibility of that student.

If the student is permitted to continue, the student must repeat the relevant course, or take an alternative course recommended by the graduate unit and approved by the School of Graduate Studies, and obtain a satisfactory grade. The report for the course that was not completed in a satisfactory manner as well as the report for the repeated or alternative course will appear on the student's academic record.

7.5 Doctoral Students

7.5.1 Achieving Candidacy: Requirements and Time Limit

A degree student who has completed all requirements for the doctoral degree exclusive of thesis research will be designated as a "doctoral candidate" in the School of Graduate Studies.

To achieve candidacy, students in doctoral degree programs must:

1. complete all requirements for the degree exclusive of thesis research and courses such as ongoing research seminars that run continuously through the program; and
2. have an approved thesis topic, supervisor, and supervisory committee.

Candidacy must be achieved by the end of Year 3 for all doctoral programs, except for the five-year PhD doctoral program, flexible-time PhD program option, and professional doctoral programs begun on a part-time basis. For those exceptions, candidacy must be achieved by the end of Year 4 of registration (see chart below).

Note: The foregoing time limits do not apply to courses that run continuously throughout the program.
Doctoral Degree Program Categories | Time Limit to Achieve Candidacy
--- | ---
**PhD** Doctoral, four-year program | by end of Year 3
**PhD** Doctoral, five-year program (direct-entry) | by end of Year 4
Flexible-time PhD program option | by end of Year 4
Professional doctoral program, full-time | by end of Year 3
Professional doctoral program, part-time | by end of Year 4

In exceptional circumstances, a student who has not met these requirements may be permitted to register in the program for up to 12 months (3 sessions) at the discretion of the graduate unit in which the student is registered. Continuation beyond 12 months will require the approval of both the graduate unit and the School of Graduate Studies.

Completion of the program requirements identified above will signal the achievement of candidacy. Successful completion of candidacy is recognized by a notation on the transcript.

See also requirements and deadlines in the **Degree Regulations** and unit entries in the **Programs by Graduate Unit** section of this calendar.

7.5.2 Supervision and Satisfactory Progress

All doctoral students **should** have an identified supervisor and supervisory committee as early as practicable in their program. The supervisory committee should consist of the supervisor chosen from among the graduate faculty members of the graduate unit in which the student is registered and two other members of the graduate faculty.

Where appropriate, the graduate unit should assist in selection of the supervisor. Both student and supervisor should be involved in the selection and approval of other supervisory committee members.

Unless the graduate unit has specified earlier deadlines, supervisory committees should be established no later than the end of the fourth session in all doctoral programs, except in five-year (direct-entry) **PhD** doctoral programs, flexible-time PhD program options, and part-time professional doctoral programs, where the supervisory committee should be established no later than the end of the seventh session (see chart below).

Doctoral Degree Program Categories | Time Limit for Constituting Supervisory Committee
--- | ---
**PhD** Doctoral, four-year program | by end of first session in Year 2
**PhD** Doctoral, five-year program (direct-entry) | by end of first session in Year 3
Flexible-time PhD program option | by end of first session in Year 2
Professional doctoral program, full-time | by end of first session in Year 2
Professional doctoral program, part-time | by end of first session in Year 3

The student's choice of supervisor and supervisory committee is subject to the approval of the graduate unit in which the student is registered. A student who encounters difficulties setting up a supervisory committee should consult the Chair, Director, or Graduate Coordinator of the graduate unit in advance of the relevant deadline.
A student who fails to constitute a supervisory committee by the required time may lose good academic standing.

A student is expected to meet with this committee at least once a year, and more often if the committee so requires. At each meeting, the supervisory committee will assess the student's progress in the program and provide advice on future work. In each of two consecutive meetings, if a student's supervisory committee reports that the student's progress is unsatisfactory, the graduate unit may recommend to the School of Graduate Studies the termination of registration and eligibility of that student.

A student who encounters difficulties arranging a meeting of this committee should consult the Chair, Director, or Graduate Coordinator of the graduate unit in advance of the relevant deadline for doing so.

A student who, through his or her own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee.

See also General Regulations, section Graduate Student Supervision; Degree Regulations, section 12 Doctoral Degrees; and specific program requirements in the Programs by Graduate Unit section.

8 Thesis and Graduate Student Supervision

8.1 Thesis Topic and Supervision

A thesis is a piece of scholarly writing. In those degree programs for which a thesis is part of the requirements, the work upon which the thesis is based must be conducted under the direction of one or more members of the faculty of the School of Graduate Studies.

A student must choose a thesis topic for which the graduate unit in which he or she is registered is able to provide adequate supervision.

A student’s choice of thesis topic, as well as his or her choice of supervisor from among the graduate faculty members available in the graduate unit and supervisory committee, is subject to the approval of the Graduate Chair, Director or Dean in the graduate unit in which the student is registered.

8.2 Doctoral and Master’s Supervision

While the special, collaborative relationship between student and supervisor serves as a foundation for graduate education, particularly at the doctoral level, the primary responsibility for graduate programs and their supervision rests with the graduate unit. The Chair, Director or Dean of the graduate unit has the principal obligation and authority for exercising these responsibilities, in accordance with the Constitution of the School of Graduate Studies, and, therefore, for implementing the academic and procedural standards established in the School of Graduate Studies.

Although this calendar outlines procedures to be followed in the supervision of doctoral and master’s students, it is clear that these have general applicability for all graduate students to some degree. It is essential that students have access to information relevant to their graduate program of studies, in all domains.

Thus, each graduate unit will provide students with documentation that provides details of all procedures involved with graduate training, a list of members of the graduate faculty with relevant information concerning their participation, fields of expertise and supervision, and access to the SGS Graduate Supervision Guidelines document Graduate Supervision: Guidelines for Students, Faculty, and Administrators.

In addition, updated statements must be made available to students on a regular basis. These will include the availability of financial assistance, and relevant information to affected students about the expected absences of their supervisor(s) and/or advisor(s).
Any doctoral graduate student who believes that his or her graduate unit is not following the supervision guidelines may inform the Coordinator of Graduate Studies or the Vice-Dean, Students, or the School of Graduate Studies.

The academic experience is greatly enhanced if members of the academic faculty, in addition to the direct supervisor, are readily and formally available for consultation and discussion with the graduate student. Therefore, an individual thesis supervisory committee or, as an alternative, an area supervisory committee, should be struck as early as possible for each graduate student, and certainly from the commencement of thesis supervision.

The graduate unit is responsible for adopting a procedure for monitoring the progress of doctoral students registered in its programs. Consistent with the SGS Graduate Supervision Guidelines, the procedure must contain, at minimum, a supervisory committee that:

1. consists of the supervisor, chosen from among the graduate faculty members of the graduate unit in which the student is registered, and at least two graduate faculty members who hold a graduate faculty membership;
2. if a co-supervisor is identified, they must also hold a Graduate Faculty Membership in the student's graduate unit;
3. meets with the student at least once per year to assess the student's progress in the program and to provide advice on future work; and
4. submits a report detailing its observations of the student's progress and its recommendations.

Further, the student must be given the opportunity to respond to the supervisory committee's report and recommendations and to append a response to the committee's report. Copies of the report must be given to the student and filed with the graduate unit.

8.3 Doctoral Final Oral Examination

All doctoral students must defend a thesis at a Final Oral Examination organized by the graduate unit with the cooperation of the School of Graduate Studies, as follows:

1. The candidate shall defend the thesis at a Final Oral Examination organized by the graduate unit with the cooperation of SGS. The process of scheduling the examination, allowing time for professional appraisal, can be expected to take at least eight weeks at the best of times, and candidates should discuss the timing with the graduate administration of their unit. Candidates should also ascertain whether their unit impose regulations over and above the minimal conditions required by SGS.
2. The graduate unit will notify SGS eight weeks prior to the examination when the thesis is ready to go forward for examination. In the absence of any particular local procedure, the candidate's supervising committee will advise SGS that the thesis is ready to proceed. In rare cases, a thesis may proceed to examination without the approval of the supervising committee; candidates who wish to proceed without such approval should contact the SGS Vice-Dean, Programs.
3. The thesis will be sent to an appraiser external to the University of Toronto, appointed by SGS on the recommendation of the graduate unit. (The supervisor of the thesis will propose a list of three or more names of possible external appraisers to the Graduate Coordinator or Chair, who will choose one and send the recommendation to SGS for approval. The graduate unit will certify that the external appraiser has an arm's-length relationship to the candidate and supervisor.) The external appraiser must be a recognized expert on the subject of the thesis and must be external to the University as well as to its affiliated teaching hospitals and research institutes. Such an individual must be an associate or full professor at the home institution or, if the individual comes from outside the academic sector, must possess the qualifications to be appointed to an academic position at this level. Arrangements with external appraisers are the responsibility of the graduate unit. In particular, the graduate unit must allow the external appraiser sufficient time to act. The graduate unit must have a copy of the thesis delivered to the appraiser at least six weeks, and preferably longer, in advance of the examination date. Appraisals must be submitted to SGS at least two weeks in advance of the examination date, if they are not, the examination may have to be rescheduled. The graduate unit must also ensure that copies of the thesis are made available to all other voting members of the examination committee at least four weeks in advance of the examination date.
4. An examination committee, appointed by SGS on the recommendation of the graduate unit, will conduct the Final Oral Examination. The examination committee must include at least four, but no more than six, voting
members: one to three of the voting members will have served on the candidate's supervisory committee, and at least two voting members will not have been closely involved in the supervision of the thesis. Eligible for inclusion in the latter group are the external appraiser (in person or by audio connection), members of the graduate faculty of the candidate's graduate unit, and members of the graduate faculty of other departments, centres, or institutes of the University. The examination committee may include, in addition, up to two non-voting members, who will be members of the graduate faculty of the candidate's graduate unit or members of the graduate faculty of another graduate unit of the University. A quorum is four voting members, two of whom must not have been closely involved in the supervision of the thesis. Graduate units must ascertain in advance the willingness of the persons named to act. The SGS Vice-Dean, Programs, may modify the composition of the examination committee to fit exceptional circumstances.

5. SGS will appoint a non-voting chair to the examination committee. The chair will be a full member or member emeritus of the graduate faculty, holding no appointment to the graduate faculty of the candidate's graduate unit.

6. The graduate unit is responsible for scheduling the examination, booking a room, and making appropriate technical arrangements.

7. The graduate unit must submit to SGS, via ROSI, a Certificate of Completion together with the nomination form confirming completion of all other academic requirements, such as language and field requirements; an abstract of the thesis in English, not longer than 350 words; and a copy of the examination program.

8. The graduate unit will send a copy of the external appraisal of the thesis to SGS as soon as it is received. The graduate unit is responsible for the distribution of copies of the external appraisal to the candidate (two weeks before the examination) and members of the examination committee. It should not be distributed beyond that group and the relevant administrative officers before the examination. The candidate is to be instructed not to communicate with the external appraiser/examiner until the examination is under way.

9. Members of the graduate faculty are entitled to attend the examination, and with the permission of the Chair, they may ask questions of the candidate, but they must withdraw before the committee's discussion and vote. A qualified observer may attend, subject to the same restrictions, if the graduate unit has received approval for such attendance in writing beforehand from the SGS Vice-Dean, Programs. Otherwise, the examination is closed to the public. The vote at the examination takes into account both the thesis and the oral defence itself.

10. The examination committee represents the SGS Graduate Education Council and through it the University. It is therefore responsible for the standard of the doctoral degree in this University. Graduate unit examinations held immediately in advance of the final oral must not therefore interfere with attendance at, or thoroughness of, the final examination. The committee must evaluate the external appraisal of the thesis, which is to be considered only as an individual opinion to be employed as the committee sees fit. It must examine the candidate on the content and implications of the thesis. Where someone other than the candidate is a co-author of any portion of the thesis, the examination committee must be satisfied that the candidate's personal contribution to the thesis is sufficient to fulfil the requirements of the doctoral degree. In addition to determining the adequacy of the thesis, the committee must satisfy itself that the thesis document meets the proper standards of scholarship. The committee possesses the full authority of the School of Graduate Studies with respect to the examination.

11. A quorum for the final examination is four voting members, two of whom must not have been closely involved in the thesis, plus the examination committee chair, who has no vote. Voting shall be by signed ballot, and the names of the examiners and their respective votes shall be read to the examination committee by the Chair. If a quorum is not present, the Chair may delay the examination to obtain a quorum or may postpone the examination to another date.

12. The candidate passes on the first examination:
   a. if the decision is unanimous;
   b. or if there is not more than one negative vote or abstention.

If there is more than one negative vote or abstention, adjournment is mandatory. In the event of adjournment, the examination committee must provide the candidate, as soon as possible, with a written statement that indicates the reasons for adjournment and the committee's requirements for the reconvened oral examination. In addition, the examination committee must decide the approximate date of the reconvened examination. The time between the adjourned examination and the reconvened examination should be as short as circumstances will permit and in no case shall exceed one year.

At the reconvened examination, no new committee members shall be added, except for necessary replacements. It is the obligation of the examiners to attend the reconvened examination.
The candidate passes on the reconvened examination:
  a. if the decision is unanimous;
  b. or if there is not more than one negative vote or abstention.

No further adjournment will be allowed. If a candidate is not recommended for the degree by the committee in charge of the second examination, the candidate is ineligible for further doctoral candidacy at the University. The examination committee must provide the candidate, as soon as possible, with a written statement that explains clearly and directly why the examiners found the candidate's performance unsatisfactory on the written and/or oral components of the examination, as may be relevant. The candidate's registration in the graduate program will be terminated.

13. If minor corrections in style are a condition of acceptance of the thesis, the candidate must complete the corrections within one month of the date of the examination, and the supervisor will inform the candidate of the necessary corrections. The supervisor must notify the School of Graduate Studies directly in writing that the required corrections have been made by the candidate, with a copy of the correspondence sent to the Graduate Coordinator of the graduate unit, before the candidate is recommended for the degree.

14. If minor modifications are a condition of acceptance of the thesis, the Chair of the examination committee will appoint a subcommittee of the examination committee (to be approved by the examination committee) to supervise the proposed modifications. One member of the subcommittee is designated by the Chair, with the approval of the examination committee, as the convenor. The convenor will be responsible for the preparation of a statement detailing the modifications required. Modifications must be completed within three months of the date of the oral examination. The members of the subcommittee will report on the acceptability of the completed modifications to the convenor. If all members of the subcommittee approve the completed modification, the candidate will be passed without the necessity of reconvening the examination committee. The convenor of the subcommittee must certify in writing to the School of Graduate Studies, within three months of the original examination, that the modifications have or have not been satisfactorily completed. If one or more members of the subcommittee do not approve the completed modifications, the Final Oral Examination must be reconvened within a year of the date of the original examination.

The examination committee must decide the nature of minor modifications, but it is intended that minor modifications should be more than corrections in style and less than major changes in the thesis. A typical example of minor modifications might be clarification of textual material or qualification of research findings and conclusions.

15. The format of the submitted thesis must comply with the School of Graduate Studies guidelines. SGS requires that every doctoral thesis be published substantially as it is accepted. It is the intention of the University of Toronto that there be no restriction on the distribution and publication of theses. However, in exceptional cases, the author, in consultation with the thesis supervisor and with the approval of the Chair of the graduate unit, shall have the right to postpone distribution and publication for a period up to two years from the date of acceptance of the thesis. In exceptional circumstances and on written petition to the Dean of the School of Graduate Studies, the period might be extended, but in no case for more than five years from the date of acceptance of the thesis unless approved by the SGS Graduate Education Council.

For further details, students should consult the Producing Your Thesis section of the SGS website.

8.4 Submission of Theses

One electronic copy of the final approved version of the defended thesis (master's or doctoral) must be submitted to SGS through the digital research repository for the University of Toronto community (www.etdadmin.com/toronto).

The format of the submitted thesis must comply with the School of Graduate Studies guidelines.

SGS requires that every doctoral thesis be published substantially as it is accepted. It is the intention of the University of Toronto that there be no restriction on the distribution and publication of theses. However, in exceptional cases, the author, in consultation with the thesis supervisor and with the approval of the Chair of the graduate unit, shall have the right to postpone distribution and publication for a period up to two years from the date of acceptance of the thesis. In exceptional circumstances and on written petition to the Dean of the School of Graduate Studies, the period
might be extended, but in no case for more than five years from the date of acceptance of the thesis unless approved by the SGS Graduate Education Council.

All theses will be submitted to the national thesis program at Library and Archives Canada, and theses will be made publicly available on the Theses Canada Portal. This program makes theses available to ProQuest, which in turn makes theses available for purchase on its ProQuest Dissertations and Theses Database and includes the catalogue records in its bibliographic services.

Thesis submission represents the request for graduation. A bound printed copy of the doctoral thesis in its final form may be required by the candidate's graduate unit. Candidates should consult their unit to determine the format, number, and distribution of such copies.

It is the intention of the University of Toronto that there will be no restriction on the distribution and publication of theses. The preservation and public dissemination of original dissertation research is a principle to which the University, as a publicly funded institute of higher education, is strongly committed. Unrestricted release of theses means permanent worldwide access through the Internet. Students retain copyright on the thesis as the thesis author.

However, in exceptional cases, the author, in consultation with the thesis supervisor and with the approval of the Chair of the graduate unit, shall have the right to postpone distribution and publication for a period of up to two years from the date of acceptance of the thesis. In exceptional circumstances, and on written petition to the Dean of the School of Graduate Studies, the period might be extended, but in no case for more than five years from the date of acceptance of the thesis, unless approved by the Graduate Education Council.

Students must agree to the Library and Archives Canada Theses Non-exclusive License when making an electronic submission; any necessary copyright permissions will be uploaded to the digital research repository at this time.

Specific formatting guidelines must be followed so that theses conform to the requirements of SGS and for the publication of the thesis. Theses that do not conform to these formatting guidelines will not be accepted. For more information about required fees, forms, copyright, thesis formatting, and other related matters, visit the Producing Your Thesis section of the SGS website.

8.4.1 Doctoral Thesis

Prior to the Final Oral Examination, required copies of the doctoral thesis must be submitted by the candidate to the graduate unit. The candidate should consult the Graduate Coordinator regarding requirements and deadlines for submission of material.

The graduate unit is responsible for ensuring that one copy of the thesis is brought to the Final Oral Examination.

Following successful completion of the Final Oral Examination, an electronic copy of the final approved version of the thesis and the required form(s) must be submitted to SGS (see section 8.4 Submission of Theses).

Confirmation in writing that any corrections or modifications deemed necessary after the defence must also be received by SGS (see General Regulations section 8.3 Doctoral Final Oral Examination).

8.4.2 Master's Thesis

Students should consult their graduate unit for additional local format requirements, submission deadlines, and procedures concerning master's theses.
An electronic copy of the thesis must be submitted to the School of Graduate Studies only after the thesis has been successfully defended and any final corrections have been made. The School of Graduate Studies also requires a copy of the letter from the student's supervisor confirming completion of any required corrections.

Students may also be required to submit a bound copy or copies of the thesis to the relevant graduate unit.

9 Graduation

9.1 Degree Recommendations

When all requirements for a master's degree program or graduate diploma program have been fulfilled, the graduate unit is required to submit a degree recommendation or diploma recommendation to the School of Graduate Studies indicating that the program has been satisfactorily completed by the student. Students should note that in the case of thesis masters' programs, degree recommendations are only approved after the thesis and required supporting documents have been submitted to SGS.

When all requirements for a doctoral program have been fulfilled and a final copy of the thesis, as well as required supporting documents, have been submitted to SGS, the student will be recommended for graduation by SGS. Students must graduate at the convocation immediately following the completion of their degree requirements.

9.2 Convocation Ceremonies

Convocation ceremonies are held twice a year, in the spring and fall. Students who choose to attend a ceremony must attend the ceremony which directly follows the completion of their degree requirements. SGS Student Services submits the names of the graduands to the Office of Convocation, which is responsible for the procedures for the convocation ceremony and the issuance of diplomas.

Students who complete degree requirements by the January deadline can choose to have their degree conferred in absentia in March, when there is no ceremony (instead diplomas are mailed to graduands), or attend the ceremony in June.

The School of Graduate Studies will not release the official diploma to students who have outstanding debts or obligations to the University in accordance with the Policy on Academic Sanctions for Students Who Have Outstanding University Obligations. See section 11.9.1 Refusal of Access to Official Student Academic Records.

Graduation information is available on the University of Toronto website at www.convocation.utoronto.ca.

10 Academic Appeals Policy

10.1 General

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements; decisions about the student's continuation in any program; or concerning any other decision with respect to the application of academic regulations and requirements to a student.

Decisions related to admission to an academic program, including admission to the doctoral program for current master's students, are not subject to appeal.

Appeals (except those under 10.1.1) must be initiated within the student's home graduate unit (hereafter referred to in this policy as "department") unless the appeal relates to a course outside the department in which the course was taken, with notification to the student's home department chair (hereafter referred to in this policy as "Chair of the department") in the case of collaborative program specialization core courses, the appeal is pursued through the student's home department.
graduate unit where representation from the collaborative program specialization will be included in the constitution of an appeal committee or hearing.

10.1 Exception

The process of academic appeal described in this policy must be followed for all disputes except appeals related to failure of a Final Doctoral Oral Examination or related to termination of registration in a program. Such appeals must be made directly to the SGS Graduate Academic Appeals Board (GAAB).

These appeals begin at Graduate Appeal Step 3 (section 10.3.3). In some such cases, the Chair of GAAB may refer the appeal to the Graduate Department Academic Appeals Committee (GDAAC) for prior consideration and a recommendation to GAAB. The GDAAC does not have the right to overturn a failed Final Doctoral Oral Examination result or a termination of registration, but may recommend that such a decision be considered further by GAAB.

10.2 Informal Mediation

At any stage before filing and until the hearing of any appeal with the SGS Graduate Academic Appeals Board, a student may consult the relevant SGS Vice-Dean for advice and/or informal mediation. The Vice-Dean, with the consent of both parties, a representative of SGS will serve as informal mediator, attempting to resolve the dispute or clarify issues. Timelines are not affected by mediation. Consultation with the Vice-Dean at an early stage is encouraged.

In cases where the Vice-Dean has approved the termination of a student's registration or in cases where perceived or actual conflict of interest is identified, the student will have access to an alternate informal mediator.

10.3 Steps

The overall graduate appeals process is set out in the table below. Students should note the timelines for each stage carefully.

10.3.1 Step 1: Informal

In the case of dispute, students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. Should the matter not be resolved with the instructor, and should the student wish to pursue the matter, the student must discuss the matter with the Graduate Coordinator/Associate Chair/Dean (hereafter referred to in this policy as “Graduate Coordinator”) and/or Chair of the department graduate unit.

10.3.2 Step 2: Department Appeal

Should such discussions fail to resolve the matter, the student may make a formal appeal in writing to the Graduate Department Academic Appeals Committee (GDAAC).

The student must complete a Notice of Appeal to GDAAC; a copy of this notice is available from the Graduate Coordinator/Chair/Dean in every graduate department. This form must be completed and delivered to the Graduate Coordinator/Chair/Dean within the specified timeline of eight weeks from the date of the decision under appeal.

The Chair of the GDAAC will determine, at his or her sole discretion, whether the appeal will proceed by way of an oral hearing and/or written submissions. In either case, at the conclusion of the hearing and/or review of the written submissions, the GDAAC will make a recommendation to the Graduate Coordinator/Chair/Dean regarding the merits of the appeal. The Graduate Coordinator/Chair/Dean will then render the department-level appeal decision. GDAAC guidelines for department Graduate Coordinators/Chairs/Deans are made available to all parties in an appeal.
10.3.3 Step 3: Appeal to GAAB

1. The student may appeal the decision of the Graduate Coordinator/Chair/Dean of the department-graduate unit by filing a Notice of Appeal to the SGS Graduate Academic Appeals Board (GAAB) within eight weeks of the decision of the Graduate Coordinator/Chair/Dean of the department-graduate unit.

2. Filing a Notice of Appeal to GAAB is the first step for a student who is making an appeal regarding the failure of the Final Doctoral Oral Examination or termination of registration in a graduate program.

10.3.4 Step 4: Governing Council Appeal

A decision of the SGS Graduate Academic Appeals Board (GAAB) may subsequently be appealed by a student to the Governing Council’s Academic Appeals Committee, in accordance with its guidelines and procedures. An appeal to this committee shall be commenced by filing a notice of appeal with its Secretary no later than 90 days after the date of the GAAB decision under appeal.

Steps and Timelines

<table>
<thead>
<tr>
<th>Timeline for Student Action at Each Stage</th>
<th>Step</th>
<th>Timeline for Decision/Action by University Body at Each Stage</th>
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<td>See Note B below</td>
<td>See Note C below</td>
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<tr>
<td>1. Informal</td>
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<td>a. Student to instructor</td>
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<td>b. Student to Graduate Coordinator/Chair/Dean</td>
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<td>8 weeks from date of decision being appealed</td>
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<td>8 weeks from filing of Notice of Appeal to GDAAC¹</td>
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<td>2. Graduate-Unit-Level Appeal</td>
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<td>Notice of Appeal to GDAAC¹</td>
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<td>Note: Appeals related to failure of the Final PhD Doctoral Oral Examination or to termination of registration in a graduate program must be made directly to GAAB²; see Step 3b below.</td>
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<tr>
<td>8 weeks from filing of Notice of Appeal to GDAAC¹</td>
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<td>3. SGS Appeal</td>
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<td>a. Notice of Appeal to GAAB²</td>
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<td>b. Appeal begins here for students who wish to appeal failure of the Final PhD Doctoral Oral Examination or termination of registration in a graduate program.</td>
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<td>8 weeks from filing of Notice of Appeal to GAAB²</td>
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<td>90 days from decision of GAAB²</td>
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<td>4. Governing Council Appeal</td>
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<td>Notice of Appeal to GCAAC¹</td>
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Note A: A student may apply, in writing and with reasons, for an extension of time. Such applications may be made to the Chair of GDAAC for graduate-unit-level appeals or to the GAAB for SGS-level appeals. Any extension is within the discretion of the GDAAC Chair, or the GAAB, as appropriate, where the view is that compelling reasons exist.

Note B: Informal mediation is available via the SGS Vice-Dean/SGS at any stage before filing an appeal with the GAAB. Consultation with the SGS Vice-Dean at an early stage is encouraged. In cases where the Vice-Dean/SGS has approved the termination of a student’s registration or in cases where perceived or actual conflict of interest is identified, the student will have access to an alternate informal mediator.
Note C: The Chair of the appeal body retains discretion to extend time limits applicable to its response at any stage where, in its view, compelling reasons exist.

1 Graduate Department Academic Appeals Committee
2 Graduate Academic Appeals Board
3 Governing Council Academic Appeals Committee

11 Policies and Guidelines

Important School of Graduate Studies policies and guidelines affecting graduate students are included in the SGS Calendar. However, there are numerous additional policies and guidelines affecting graduate studies. These appear on the SGS website.

Furthermore, University of Toronto-wide policies affecting students are posted at www.governingcouncil.utoronto.ca/Governing_Council/Policies.htm.

11.1 University Assessment and Grading Practices Policy

The University Assessment and Grading Practices Policy sets out the principles and key elements that should characterize the assessment and grading of student work in for-credit programming at the University of Toronto.

The purpose of the University Assessment and Grading Practices Policy is to ensure:

- that assessment and grading practices across the University are consistent and reflect appropriate academic standards;
- that student performance is evaluated in a manner that is fair, accurate, consistent, and objective and in compliance with these academic standards;
- that the academic standing of every student can be accurately assessed even when conducted in different divisions of the University and evaluated according to different grading scales.

This policy applies to the evaluation of student performance in for-credit programming at both the graduate and undergraduate level within all divisions/Faculties of the University.

For graduate programs and students, any reference to “division/Faculty” should be understood to refer to the School of Graduate Studies, and any reference to department should be understood to refer to the relevant graduate unit.

The School of Graduate Studies is the only division that may develop additional grading regulations and guidelines for graduate studies. Where undergraduate and graduate practices differ, this has been indicated explicitly in the text. Otherwise, all clauses should be understood to apply equally to students at either level of study. Divisions/Faculties may wish to develop procedures for implementing these policies according to their needs. These procedures must be consistent with this policy. In case of conflict or lack of clarity, this policy will be understood to take precedence.

The University Assessment and Grading Practices Policy comprises three parts:

Part A: Grades
Part B: Grading Practices
Part C: Designators and Other Non-Grade Symbols Approved for Use in Reporting Course Results

The full text of the University Assessment and Grading Practices Policy appears on the University of Toronto website.

11.2 Academic Continuity Policy

The University of Toronto is committed to fulfilling its core academic mission of educating students. It recognizes that events such as pandemic health emergencies, natural disasters, prolonged service interruptions, and ongoing labour
disputes are potential threats to academic continuity. Good stewardship requires that the University undertake appropriate planning and preparation to promote continuity. At the same time, the University must be prepared to respond to extraordinary circumstances in which the normal academic operations of the University may be disrupted.

This policy provides a framework that will guide the University in enhancing its ability to fulfill its academic mission in the face of potential threats to academic continuity. It is intended to apply to circumstances and events that are potential threats to the continuity of the academic operations of the University and relates entirely to the principles and processes that should guide the University in this context. It applies to instances when the academic continuity of one or more programs, one or more departments or Faculties, one or more campuses, or the whole University is disrupted and changes need to be made to the normal academic operations of the University.

The full text of the Academic Continuity Policy appears on the University of Toronto website.

11.3 Intellectual Property

The University believes that all contributors to the successful realization of new technologies and knowledge should share fairly and appropriately in the benefits. For details and further information, visit www.research.utoronto.ca.

11.4 Research Ethics

The University’s Policy on Ethical Conduct in Research requires each academic division to formulate its own guidelines. The divisional guidelines apply to graduate students enrolled in graduate units within those Faculties. For details and further information, visit www.research.utoronto.ca. See also Research Involving Human Subjects on the SGS website.

11.5 Policy on Academic Sanctions for Students Who Have Outstanding Obligations to the University

Academic sanctions are applicable to any student who has an outstanding obligation to the University. Recognized obligations are as follows:

1. tuition fees
2. academic and other incidental fees
3. residence fees and other residence charges
4. library fines
5. bookstore accounts
6. loans made by colleges, Faculties, or the University
7. health service accounts
8. unreturned or damaged instruments, materials and equipment
9. orders for the restitution, rectification, or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

The following academic sanctions will be imposed on students who have outstanding recognized financial obligations to the University:

1. Statements of results or official transcripts of record or both will not be issued.
2. The University will not release the official document (called the diploma) which declares the degree earned, nor provide oral confirmation or written certification of degree status to external enquirers. Indebted graduates will be allowed to walk on stage and have their names appear on the convocation program.
3. Registration will be refused to a continuing or returning student. Payments made by continuing or returning students shall be applied first to outstanding University debts, and second, to current fees.

The full text of the Policy on Academic Sanctions for Students Who Have Outstanding University Obligations appears on the University of Toronto website.
11.6 Code of Behaviour on Academic Matters

The Governing Council of the University of Toronto has approved a Code of Behaviour on Academic Matters applying to members of the University. The Code of Behaviour on Academic Matters addresses the responsibilities of all parties, students and faculty, to the integrity of the teaching and learning experience. It concerns the accountability of faculty members and students as they cooperate in all phases of this relationship. Honesty and fairness must inform these activities, the foundation of which is mutual respect for the aims of education and for those ethical principles which characterize the pursuit and transmission of knowledge within the University.

The code addresses offences, procedures, and sanctions; more information appears in three appendices. The code is enforced by Divisional Deans, the Provost, and the University Disciplinary Tribunal.

In cases involving graduate students, the divisional dean is the Dean of the School of Graduate Studies.

The full text of the Code of Behaviour on Academic Matters appears on the University of Toronto website.

11.7 Policy and Procedures on Sexual Violence and Sexual Harassment

Harassment in any situation is reprehensible. In particular, within the University community it fosters a hostile or unfair environment which counteracts the spirit of cooperation and education. To guard against sexual harassment, the Governing Council of the University of Toronto has approved a Policy and Procedures on Sexual Violence and Sexual Harassment, which protects students, faculty, and staff from sexual harassment within the University community.

All complaints will be guided by a spirit of fairness to each party and ensures a fair and impartial hearing. Under the policy, complainants have the right to seek a remedy and respondents have the right to know both the allegations and the accuser. The highest standards of confidentiality are maintained in order to protect any party against unsubstantiated claims which might result in harm or malicious gossip.

The full text of Policy and Procedures on Sexual Violence and Sexual Harassment appears on the University of Toronto website.

11.8 Code of Student Conduct

Students have an obligation to make legal and responsible decisions concerning their conduct. The University has no general responsibility for the moral and social behaviour of its students. In the exercise of its disciplinary authority and responsibility, the University recognizes that students are free to organize their own personal lives, behaviour, and associations subject only to the law and to University regulations that are necessary to protect the integrity and safety of University activities, the peaceful and safe enjoyment of University housing by residents and neighbours, or the freedom of members of the University to participate reasonably in the programs of the University and in activities in or on the University's premises.

Non-academic offences are defined in the University's Code of Student Conduct. The Code addresses offences, procedures, interim conditions and measures, and sanctions.

The full text of the Code of Student Conduct appears on the University of Toronto website.

11.9 Access to Official Student Academic Records

Academic records of students are ultimately the property of the University. It is the responsibility of the University to establish overall University policy in this area. The Guidelines Concerning Access to Official Student Academic Records establishes University-wide aims, objectives, criteria, and procedures that apply to the academic records of students.
The guidelines ensure that students, alumni, and former students are allowed as great a degree of access to their own academic records as is academically justifiable and administratively feasible. A student’s right to privacy in relation to his or her academic records is safeguarded as far as both internal University access and external public access are concerned. The guidelines call for basic University-wide consistency in the kinds of information collected, recorded, filed, and made available.

The full text of the Guidelines Concerning Official Access to Student Academic Records appears on the University of Toronto website.

11.9.1 Refusal of Access to Official Student Academic Records

The School of Graduate Studies will withhold access to statements of results and transcripts of students, alumni, and former students who have outstanding debts or obligations to the University in accordance with the Policy on Academic Sanctions for Students Who Have Outstanding University Obligations. The School of Graduate Studies will not release the official diploma to such persons nor will it provide written or oral certifications of degree on their behalf.

11.10 Transcript Policy

This policy sets out the principles that underpin the University’s understanding of its official academic transcript and to describe the minimum information that the transcript must include. The academic transcript is the primary, official, consolidated record of a student’s academic performance and achievement.

The transcript:

- should reflect academic history only.
- should be a meaningful reflection of the student’s academic activity and achievement.
- must provide the reader with the information required to interpret the transcript.

University of Toronto consolidated transcripts are limited to degree-level studies.

The full text of the Transcript Policy appears on the University of Toronto website.

11.11 Policy on Official Correspondence with Students

The University and its divisions may use the postal mail system and/or electronic message services (e.g., electronic mail and other computer-based online correspondence systems) as mechanisms for delivering official correspondence to students. Official correspondence may include, but is not limited to, matters related to students’ participation in their academic programs, important information concerning University and program scheduling, fees information, and other matters concerning the administration and governance of the University.

11.11.1 Postal Addresses and Electronic Mail Accounts

Students are responsible for maintaining and advising the University—via the University’s student information system (currently ROSI)—of a current and valid postal address as well as the address for a University-issued electronic mail account that meets a standard of service set by the Vice-President and Provost.

Failure to do so may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.

11.11.2 University Rights and Responsibilities Regarding Official Correspondence

The University provides centrally supported technical services and the infrastructure to make electronic mail and/or online communications systems available to students. University correspondence delivered by electronic mail is
subject to the same public information, privacy, and records retention requirements and policies as are other
University correspondence and student records. The University's expectations concerning use of information and
communication technology are articulated in the guidelines on Appropriate Use of Information and Communication
Technology, available on the website of the Office of the Vice-President and Provost.

11.11.3 Students' Rights and Responsibilities Regarding Retrieval of Official Correspondence

Students are expected to monitor and retrieve their mail, including electronic messaging account(s) issued to them by
the University, on a frequent and consistent basis. Students have the responsibility to recognize that certain
communications may be time critical. Students have the right to forward their University-issued electronic mail
account to another electronic mail service provider address but remain responsible for ensuring that all University
electronic message communication sent to the official University-issued account is received and read.

The full text of the Policy on Official Correspondence with Students appears on the University of Toronto website.

11.12 Policy on the Framework on Off-Campus Safety

In the normal course of University-related life, University members may participate in a wide range of activities taking
place at locations away from the University campuses. Some of these activities include field research, field
placements, and internships.

The Policy on the Framework on Off-Campus Safety is designed to provide University staff and faculty involved in the
planning and execution of University-related off-campus activities with a set of core planning principles with respect to
safety.

The full text of the Policy on the Framework on Off-Campus Safety appears on the University of Toronto website.

Students are also encouraged to review the Guidelines on Safety in Field Research produced by the Office of
Environmental Health and Safety.

11.13 Statement on Appropriate Use of Information and Communication Technology

The University of Toronto provides guidelines on the appropriate use of information and communication technology
(ICT) within the University community. ICT resources are made available for all employees, students, and other
members of the University community, but remain the property of the University. Users are expected to limit their use
to the performance of University-related activities, although a reasonable allowance will be made for personal use.
Users should not have an expectation of complete privacy in using the University's ICT and related services.

The full text of the Appropriate Use of Information and Communication Technology appears on the Provost's website.

11.14 Statement on Human Rights

Acknowledging its fundamental and distinctive commitment to freedom of thought, inquiry, and expression, the
University of Toronto affirms its commitment to the values of equal opportunity, equity, and social justice. In this
affirmation, the University:

1. acknowledges that it conducts its teaching, research, and other activities in the context of a richly diverse society;
2. recognizes that the attainment of excellence in pursuit of its mission is furthered by the contribution made by persons reflecting this rich diversity;
3. acts within its purview to prevent or remedy discrimination or harassment on the basis of race, gender,
   sexual orientation, age, disability, ancestry, place of origin, colour, ethnic origin, citizenship, creed, marital
   status, family status, receipt of public assistance, or record of offence;
4.1 acts conscientiously in keeping with its own policies and existing legislation related to human rights, such as its Code of Behaviour on Academic Matters, its Policies and Procedures: Sexual Harassment, its Employment Equity Policy, and the Human Rights Code of the Province of Ontario.

The full text of the Statement on Human Rights appears on the University of Toronto website.
Degree Regulations

12 Doctoral Degrees
13 Master's Degrees

All degree students are accepted under the General Regulations of the School of Graduate Studies.

All degree program students are subject to both the General Regulations and Degree Regulations in this calendar. In particular, note section 7 of the General Regulations, Good Academic Standing and Satisfactory Academic Progress, Time Limits, Supervision, and Candidacy.

The University of Toronto offers graduate programs leading to doctoral and master's degrees. Numerous degree types are offered in a variety of programs in multiple graduate units. Degree types that are specific to one graduate program are listed below with a link to details contained in the graduate unit entry. See Programs by Graduate Unit.

12 Doctoral Degrees

The University of Toronto offers programs of study leading to four doctoral degrees:

1. Doctor of Philosophy (PhD)
2. Doctor of Education (EdD)
3. Doctor of Juridical Science (SJD)

Degrees offered in multiple programs are listed first, followed by degrees specific to one graduate program.

12.1 Doctor of Philosophy (PhD)

The PhD is offered in a variety of programs in multiple graduate units. For specific admission and program requirements, consult graduate unit entries. The Graduate Education Council of the School of Graduate Studies has recommended that all graduate units offering the PhD degree design a four-year program that can be completed on a full-time basis by a student who holds a master's degree in a discipline appropriate to the intended field of study.

Where graduate units are aware that it may be difficult for students to complete their PhD programs within four years, they have been asked to include a statement to that effect in their calendar entries. Where students are not able to complete all degree requirements within four years, all requirements for the degree must be completed within six years from first enrolment.

12.1.1 Admission Requirements

12.1.1.1 Four-Year PhD Program

Students admitted to this program require an appropriate master's degree with at least B+ standing from a recognized university in a discipline deemed appropriate to the intended field of study.

A student who is admitted on condition that the requirements for an acceptable master's degree at another university are completed may be permitted conditional registration, unless this is excluded by the terms of the letter of admission. A student who is conditionally registered must submit to the graduate unit, not later than January 31 of the first year of enrolment, official verification of completion of the requirements for the master's degree. If verification is not submitted by that date, additional requirements may be added to the PhD program. See further information in section 4 of General Regulations, Admission Regulations and Procedures.
12.1.1.2 Five-Year PhD Program (Referred to as “Direct-Entry”)

Students admitted to this program, where offered, require an appropriate bachelor's degree with at least A- standing from a recognized university in courses in the relevant discipline deemed appropriate for the intended field of study. Students who hold a master's degree in another discipline deemed not appropriate or require further preparation also normally would be admitted to this program.

12.1.1.3 Flexible-Time PhD Program Option

Applicants may apply to a flexible-time PhD program option in a graduate unit offering such an option that has been approved through University of Toronto governance. Details are found in each program entry; see Programs by Graduate Unit. Applications to flexible-time PhD program options are subject to the SGS General Regulations and Degree Regulations and must meet the same admission requirements as applicants to the full-time PhD program.

In addition, applicants to the flexible-time PhD program option must demonstrate that they are “practising professionals”; that is, they are active professionals who are engaged in work activities that may include consulting, community organizing, self-employment, contractual work, or equivalent. This category may include recently retired individuals who maintain professional engagement.

Applicants to the flexible-time PhD program option must demonstrate:

1. that the research and proposed program of study is related to the applicant's professional work and vice versa;
2. that they will continue their professional activities to be professionally engaged while registered in the program.

Admission to this option is subject to availability of a supervisor.

PhD students must register for every successive session, including summers, on a full-time basis following the first session of registration unless granted a leave of absence. The minimum degree fee is based on one academic year, that is, three consecutive sessions. All PhD students are subject to rules and regulations outlined in the General Regulations, including section 7 on Good Academic Standing requirements, in addition to these PhD degree requirements and those of the graduate unit in which the student is registered. See also Flexible-Time PhD Program Option, below.

12.1.2.1 Four-Year PhD Program

Most PhD students applicants are admitted to a four-year PhD program based on the completion of an appropriate master's degree as detailed in the admission requirements section above and the General Regulations section. Where graduate units are aware that it may be difficult for students to complete their PhD programs within four years, they have been asked to include a statement to that effect in their calendar entries. Where students are not able to complete all degree requirements within four years, all requirements for the degree must be completed within six years from first enrolment.

12.1.2.2 Five-Year PhD Program (Direct-Entry)

Graduate units may offer a five-year PhD program, approved through University of Toronto governance. Qualified students may be admitted into a five-year PhD program (direct-entry) based on the completion of an appropriate bachelor's degree as detailed in the admission requirements section above and in the General Regulations. See the above section 12.1.1.2 Five-Year PhD Program (Direct-Entry) Admission Requirements.

Students in a direct-entry PhD program will register full-time. Five-year PhD program requirements will include:

- The program requirements for the four-year PhD program;
- A substantial portion of the requirements for the master's degree;
- Additional requirements may be required by the graduate unit;
- Achieving acceptable minimum grades or averages for first-year courses;
- Students must be in Good Academic Standing at the end of Year 1.

Other than the requirements stated here, the five-year PhD program differs from the four-year PhD program requirements only in the additional first year of the program and related effects to timing of other PhD program components.

12.1.2.3 Flexible-Time PhD Program Option

Graduate units may offer a flexible-time PhD program option, approved through University of Toronto governance. Such a program option is offered where there is sufficient demand by practising professionals in related fields. The design and delivery of a flexible-time PhD program option permits continued employment by the student in areas related to the student's field of research, except for short specified periods of time. In these programs, theory and praxis uniquely engage and inform each other. See further information in Degree Regulations, Admission Requirements section 11.1.3 Flexible-Time PhD Program Option.

The flexible-time PhD program option differs from the full-time PhD program only in design and delivery. Students in a flexible-time PhD program option will register full-time during the first four years and part-time during subsequent years in the program. Students are required to be registered for every successive session, including summers, following the first session of registration unless granted a leave of absence. Each graduate program unit offering a flexible-time PhD option will identify a program length for students in the option, which normally will be five or six years.

The time limit, between six and eight years, will be established through the departmental regulations of the graduate unit. Transfers between the full-time PhD program and the flexible-time PhD program option are not permitted. Students in the flexible-time option must satisfy the SGS General Regulations and Degree Regulations in the SGS Calendar, including good academic standing, supervision, and candidacy regulations.

12.1.2.4 Approval

The graduate unit must approve a student's program of advanced study and research.

12.1.2.5 Program

Specific program requirements are set by the graduate units and are found in their respective entries. The thesis topic and the name of the supervisor must be submitted by the middle of the first session in Year 2. Graduate units may, at their discretion, require an earlier date.

12.1.2.6 Language Requirement

Individual graduate units may require that students have an adequate knowledge of such language or languages, other than English, as are required by the graduate unit and in order to complete the degree program. (See individual graduate unit entries for specific requirements.)

Testing and certification of languages may be administered by the appropriate language department or by the student's own graduate unit.

The graduate unit in which the student is registered is responsible for ensuring that an acceptable certificate of language competence is recorded in the official student file.

12.1.2.7 Achieving Candidacy: Requirements and Time Limit

See General Regulations, section 7 on Good Academic Standing for detailed requirements.

12.1.2.8 Thesis
The candidate, through the graduate unit, shall present a thesis embodying the results of original investigation, conducted by the candidate, on the approved topic from the major field. The thesis, which is a piece of scholarly writing, shall constitute a significant contribution to the knowledge of the field and must be based on research conducted while registered for the PhD program.

A thesis should have a coherent topic with an introduction presenting the general theme of the research and a conclusion summarizing and integrating the major findings. Nonetheless, it may contain a collection of several papers. The collection of papers may be expanded or supplemented by unpublished material, scholarly notes, and necessary appendices. In all theses, pagination should be continuous; there should be a common table of contents and an integrated bibliography for the whole thesis. A thesis must be prepared in a standard format (see National Library guidelines and Guidelines for the Preparation of Theses).

The thesis should normally be written in English, but with the permission of the School of Graduate Studies, a graduate unit may permit or require students in that unit to write the thesis in French.

In Division I, the Humanities, permission may be given for a thesis to be written in a language other than English or French when the language has been approved for use in theses by the graduate unit concerned. Before such permission can be granted, the graduate unit chair must certify in writing to the School of Graduate Studies that the candidate has passed a supervised essay type examination, written in English, which demonstrates the candidate’s proficiency in writing correct and idiomatic English prose. A supplementary abstract of about 5,000 words in English or French must form part of a thesis that is written in a language other than English or French. No language other than English or French may be used for the conduct of Doctoral Final Oral Examinations.

See also General Regulations sections 8.2 Doctoral Supervision and 8.4 Submission of Theses.

12.1.2.9 Final Oral Examination

All students must defend a thesis at a Final Oral Examination organized by the graduate unit with the cooperation of SGS. See General Regulations section 8.3 Doctoral Final Oral Examination for detailed requirements and deadlines.

12.1.2.10 Time for Completion of Degree

All requirements must be completed within six years from first enrolment for the four-year PhD program and within seven years for the five-year PhD program. In exceptional circumstances, a candidate who has failed to complete all the requirements for the degree within this period may be considered for a maximum of four one-year extensions. See General Regulations section 6.1.11.2 Extension of Time for Completion of Degree Requirements, Doctoral Students.

PhD students who have not completed the degree requirements before the time limit for the degree or by the end of the approved extension period may not enrol further.

For flexible-time PhD program option, see details below 12.1.2.3.

12.2 Doctor of Education (EdD)

The EdD program is offered in a variety of programs in multiple graduate units within OISE. The EdD program is designed to provide opportunities for more advanced study for those already engaged in a career related to education.

All students are subject to rules and regulations outlined in the General Regulations section, including section 8 on Good Academic Standing requirements, in addition to these degree requirements and those of the graduate unit in which the student is registered. See specific admission and program requirements in the Degree and Diploma Programs by Graduate Unit section.

All students must defend a thesis at a Final Oral Examination organized by the graduate unit with the cooperation of SGS. See General Regulations section 8.3 Doctoral Final Oral Examination for detailed requirements and deadlines.
Students who have not completed the degree requirements before the six-year time limit or by the end of the extension period may not enrol further.

An MEd or MA in Education, or its equivalent from a recognized university, in the same area of specialization proposed at the doctoral level, completed with standing equivalent to a B+ or better.

A student may be enrolled in one of the following graduate units:

- Applied Psychology and Human Development
- Leadership, Higher and Adult Education
- Social Justice Education

12.2.2 Program Requirements

For specific program and registration requirements, see the *Degree and Diploma Programs by Graduate Unit* section of this calendar.

1. Normally, a minimum of one Fall session and one Winter session of full-time study must be taken consecutively, i.e., Fall session (September to December) followed by Winter session (January to April) or Winter session (January to April) followed by Fall session (September to December).

2. In most programs, students may begin their studies on a part-time basis.

3. Eight half courses are required for students who have an MEd or MA degree or the equivalent in the same area of specialization proposed at the doctoral level.

   An eight half-course EdD program should include at least four half courses in the home graduate unit except as otherwise stated in graduate unit program descriptions.

4. Students in some graduate programs will may be required to take a comprehensive examination. Consult the specific graduate unit entry for details.

5. A thesis embodying the results of original investigation conducted by the student under the direction of an Ontario Institute for Studies in Education (OISE) thesis committee.

6. Students undergo an SGS Final Oral Examination on the content and implications of the thesis to determine the adequacy of both the thesis and its defence by the student.

7. All requirements for the EdD must be completed within six years of first enrolment as an EdD student.

12.3 Doctor of Juridical Science (SJD)

This degree is offered in the Faculty of Law. Admission and program requirements for the degree program are outlined in the *Law* entry in the *Degree and Diploma Programs by Graduate Unit* section. All SJD students are subject to rules and regulations outlined in the General Regulations, including section 8 on Good Academic Standing requirements, in addition to the degree requirements specified in the Faculty of Law entry.

All doctoral students must defend a thesis at a Final Oral Examination organized by the graduate unit with the cooperation of SGS. See General Regulations section 89.3 Doctoral Final Oral Examination for detailed requirements and deadlines.

12.4 Doctor of Musical Arts (DMA)

This degree is offered in the Faculty of Music. Admission and program requirements for the degree program are outlined in the *Music* entry in the *Degree and Diploma Programs by Graduate Unit* section. All DMA students are subject to rules and regulations outlined in the General Regulations, including section 8 on Good Academic Standing requirements, in addition to the degree requirements specified in the Faculty of Music entry.

All doctoral students must defend a thesis at a Final Oral Examination organized by the graduate unit with the cooperation of SGS. See General Regulations section 89.3 Doctoral Final Oral Examination for detailed requirements and deadlines.
13 Master's Degrees

The University of Toronto offers programs of study leading to the master's degrees listed below. All master's students are subject to rules and regulations outlined in the General Regulations, including section 8 on Good Academic Standing requirements, in addition to the degree requirements specified in the relevant graduate unit entry.

Numerous degree types are offered in a variety of programs in multiple graduate units.

Degrees offered in multiple graduate programs are listed first, followed by a chart containing degrees specific to one graduate program.

13.1 Degrees in Multiple Graduate Programs

13.1.1 Master of Arts (MA)

The MA program is offered in a variety of programs in multiple graduate units.

13.1.1.1 Admission Requirements

1. Applicants must hold an appropriate bachelor's degree with high academic standing from a recognized university.
2. If the master's program is not a continuation of a course of study previously pursued as an undergraduate, or if there are deficiencies in meeting graduate unit admission requirements, prerequisite work may be required and the usual length of program may be extended.

13.1.1.2 Program Requirements

1. Under the direction of a graduate unit, a student must pursue a program of advanced study approved by the graduate unit.
2. All requirements for the MA degree must be satisfactorily completed within 3 years (full-time)/6 years (part-time) from first enrolment.

Admission and program requirements may vary; consult the individual unit entry for details.

13.1.2 Master of Science (MSc)

The MSc program is offered in a variety of programs in multiple graduate units.

13.1.2.1 Admission Requirements

1. Applicants must hold an appropriate bachelor's degree with high academic standing from a recognized university.
2. If the master's program is not a continuation of a course of study previously pursued as an undergraduate, or if there are deficiencies in meeting graduate unit admission requirements, prerequisite work may be required and the minimum length of program may be extended.

13.1.2.2 Program Requirements

1. Under the direction of a graduate unit, a student must pursue a program of advanced study approved by the graduate unit.
2. All requirements for the MSc degree must be satisfactorily completed within 3 years (full-time)/6 years (part-time) from first enrolment.

Admission and program requirements may vary; consult the individual unit entry for details.
13.1.3 Master of Applied Science (MASc)

The MASc program is offered in a variety of programs in multiple graduate units. The MASc degree is intended primarily for those who wish to prepare for a career in research and/or plan to continue their graduate studies through the PhD degree.

13.1.3.1 Admission Requirements

1. Applicants must hold the degree of Bachelor of Applied Science or an equivalent degree in engineering. An applicant having an appropriate bachelor's degree in science or applied mathematics may be admitted as a student by the graduate unit concerned.

   A student may be enrolled in one of the following graduate units:
   - Aerospace Science and Engineering
   - Biomedical Engineering
   - Chemical Engineering and Applied Chemistry
   - Civil Engineering
   - Earth Sciences
   - Electrical and Computer Engineering
   - Materials Science and Engineering
   - Mechanical and Industrial Engineering

13.1.3.2 Program Requirements

1. Under the direction of a graduate unit, a student must pursue a program of advanced study approved by the graduate unit. Normally, the program will include not more than three full-year courses or equivalent and the preparation of a research thesis, the latter being the major requirement.

2. All requirements for the MASc degree must be satisfactorily completed within 3 years (full-time)/6 years (part-time) from first enrolment.

Admission and program requirements may vary; consult the individual unit entry for details.

13.1.4 Master of Education (MEd)

The MEd program is offered in a variety of programs in multiple graduate units.

13.1.4.1 Admission Requirements

1. Applicants must hold an appropriate bachelor’s degree from a recognized university, completed with standing equivalent to a mid-B or better in the final year.
2. A year of professional education for teaching, or the equivalent in pedagogical content, is helpful.
3. At least one year of relevant, successful, professional experience.
4. A student may be enrolled in one of the following graduate units:
   - Applied Psychology and Human Development
   - Curriculum, Teaching and Learning
   - Leadership, Higher and Adult Education
   - Social Justice Education

13.1.4.2 Program Requirements

The minimum program requirements for the MEd degree are as follows:

1. Under the direction of a graduate unit, a student undertakes one of four options to complete the program. Not all options are available in all graduate units.
Option I—Coursework Plus Comprehensive

- 5.0 full-course equivalents (FCEs) plus a comprehensive examination/requirement

Option II—Research Project

- 4.0 full-course equivalents (FCEs) plus a research project or a Major Research Paper

Option III—Thesis

- 3.0 full-course equivalents (FCEs) plus a thesis

Option IV—Coursework-Only

- 5.0 full-course equivalents (FCEs)

2. The MEd degree program requires that a minimum of half of the courses must be taken in the home department unless otherwise specified by the department.

3. All requirements for the MEd degree must be satisfactorily completed within 3 years (full-time)/6 years (part-time) from first enrolment.

Admission and program requirements may vary; consult the individual unit entry for details.

13.1.5 Master of Engineering (MEng)

The MEng program is offered in a variety of programs in multiple graduate units. The MEng degree is intended primarily for those who wish to pursue advanced study at the master's level, which is especially suited for professional practice.

13.1.5.1 Admission Requirements

1. Applicants must hold the degree of Bachelor of Applied Science or an equivalent degree in engineering. An applicant having an appropriate bachelor’s degree in science or applied mathematics may be admitted as a student by the graduate unit concerned.

A student may be enrolled in one of the following graduate units:

- Aerospace Science and Engineering
- Biomedical Engineering
- Chemical Engineering and Applied Chemistry
- Civil Engineering
- Electrical and Computer Engineering
- Materials Science and Engineering
- Mechanical and Industrial Engineering

13.1.5.2 Program Requirements

1. Under the direction of a graduate unit, a student must pursue a program of study approved by the graduate unit. The program will be equivalent in weight to full-time study for at least two sessions (eight months), and may include a project in addition to lecture and laboratory courses.

2. There is no general residence requirement for the degree. However, a period of residence may be required, depending on the individual student’s program and experience. This required period will be as recommended by the graduate unit and approved by the School of Graduate Studies, but must not exceed two sessions.

3. The MEng degree program must be completed within 3 years (full-time)/6 years (part-time) from first enrolment.
Admission and program requirements may vary; consult the individual unit entry for details.

13.1.6 Master of Health Science (MHSc)

The MHSc program is offered in a variety of programs in multiple graduate units. Admission and program requirements vary; consult the individual unit entry for details.

- Biomedical Engineering
- Health Policy, Management and Evaluation
- Medical Science
- Speech-Language Pathology
- Translational Research in the Health Sciences

13.2 Degrees in Single Graduate Programs

Each of the following degrees is offered in an individual graduate unit and program. Admission and program requirements for the degree program vary and are outlined in the applicable entry in the Degree and Diploma Programs by Graduate Unit section of this calendar, unless otherwise noted. All master's students are subject to rules and regulations outlined in the General Regulations, including section 8.0 on Good Academic Standing requirements, in addition to the degree requirements specified in the relevant graduate unit entry.

The degree names are listed alphabetically and link to the unit entry describing the program.

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<thead>
<tr>
<th>Degree Name</th>
<th>Degree Abbreviation</th>
<th>Graduate Unit</th>
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<tbody>
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<td>Global Professional Master of Laws</td>
<td>GPLLM</td>
<td>Law</td>
</tr>
<tr>
<td>Master of Architecture</td>
<td>MArch</td>
<td>Architecture, Landscape, and Design</td>
</tr>
<tr>
<td>Master of Biotechnology</td>
<td>MBiotech</td>
<td>Management and Innovation</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>MBA</td>
<td>Management, Rotman School of</td>
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<tr>
<td>Master of Engineering in Cities Engineering and Management</td>
<td>MEngCEM</td>
<td>Civil Engineering</td>
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<tr>
<td>Master of Engineering in Design and Manufacturing</td>
<td>MEngDM</td>
<td>Design and Manufacturing</td>
</tr>
<tr>
<td>Master of Environmental Science</td>
<td>MEnvSc</td>
<td>Physical and Environmental Sciences</td>
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<tr>
<td>Master of Finance</td>
<td>MF</td>
<td>Management, Rotman School of</td>
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<td>Master of Financial Economics</td>
<td>MFE</td>
<td>Financial Economics</td>
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<td>Master of Financial Insurance</td>
<td>MFI</td>
<td>Statistical Sciences</td>
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<tr>
<td>Master of Financial Risk Management</td>
<td>MFRM</td>
<td>Management, Rotman School of</td>
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<tr>
<td>Master of Forensic Accounting</td>
<td>MFAcc</td>
<td>Management and Innovation</td>
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<td>Program</td>
<td>Abbreviation</td>
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<td>Master of Forest Conservation</td>
<td>MFC</td>
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<td>Master of Global Affairs</td>
<td>MGA</td>
<td>Global Affairs</td>
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<td>Master of Health Informatics</td>
<td>MHI</td>
<td>Health Policy, Management and Evaluation</td>
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<td>Master of Industrial Relations and Human Resources</td>
<td>MIHR</td>
<td>Industrial Relations and Human Resources</td>
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<td>Master of Information</td>
<td>MI</td>
<td>Information</td>
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<td>Master of Landscape Architecture</td>
<td>MLA</td>
<td>Architecture, Landscape, and Design</td>
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<td>Master of Laws</td>
<td>LLM</td>
<td>Law</td>
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<td>Master of Management and Professional Accounting</td>
<td>MMPA</td>
<td>Management and Innovation</td>
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<td>Master of Management of Innovation</td>
<td>MMI</td>
<td>Management and Innovation</td>
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<td>Master of Mathematical Finance</td>
<td>MMF</td>
<td>Mathematical Finance</td>
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<td>Master of Science in Planning</td>
<td>MScPI</td>
<td>Geography and Planning</td>
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<tr>
<td>Master of Science in Sustainability Management</td>
<td>MScSM</td>
<td>Management and Innovation</td>
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<tr>
<td>Master of Teaching</td>
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<td>Master of Urban Design</td>
<td>MUD</td>
<td>Architecture, Landscape, and Design</td>
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<tr>
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<td>Geography and Planning</td>
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<tr>
<td>Master of Visual Studies</td>
<td>MVS</td>
<td>Architecture, Landscape, and Design</td>
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</tbody>
</table>
Fee Regulations

14.1 Schedule of Fees

The annual Schedule of Fees, updated each year in June, is available on the Student Accounts website, www.fees.utoronto.ca.

14.2 Fees and Registration

Students are informed of fees payable online through ROSI/ACORN/ROSI (www.rosci.acorn.utoronto.ca).

University of Toronto students normally pay tuition fees at a branch of a financial institution in Canada. Students wishing to make a fees payment from outside of Canada may choose one of the fee payment options found on the Student Accounts website (www.fees.utoronto.ca). Holders of certain scholarships, awards, research assistantships, teaching assistantships, or loans may request to register without payment through their graduate unit.

Students are considered to be registered as soon as they have paid academic and incidental fees or have an approved request to register without payment in place. By virtue of being registered, a student thereby agrees to abide by all of the academic and non-academic policies, rules, and regulations of the University of Toronto, the School of Graduate Studies, and the graduate unit in which the student is registered.

14.3 Academic Fees Structure

Because the course of study in many graduate units is unstructured-program/student specific, and often cannot be described in terms of a specific number of courses, and because graduate education more often than not results from the sum of experience encountered during the program, School of Graduate Studies fees are assessed on a program basis rather than on the number of courses taken.

Degree students and special students who pay the full-time fee for the previous Fall or Winter session do not pay fees for the Summer session. However, part-time special students pay Summer fees. In addition, part-time degree students who register for the Summer session, but who have not registered in both sessions of the previous academic year, pay Summer fees.

A degree program is defined on a sessional basis and the full fee is charged regardless of the number of courses taken. All students (except special students not proceeding to a degree) are accepted into a program with a defined program length (see General Regulations section 5.3 Program Length). This period establishes the minimum degree fee that must be paid before graduation.

14.4 Minimum Degree Fee

14.4.1 Master’s Programs

The minimum degree fee is the fee associated with the program length for each graduate master’s program and represents the minimum amount of tuition that every student, regardless of registration option or status, must pay upon completion of the program prior to graduation. Full-time program length is associated with the minimum degree fee that is based on the Fall session as the start of the program, even if some students commence the program in the Winter or Summer session.

14.4.2 Balance of Degree Fee
Master's students who finish the degree program requirements in less time than the defined program length, regardless of registration option, will be subject to a balance of degree fee. The balance of degree fee is the minimum degree fee minus tuition fees already paid by the student. The balance of degree fee is assessed just prior to graduation. The payment due date for the balance of degree fee is three months from the date that the fee was recorded in ROSIstudent's convocation. If the fee is unpaid, students are charged the monthly service fee of 1.5% compounded (19.56% per annum).

For international students who change to domestic status during their study period, the minimum degree fee will be assessed as follows:

- if the legal status change occurred within the program length, the minimum degree fee will be based on the domestic tuition fee;
- if the legal status change occurred after the program length, the minimum degree fee will be based on the international tuition fee.

14.4.3 PhD and Professional Doctoral Programs

The minimum degree fee for PhD and professional doctoral programs is the fee associated with one year (three sessions) of full-time studies and represents the minimum amount of tuition that every PhD or professional doctoral student, regardless of registration status or option, must pay upon completion of the program prior to graduation.

All students are subject to tuition and fees for each session and year of registration, including sessions following the defined program length, until the program is completed.

14.4.4 Degree or Special (Non-degree) Students

The SGS-approved transfer of graduate academic credit as a degree or special (non-degree) student does not alter or reduce the required minimum degree fee.

14.5 Full-Time Student Fee

The full-time student fee is the fee charged to a full-time student. See also: Minimum Degree Fee above; Fees for Final-Year Doctoral Students below; and Fees for Students on Extension below, regarding fees for PhD students on extension.

14.6 Dual Registrations

Dual registrants will be required to maintain their registration for the master's degree, register also for the PhD degree, and pay only the appropriate PhD fees.

14.7 Full-Time Students Commencing a Degree Program in January

Students commencing a degree program in January will pay half the appropriate fee for the year.

14.8 Summer Students

Students commencing a degree program in the Summer and taking courses will pay the Summer session fee. These fees are in addition to the annual fees which will be assessed in September.

Students commencing a degree program in September but who start research in the preceding Summer do not pay fees for the Summer session. Continuing degree students and special students who pay the full-time fee for the
previous Fall or Winter session do not pay fees for the Summer session. However, part-time special students pay Summer fees. In addition, part-time degree students who register for the Summer session but who have not registered in both sessions of the previous academic year pay Summer fees.

Students returning in the Summer session from an approved leave (see General Regulations section 6.1.15 Leave Policy) do not pay Summer session fees.

14.9 Part-Time Degree Students

Students undertaking their studies on a part-time basis are required to pay the part-time academic and incidental fees each year they register until the completion of their program. See also Minimum Degree Fee above.

14.10 Flexible-Time PhD Degree Students

Students undertaking a flexible-time PhD program are required to pay full-time academic and incidental fees during the first four years of the program and may pay part-time academic and incidental fees thereafter up to the time limit for the degree.

Extensions are permitted under existing policy: students granted an extension may register full-time or part-time and pay fees accordingly.

See also: Minimum Degree Fee above; and General Regulations section 6.1.11 Extension of Time for Completion of Degree Requirements.

14.11 Special Students

Full-time special students pay the full academic fee per annum. Special students enrolling on a part-time basis will pay for each course or half course. Fees paid as a special student cannot be applied to any subsequent degree program.

Refund dates are different for part-time special students. For details, visit www.fees.utoronto.ca.

14.12 International Students

In accordance with the recommendations of the Ontario government, certain categories of international students are charged academic fees equal to those for Canadian citizens and permanent residents. For more information, please consult the Student Accounts website at www.fees.utoronto.ca.

If an international student's status in Canada changes during a session, exemption from the higher fees may be granted. The fees will be adjusted in the current session, provided the status change occurs before November 1 in the Fall session or before February 1 in the Winter session.

Status changes with supporting documents must be reported to the SGS Student Services Office prior to the above deadlines. However, if a status change effective before these dates is reported with a minor delay, fees adjustment may still be possible.

14.13 Incidental Fees

Compulsory incidental fees are charged for the Graduate Students' Union, Health Services, Hart House, the Athletic Centre, and other student services. See the University's Policy for Compulsory Non-Academic Incidental Fees.
14.14 Minimum Required Payment

Students have the option to make payments on a sessional basis.

The Fall-Winter minimum required payment consists of any arrears plus Fall session tuition fees.

For students registering in the Winter session only, the minimum required payment consists of arrears plus Winter session tuition fees.

For students registering in the Summer session only, and for students starting in the Summer session, the minimum required payment consists of arrears plus 50% of Summer session tuition fees.

For details regarding fee payment and service charge billing deadlines, students should visit University of Toronto Student Accounts.

Students should check ROSI/ACORN/ROSI for account balances and details to avoid service charges.

14.15 Service Charges

If not paid in full, any outstanding account balance, regardless of the source of payment, is subject to a monthly service charge of 1.5% compounded (19.56% per annum). This is the case even if students have registered without payment on the basis of an Ontario Student Assistance Program (OSAP) or other provincial government loan, a US government loan, or University funding package.

For details regarding fee payment and service charge billing deadlines, students should visit University of Toronto Student Accounts.

Students should check ROSI/ACORN/ROSI for account balances and details to avoid service charges.

14.16 Late Registration

Any student registering after the deadline date specified in the academic calendar (sessional dates) is required to pay a late registration fee of $44.

14.17 Fees for Graduating Master's Students

Master's students who are recommended for graduation by the deadline date for Fall convocation will not be assessed fees for the Fall session. Master's students who miss this deadline but complete their degree requirements by January 2219, 20162018, are required to register for the Fall session and pay the appropriate fees.

14.18 Fees for Final-Year Doctoral Students

Doctoral student academic fees for the final year will be pro-rated, based on a 12-month academic year, for the number of months that elapse between September and (including) the month in which the final thesis (including corrections required by the Final Oral Examination committee) is submitted to the School of Graduate Studies. Fees for the final month will not be charged if the requirements are met before the 16th day of the month. Incidental and ancillary fees will be charged per session and are not pro-rated monthly.

Academic fees for the final extension year will be pro-rated, based on 50% of the domestic fee for the 12-month academic year, for the number of months that elapse between September and (including) the month in which the thesis (including corrections required by the Final Oral Examination committee) is submitted to the School of
Graduate Studies. Fees for the final month will not be charged if the requirements are met before by the 165th day of the month. Incidental and ancillary fees will be charged per session and are not pro-rated monthly.

14.19 Fees for Students on Extension

All full-time graduate students on extension, both domestic and international, will be registered as full-time students and charged an academic fee equal to 50% of the domestic fee and full-time incidental and ancillary fees during each year of extension. Part-time students will pay the relevant part-time, incidental, and ancillary fees.

14.20 Reinstatement Fees

Reinstated students in programs requiring continuity of registration must pay a reinstatement fee equivalent to the academic fee owing for any session(s) in which they did not register, including program extension session(s), as well as the appropriate fee for the current year.

Academic fees charged for sessions before the time limit will be assessed at 100% of the annual academic fee according to the program delivery option (full-time or part-time) and student status (domestic or international).

Academic fees charged during the program extension period for full-time students will be calculated at the rate of 50% of the annual domestic fee, for both domestic and international students, plus full-time incidental and ancillary fees and the University Health Insurance Plan (UHIP), if applicable.

Part-time students are charged the relevant part-time academic fees during the program extension period plus part-time incidental and ancillary fees and UHIP, if applicable.

Reinstated students in programs not requiring continuity of registration are charged academic fees plus incidental and ancillary fees and UHIP, if applicable, for the year in which they are reinstated.

See also General Regulations section 6.1.10 Failure to Register.

14.21 Outstanding Fees and Charges

See General Regulations section 11.5 Policy on Academic Sanctions for Students Who Have Outstanding Obligations to the University.

14.22 Receipts for Income Tax

Tuition Fee Certificates are available online at ROSI/ACORN/ROSI (www.rosiacorn.utoronto.ca).

14.23 Transcripts

A $12 fee is charged for each copy of a transcript of record. These fees are subject to change.

Transcripts will not be issued for students whose fees are in arrears.

Transcripts may be ordered online from ROSI/ACORN/ROSI (www.rosiacorn.utoronto.ca) or at the University of Toronto Transcript Centre, 100 St. George Street, Toronto, Ontario MSS 3G3.
Financial Support

15.1 Graduate Funding

The University of Toronto gives high priority to graduate financial support. For doctoral students in the funded cohort, graduate units provide many doctoral-stream students, programs commit to a minimum level of base funding at the beginning of each year, for up to five years of study. Students in professional stream graduate programs typically self-fund their education expenses through a variety of programs including student loans, student line of credit, and employment income. Students may also be eligible for a limited number of graduate awards available through their graduate units and various external agencies. For more information about funding available from specific programs, visit the Financing Your Graduate Education section of the SGS website.

Although financial support cannot be guaranteed for all graduate students in all programs, students are encouraged to contact their graduate unit or the SGS Graduate Awards Office for information about financial assistance.

15.2 Internal Awards

SGS offers a number of internal awards to meritorious graduate students. During the admissions process, students may automatically be considered and nominated by their home graduate unit for some awards while other awards require an application. For more information on internal awards, visit the Internal Awards section of the SGS website.

15.3 External and Government-Funded Awards

SGS administers many awards from sources external to the University of Toronto (e.g., federal, provincial, external agencies). Some competitions require that the student’s application be submitted to the graduate unit or to SGS for consideration, while other applications must be sent directly to the awarding institution.

Current award opportunities with detailed information for applicants are described on both the External Awards and Government-Funded Awards sections of the SGS website.

15.4 Awards for International Students

In addition to any internal departmental funding that may be available to international students, there are a number of external funding sources listed on the SGS website. International students are encouraged to investigate and apply for all possible funding opportunities provided by their home country. For more information on these awards and other funding opportunities, visit the International Student Awards section of the SGS website.

15.5 Government Student Assistance Program and Financial Aid

The federal and provincial governments provide financial support to qualified students who are Canadian citizens or permanent residents. The loan amount depends on your calculated financial need. Ontario residents may apply online at https://osap.gov.on.ca. Visit the Enrolment Services website for information regarding provincial loans. Students who are eligible for government loans may also qualify for the University of Toronto Advance Planning for Students (UTAPS) grant.

15.6 Teaching and Research Assistantships

Some graduate units provide teaching and/or research assistantship opportunities.
Teaching assistants may spend up to 10 hours per week on such teaching tasks as conducting tutorials, grading undergraduate essays and exams, and acting as a resource for undergraduate students.

Research assistants normally work with a faculty member, assisting with research projects.

For more information, write to the chair of your graduate unit, giving full particulars of your academic training and experience.

15.7 SGS Financial Aid and Counselling-Advising Programs

Financial counselling advising is available through SGS to assist students with managing educational expenses, budgeting, and planning. The Financial counsellor Advisor can provide information and direction on various financial aid programs such as student loans, grants, and other resources available. Graduate students facing sudden and unanticipated financial need may be eligible for SGS emergency financial assistance programs. Financial counselling advising is confidential, free of charge, and available in person, by email, or phone. Visit the Financial Aid and Counselling Financial Aid and Advising section of the SGS website.

Emergency Grant Program

The Emergency Grant Program assists currently registered, full-time graduate students beyond their first year of study who generally are not part of the funded cohort and who encounter an unanticipated serious financial emergency. This is not considered to be a source of routine or long-term funding.

Emergency Loan Program

The Emergency Loan Program alleviates temporary cash flow problems for registered graduate students who are expecting to receive a payment in the near future. The average loan is approximately $1,000 to $1,500, but may be approved for a larger amount. Loans are interest free until the mutually agreed upon repayment date.

Accessibility Grant Program

The Accessibility Grant Program assists currently registered, full-time graduate students with accommodations necessary to meet unexpected needs arising from the particular demands of their graduate program. Though students are expected to plan for long-term assistance, the grant can assist with short-term essential educational expenses that are not normally covered by the student, the graduate unit, provincial or federal agencies. Students must apply for this grant through Accessibility Services.

Contact

Graduate Awards Office
School of Graduate Studies
University of Toronto
63 St. George Street
Toronto, Ontario M5S 2Z9
Canada

Telephone: 416-946-0808
Fax: 416-971-2864
Email: graduate.awards@utoronto.ca
SGS Response to the Report on Graduate Professional Development at the University of Toronto

Overview

In light of the growing demand and recognized need for Graduate Professional Development (GPD) among graduate students and postdoctoral fellows at the University of Toronto, Locke Rowe, Dean of the School of Graduate Studies (SGS) and Vice-Provost Graduate Research and Education, commissioned a report from Professor Reinhart Reithmeier, Special Advisor to the Dean of SGS on Professional Skills Development and Engagement. The purpose of the report was to:

• Define GPD and the need for GPD programming.
• Survey the current landscape of GPD at the University of Toronto.
• Identify issues and challenges in the organization, scale, and understanding of GPD at U of T.
• Suggest strategies to address these challenges.
• Suggest a new vision for GPD and a pathway to achieve the vision to benefit graduate students at U of T.

Dr. Reithmeier has submitted his “Report on Graduate Professional Development at the University of Toronto,” which concludes with a set of recommendations focusing on: increasing awareness of the changing landscape our graduates face, promoting the value of GPD as an integral part of graduate education, and expanding GPD opportunities. We would like to thank Dr. Reithmeier for his work over the past year in consulting with the University community and preparing this report. We are pleased to provide this response.

Context and Background

Graduate Professional Development (GPD) is competency- or skills-based training that complements the discipline-based coursework and research required for graduate degrees.

Why is GPD important to graduate education? Our graduates are being employed in an increasingly more diverse labour market. For instance, recent studies of employment outcomes for PhD graduates from all disciplines indicate that less than half of graduates move into an academic career; the remainder move into diverse professions in a remarkable array of sectors. Research and personal stories suggest that transitioning from graduate student to professional can be challenging. Graduate Professional Development can help ease this shift by giving graduates from doctoral-stream and professional programs the tools they need to help smooth the transition into the labour market.
It is clear that the importance of GPD is widely recognized across the University of Toronto. A large and diverse set of GPD courses and programs are offered by graduate programs (e.g., Biochemistry, Immunology, Rotman) and Faculties (e.g., Arts & Science, Medicine, Applied Science and Engineering) as well as the Career Centre, The Office of English Language and Writing Support (ELWS), Robarts Library, UTSC Centre for Teaching and Learning.

The Role of SGS in GPD

Since 2009, SGS has played a key role in coordinating and organizing GPD offerings at the University. With currently over 100 courses offered through its Graduate Professional Skills (GPS) program and The Office of English Language and Writing Support (ELWS), the School of Graduate Studies is already providing significant GPD opportunities to graduate students at the University of Toronto. However, student and faculty awareness of these offerings is not as strong as it should be and the range of GPD offerings should be expanded and broadened. Moreover, SGS is well placed to play a leading role in driving creative and innovative approaches to GPD for our students. Therefore, it is critical that SGS continues to develop a strong identity and presence for GPD at the University of Toronto.

Response – Vision and Recommendations

The report submitted by Dr. Reithmeier has allowed us to formulate a vision for GPD at the University of Toronto and to propose a set of action steps, with an eye to the short, medium and long term. The next steps will be for SGS to consult on the vision and proposed actions and to assemble a GPD Implementation Committee that will refine the recommendations and build a strategy to achieve the vision.

Vision: The goal of Graduate Professional Development at U of T is to provide graduate students and postdoctoral fellows the opportunity to acquire the knowledge and tools to develop both a transferable skill set and a professional network, enabling them to take advantage of diverse career opportunities in academia and beyond.

Steps to Achieving the Vision

1. Strengthen the identity of GPD as a core value of our graduate education.
   a. Define the objectives of the GPD program at the University of Toronto through the identification of a set of core competencies as the focus for curriculum development.
   b. Define the organizational levels (programs, Faculties, SGS) at which components of GPD should be offered.
   c. Promote GPD as a value-added component of graduate education that better equips students and postdoctoral fellows for their entry into the academic as well as the non-academic employment market.
d. Provide pathways by which GPD can be integrated as a core component of graduate education and post-doctoral positions.

e. Create a modular GPD curriculum that allows students to self-select core competencies to complete and individualize their GPD learning.

f. Develop tools to measure outcome data on an ongoing basis in order to evaluate the success of the GPD program (e.g. time to completion, employment outcomes, student experience).

2. Position SGS and U of T as leaders in GPD.
   a. Further strengthen the role of SGS as promoter, coordinator, and innovation engine for GPD at the University of Toronto.

   b. Work collaboratively with Divisions, Faculties and programs across the three U of T campuses to encourage, promote and support GPD at all levels of graduate education.

   c. Develop and promote active involvement of employers in developing and offering GPD components at U of T.

   d. Provide resources to allow SGS to:
      i. Develop its role as a promoter of GPD at all levels of the University;
      ii. Provide support and guidance to academic units; and
      iii. Develop its own GPD offerings when appropriate.

3. Increase the visibility and recognition of GPD at the University of Toronto.
   a. Increase awareness and acceptance of the value of GPD among students, postdoctoral fellows, faculty and administrators.

   b. Better coordinate and promote GPD activities on campus and as part of recruitment.

   c. Create an online GPD site, within the SGS website, that provides students, faculty and employers access to relevant information on core competencies, published research, literature, online tools, etc.

   d. Provide a central online portal for access to GPD offerings across the University.

4. Provide stronger value-added recognition for students who complete the GPD curriculum.
   a. Provide students and postdoctoral fellows who have completed a minimum number of GPD modules with official recognition of their GPD completion.

   b. Develop an efficient online tracking tool to document GPD completion for students and postdoctoral fellows.

   c. Promote the value of GPD in graduate education to employers.
Implementation Strategy

Shorter-term goals:
1. Appoint a GPD Director and provide staff support to lead and coordinate the GPD program.
2. Clearly articulate the vision for GPD at the University of Toronto.
3. Develop the GPD online portal.
4. Develop material to promote the value of GPD within our U of T community.

Medium-term goals:
1. Establish funding and resources to stimulate GPD initiatives and innovation.
2. Identify and promote best practices and innovation in offering GPD curriculum across the University.
3. Establish SGS as the central GPD hub providing support and resources to the U of T academic community.
4. Develop GPD pathways by:
   i. Creating a modular GPD curriculum structure.
   ii. Identifying and promoting best practices for integrating GPD in graduate curricula.

Longer-term goals:
1. Create ways to measure GPD program outcomes on an ongoing basis.
2. Integrate GPD as a core component within all graduate programs.
3. Engage employers as active participants in GPD programming at the University of Toronto.
4. Gain recognition for the School of Graduate Studies and the University of Toronto as a national and international leader in GPD.
This report lists appeals to the Graduate Academic Appeals Board (GAAB) that were initiated in the preceding year. The GAAB is delegated from the Graduate Education Council (GEC) and has the mandate to handle and decide upon all academic appeals by students in connection with the School of Graduate Studies (SGS). The GAAB is the highest level of appeal within the graduate school.

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements; decisions about the student's continuation in their program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. Decisions related to admission to an academic program are not subject to appeal.

Please refer to the GAAB By-Laws and the appeals policy in the General Regulations in the SGS Calendar for further information.

### FORMAL APPEALS
*(Cases initiated during July 1, 2015 – June 30, 2016)*

<table>
<thead>
<tr>
<th>Case: Graduate Unit/Degree</th>
<th>Basis of Appeal</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Master’s Students (Total: 9)</td>
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<tr>
<td>Faculty of Information (MI)</td>
<td>Termination</td>
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<tr>
<td>Mechanical &amp; Industrial Engineering (MEng)</td>
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<td>Appeal Dismissed.</td>
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<tr>
<td>Civil Engineering (MEng)</td>
<td>Termination</td>
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<tr>
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<td>Termination</td>
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<td>Rotman School of Management (GEMBA)</td>
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</tr>
<tr>
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<td>Termination</td>
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</tr>
<tr>
<td>Department of Rehabilitation Science (MScPT)</td>
<td>Grade</td>
<td>Appeal allowed.</td>
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<tr>
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<tr>
<td>Sociology (PhD)</td>
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<td>Appeal allowed.</td>
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<tr>
<td>Molecular Genetics (PhD)</td>
<td>Grade</td>
<td>Ongoing</td>
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</table>
Mandate:
The SGS Admissions & Programs Committee and its delegates are responsible for making decisions on various non-standard cases including, (but not limited to), admission cases, third/fourth program extensions, requests for non-standard grade revisions, requests for second course extensions, and requests for second candidacy extensions, and requests to modify program requirements. This report does not include statistics on daily, standard files that are acted upon by the School.

Committee Membership:
Members of the 2015-2016 A&P Committee were:

<table>
<thead>
<tr>
<th>SGS Vice-Deans</th>
<th>Divisional Representatives</th>
<th>Student Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luc De Nil, Students (Chair)</td>
<td>Pascal Michelucci, FRE (Div. I)</td>
<td>Bogdan Smarandache, MST (Div. I)</td>
</tr>
<tr>
<td>Elizabeth Smyth, Programs</td>
<td>Anna Korteweg, SOC (Div. II)</td>
<td>Jessica Arsenault, PSY (Div. IV)</td>
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<td></td>
<td>Markus Bussmann, MIE (Div. III)</td>
<td>Howard Mount, IMS (Div. IV)</td>
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</table>

Activity Report, September 1, 2015 – August 31, 2016

The Admissions and Programs Committee or its delegates dealt with a total of 1013 cases in 2015-2016, a decrease from the 1075 cases in 2014-15. The distribution of cases among divisions was roughly similar to the previous year, with the majority (58%) continuing to be in Division II. Division II has the largest percentage of cases (12.4%) as a percentage of all registered students.

Cases by Division

<table>
<thead>
<tr>
<th></th>
<th>2014/15</th>
<th></th>
<th></th>
<th>2015-16</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cases</td>
<td>Registered Students</td>
<td>Cases as a % of Registered Students</td>
<td>Cases</td>
<td>Registered Students</td>
<td>Cases as a % of Registered Students</td>
</tr>
<tr>
<td>Div. I</td>
<td>166</td>
<td>1,617</td>
<td>10.3%</td>
<td>146</td>
<td>1,644</td>
<td>8.9%</td>
</tr>
<tr>
<td>Div. II</td>
<td>593</td>
<td>4,545</td>
<td>13.1%</td>
<td>582</td>
<td>4,699</td>
<td>12.4%</td>
</tr>
<tr>
<td>Div. III</td>
<td>155</td>
<td>3,423</td>
<td>4.5%</td>
<td>115</td>
<td>3,485</td>
<td>3.2%</td>
</tr>
<tr>
<td>Div. IV</td>
<td>161</td>
<td>7,012</td>
<td>2.3%</td>
<td>170</td>
<td>7,248</td>
<td>2.4%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,075</td>
<td>16,597</td>
<td>6.5%</td>
<td>1,013</td>
<td>17,076</td>
<td>5.9%</td>
</tr>
</tbody>
</table>

1 Total number of registered students excludes visiting students.
There are two broad categories of cases: admission cases and program cases. Program cases continue to account for the majority of non-standard activity again this year. Of the total 1,013 cases, 422 (42%) were admissions cases and 591 (58%) were programs cases. Both admissions and programs cases have increased notably in the last nine years: in 2006-2007 we had 263 non-standard admissions cases compared to 422 this year and 277 program cases compared to 591 this year. Of the 1,013 total cases this year, 993 (98%) were approved and 20 (2%) were refused. This approval rate is lower than last year’s rate of 99%.

**Admissions**

Non-standard admissions cases are submitted for applicants who do not meet minimum English Language Proficiency (ELP) requirements or minimum degree or grade average requirements. This year we approved 99% of non-standard admission cases, which is the same ratio as last year. There were a total of 10,749 admission offers made for the 2015-2016 academic year and of these 416 (4%) were non-standard admissions.

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Approved</td>
<td>Refused</td>
</tr>
<tr>
<td>I</td>
<td>17</td>
<td>0</td>
</tr>
<tr>
<td>II²</td>
<td>312</td>
<td>4</td>
</tr>
<tr>
<td>III</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>IV</td>
<td>31</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td><strong>415 (99%)</strong></td>
<td><strong>4 (1%)</strong></td>
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Most of this year’s 422 cases fall into three categories: applicants who did not meet SGS minimum grade requirements² (256); applicants who did not have the equivalent to a four-year degree, or master’s degree if applicable (67); and applicants who did not meet our English language facility requirements (47).

² These figures include EMBA cases.
³ Mid B for admission to a master’s, B+ for admission to a doctoral program, or A- for direct admission to a doctoral program
Programs

Program cases include non-standard leaves, third/fourth program extensions, second course extensions, second candidacy extensions, non-standard transfer credit requests, changes to program requirements, etc. Of the total 591 cases, 577 (98%) were approved and 14 (2%) were refused. The ratio of 591 programs cases to the total 17,076 registered students in the 2015-2016 academic year is 4%, the same ratio as last year.

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<th>Division</th>
<th>2015-2016</th>
<th>2014-2015</th>
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<tbody>
<tr>
<td></td>
<td>Approved</td>
<td>Refused</td>
</tr>
<tr>
<td>I</td>
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<td>1</td>
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<tr>
<td>II</td>
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<td>7</td>
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<td>III</td>
<td>97</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>130</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>645 (98%)</td>
<td>11 (2%)</td>
</tr>
</tbody>
</table>

The most common cases are third/fourth program extensions (168), non-standard leaves of absence (124), non-standard course work extensions (70), non-standard program transfers (71), and PhD second candidacy extensions (53). Compared to last year’s numbers, third/fourth program extensions have increased from 155 to 168, non-standard leaves have increased from 99 to 124, non-standard course work extensions have decreased from 82 to 70 and non-standard program transfers have increased from 63 to 71. There are no significant changes in the numbers of cases in the other categories.

There were also ten non-standard 5th program extensions and one 6th program extension. Reasons for 5th and 6th program extensions may include extenuating personal circumstances or scheduling issues, for example, the thesis may have been submitted on time, but the FOE is yet to be scheduled. In such cases, the extension is usually only for one session.

The following chart shows a breakdown of 5th and 6th program extensions which were approved in each division:

<table>
<thead>
<tr>
<th>Division</th>
<th>5th Program Extensions</th>
<th>6th Program Extensions</th>
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<tbody>
<tr>
<td></td>
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<td>Refused</td>
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<tr>
<td>I</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>II</td>
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<tr>
<td>III</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>IV</td>
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<tr>
<td>Total</td>
<td>10</td>
<td>0</td>
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</table>

Of the 10 approved 5th program extensions, 2 were approved by the A&P committee, 2 were approved by the Director of Student Services and 5 were approved by the Vice Dean. The 6th program extension was approved by the A&P committee. Of the 10 5th program extensions, 4 were approved for 1 session, 4 were approved for 2 sessions and 2 were approved for 3 sessions. The 6th program extension was approved for 3 sessions.
The School of Graduate Studies follows up on the progress of non-standard admits annually. Of 407 applicants who were admitted during 2014-2015, 277 registered, and of those 2 (1%) withdrew from the program, 187 (68%) maintained an A average, 73 (26%) maintained a B average and 15 (5%) students failed. These numbers are similar to last year and suggest that the overall performance of students admitted as non-standard is quite acceptable.

Students who did not meet the minimum average grade requirement accounted for 45% of the total accepted non-standard admits, which is similar to previous years. In this category student performance is not as strong with 11 (3%) failures and 83 (20%) who maintained an A average and 43 (11%) who maintained a B average. Applicants admitted with applied degrees from Canadian colleges or three-year European bachelor’s degrees performed well (9 with an A average and 1 with a B average).
### DIVISION I

<table>
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<th>Issue</th>
<th>Cases Approved</th>
<th>Cases Refused</th>
<th>Comments</th>
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<tr>
<td>Applicant did not meet SGS minimum ELP requirement</td>
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<td>0</td>
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<tr>
<td>Applicant did not have equivalent to 4 year degree (or master’s degree if applicable)</td>
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<td>Applicant did not meet SGS minimum mid B or B+ requirement</td>
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<td>1</td>
<td></td>
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<tr>
<td>Applicant had an applied degree from a Canadian college</td>
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<td>0</td>
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<tr>
<td>Applicant had a three-year European degree</td>
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<td>0</td>
<td></td>
</tr>
<tr>
<td>Ungraded previous degree</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Applicant did not meet work requirement for flexible-time PhD admission</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other - admission</td>
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<td>0</td>
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<tr>
<td>Change program requirements</td>
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</tr>
<tr>
<td>Third program extension – old policy</td>
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</tr>
<tr>
<td>Third or fourth program extension – new policy:</td>
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<tr>
<td>Non-standard leave</td>
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<td>• Beyond 3 sessions</td>
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</tr>
<tr>
<td>• Retroactive</td>
<td>7</td>
<td>0</td>
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<tr>
<td>Non-standard transfer credit</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Non-standard course work extension</td>
<td>33</td>
<td>0</td>
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</tr>
<tr>
<td>Non-standard grade revision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Beyond 1 year after reporting deadline</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>• From WDR, INC, FZ, NCR to letter grade, CR or vice-versa</td>
<td>0</td>
<td>0</td>
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<tr>
<td>• More than 1 step up or down</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Non-standard program transfer</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Beyond 24 months in program</td>
<td>2</td>
<td>0</td>
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<td>• Doctoral to Master’s</td>
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<td>Non-standard reinstatement</td>
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</table>
Late course drop/add

<table>
<thead>
<tr>
<th>Late course withdrawal:</th>
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<tr>
<td>• after session in which course was offered has ended</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>• non-medical reasons</td>
<td>4</td>
<td>2</td>
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Second candidacy extension: 10 0

Non-standard collaborative program: 0 0

Non-standard program withdrawal: 0 0

Other - program: 2 0 5th program extensions

TOTAL: 143 3

<table>
<thead>
<tr>
<th>Department</th>
<th>Cases Approved</th>
<th>Cases Refused</th>
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<td>Comparative Literature</td>
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<td>East Asian Studies</td>
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<td>Women’s Studies</td>
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<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
<td><strong>131</strong></td>
<td><strong>1</strong></td>
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</tbody>
</table>

**SUMMARY:**
- Doctoral Stream Masters: 31
- Doctoral: 114
- Special Student: 1
- TOTAL: 146

Mature Student Admission cases: 2

LDN: Approved: 45 Refused: 3
A & P: Approved: 0  Refused: 0  
VH: Approved: 53  Refused: 0  
LS: Approved: 19  Refused: 0  
JL: Approved: 2  Refused: 0  
SM: Approved: 9  Refused: 0  
DM: Approved: 15  Refused: 0  

## DIVISION II

<table>
<thead>
<tr>
<th>Issue</th>
<th>Cases Approved</th>
<th>Cases Refused</th>
<th>Comments</th>
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<tr>
<td>Applicant did not meet SGS minimum ELP requirement</td>
<td>18</td>
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<tr>
<td>Applicant did not have equivalent to 4 year degree (or master’s degree if applicable)</td>
<td>48</td>
<td>0</td>
<td>12 EMBA/OMINUM</td>
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<td>220</td>
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<td>29 EMBA/OMINUM</td>
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<tr>
<td>Applicant had an applied degree from a Canadian college</td>
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<tr>
<td>Ungraded previous degree</td>
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<td>Applicant did not meet work requirement for flexible-time PhD admission</td>
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<td>Other - admission</td>
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<tr>
<td>Change program requirements</td>
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<td>Third program extension –old policy</td>
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<td>Non-standard course work extension</td>
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<td>Non-standard grade revision:</td>
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<td>• Beyond 1 year after reporting deadline</td>
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<td>• More than 1 step up or down</td>
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<td>Non-standard program transfer:</td>
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</table>
- Beyond 24 months in program
- Doctoral to Master’s
- Non-standard reinstatement
- Late course drop/add

Late course withdrawal:
- after session in which course was offered has ended
- non-medical reasons

Second candidacy extension
Non-standard collaborative program
Non-standard program withdrawal
Other - program

TOTAL: 577

<table>
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<th>Department</th>
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<tr>
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<td>Management – DIFA</td>
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SUMMARY: Doctoral Stream Masters: 32  Professional Masters: 360  Doctoral: 186  Diploma: 3  Special Student: 1  TOTAL: 582

Mature Student Admission cases: 158

LDN:    Approved: 263  Refused: 3
A & P:   Approved: 4   Refused: 0
LS:      Approved: 32  Refused: 2
DM:      Approved: 47  Refused: 0
JL:      Approved: 45  Refused: 0
SM:      Approved: 1   Refused: 0
VH:      Approved: 144 Refused: 0

EMBA/OMNIUM:   Approved: 41  Refused: 0
(these admission cases were approved by the EMBA/OMNIUM programs, which have the authority to approve certain non-standard admission cases.)

DIVISION III

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**Mature Student Admission cases:** 5

- **LDN:** Approved: 49, Refused: 6
- **A & P:** Approved: 0, Refused: 1
- **LS:** Approved: 5, Refused: 1
- **SR:** Approved: 1, Refused: 0
- **JL:** Approved: 1, Refused: 0
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### Division IV

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**SUMMARY:**
- Doctoral Stream Masters: 74
- Professional Masters: 19
- Doctoral: 77
- Special Student: 0
- TOTAL: 170

Mature Student Admission cases: 6

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## DIVISION I

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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>2</strong></td>
<td><strong>0</strong></td>
<td><strong>1</strong></td>
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<td><strong>0</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Doctoral Stream Masters:** 12  
**Professional Master’s:** 0  
**Doctoral:** 5  
**Special Student:** 0  
**TOTAL:** 17

Mature Student cases: 1
<table>
<thead>
<tr>
<th>Category</th>
<th>A average in first year</th>
<th>B average in first year</th>
<th>Failed in first year</th>
<th>Withdrew from program</th>
<th>Grades Unavailable</th>
<th>Did not register</th>
<th>Deferred Admission to Sept. 2016</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant did not meet SGS minimum ELP requirement</td>
<td>17</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Ungraded previous degree</td>
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<td>Other</td>
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<td>0</td>
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<td>0</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>14</strong></td>
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<td><strong>93</strong></td>
<td><strong>13</strong></td>
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</table>


Note: Error in 2014-2015 A&P report – total number of non-standard admission cases was 304, not 312

Mature Student cases: 7
## DIVISION III

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<tr>
<th></th>
<th>A average in first year</th>
<th>B average in first year</th>
<th>Failed in first year</th>
<th>Withdrew from program</th>
<th>Grades Unavailable</th>
<th>Did not register</th>
<th>Deferred Admission to Sept. 2016</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Applicant did not meet SGS minimum mid B, B+ or A- requirement</td>
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<td>1</td>
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<td>Applicant had a Bologna European degree</td>
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<td>Ungraded previous degree</td>
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<td>5</td>
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<td><strong>TOTAL</strong></td>
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</table>

**Doctoral Stream Masters:** 20  **Professional Masters:** 17  **PhD:** 18  **Special Student:** 0  **TOTAL:** 55

Mature Student Cases: 5
### DIVISION IV

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<tr>
<th></th>
<th>A average in first year</th>
<th>B average in first year</th>
<th>Failed in first year</th>
<th>Withdrew from program</th>
<th>Grades Unavailable</th>
<th>Did not register</th>
<th>Deferred Admission to Sept. 2016</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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<td>Applicant did not meet SGS minimum mid B, B+ or A- requirement</td>
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<td>Applicant had a Bologna European degree</td>
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<td>Ungraded previous degree</td>
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</tbody>
</table>

Doctoral Stream Masters: 19  Professional Masters: 3  Doctoral: 9  Special Student: 0  TOTAL: 31

Mature Student cases: 6