February 8, 2011

NOTICE OF MEETING
Graduate Education Council

To:  Members of Graduate Education Council
From: Jane Alderdice, Secretary, Graduate Education Council

This is your notice of the Graduate Education Council meeting on Tuesday, February 15, 2011, starting at 3:10 p.m. in the Governing Council Chamber, Simcoe Hall (Room 214, 27 King’s College Circle).

I look forward to seeing you at this first meeting of the Graduate Education Council under the new graduate governance procedures, effective January 1st. You may find it helpful to review the governance section of the SGS website (http://www.sgs.utoronto.ca/governance) for details.

If you have any questions or comments about the attached agenda, or wish to send regrets, contact Mr. Anil Purandaré, SGS Governance and Policy Coordinator, at 416 946-3427 or anil.purandare@sgs.utoronto.ca. If you would like to discuss any aspect of Council business, I would be pleased to hear from you at jane.alderdice@utoronto.ca.

[ORIGINAL SIGNED BY JANE ALDERDICE]
AGENDA
Graduate Education Council

Tuesday, February 15, 2011
3:10 p.m. – 6:00 p.m.
Governing Council Chamber, Simcoe Hall
Room 214, 27 King’s College Circle (PLEASE NOTE LOCATION)

Refreshments will be served

Regrets only to Anil Purandaré, SGS Governance and Policy Coordinator: 416-946-3427 or anil.purandare@sgs.utoronto.ca

1 Minutes of the Graduate Education Council Meeting of November 16, 2010
   (Documentation attached)

2 Business Arising from the Minutes

3 Dean’s Remarks

4 Report of the Vice-Dean, Programs

5 Report of the Vice-Dean, Students

6 Changes to Regulations and other Sections in the SGS Calendar, 2011-12 Edition
   (Documentation attached)
   Motion #1: General and Degree Regulation Changes, and Fees and Financial Support section changes
   Motion #2: General and Degree Regulation Changes
   Motion #3: General and Degree Regulation Changes

7 Other Business

8 For Information:
   (Documentation attached)
   8.1 Registration Statistics Annual Report
   8.2 Guidelines on Archiving Courses
   8.3 Summary Report of MEd & EMBA Audits
   8.4 Admission and Programs Committee (A&P) Annual Report 2009-10
The Dean called the meeting to order and welcomed all members and visitors at 3:10 p.m.

**MOTION** (duly moved and seconded)

**THAT** the Graduate Education Council meeting of November 16, 2010, will adjourn no later than 5:00 p.m.

The motion was **CARRIED**.

**Approval of the Agenda of the Graduate Education Meeting of November 16, 2010**

The Dean asked whether there were any objections to varying the order of business to deal with items 9.1 and 9.2 before item 8. No objections were raised.

**MOTION** (duly moved and seconded)

**THAT** the agenda of the Graduate Education Council meeting of November 16, 2010, be approved as amended.

The motion was **CARRIED**.

1 **Minutes of the Graduate Education Council Meeting of October 19, 2010**

The minutes of the October 19, 2010, meeting were distributed with the agenda. The Dean noted a minor correction to the attendance list.

**MOTION** (duly moved and seconded)

**THAT** the minutes of the Graduate Education Council meeting of October 19, 2010, be approved.

As no discussion arose, the Dean called the question.

The motion was **CARRIED**.

2 **Business Arising from the Minutes**

2.1 **Subsequent Considerations of GEC-approved items**

**Law, Global Professional Master of Laws (GPLLM) (new degree program)**

Final approvals are in place for the Global Professional Master of Laws (GPLLM) program. The proposal is effective September 2011. Detailed approvals: GEC (April 20, 2010); the Academic Policy
and Programs Committee (AP&P) (May 11, 2010), the Planning and Budget Committee (P&B) (May 5, 2010), Academic Board (pending); final approvals from Governing Council (pending) and OCGS (pending).

**SGS Constitution**

Final approvals are still awaited for the amendments to the SGS Constitution. It becomes effective January 1, 2011. Detailed approvals: GEC (October 19, 2010); AP&P (pending); final approval from the Executive Committee of Governing Council or from Governing Council (pending).

A member noted that in the new governance process outlined in the amended Constitution, most graduate curriculum changes where GEC once had final approval would instead receive final approval by Faculty Councils or AP&P. The member noted that the Graduate Students’ Union (GSU) does not have seats on every Faculty Council, making it more challenging for students to be involved in the process. In response, the Dean agreed that this was a consequence of the new process and that alternate ways of students monitoring and staying informed of proposed curriculum changes are in order. There is an elected graduate student member on every Faculty Council, though not necessarily a GSU representative.

Another member asked whether SGS would have any reporting role in the new governance process and whether SGS would be able to continue keeping graduate units abreast of developments. The Dean responded that this will be done informally.

2.2 Other Business Arising from the Minutes?

There was no other business arising from the minutes.

3 **Dean’s Remarks**

3.1 Quality Assurance Update

The Dean reported that no Institutional Quality Assurance Plans (IQAP) have yet been approved. The Quality Council has been a bit slow in responding to the plans they requested.

3.2 Fall Add/Drop Date: Possible Adjustment for Next Year

SGS has been examining the question of whether fall add/drop dates are set early enough given that many Faculties now have twelve week terms. The Dean invited opinions, either after the meeting or upon further reflection.

A member expressed the opinion that people are happy with how the dates are currently set. Another member countered that, due to how programs are structured in his graduate unit, it takes a few weeks for students to sort out their courses after they are admitted, and that later dates would be better. The Dean noted that there is likely no universal solution, but there is a need to find dates that best serve the graduate programs at U of T.

3.3 NGSIS Development

SGS has been actively participating in Next-Generation Student Information Systems (NGSIS) projects. We see much room for improvements to the system, as it was designed with undergraduate studies in mind. The NGSIS program will provide web or mobile-based services for students, faculty and administration. It will include the classical functions of a Student Information System and “next generation” features such as co- and extra-curricular elements of a student’s life-cycle interactions with the University.

The Graduate Awards Office was an active participant in the GSAD (Graduate Students Award Disbursement) project which was a complete assessment of the processes and technology involved in administering student fees and awards.
SGS has and will continue to advocate for enhanced functionality to support greater flexibility in course management including modular courses, credit weights and timetabling. Particularly anticipated is the release of cross system communication tools so that SGS can integrate the online application system with the ROSI database and so services can be built that call on live data in ROSI (e.g., enrolment confirmation, graduation requests and assessment tracking, and online awards application).

The largest project and a significant improvement and replacement of ROSI functionality would be a web based supervisory module with faculty access to track supervisory meetings and outcomes as well as the final oral exam process.

A member asked whether the consultation process involved staff as well as students. Heather Kelly, SGS Director of Student Services responded that SGS had two NGSIS “road shows” in the fall term: one for graduate administrators, the other for graduate coordinators. All graduate administrators were invited to express their wish list. SGS will repeat these road shows this winter.

4 Report of the Vice-Dean, Programs

Vice-Dean Liz Smyth reported that there will be further discussion on flexible-time PhD guidelines at the Council of Graduate Deans (CGD) and the Committee on Program Matters (CPM). Some feedback is desired about defining practising professionals and what candidacy might look like in the flexible-time option. Members will be hearing more in the future.

The Vice-Dean also reported that developing an online process for Graduate Faculty membership is a priority in SGS. It would function in a similar way to the online Final Oral Exam process.

5 Report of the Vice-Dean, Students

Vice-Dean Berry Smith noted that the External Awards Success Rate Report for agenda item 11 was distributed at the start of the meeting, and thanked Krista Steeves, SGS Assistant Director of Student Services for putting it together. It is an attempt to summarize the process and results of annual competitions for federal tri-agency awards and for OGS, the provincial granting agency. Members were reminded that SGS cannot do much about these results, as they are often determined by quotas from the agencies, presumably based on successes in previous years. Colleagues who have served on adjudication panels are SGS’s primary source of information on criteria that are actually used, political considerations, evening out of process across institutions, or other factors that are weighed. Most results are reasonably consistent with previous years.

For 2010-11, U of T has 66 CIHR master’s awards – less than was expected. However, the success rate remains the same (81%), making it difficult to know if this is an anomaly or not.

With respect to Vanier awards, U of T did not do quite as well this year compared to last year. Last year was exceptional because it was the award’s initial year; U of T was well prepared to respond that year, and reached its quota whereas many institutions did not. Therefore, that this year’s results are lower than last year’s is not unexpected. The results still seem relatively good.

The OGS statistics are somewhat unfortunate. Despite a shift towards greater graduate enrolment, the number of OGS awards had not yet increased. If anything, the number went down slightly compared to the last two years. It would be nice to know how well the University did, compared to other institutions, but this information is difficult to obtain.

A member asked for clarification regarding the fact that 66 CIHR awards were received but the report says that the quota will be reduced to 29. Ms. Steeves replied that those are the results from last year’s competition. This year’s CIHR competition is coming in January and February, and it is known that U of T will be able to make 29 submissions. She agreed with the member that the reduction was significant, and explained that the award’s previous growth was linked to Canada’s economic action plan; the quota is being reduced now that the economic action plan is drawing to a close.
6  New Collaborative Master’s and Doctoral Program in Resuscitation Sciences
The proposal was approved by Faculty of Medicine Graduate Curriculum Committee (GCC) on
October 14, 2010. Members were directed to read the motion sheet for prior discussion of this item.
GEC approval is the final University approval. The proposal will be submitted to OCGS for appraisal.
The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Faculty of Medicine for a
new graduate Collaborative Master’s and Doctoral Program in Resuscitation Sciences, to be
housed within SGS Division IV (Life Sciences) for administrative purposes, and with the
Faculty of Medicine as the program’s lead Faculty, effective September 2011.

Professor Laurie Morrison and Ms. Sandra Iverson were available to speak to the item and answer
questions. Professor Morisson thanked SGS, as well as Professor Andrea Sass-Kortsak and Ms. Jennifer
Francisco from the Faculty of Medicine, for their support.
A member noted that the program is based on short-term funding, and asked what would happen
if new funding sources were not found. The Dean replied that the University’s commitment is that any
student who begins a program will be able to continue to completion. The Faculty would be expected to
cover funding if necessary. From a student perspective, short-term funding should pose no problem.
Professor Morrison added that funding was based on network infrastructure used by the US NIH; they
were now inviting this Canadian program into it. The grant has been renewed at least four times for US
institutions.
Seeing no further questions, the Dean Called the question.
The motion was CARRIED.

7  Program Closure: Collaborative Master’s Program in International Relations
The proposal was approved by the Faculty of Arts and Science Three Campus Graduate
Curriculum Committee (3CGC) on October 26, 2010. Members were directed to read the motion sheet
for prior discussion of this item. GEC approval is final. It will also be sent to OCGS for information.
The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Faculty of Arts and Science
to cease admissions to the Collaborative Master’s Program in International Relations program,
effective immediately, and to close the program when there are no more students registered in
it.

Professor Steven Bernstein was available to speak to the item and answer questions. Professor
Bernstein explained that the program had run its course and that another program, the Global Affairs
program had recently commenced which covered a similar area. In response to a question from a
member, Professor Bernstein assured Council that students currently in the program would have the
courses needed to complete the program made available to them.
Seeing no further discussion, the Dean called the question.
The motion was CARRIED.
8 Admission and Program Requirement Changes: Comparative Literature, MA, PhD

[This item was dealt with after items 9.1 and 9.2.]

The proposal was approved by the Faculty of Arts and Science 3CGC on October 26, 2010. GEC approval is final. The Dean called on Vice-Dean Smyth to present the three motions. The motions were considered separately.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Faculty of Arts and Science to change the admission and program requirements to introduce a direct-entry option to the PhD in the Comparative Literature program. To be admitted, students coming out of an undergraduate program must demonstrate exceptional ability to undertake advanced research in two languages and literatures other than English. Students entering the program this way must complete at least 8.5 FCE overall, of which 4.5 FCE must be COL courses. This change is effective September 2011.

Professor Neil ten Kortenaar was available to speak to the item and answer questions.

A member wondered if students would receive a master’s degree during their progress in case they did not complete the PhD. The Dean replied that this has been a recurring topic of discussion and that many would like to see this happen; however, the Provincial Government would require a return of its funding in such cases, which has stopped most attempts to implement such a process.

Another member asked whether most US programs in comparative literature had a direct-entry PhD with similar requirements. Professor ten Kortenaar replied in the affirmative.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Faculty of Arts and Science to change the program requirements of the MA in Comparative Literature by removing the two-year option in the program, effective immediately.

Professor ten Kortenaar noted that the two-year option had not had any enrolment in years. A member asked about the original motivation to offer this option. Professor ten Kortenaar replied that it had been thought that applicants without a background in languages might be admitted but require two years to ready themselves for doctoral level work. In practice, it was found that such applicants were not successful in seeking admission to the program at all.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Faculty of Arts and Science to change the program requirements of the PhD in the Comparative Literature program by reducing the overall requirements from 5.0 to 4.5 FCE, effective immediately.
Professor ten Kortenaar explained that the proposal had to do with the pace students go through the program. This sends a clear message that students should be finished courses in a year and a half; it was found that the extra half course made students drag coursework out longer than they should.

A member asked whether it was accurate that similar programs at other institutions have a similar requirement. Professor ten Kortenaar replied that steps had been taken to ensure the program would not be out of line with the norm.

A member asked whether there would have been consideration for keeping the half-course if the University’s funding package was not limited to five years. Professor ten Kortenaar replied that keeping the half-course would likely still not have been considered. He further explained that the graduate unit was seeking some balance between breadth, background and ensuring students complete their program in reasonable time.

A member asked for clarification that the direct-entry option requires 8.5 FCE while the normal PhD would require 4.5. Professor ten Kortenaar replied that this was the intent of the proposal. The Dean noted that this was made clear in the Calendar entry.

A member asked whether a direct-entry PhD student could finish in four years. Professor ten Kortenaar replied that direct-entry students would work at the same pace as students progressing through the program to an MA and then a PhD, that is, five years. The number of FCEs required in each case are identical. The Dean noted that in the US, similar programs would remove the option of obtaining an MA and a PhD, and simply offer a direct-entry PhD.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

The Dean noted that this was a historic moment, as it could be the last of the program proposals coming before this Council for consideration.

9 Program Requirement Changes:
[These items were dealt with before item 8.]

9.1 Law & Global Affairs, JD/MGA, Combined Program
The proposal was approved by the Faculty of Arts and Science 3CGC on October 26, 2010. There was no substantive discussion at the meeting. GEC approval is final. The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Faculty of Law and the Faculty of Arts and Science to change the program requirements of the combined JD/MGA in Law and Global Affairs by replacing the requirement of a Supervised Upper Year Research course with a the requirement of an International, Comparative or Transnational Law course, effective September 2011.

Professor Steven Bernstein explained that change is a result of changes to the requirements for the JD. The changes need to be reflected in the combined program.

Seeing no discussion, the Dean called the question.

The motion was CARRIED.
9.2 **Statistics, MSc**

The proposal was approved by the Faculty of Arts and Science 3CGC on October 26, 2010. There was no substantive discussion at the meeting. GEC approval is final. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal of the Faculty of Arts and Science to change the program requirements of the MSc in the Statistics program by removing the option of 3.5 FCE overall, composed of STA 3000Y plus five 0.5 FCE. All students will now be required to complete 4.0 FCE overall, one of which may be an approved supervised reading project (this was an option previously). This change is effective September 2011.

Professor Jeffrey Rosenthal explained that students in the master’s program have been allowed to take STA 3000Y, a doctoral-level course, and get a bonus of an extra half credit. This proposal “levels the playing field” for all students.

Seeing no discussion, the Dean called the question.

The motion was **CARRIED**.

10 **Other Business**

There was no other business.

11 **For Information: External Awards Success Rate Report**

A member asked whether the introduction of the new Doctoral Completion Award (DCA) program had been completed for the fall. Vice-Dean Smith replied in the affirmative. The member noted that some uncertainty existed over what methods were used to evaluate applications, and asked whether these could be explained. The Vice-Dean asked whether the member had received the SGS memorandum explaining the DCA; the member replied that the memorandum had been received and appreciated, but that it was not sufficiently illuminating.

The Vice-Dean explained that an adjudication committee had met and discussed questions, including how adjudication decisions were to be made. SGS had already checked applications before the committee met. As this was the DCA’s inaugural year, there were a lot of unknowns. The key point to remember is that the DCA is supposed to provide funding to students who are taking longer than might be normal in their particular area because of circumstances beyond their control. This was not always easy to define, and a number of applications from students in need had to be rejected. The committee came close to making awards to all eligible students. The limiting factor was the fixed amount of money available. This year it was necessary to spend over half of the funds on grandparented students. About 100 new awards were provided. Beyond that, the committee had to make decisions on the basis of a wide range of things that are difficult to categorize.

The member responded that some of the uncertainty arose out of not being certain what factors to emphasize in one’s application. It had been surprising to see that certain people received a DCA while certain others did not. The member asked whether any attempts to make the process clearer and communications more transparent were planned for future years. The Vice-Dean replied that there were plans to communicate the application criteria more explicitly in future in order to reduce the number of applications to process and the number of disappointed people. The Dean added that it was not unexpected for students to apply for an award even when they did not meet the criteria. The DCA was
clearly targeting students who were in the first year past the funding year and yet many students applied who were further along than that. In general, feedback has been positive regarding the DCA.

The member further asked what constitutes a normal delay in program completion versus an abnormal delay. Vice-Dean Smith replied that this was not known with any great certainty, and often varied from discipline to discipline. The member suggested that perhaps each graduate unit should be asked to forward documentation on how to adjudicate what is normal and abnormal in a particular discipline. Vice-Dean Smyth noted that this information could be included in the supervisor’s statement on the application. Another member noted that it was strongly in the supervisor’s interests that their students receive funding. Vice-Dean Smith agreed that if an incentive exists to presenting an application in the most favorable light, it would likely happen; all these factors come into play, and indeed time to completion can vary even within a graduate unit. Some units are passionate to have students take six years because it makes them more competitive. It is very hard to determine the overall effect of all these factors. It would be better to emphasize on an application those things that, even with good planning, could not necessarily have been anticipated.

Heather Kelly added that a number of students had submitted applications on the basis of personal financial need but that this was not one of the criteria for the DCA. Those students should apply to SGS’s emergency grant program. Nevertheless, it was decided not to offer the DCA to students who were receiving $10,000 net or more from other sources. She also noted that applications had been received that might otherwise have been successful if more resources were available.

A member asked whether the committee relied solely on the students’ self-reporting or whether any fact-checking had been done. Vice-Dean Smith replied that the applications had not been checked, and that SGS was learning from this experience and would try to get clearer instructions to match expectations with results. However, adjudicating such an award will always be an imprecise art. The Dean added that if anyone could provide definitions of normal versus abnormal delays, this would be helpful, although it would likely vary among units.

12 Adjournment

• The meeting adjourned at 4:10 p.m.
Appendix to the Minutes

UNIVERSITY OF TORONTO
Record of Attendance
GRADUATE EDUCATION COUNCIL
November 16, 2010

Present (Voting & Non-voting Members)

Corman, Brian (Chair)
Baker, Robert
Bayat Movahed, Hanif
Bina, Bardia
Campbell, Elizabeth
Campbell, Malcolm
Capotorto, Arianna
Crapo, Adleen
Damaren, Chris
Daniere, Amrita
De Nil, Luc
Gaitana, Gianina
Joseph, Jemy
Julian, Stephen
Litvack, Andrea
MacKay, Gillian
Martini, Pauline
O’Hogan, Cillian
Piccardo, Enrica
Piccin, David
Rosenthal, Jeffrey
Sass-Kortsak, Andrea
Smith, Berry
Smyth, Elizabeth
St-Amour, Michelle
Stiles, David
Tannock, Rosemary
Tsao, Eugenia

In Attendance (Guests & SGS Staff)

Ball, Megan
Bernstein, Steven
Francisco, Jennifer
Hurlhey, Victoria
Iverson, Sandy
Makarowska, Vesna
Morrison, Laurie
Rutchinski, Steve
Steeves, Krista
Ten Kortenaar, Neil
Yee-Sloan, Lily

Absent

Keith, Alison
Knight, Keith
Noyes, John
Papangelakis, Vladimiro
Pirraglia, Daniela

Alderdice, Jane (Secretary to Council)
Purandaré, Anil (Assistant to Secretary)
MOTION #1
Graduate Education Council
Tuesday, February 15, 2011

ITEM 6

MOTION #1: General and Degree Regulation Changes, and Fees and Financial Support section changes, SGS Calendar 2011-12 edition

Proposal to change the General and Degree Regulations and the Fees and Financial Support sections of the School of Graduate Studies Calendar, 2011-12 edition, with respect to various regulations affecting all students:

MOTION #1
THAT the Graduate Education Council approve changes to the General and Degree Regulations and the Fees and Financial Support sections of the SGS Calendar, 2011-12 edition, as follows:

• Remove lapsed status for all students who are beyond the time limit for the degree and replace with a revised extension scheme, and related adjustments to time limits, as outlined in attachments.
• Changes are effective September 2011.

Supporting documentation:
• Summary document (for motions #1, #2 and #3)
• SGS Calendar General Regulations (track changes and clean versions showing changes from motions #1, #2 and #3)
• SGS Calendar Degree Regulations (track changes and clean versions showing changes from motions #1, #2 and #3)
• SGS Calendar Fees and Financial Support sections (track changes and clean versions for motion #1 only)
• The Elimination of “Lapsing” in Graduate Programs at U of T

Prior Approvals and Discussion

The original proposed changes to lapsed status for PhD students were discussed at the Committee on Student Matters on April 22, 2010 at the time the regulations were changed for PhD students. A revised proposal was discussed at the Committee on Program Matters on May 4, 2010. It was discussed by the Provost’s Advisory Group on May 10, 2010. It was circulated to the Council of Graduate Deans and to the Graduate Students’ Union office on May 11, 2010 for feedback.

Subsequently, proposed further changes as herein outlined, to extend the concept beyond PhD students to all graduate degree students, have been discussed at the Vice-Deans Advisory Committee meetings, with the members of the Council of Graduate Deans, and with the Provost’s office. There are graduate student representatives on the Vice-Deans Advisory Committees. Consultations were also conducted with representatives of the Graduate Students’ Union.

NOTES:

See “Further Lapsed Proposal” attached for details on the proposal and rationale. Note that the proposal results in changes to the time limits for all programs.

Students who commenced a flexible-time PhD program option or a professional doctoral or master’s program prior to September 2011 will be eligible to “opt-into” the new extension arrangements. Students on an approved
program extension which began on January 1, 2011 or May 1, 2011 will be eligible to opt-into the new arrangements as of September 1, 2011; applications will be considered by the graduate unit and SGS on a case-by-case basis at the time that a program extension is required.

Students who opt-in on a January 2011 program extension will be assessed 50% of the domestic fee for one session of registration (Fall 2011). Students who opt in to a May 2011 program extension will be assessed 50% of the domestic fee for Fall/Winter 2011–2012. Currently registered students who are beginning a program effective as of September 1, 2011 or later are also eligible to opt-into the new extension arrangements. All students who sign on to these new arrangements will not be permitted to lapse and seek reinstatement in the future. Program Extension forms are available on the SGS Student Services web-site. Lapsed students are not eligible for the new extension arrangements.

Further Governance
GEC approval is final.
MOTION #2
Graduate Education Council
Tuesday, February 15, 2011

ITEM 6

MOTION #2: General and Degree Regulation Changes, SGS Calendar 2011-12 edition

Proposal to change the General and Degree Regulations of the School of Graduate Studies Calendar, 2011-12 edition, with respect to various regulations affecting all students:

MOTION #2
THAT the Graduate Education Council approve changes to the General and Degree Regulations in the SGS Calendar in the following areas:

• Adjustments to language to bring all students under the requirements for Good Academic Standing, including Candidacy.
• Changes are effective September 2011.

Supporting documentation:

• Summary document (for motions #1, #2 and #3)
• SGS Calendar General Regulations (track changes and clean versions showing changes from motions #1, #2 and #3)
• SGS Calendar Degree Regulations (track changes and clean versions showing changes from motions #1, #2 and #3)

Prior Approvals and Discussion

These changes have been discussed with affected Faculties and units, i.e., OISE, Law, and Music.

NOTES:

Further Governance

GEC approval is final.
MOTION #3
Graduate Education Council
Tuesday, February 15, 2011

ITEM 6

MOTION #3: General and Degree Regulation Changes, SGS Calendar 2011-12 edition

Proposal to change the General and Degree Regulations of the School of Graduate Studies Calendar, 2011-12 edition, with respect to various regulations affecting all students:

MOTION #2
THAT the Graduate Education Council approve changes to the General and Degree Regulations in the SGS Calendar in the following areas:

- New language for flexible-time PhD option students in the areas of admission and program requirements
- Formalize SGS responsibility to archive inactive graduate courses
- Formalize grade reporting procedures language to clarify use of non-grade course reports of INC, WDR, and SDF
- Extend PhD regulations to apply to all doctoral students, including the SGS Final Oral Examination for all doctoral students
- Update language in the EdD degree regulations section
- Update language in Degree Regulations, EdD Degree, Admission Requirements and Program Requirements sections, and in General Regulations, Time Limit section.
- Changes are effective September 2011.

Supporting documentation:
- Summary document (for motions #1, #2 and #3)
- SGS Calendar General Regulations (track changes and clean versions showing changes from motions #1, #2 and #3)
- SGS Calendar Degree Regulations (track changes and clean versions showing changes from motions #1, #2 and #3)

Prior Approvals and Discussion

New language for flexible-time PhD option students in the areas of admission and program requirements
Proposed language has been developed in consultation with OISE where the bulk of flexible-time PhD option students are enrolled. The Council of Graduate Deans was consulted in the Fall 2010.

Formalize SGS responsibility to archive inactive graduate courses
The changes are proposed to align practice with regulations and ensure that graduate units are aware of the practice.

Formalize grade reporting procedures language to clarify use of non-grade course reports of INC, WDR and SDF
The appropriate use of these non-grade course reports has been communicated recently to graduate units in a Dean’s Memo. The change formalizes practice in the regulations.
Extend PhD regulations to apply to all doctoral students
This change has been discussed extensively within SGS and with the Provost’s office. It is part of SGS’s implementation of Good Academic Standing regulations affecting all graduate students. In some cases, such as the SGS Final Oral Examination, in all units except one (which has agreed), use of the SGS FOE procedures is already practice.

Update language in the EdD degree regulations section
Changes to language are proposed to align regulations with current practice and updated requirements. These changes have been discussed with OISE.

NOTES:

Further Governance
GEC approval is final.
The School of Graduate Studies is proposing changes to the General and Degree Regulations, as well as Fees and Financial Support sections of the SGS Calendar for the upcoming edition – see attachments. Many of the proposed changes are substantial and will have a direct impact on future students. Changes are categorized as follows, including references to the relevant sections in Calendar materials:

**MOTION #1:**
- **Lapsed Status and Reinstatement:** proposed changes eliminate lapsed status for all students in line with changes introduced for PhD students in the 2010-11 Calendar.
  
  **GENERAL REGULATIONS:**
  - *Section 7.6 Time Limit:* removal of reference to “lapsed” and replacement with reference to Extensions
  - *Sections under 8.1.7 Continuity of Registration:* revised wording to clarify which students are required to have continuous registration and related regulations.
  - *Section 8.1.9 Failure to Register:* new wording
  - *Section 8.1.10 Extension of Time for Completion of Degree Requirements and following sub-sections:* new wording
  - *Sections 8.1 (un-numbered sections within 8.1.10):* wording related to “Lapsed Status and Reinstatement” removed.
  
  **DEGREE REGULATIONS:**
  - *Section 2 Master’s Degrees:* changes to time limits made in each degree entry.

**MOTION #2:**
- **Good Academic Standing:** Proposed changes bring all students under the requirements for Good Academic Standing. These changes required that some sub-sections in the Degree Regulations, PhD Degree, be moved to the General Regulations section as the regulations will now apply to a broader range of degree students; such changes include references to “Candidacy”, and the Final Oral Examination regulations which are changed from being “PhD” to “Doctoral”.
  
  **GENERAL REGULATIONS:**
  - *Section 9.1 All Degree Students:* sub-section title added for clarity
  - *Section 9.5 and subsection Doctoral Programs:* title changed to indicate that Candidacy and supervision requirements apply to all doctoral students, not just PhD.
  - *Section 9.5.1 Achieving Candidacy – Requirements and Time Limit:* new wording added so that Candidacy requirements and time limits apply to all doctoral students, with time limit adjustments for the various categories of doctoral students.
Section 9.5.2 Supervision and Satisfactory Progress: Wording is added to clarify deadlines for constituting a supervisory committee, with adjustments for the various categories of doctoral students.

DEGREE REGULATIONS:
Section 1.1.3 Program Requirements: new wording added with reference to General Regulations and Good Academic Standing requirements.
Section 1.1.3.4 Achieving Candidacy: Requirements and Time Limit: Wording moved from this section to General Regulations as these regulations now apply to all doctoral students, not just PhD. Reference to General Regulations section inserted.
Section 1.1.3.6 Final Oral Examination: Wording move from this section to General Regulations as these regulations now apply to all doctoral students, not just PhD. Reference to General Regulations section inserted. See deleted wording following section 1.1.3.8.
1.2 Doctor of Education (EdD): wording changed to confirm that EdD students come under the Good Academic Standing requirements.
Section 1.3 Doctoral of Juridical Science (SJD): Wording changed to bring SJD students under Good Academic Standing requirements.

MOTION #3:
- New language for Flexible-time PhD Program Option:
  - Admission requirements: Rewording allows varying work activities to be recognized under “practicing professionals”, including activities of retired individuals
  - Program requirements: Rewording brings students in the flexible-time PhD option under the Good Academic Standing regulations from which, previously, they were exempt.

GENERAL REGULATIONS:
Section 8.1.4 Flexible-time studies: Introduction of a partial definition and direction to appropriate sections in Degree Regulations.

DEGREE REGULATIONS:
Section 1.1.1.3 Flexible-time PhD Program Option: new wording clarifying admission requirements.
Section 1.1.3.8 Flexible-time PhD Program Option: new wording clarifying program requirements and related regulations.

- Archiving Inactive Graduate Courses: Language is introduced to the Policy on Graduate Courses section to indicate that inactive courses are retired after five years, with a reference to the guidelines inserted.

GENERAL REGULATIONS:
Section 8.1.16.1 Graduate Courses: New wording added with link.

- Grade Reporting Procedures: In the coursework extensions section, the wording is updated to reflect appropriate usage of the non-grade course reports of INC, WDR and SDF.

GENERAL REGULATIONS:
Section 8.2.4.3 Grade-reporting procedures: wording revised.
Section 9.4 Satisfactory Completion of Graduate courses: wording changed to clarify that INC is not a failing grade.

- Extending PhD regulations to all doctoral students: Language has been altered throughout to change many regulations which previously have been exclusive to PhD students, so that they apply to all doctoral students, including flexible-time PhD option students and professional doctoral students, e.g., supervision, final oral examinations.
GENERAL REGULATIONS:

Many sections are revised as a result of changes to "Lapsed Status and Reinstatement" and "Good Academic Standing" – see those sections above.

Section 10.2 Doctoral Supervision: title of section and references throughout changed so that regulations apply to all doctoral students.

Section 10.3 Doctoral Final Oral Examination: Section moved from Degree Regulations, PhD Degree section, and wording changes introduced so that these procedures officially apply to all doctoral students, not just PhD. This change reflects practice in all but the Doctor of Musical Arts which is a new program and has had no graduates as yet. Music is agreeable to following the SGS FOE procedures for these students.

Section 12.1.1 Exception: PhD changed to Doctoral so that it is clear that all appeals related to the SGS FOE proceed directly to GAAB, not just PhD.

DEGREE REGULATIONS:

1.3 Doctor of Juridical Science (SJD): wording changed to formalize requirement for the SGS Final Oral Examination.

1.3 Doctor of Musical Arts (DMA): wording changed to formalize requirement for the SGS Final Oral Examination.

• Other changes requiring approval

DEGREE REGULATIONS:

Section 1.2.1 Admission Requirements (EdD): remove a requirement that stated, "Ordinarily, one year of professional preparation for education". This is no longer a current requirement.

Section 1.2.2 Program Requirements (EdD): remove wording related to thesis so that expectations are standardized for all students through the SGS Final Oral Examination wording.

EDITORIAL CHANGES:

• Numbering has been introduced into the sections. SGS reserves the right to alter the numbering system or make numbering changes to the final SGS Calendar. The numbering provided here may remain, but it is introduced to the attached documents primarily for clarity and ease of reference by GEC members when discussing proposed changes.

• Language is clarified and regularized in a few places throughout the regulations sections.

• Some sub-sections are reorganized, and some text is moved from Degree Regulations to General Regulations, e.g., FOE regulations.

• The order of degrees in Degree Regulations has been changed so that doctoral and master’s degrees which are offered in only one graduate program can become part of a list at the end of the degree section, making the list more condensed and comprehensible. Research-intensive degrees appear first, followed by professional degrees.

• In General Regulations, Section 7.6 Time Limit, bullets are added with standard time limits for all degrees.
Proposed changes for the 2011/2012 SGS Calendar
For approval - SGS Graduate Education Council meeting of
February 15, 2011

2010/2011 SGS Calendar entry

General Regulations

Exemptions

The 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. Introduction

The University of Toronto began in 1827 as King’s College at York, then the name of Toronto. Although master’s degrees were being awarded by the middle of the nineteenth century, and the doctorate was established in the 1890s, the School of Graduate Studies did not become a distinct academic division within the University of Toronto until 1922. In 1965 the School was reorganized and expanded. Today it comprises over 80 graduate units (departments, centres, and institutes), offering more than 150 graduate programs.

Most graduate units, although large enough to have a diversity of graduate courses, are small enough to allow students to have a sense of belonging to a recognized community of scholars, colleagues, and friends. The goal of graduate studies at the University of Toronto is to provide students with the best material and human resources to learn the methods and standards of research necessary to work professionally at the frontiers of knowledge. Research is central to graduate studies, particularly at the doctoral level. Research-oriented training conveys the importance of keeping pace with a subject, the knowledge of which is always changing. It fosters intellectual curiosity and a creative response to problems. It encourages the student to communicate original discoveries effectively.

In the educational process, the graduate student comes to grips with the phenomenon of emerging knowledge. The process enriches the individual as well as the community participating in the exercise. The training and experience is valuable for all areas of work, whether one is teaching in a university, working in government, industry, private enterprise, or pursuing a professional career.

Research-oriented graduate training provides the means to embark on a lifelong voyage of intellectual discovery, an opportunity and challenge that gives graduate studies pre-eminence in formal education.

2. Organization of the School of Graduate Studies
The School of Graduate Studies 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. Individual graduate units are responsible for maintaining the official academic records of graduate students.

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

2.1 The Divisions

Division I – Humanities
Division II – Social Sciences
Division III – Physical Sciences
Division IV – Life Sciences

2.2 Graduate Education Council

The Graduate Education Council is an academic advisory and regulatory body reporting to the Governing Council of the University of Toronto. The Council consists of 35 elected members and numerous ex-officio members. Each division elects five faculty members and three students to the Council; a senior representative of the Graduate Students’ Union is an ex-officio member. There are three administrative staff seats. The Council is chaired by the Dean.

The Council is primarily responsible for determining policies and regulations affecting the administration and operation of graduate studies, determining admission and program requirements for all graduate programs, and for advising Governing Council on initiatives in graduate studies. The Council is concerned with the quality of graduate education across the university as a whole.

2.3 Graduate Units

Graduate units (including departments, centres, and institutes) offer degree programs and courses and conduct research. Some units offer graduate diploma programs.

Each graduate student is enrolled in one of the graduate departments/centres/institutes which offer graduate study. Interdisciplinary studies may be undertaken within collaborative programs, but a student must first register in a graduate unit (informally known as "home" unit). The graduate unit through its chair or director 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, under the direction of the chair or director.

2.4 School of Graduate Studies Centres and Institutes

Historically, a substantial number of centres and institutes with interdisciplinary foci were administered within the School of Graduate Studies. These administrative units have been relocated to other Faculties, such as Arts and Science, Medicine, or OISE. Contact the Office of the Vice-Dean, Programs, School of Graduate Studies, for additional information.
2.5 Graduate Programs

Graduate programs are listed alphabetically in the Degree and Diploma Programs by Graduate Unit section of this Calendar. They are also described on the University of Toronto Web site at www.gradschool.utoronto.ca.

2.5.1 Degree Programs

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

2.5.2 Collaborative Programs

The School of Graduate Studies currently offers approximately 40 graduate collaborative programs. Collaborative programs emerge from cooperation between two or more graduate units. The collective experience of the participating graduate units provides the student with 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 fulfil all the requirements for the degree in the home unit and any additional requirements of the collaborative program. Each collaborative program 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 collaborative program, in addition to the degree.

2.5.3 Combined Programs

The University of Toronto offers a number of combined programs involving two existing degree programs in different disciplines. The combination may comprise two graduate programs or a graduate and an undergraduate program. In most cases, the combination involves at least one professionally oriented program.

2.5.4 Diploma Programs

A limited number of graduate diploma programs are offered.

2.5.5 Conjoint Programs

The University of Toronto and the Toronto School of Theology offer a limited number of graduate conjoint programs.

2.5.6 Joint Programs

The University of Toronto participates in several joint degree programs involving partnership between two or more graduate units or universities.
2.6 Graduate Faculty

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

Appointments to the graduate faculty are made by the chairs and directors of the graduate units in the School of Graduate Studies. Appointments are made in one of three categories:

- Associate Member
- Full Member
- Member Emeritus

Graduate faculty membership permits an instructor to perform specified functions.

An associate member may generally be permitted to teach graduate courses, supervise master’s theses, assist in the supervision of doctoral theses and serve as a voting member of a final oral examination but not as chair.

A full member may perform all duties of an associate member as well as act as major supervisor of a doctoral thesis and chair of a final oral examination.

A member emeritus may perform all duties of a full member, but may only take on new supervision with the approval of the graduate chair or director.

3. Student Categories

The University offers admissions to three categories of graduate students:

1. Degree or Diploma Student
2. Special (non-degree) Student
3. Visiting Student

3.1 Degree or Diploma Student

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

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. See Degree Regulations for specific details.

3.1.1 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 that the student’s probationary status be removed. Work completed during the period on probation 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.

3.2 Special (non-degree) Student

Two categories of Special Students are described below. Special Students are not regis-
tered in a program of study which may lead to a degree. All Special Students must be enrolled in at least one graduate course; some may be enrolled in both undergraduate and graduate courses.

3.2.1 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.

3.2.2 Special Student—Part Time

Students wishing to take one or two graduate courses not for degree credit may be admitted as part-time Special Students.

3.3 Visiting Student

Visiting students are registered under special arrangements in the School of Graduate Studies and are not admitted to a degree.

4. Application for Admission to a Degree Program

4.1 Procedures

1. Formal application for admission should be submitted using the SGS Online Admissions Application (exceptions: MBA, MF, MMPA, and DIFA 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) accessible through the graduate unit Web site. Applicants must pay an application fee of $110; some graduate programs have set higher application fees. Payment options: (a) online using a credit card (MasterCard or Visa); (b) by mailing a certified cheque or money order in Canadian funds made payable to the University of Toronto. No decision on the application will be sent to the applicant until this fee has been paid.

2. Applicants must arrange to have one official copy of their complete academic records from all universities attended forwarded as part of their application. Letters of reference are also required. Individual graduate units may require further documentation.

3. Certified English translations of all international documentation written in a language other than English or French must also be submitted.

4.2 Application Deadlines

The graduate unit determines the date by which applicants should 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.

Earlier submission is recommended for applications from outside Canada to ensure timely
arrival, particularly where special documentation (and/or translation) and proof of English lan-
guage facility are required.
Most programs commence in September. Some graduate units offer January admission. A
few programs commence at other times. Consult the graduate unit concerned for more informa-
tion.

4.3 Financial Assistance

For detailed information about fellowships, see calendar section titled Fees and Financial
Support.

4.4 Acceptance

Admission decisions are made by the graduate unit. The official acceptance letter is issued
by the School of Graduate Studies. Admissions 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 ap-
proved. 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 pro-
gram of study on the date specified in their letter of acceptance. If circumstances prevent a stu-
dent 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, a
new application must be submitted.
If the graduate unit approves, 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 fee (academic and incidental), which is additional to the Fall and Winter
Session fee. Students engaged only in research do not pay Summer Session fees but must register.

5. Admission Policies and Procedures

The University’s admission policies and procedures are designed so that students entering a
graduate program may normally have the capacity and preparation necessary to meet the chal-
lenge of the program effectively. The School of Graduate Studies regulations for admission
specify minimal requirements only. Many graduate units have additional requirements. Meeting
the minimal requirements of the graduate unit and the School does not guarantee admission.
The University reserves the right to determine whether or not credentials of other degree-
granting institutions meet the standards for admission to University of Toronto programs. Admis-
sions decisions are final and are not appealable.

5.1 Academic Requirements for Admission

All applicants will be considered on their individual merits for admission to any graduate
program at the University of Toronto.
5.1.1 Master’s Programs

An appropriate bachelor’s degree with high academic standing from a recognized university is required. Other qualifications may be specified by the graduate unit. See Admission Regulations and Degree Regulations for further details.

5.1.2 Doctor of Philosophy Programs

An appropriate master’s degree or, in some programs, an appropriate bachelor’s degree, with high academic standing from a recognized university is required. See Admission Regulations and Degree Regulations for further details.

5.1.3 Other Doctoral Programs

Normally, an appropriate master’s degree with high academic standing from a recognized university is required. See appropriate graduate unit entry for specific details. See Admission Regulations and Degree Regulations for further information.

See Degree Regulations for specific details on degree transfers (Master’s to PhD and PhD to Master’s).

5.1.4 Diploma Programs

The same Admission Policies and Procedures as those for master’s programs apply for diploma programs that require a master’s degree for admission. Other qualifications may be specified by a graduate unit depending on the particular diploma program and type. See Admission Regulations for further information.

5.1.5 Special Students

Special Students must submit an application for admission for each academic year of study. Applicants accepted as Special Student–Full Time must have completed an appropriate bachelor’s degree with good academic standing from a recognized university. See Admission Regulations for further details.

Applicants accepted as Special Student–Part Time must hold an appropriate bachelor’s degree, or its equivalent, from a recognized university. See Admission Regulations for further details.

5.1.6 Advanced Standing

Advanced standing refers to academic credit awarded upon admission to a program of study which 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 will offer an advanced standing option. Consult the graduate unit regarding advanced standing options.

5.1.7 Students Holding Graduate Degrees Registered as Graduate Students

The University may confer upon a person more than one graduate degree having the same title provided the degrees are completed in different fields of study.
5.1.8 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 admission if, since graduation, they have done significant intellectual work and/or made a significant professional contribution which can be considered equivalent to a higher academic standing. This contribution and its impact on the profession must be detailed and documented (e.g., publications, research, professional advancement, development of new skills, responsibility, etc.) and presented as part of the application. Such applicants may be considered for admission if they have achieved qualifications at least equivalent to those stated in the preceding sections and if a graduate unit so recommends.

5.1.9 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.

5.1.10 English Language Facility

It is essential that all incoming graduate students have a good command of English. Facility 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 an offer of admission is made. This requirement may be satisfied using one of the English Language Facility tests listed in the Admission Regulations. 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 facility test.

6. Admission Regulations

All applicants to the School of Graduate Studies must meet the minimum standards required by the School. However, satisfying minimum standards does not guarantee admission, since the number of qualified applicants far exceeds the number of places available. As a result, many well-qualified applicants cannot be accommodated.

6.1 Master’s Programs

The minimum requirements are:

1. An appropriate bachelor’s degree that has appropriate breadth, depth 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, is required.
3. At least two letters of reference are required.
4. Other qualifications may be specified by a graduate unit.
6.2 Doctor of Philosophy Programs

The minimum requirements are:
1. An appropriate degree is a master's degree or, in some programs, an appropriate bachelor's degree, with high academic standing from a recognized university.
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 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 are required.
5. Other qualifications may be specified by a graduate unit.

6.3 Diploma Programs

There are several types of graduate diplomas including master's level and post-master's level. Some diploma programs involve concurrent registration with the degree program. The minimum requirements are:
1. An appropriate degree for a master's level or concurrent master's diploma is a bachelor's degree.
2. An appropriate degree for a post-master's diploma is a master's degree.
3. Other qualifications may be specified by a graduate unit.

6.4 Special Students

Before applying, applicants should identify the courses they wish to take and obtain approval from the graduate unit offering the course.
1. Full-time Special Students must have obtained an average grade in the final year (or over senior courses) in a bachelor's degree program equivalent to mid-B or better.
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 may be specified by a graduate unit.

6.4.1 Courses Taken as a Special Student

On the recommendation of the graduate unit, and with the School's approval, graduate courses taken as a Special Student may count for up to 1.0 full-course equivalent or 25% of the course requirements for the degree, whichever is greater, in a subsequent degree program at this University, provided that they have not already been credited towards another degree, diploma, certificate, or any other qualification. 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.

6.5 English Language Facility Tests

The English Language Facility requirements may be satisfied by using one of the following
tests. Minimum scores are listed; however, many graduate units require a higher score, and applicants should consult the graduate unit to determine whether a higher minimum score applies.

6.5.1 Test of English as a Foreign Language (TOEFL)

Educational Testing Service
P. O. Box 6151
Princeton, New Jersey
USA, 08541-6151
Web: www.toefl.org

The TOEFL examination is offered in two formats: the traditional paper-based format (only offered on specific dates in a limited number of countries) and the internet-based format (offered year-round). Applicants registering for the paper-based TOEFL must include the Test of Written English (TWE) component. The internet-based test must include the writing and speaking sections. All applicants must satisfy the minimum TOEFL score requirements set by each of the four SGS academic divisions listed in the accompanying chart.

<table>
<thead>
<tr>
<th>Academic Division</th>
<th>Paper-Based Test and TWE</th>
<th>Internet-Based Test including Writing and Speaking Sections</th>
</tr>
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<tbody>
<tr>
<td>Humanities</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
</tr>
<tr>
<td></td>
<td>TWE 5</td>
<td>Writing 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaking 22</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
</tr>
<tr>
<td></td>
<td>TWE 5</td>
<td>Writing 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaking 22</td>
</tr>
<tr>
<td>Physical &amp; Engineering Sciences</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
</tr>
<tr>
<td></td>
<td>TWE 4</td>
<td>Writing 22</td>
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<tr>
<td></td>
<td></td>
<td>Speaking 22</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
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<tr>
<td></td>
<td>TWE 5</td>
<td>Writing 22</td>
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<td></td>
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<td>Speaking 22</td>
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</tbody>
</table>
6.5.2 Michigan English Language Assessment Battery (MELAB)

English Language Institute (ELI)
University of Michigan
Ann Arbor, Michigan
USA, 48109-1057
Web: www.lsa.umich.edu/eli/testing/melab
Required score: 85

6.5.3 International English Language Testing System (IELTS)

University of Cambridge Local Examinations Syndicate
1 Hills Road
Cambridge, U.K.
CB1 2EU
Web: www.ielts.org
Applicants may also contact their nearest British Council Office. Please note that applicants must take the academic module of this test.
Required score: 7.0

6.5.4 The Certificate of Proficiency in English (COPE)

COPE Testing Limited
429 Danforth Avenue
PO Box 462
Toronto, Ontario
M4K 1P1
E-mail: info@copetest.com
Web: www.copetest.com
Required score: 76 minimum total with at least 22 in each component and 32 in writing

6.5.5 International ESL-Academic Preparation Level 60 (Advanced)

School of Continuing Studies
University of Toronto
158 St. George Street
Toronto, Ontario
M5S 2V8
E-mail: scs.registrar@utoronto.ca
Web: www.learn.utoronto.ca/esl
Required score: B

7. Structure of Academic Programs

7.1 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: the Fall Session from September to
December, the Winter Session from January to April, and the Summer Session from May to August.

7.2 Academic Programs

Academic programs leading to graduate degrees are defined by the units which offer them and by the degree regulations found in the Degree Regulations section. Consult the relevant graduate unit listing in the Degree and Diploma Programs by Graduate Unit section of this Calendar or on the Web at www.sgs.utoronto.ca/programs.htm for additional information.

7.3 Minimum Period of Registration

All academic programs (full-time and part-time) specify a minimum period of registration defined as the shortest length of time a student must be registered in that program on a full-time basis in order to qualify for the degree. This period also establishes the minimum degree fee students must pay.

7.4 Normal Program Length

Normal program length refers to the period of time (sessions or academic years) that is normally required for a student to complete a program. Actual time to complete a program may vary for individual students. See each program entry for normal program length.

7.5 Residence

Many programs specify a period of residence during which the student is required to be on campus and consequently in such geographical proximity 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.

7.6 Time Limit

All degree 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 degree. The time limit for all graduate degrees is as follows:

- PhD: 6 years (7 years for Direct-Entry, i.e., five-year PhD students);
- Flexible-time PhD program option: 6-8 years (depending upon program);
- Professional doctoral: 5-6 years;
- Full-time Master’s: 3 years;
- Combined degrees: 4 years.

See Degree Regulations and Extension of Time for Completion of Degree Requirements in this section for more information.

1 The time limit for the March degree is 4 years.
8. **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 the approved engagement by a student in a course or other unit or component of a program of study.

     The complete policy on Association, Registration and Admission is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/assoc.htm.

8.1 **Registration Policies and Procedures**

8.1.1 **Registration Procedures**

     Graduate students are required to register at the beginning of each session they wish to attend. New graduate students will receive registration instructions prior to the registration dates listed in the Sessional Dates. Students may access Registration Instructions on the Web at www.sgs.utoronto.ca/informationfor/students/start/reg_enrol.htm.

     Students registering in programs offered by the Ontario Institute for Studies in Education of the University of Toronto (OISE) should consult OISE for information.

     For the Fall and Winter Sessions, registration material is sent to the student’s mailing address. Students are asked to check their ROSI 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 it does not override any other notification students receive about academic status and eligibility. New students who have received a conditional offer of admission should make arrangements with their graduate unit to clear conditions as soon as possible. The first step to registration is the payment of fees or arrangements to pay such fees. New students will receive a copy of the School of Graduate Studies Calendar. Continuing students should refer to the SGS Calendar on the SGS Web site.

     A student is considered to be registered as soon as academic and incidental fees are paid or a fees arrangement has been made.

8.1.2 **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:

     - They must be pursuing their studies as a full-time occupation and identify themselves as full-time graduate students.
     - They must be designated by the University as full-time students.
     - They must be geographically available and visit the campus regularly.
     - They must be considered to be full-time students by their supervisors.
     - 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 the termination of the student’s registration and eligibility.

8.1.3 Part-time Studies

From first registration, part-time studies are permitted in those master’s degree programs offering a part-time program.

Students wishing to take 0.5 or 1.0 full-course equivalents (FCE) not for degree credit are admitted as part-time Special Students, in any session. A switch from full-time to part-time status is not permitted once the minimum period of registration for a program has been completed.

8.1.4 Flexible-time Studies

Some PhD programs offer a flexible-time PhD program option in which students are registered full-time for four years and may transfer to part-time registration later in the program. See Degree Regulations, Doctor of Philosophy, PhD Admission Requirements and PhD Program Requirements, Flexible-time PhD Program Option sections for further information.

8.1.5 Summer Session Courses

All students, whether attending formal courses or engaging in research or project work, must register for the Summer Session. Students may view summer session registration instructions on the SGS Web site. Doctoral, MSc, and MASc students register for the September-August or January-August period when they first register in September or January and, therefore, are already registered for the Summer Session.

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 only 7 weeks.

For students attending the May-August session, the maximum possible load is 2.0 full-course equivalents. The maximum load in the May-June or July-August period is 1.0 full-course equivalent.

8.1.6 First Registration

Students beginning their degree programs normally register for the first time in September. In some cases graduate units may give permission for new students to start their programs either in January, May, or July.

8.1.7 Continuity of Registration

Students in a thesis program (doctoral or master’s) or in course-work only master’s program with other requirements to complete, such as a project, major research paper or recital, must be continuously registered.

8.1.7.1 Master’s Students - Continuous Registration

Once they have first registered, full-time and part-time master’s students in programs which require continuous registration must register annually until all degree requirements have been completed.
completed. All full-time master’s students who have completed the minimum period of registra-
tion may not register as part-time students.

8.1.7.2 Master’s Students - Course-Work Only

Full-time master’s students in course-work only programs must register initially for the minimum regis-
tration period and thereafter for each session in which they are completing requirements for the de-
gree. Master’s students in course-work 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 minimum period of registration for a program has been completed.

Prior to completing all courses in a course-work 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.

Students are reminded that there are time limits for all degree programs. See Extension of Time for Completion of Degree Requirements section below for further details.

8.1.7.3 Doctoral Students

All doctoral students must register annually until all degree requirements have been fulfilled. See Extension of Time for Completion of Degree Requirements section below for further details.

8.1.8 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 Fees and Financial Support section of this Calendar.

8.1.9 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 will apply to reinstated students as if they had been continuously registered, and 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.

General Regulations 15
8.1.10 Extension of Time for Completion of Degree Requirements

8.1.10.1 Master’s Students

In exceptional circumstances, a master’s student who did not complete all the requirements for the degree within the period 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 Department approvals; the third requires Department and School of Graduate Studies approvals. To apply for an extension, the student must 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. See information on tuition fees for students on extension in Fees and Financial Support section below.

8.1.10.2 Doctoral Students

In exceptional circumstances, a doctoral student who has not completed all the requirements for the degree within the time limit for doctoral degree is eligible to apply for four-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 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. See information on tuition fees for Doctoral students on Extension in Fees and Financial Support section below.

8.1.11 Concurrent Registration Option

(available at the master’s degree level only)

The Concurrent Registration Option is available only in degree programs with approved partner degree programs at the University of Toronto. Students who are accepted into each partner degree program separately may enrol in the Concurrent Program Option in each degree program, subject to the approval of both programs. Graduate master’s programs may partner with other graduate programs or with undergraduate degree programs (e.g. JD).

8.1.12 Dual Registration

A student in a master’s program at this University who has been offered admission to a PhD 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 (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 studies and will be registered full-time in the PhD and part-time in the master’s program. Only the appropriate PhD 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 for the period as a dual registrant, the student must be recommended for the award of the master’s degree by January 31 for September dual registrants, or by April 25 for January dual registrants. Otherwise, the PhD registration will be cancelled, no credit for the PhD 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 course credit will be retained for courses completed in the period of dual registration provided the graduate unit has informed the School.

Students who are not recommended for the master’s degree by the deadline and whose enrolment in the PhD 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 program.

8.1.13 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.

8.1.14 Leave Policy

Graduate students whose programs require continuous registration 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,

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. 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. 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 department. Students on leave will not be eligible to receive University of Toronto fellowships support. In the case of other graduate student awards, the regulations of the particular granting agency apply.

Students may make application for a leave by completing the Leave Request 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 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. Normally the start and finish of the leave would coincide with the start and end of a session. When students require a leave to begin in mid-session, they are advised to contact the Director of 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.

8.1.15 Withdrawal from a Graduate Program

In order to withdraw from a program, students must submit a Program Withdrawal Form to the School of Graduate Studies and return student cards to the School. Withdrawal from a graduate program should be reported immediately to the School. A rebate of fees, if any, will be determined by the date on which written notification of withdrawal is received by the School. Any application for re-admission by a student who has withdrawn must be made in competition with all other applicants.
Students enrolled in course-work only degree programs who withdraw from all courses in which they are currently enrolled must withdraw from their programs. The School will approve recommendations from the graduate units that such students be eligible to re-register at any time within 12 months following withdrawal.

8.1.16 Policy on Graduate Courses and Other Academic Activities

(See also SGS Guidelines on Graduate Courses and Other Academic Activities on SGS Web site)

8.1.16.1 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 according to the relevant SGS policies and procedures. All graduate courses must have an instructor in charge who has a graduate faculty appointment in the graduate unit(s) responsible for the course. A full graduate course (course weight of one full course equivalent or 1.0 FCE) should involve a minimum of 48-72 hours of organized activity (e.g. 2 lectures or 3 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 courses may take many forms and their timing may not always coincide with the normal beginning and end of classes in each session.

If a course is not offered for more than five years, it becomes inactive and SGS will archive the course in the student information system (ROSI). See SGS Guidelines for Deactivating/Archiving and Re-activating Graduate Courses [link].

8.1.16.2 Course Codes

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 (FCE) and is indicated via 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

Course weight variations occur in some graduate programs. These variations often take the form of modular courses. A modular course is a course that has a non-standard weight, may have non-standard start and end dates within a session, and is usually combined with other course components so that the total equals 0.5 or 1.0 FCE. The minimum contact hour requirement applies to modular courses, equivalent to course weight.

8.1.16.3 Other Academic Activities

Graduate programs may have a variety of requirements that are not courses but constitute other academic activities which have been approved according to SGS policies and procedures. Some common non-course academic activities are major research papers, comprehensive examinations, practica, internships, etc.
8.2 Enrolment Policies and Procedures

8.2.1 Enrolment

After registration, students enrol with their graduate units and arrange programs of study (courses, research topics, supervisors, and so on). Students should contact the graduate unit for enrolment procedures. Enrolment should be completed by the deadline noted in the Academic Calendar.

Most of the formal classes and seminars in the Fall Session begin in the week of September following Labour Day. However, starting dates are determined by the graduate units, and students are urged to contact the relevant graduate units for information.

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

8.2.2 Deadlines for Enrolment Changes

Graduate units may establish earlier deadlines for course changes. Courses must be dropped by completing a Course Add/Drop Form or by using the Student Web Service (if the department 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>Oct. 6, 2010</td>
<td>Deadline to add full courses (Y) and half-courses (H).</td>
</tr>
<tr>
<td>Nov. 3, 2010</td>
<td>Deadline to drop a Fall Session full course or half-course without academic penalty.</td>
</tr>
<tr>
<td>Jan. 4, 2011</td>
<td>Deadline to add Winter Session full courses (Y) and half-courses (H).</td>
</tr>
<tr>
<td>Feb. 25, 2011</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>
</tbody>
</table>

Students enrolled in course-work only programs who drop all courses by the deadlines, must withdraw from the program. See Withdrawal from a Graduate Program, above.

8.2.3 Completion of Course Work and Grade Submission

Course work must be completed and grades submitted by the following dates:
Graduate units may establish earlier deadlines for completion of course work 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.

### 8.2.4 Course Work 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 course work can, under certain conditions, receive extensions for completing the work after the date set by SGS.

#### 8.2.4.1 Petitions

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 course work 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 course work 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.

#### 8.2.4.2 Grounds

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:

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

8.2.4.3 Time-limits

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13, 2011</td>
<td>Fall Session (Y, H) courses</td>
</tr>
<tr>
<td>Sep. 16, 2011</td>
<td>Fall/Winter Session (Y) and Winter Session (Y, H) courses</td>
</tr>
<tr>
<td>Jan. 13, 2012</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.

8.2.4.3 Grade-reporting procedures

The graduate unit will assign the temporary course report of ‘SDF’ (‘Standing De-
ferred’) to a student on extension, pending receipt from the instructor of a final course report.
The final course report is due no later than the SGS deadline for completion of course work and
grade submission following the original one for the course. If, by that date, the student has not
submitted the outstanding course work, the submitted grade should be the actual grade earned in
the course, calculated with zero assigned to any course work 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 Admis-
sions and Programs Committee.

8.2.4.4 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 course work.
A graduate unit should, in addition, notify the graduate unit in which the student is
registered when it is not the same as the one granting the extension.

8.2.5 Extra Courses Not Required for the Degree

Graduate units may permit students to enrol in additional courses not required for the de-
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.

8.2.6 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.

8.2.7 Auditing of Graduate Courses

Graduate units determine if they wish to allow auditing of their courses and which groups of students and non-students specified in the University’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 University’s Code of Student Conduct applies to auditors. Further information about access, Certificates of Attendance, and fees for auditing may be obtained from the Office of the Director of Student Services at the School of Graduate Studies.

8.2.8 Transfer Credit and Exemptions

Transfer credit for graduate work completed in another program is limited to 1.0 full-course equivalent, or 25 percent 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’s 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 percent 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.
9. Good Academic Standing and Satisfactory Academic Progress, Time Limits, Supervision, and Candidacy

9.1 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 as well as with the Degree Regulations and program requirements governing that degree program; and
2. make satisfactory progress toward the completion of the degree.

All degree students are admitted under the General Regulations of the School, described in the General Regulations section of this Calendar. The Degree Regulations for the various doctoral and master’s degrees offered by the School are specified in the Degree Regulations section of this Calendar and in the Degree and Diploma 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 are described under the entry of the graduate unit offering the program.

Failure to maintain good academic standing may result in various sanctions, including ineligibility for fellowships, lowest priority for bursaries and assistantships, and even termination. 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 ones of the graduate unit.

9.2 Full-Time Students

Students must meet the Full-time Studies requirements – see General Regulations, Registration Procedures section.

9.3 Timely Completion of Graduate Program Requirements

Each graduate unit establishes specific requirements for degree programs, in addition to those of the School, as well as standards of satisfactory performance and progress. These requirements and standards are described in the appropriate entry in the Degree and Diploma Programs by Graduate Unit section of this Calendar and in material published separately by graduate units. Continuation in a degree program requires satisfactory progress toward 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 and Degree Regulations and the graduate unit’s time...
General Regulations 24

9.4 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 the termination of registration and eligibility of that student. If the student is permitted to continue, he or she must repeat the relevant course, or an alternative course recommended by the graduate unit and approved by the School, 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.)

9.5 Doctoral Students

9.5.1 Achieving Candidacy – Requirements and Time Limit

To achieve candidacy, students in doctoral degree programs must

a) complete all requirements for the degree exclusive of thesis research and courses such as ongoing research seminars that run continuously through the program, and

b) have an approved thesis topic, supervisor, and supervisory committee.

Candidacy must be achieved by the end of the third year for all doctoral programs, except for the five-year PhD 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 the fourth year 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: Candidacy must be achieved:

| PhD, four-year program:   | by end of third year |
| PhD, five-year program (Direct-Entry): | by end of fourth year |
| Flexible-time PhD program option: | by end of fourth year |
| Professional doctoral program, full-time: | by end of third year |
| Professional doctoral program, part-time: | within four years of initial registration |

In exceptional circumstances, a student who has not met these requirements may be permitted to register in the program for up to 12 months 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 SGS Admissions and Programs Committee.

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 Degree Regulations section and in Graduate Programs by Graduate Unit section.

9.5.2 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...
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 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).

<table>
<thead>
<tr>
<th>Doctoral degree program categories:</th>
<th>Time Limit for Constituting Supervisory Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD, four-year program:</td>
<td>by end of fourth session</td>
</tr>
<tr>
<td>PhD, five-year program (Direct-Entry):</td>
<td>by end of seventh session</td>
</tr>
<tr>
<td>Flexible-time PhD program option:</td>
<td>by end of seventh session</td>
</tr>
<tr>
<td>Professional doctoral program, full-time:</td>
<td>by end of seventh session</td>
</tr>
<tr>
<td>Professional doctoral program, part-time:</td>
<td>by end of seventh session</td>
</tr>
</tbody>
</table>

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 the 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. If a student’s supervisory committee reports that the student’s progress is unsatisfactory, the graduate unit may recommend to the School 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 the graduate coordinator of the graduate unit in advance of the relevant deadline for doing so. A student who, through the student’s 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: Graduate Student Supervision section below; Degree Regulations, Doctoral Degrees section; and specific program requirements in the Graduate Programs by Graduate Unit section.

10. Graduate Student Supervision

10.1 Thesis Topic and Supervision

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 and supervisory committee, is subject to the approval of the graduate unit in which the student is registered.

10.2 Doctoral Supervision

While the special, collaborative relationship between student and supervisor serves as a
foundations for graduate education, particularly at the Doctoral level, the primary responsibility for graduate programs and their supervision rests with the graduate unit. The chair 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.

Although this Calendar outlines procedures to be followed in the supervision of Doctoral 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 which 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 a copy of Graduate Supervision: Guidelines for Students, Faculty, and Administrators (also available online at www.sgs.utoronto.ca/Assets/current/current+pdf/superv.pdf). In addition, updated statements must be made available to students on a regular basis. These will include a list of graduate students (with their general thesis topic, supervisor(s) and advisor(s)), 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 student who believes that his or her graduate unit is not following the supervision guidelines may inform his or her coordinator of graduate studies or the Vice-Dean, Students, of 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. The procedure must contain the following minimum elements, consistent with Graduate Supervision: Guidelines for Students, Faculty, and Administrators, available at graduate units and online at www.sgs.utoronto.ca/Assets/current/current+pdf/superv.pdf:

1. A supervisory committee consisting of the supervisor and at least two graduate faculty members.
2. The supervisory committee 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.
3. The committee submits a report detailing its observations of the student’s progress and its recommendations.
4. The student must be given the opportunity to respond to the committee’s report/recommendations and to append a response to the committee’s report.
5. Copies of the report must be given to the student and filed with the graduate unit.

10.3 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 SGS, 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 or not their unit imposes 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

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rare cases, a thesis may proceed to examination without the approval of the supervising committee: candidates 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 should be a recognized expert on the subject of the thesis and should 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 one voting member 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. 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 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 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 before-
hand 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 fulfill 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 with respect to the examination.  

11. A quorum for the final examination is four voting members, 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, OR  
   b) 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, OR  
   b) 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.  

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 Commit-
tee, 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 ac-
ceptability of the completed modifications to the Convenor. If all members of the Subcommit-
tee 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 mem-
bers of the Subcommittee do not approve the completed modifications, the final oral exami-
nation 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 tex-
tual material or qualification of research findings and conclusions. The option of acceptance
with minor modifications does not apply to the reconvened examination.

If major changes are required, the examination must be adjourned and the Committee re-
convened after the changes have been made.

15. The University Library authorization form and publication agreement must be signed by the
candidate when the final thesis is submitted. The format of the submitted thesis must comply
with the School of Graduate Studies guidelines.

16. The School 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 accep-
tance 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 Edu-
cation Council.

For further details, students should consult the pamphlet, Guidelines for the Preparation of
Theses at www.sgs.utoronto.ca/informationfor/students/finup.htm

10.4 Submission of Theses

One electronic copy of the final approved version of the defended thesis (master’s or doc-
toral) must be submitted to SGS through T-space (https://tspace.library.utoronto.ca), the digital
research repository for the University of Toronto community. All theses will be submitted to the
national thesis program at Library and Archives Canada and theses will be made publicly avail-
able on the Theses Canada Portal. This program makes theses available to ProQuest Informa-
tion and Learning. ProQuest will make theses available for purchase on its ProQuest Disserta-
tions and Theses Database and include the catalogue records in its bibliographic services. It is
the intention of the University of Toronto that there will 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 post-
pone 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 Gradu-
ate 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.

Following electronic submission of the thesis, a signed hard copy of the “Library & Archives
Canada Theses Non-exclusive License” form, along with any necessary copyright permissions,
must also be submitted to SGS. Candidates will be charged a fee for the processing and index-
ing of the thesis.
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 Information for Students’ section of the SGS Web site www.sgs.utoronto.ca/informationfor/students/finup.htm.

10.4.1 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 above). Confirmation in writing that any corrections or modifications deemed necessary after the defence must also be received by SGS (see Final Oral Examinations). 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.

Further details about doctoral theses may be found in Section above.

10.4.2 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 SGS only after the thesis has been successfully defended and any final corrections have been made. SGS 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.

11. Graduation

11.1 Degree Recommendations

When all requirements for a master’s degree or graduate diploma program have been fulfilled, the graduate unit is required to submit a degree (or diploma) recommendation to SGS 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.

11.2 Convocation Ceremonies

Convocation ceremonies are held twice a year, in the spring and fall. Students may attend the ceremony which directly follows the completion of their degree requirements. The Director of Student Services of the School of Graduate Studies 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.

Upon the request of the student, graduate degrees may also be conferred in absentia in March, where there is no ceremony but rather diplomas are mailed to graduands.

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

12. Academic Appeals Policy

12.1 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 must be initiated within the student’s home graduate unit unless the appeal relates to a course outside the home unit, in which case, it must be initiated in the graduate unit in which the course was taken, with notification to the student’s home graduate unit chair.

12.1.1 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. 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.

12.2 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 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.

12.3 Steps

The overall graduate appeals process is set out in the table below. Students should note the timelines for each stage carefully.
12.3.1 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 or associate chair of the department.

12.3.2 Step 2 – Department-level 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 the GDAAC; a copy of this Notice is available from the graduate coordinator or associate chair in every graduate unit. This form must be completed and delivered to the chair/director of the graduate unit or the chair of GDAAC within the specified timeline of 8 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 chair/director of the graduate unit regarding the merits of the appeal. The graduate unit chair/director will then render the unit-level appeal decision. Guidelines for graduate unit chairs/directors are made available to all parties in an appeal.

12.3.3 Step 3 – Appeal to GAAB

1. The student may appeal from the decision of the chair/director of the graduate unit by filing a Notice of Appeal to the SGS Graduate Academic Appeals Board (GAAB) within 8 weeks of the decision of the graduate unit chair/director.
2. 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.

12.3.4 Step 4 – Governing Council Appeal

A decision of the 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 ninety days after the date of the GAAB decision under appeal.

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**STEPS AND TIMELINES**

| TIMELINE FOR STUDENT ACTION AT EACH STAGE | STEP | TIMELINE FOR DECISION/ACTION BY UNIVERSITY BODY AT EACH STAGE |
| See Note A below | See Note B below | See Note C below |

1. Informal a.
### General Regulations

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student to graduate coordinator</td>
<td>8 weeks from date of decision being appealed</td>
</tr>
<tr>
<td>2.</td>
<td>Graduate Unit-level Appeal</td>
<td>8 weeks from filing of Notice of Appeal to GDAAC&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>3.</td>
<td>SGS Appeal</td>
<td>8 weeks from filing of Notice of Appeal to GAAB&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>4.</td>
<td>Governing Council Appeal</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Notes:

- **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 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 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.

<sup>1</sup> Graduate Department Academic Appeals Committee  
<sup>2</sup> Graduate Academic Appeals Board  
<sup>3</sup> Governing Council Academic Appeals Committee

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### 13. 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 at [www.sgs.utoronto.ca/governance/policy.htm](http://www.sgs.utoronto.ca/governance/policy.htm). Furthermore, University of Toronto-wide policies affecting students are posted at [www.governingcouncil.utoronto.ca/policies.htm](http://www.governingcouncil.utoronto.ca/policies.htm).

### 13.1 Graduate Grading and Evaluation Practices Policy

*There are currently two grading policies affecting graduate students: the Graduate Grading and Evaluation Practices Policy (GGEPP) and the University Grading Practices Policy (UGPP). Both are under review. The text of the GGEPP is provided here. The University-
Purpose

The purpose of the Graduate Grading and Evaluation Practices Policy is to ensure:
1. that grading practices in the School of Graduate Studies are consistent with those throughout the University and reflect appropriate academic standards;
2. that the evaluation of student performance is made in a fair and objective manner against these academic standards;
3. that grade scales in the School of Graduate Studies are compatible with those in other divisions of the University.

Application of Policy

The Policy applies to all individuals and committees taking part in the evaluation of student performance in courses in the School of Graduate Studies.

Amendment to Policy

Amendments to the Policy shall be recommended by the School of Graduate Studies Council through the Committee on Academic Policy and Programs to the Academic Board.

Distribution of Policy

A copy of the Graduate Grading and Evaluation Practices Policy shall be published in the SGS Calendar. A copy of the Calendar or other document containing the policy shall be given to all students upon initial registration and to all instructors and others involved in the evaluation of student performance.

The Policy is in three parts: Part I deals with grades, Part II outlines grading procedures, and Part III is the administrative appendix from the University Grading Practices Policy for undergraduate divisions, available upon request from the Graduate Student Services Office.

Part I: Grades

Meaning of Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials. I.1A grade assigned in a course is not an assessment of standing within a program of studies. To determine the requirements for credit and standing in a program of studies, the academic regulations of the School of Graduate Studies and the appropriate graduate department, centre or institute should be consulted.

I.2 Grades for each course shall be assigned with reference to the following meanings:

- Excellent
- Good
- Adequate
- Inadequate
**Grade Scales**

I.3 Courses taken for graduate credit are assigned a letter grade according to the School of Graduate Studies usage as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>FZ</td>
<td>Inadequate</td>
</tr>
</tbody>
</table>

Wherever an undergraduate course taken by a graduate student is assigned a numerical grade, the mark will be translated into a letter grade according to the following equivalencies:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100%</td>
</tr>
<tr>
<td>A</td>
<td>85-89%</td>
</tr>
<tr>
<td>A-</td>
<td>80-84%</td>
</tr>
<tr>
<td>B+</td>
<td>77-79%</td>
</tr>
<tr>
<td>B</td>
<td>73-76%</td>
</tr>
<tr>
<td>B-</td>
<td>70-72%</td>
</tr>
<tr>
<td>FZ</td>
<td>0-69%</td>
</tr>
</tbody>
</table>
Credit/No Credit Courses

A special category of graduate courses designated in graduate unit listings will be graded Credit (CR) or No Credit (NCR). Such courses are to be offered at the option of the graduate unit and must have the approval of the executive committee of the appropriate Division. CR and NCR evaluations are assigned for courses in which only very broad distinctions in assessing the quality of student performance are judged appropriate.

Non-Grade Course Reports

The following non-grade course reports may appear on transcripts:

INC Incomplete: Assigned as a final report by a graduate unit review committee or SGS Vice-Dean on the basis of incomplete course work in special circumstances (e.g., medical reasons or when there are no grounds for assigning a failing grade). INC carries no credit for the course and is not considered for averaging purposes.

IPR In Progress: Assigned by the instructor as the report for a course which is continued in a subsequent session or program. The final grade for the course will appear only once and only for the last enrolment period. IPR carries no credit for the course and is not considered for averaging purposes.

NGA No Grade Available: Assigned by the division in the extraordinary case that a grade is not available for one of its students enrolled in a course. It must be replaced by a regular grade assigned by the instructor or by another symbol assigned during the divisional review. It carries no credit for the course and is not considered for averaging purposes.

SDF Standing Deferred: Assigned by a graduate unit review committee to a student who has been granted an extension for the completion of course work beyond the SGS deadline for completion of course work, pending receipt from the instructor of a final course report. A final course report is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, a final grade is not available and the student has not submitted the outstanding course work, then
the report of ‘SDF’ will be replaced by a final report of ‘INC’. SDF carries no credit for the course and is not considered for averaging purposes.

**TRF**  Program Transfer: Assigned by the School of Graduate Studies to a continuing research/seminar course begun but not completed in the first program and not required in the new program to which the student has been officially transferred.

**WDR**  Withdrawal without academic penalty: Assigned by the graduate unit review committee, when there are extenuating circumstances, upon approval of the student’s request for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.

All grade revisions must be submitted to the School according to the SGS revised grade procedures.

I.4 A table of correspondence and a translation table are defined in the appendix for each letter grade scale included in the University Grading Practices Policy in order to allow the conversion, when necessary, of a grade assigned from one scale to the corresponding grade in the other.

**Grade Reporting**

I.5 All letter grades assigned to graduate students enrolled in School of Graduate Studies courses shall be from the same scale, but, where approved, the CR/NCR scale may also be used. The grades assigned in a course must all be from the same scale except that non-SGS students in graduate courses will be assigned grades from the refined letter grade scale or the numerical scale of marks as found in Part III.

I.6 Grades in each course shall be reported according to the practice of the division administering the program in which the student is registered (the reporting division).

   a) Grades shall be reported as assigned when the division offering the course is also the reporting division, when the offering and reporting divisions use the same grade scale, and when the grades are assigned from the H/P/FL or CR/NCR scales.

   b) In all other cases, grades shall be reported as converted to the scale used by the reporting division, and the conversion shall be made according to the tables of correspondence and translation tables defined in the appendix.

I.7 A list of the currently approved non-grade symbols and their meanings from the University Grading Practices Policy is given in the appendix. Those used by the School of Graduate Studies appear above and have in some cases been modified for graduate courses.

I.8 The information in grade reports and transcripts must be communicated to the user, whether within or outside the University, in a clear and meaningful way. To that end, transcripts issued by the School of Graduate Studies must indicate the relationships between the gradu-
Part II: Grading Procedures

Course Procedures

II.1 To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, the School has adopted these regulations governing course procedures.

a) As early as possible in each course (and no later than the School's last date for course enrolment), the instructor shall make available to the class, and shall file with the department, centre or institute, the method(s) by which student performance shall be evaluated. This information should describe the method(s) (essays, tests, examinations, seminar presentations, etc.), the relative weight of these method(s) in relation to the overall grade, and the timing of each major evaluation.

Any penalties for late completion of, and for failure to complete work, should be announced at the time the instructor makes available to the class the method(s) by which student performance shall be evaluated.

b) After the method(s) of evaluation have been made known, the instructor may not change them or their relative weight without the consent of at least a simple majority of the students enrolled in the course. Any changes shall be reported to the department, centre, or institute.

c) The relative value of each part of an examination shall be indicated to the student at the time of the examination. In the case of a written examination, the value of each part shall be indicated on the examination paper.

d) Commentary, appropriate in the instructor's judgement, on assessed work, other than final examinations, and time for discussion of it shall be made available to students. Commentary, appropriate in the instructor's judgement, on final examinations and time for discussion of it shall be made available to students at their request.

e) Grades shall be recommended by the instructor in reference to the approved grade scales on the basis of each student's performance.

Examinations

II.2

a) Students should be provided with clear information about the expectations of the examiners, including the types of anticipated questions.

b) Students should have the opportunity to review their answers in written examinations within four months of the reporting of the grades. A recovery fee may be set to cover administrative costs, including photocopying.

c) The School has developed a procedural guide for the re-reading, by an external reviewer, of examinations written for courses by graduate students. It is to be used only when departmental appeal mechanisms have been exhausted. Costs of preparing materials for the external reader are shared between the graduate unit and the student.

Other Departmental Assessments

II.3 Departments, centres, or institutes may expect graduate students to complete requirements
for a degree other than course work, such as departmental examinations, language examinations, field work or internships. Graduate students should be given a written statement describing the evaluation processes. It is appropriate that departmental evaluations of performance in these settings should accord with the principles enunciated in the other sections of this Graduate Grading and Evaluation Practices Policy, and that the effect upon deadlines of disruptions to academic programs, as described below, be taken into account. Students should also be informed of procedures for appeal.

Grade Review and Approval Process

II.4
a) Grades shall be recommended by the instructor to the chair or director, or designate, of the graduate department, centre or institute. The grades shall then be reviewed and approved following the graduate unit's procedure. Grades shall not be reported or released to students as official until this review procedure has been carried out. Normally, the graduate unit's review and approval by the chair or director constitutes final approval of grades, under the authority of the Dean of the School. Grades may be changed on appeal by the student, following the procedures of the School. Decisions regarding these matters will be made by the chair of the department.
b) The distribution of grades in any course shall not be predetermined by any system of quotas that specifies the number or percentage of grades allowable at any grade level.
c) The graduate unit's review of grades may result in the request for clarification of the evaluation methods used, or of apparent anomalies in the list of grades in a course. In the case of anomalies, the chair or director, or designate, must discuss the grade(s) with the instructor; no grade should be changed without such discussion. In the event the matter is not settled to the mutual satisfaction of the chair or director, or designate, and the instructor, the matter shall be referred to the Vice-Dean of SGS. If it is not settled at that level it should be referred to the Dean of the School whose authority for the assigning and reporting of grades is final (subject only to the formal appeals procedures of the School).
d) At any time, the School may request an explanation of any grades for a course that appear not to be based on the approved grade scales or otherwise appear anomalous in reference to this Policy.

Exceptional Circumstances and Academic Appeals

II.5
a) Students with health problems or other personal circumstances which may adversely affect their performance in, or their ability to complete course work, examinations or other departmental assessments may request special consideration. Requests, supported by a medical certificate, or other appropriate evidence, should be submitted to the instructor or the coordinator of graduate studies as soon as possible or within 48 hours of the deadline or date of assessment. The medical certificate must confirm the student was adversely affected by the health problems and must show the dates of illness and that the physician was consulted at the time of the illness.
b) Students may on occasion dispute substantive or procedural academic matters, including grades. The recommended route for the resolution of such disputes is to discuss the matter first with the instructor or the person whose ruling is in question. If the dispute persists, the student may wish to pursue a formal academic appeal – see Academic Appeals in the General Regulations section of this Calendar.
Conflict of Interest

II.6 When the instructor or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the chair or director, or designate, who shall take steps to ensure fairness and objectivity.

Procedures in the Event of Disruption

II.7

a) In the event of disruption of the graduate academic program, the following principles shall apply:
   i. the academic integrity of academic programs must be honoured; and
   ii. students must be treated in a fair manner, recognizing their freedom of choice to attend class, and to use academic facilities, or not, without penalty. Decisions regarding these matters will be made by the chair of the department.

b) The Vice-President and Provost, or the Academic Board, shall declare when a disruption of the graduate academic program has occurred. The Provost shall take steps to inform the University community at large of the changes to be implemented, and will report to the Committee on Academic Policy and Programs regarding the implementation of the procedures and changes to the status of the academic programs.

c) Instructors responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to classroom procedures are needed to complete the course.

d) Changes in classroom procedures should, where possible, first be discussed with students prior to the class meeting in which a vote is to be taken by the students present on the proposed changes. Changes agreed upon unanimously should be forwarded to the chair or director, or designate, with a report on the attendance at the class. If unanimity on changes has not been arrived at, or where a vote is not feasible, the instructor, after the class discussion, will provide the chair or director, or designate, with his or her recommendation, along with the results of any classroom votes. The chair or director, or designate, shall then make a decision.

e) If classes are not able to convene, the instructor, with the prior approval of the chair or director, or designate, shall make changes deemed necessary to the classroom procedures.

f) In the absence of the instructor such changes will be made by the Dean in consultation with the chair or director, or designate, and with the approval of the Provost.

g) If courses are to be cancelled, approval of the SGS Council is required. If Council cannot meet, the approval of the Dean, or in the absence of the Dean, the approval of the Provost, is required.

h) Students must be informed of changes to classroom procedures. This may be done by circulating the changes in writing to the class, posting in the office of the graduate unit, reporting to SGS Council, as well as listing in the campus press. When classes resume, students must be informed, at class, of any changes made during the disruption.

i) If changes to the classroom procedures are made, students who do not wish to complete the course under the revised procedures may withdraw without academic penalty. This must be done prior to the last day of classes.

j) If students have not attended classes that are meeting, they nonetheless remain responsible for the course work and for fulfilling course requirements. However, where possible, reasonable extension of deadlines for course requirements, or provision for make-up tests, shall be made. Reasonable alternative access to material covered should be provided.

k) A student who feels, owing to his or her special circumstances, that changes to classroom procedures have unreasonably affected his or her grade may appeal the grade following procedures for appeal set out above.
Part III: Administrative Appendix

Available at www.governingcouncil.utoronto.ca/policies/grading.htm.

13.2 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/for-researchers-administrators/applying-for-funding/intellectual-property/.

13.3 Research Ethics

The University 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. See also SGS Student Guide on Ethical Conduct of Research Involving Human Subjects on the SGS Web site: www.sgs.utoronto.ca/governance/policies/ethicresearch.htm.

13.4 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 graduands 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.

For a complete online text of this policy, please see the Governing Council Web site.
13.5 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 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, 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 is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/behaveac.htm.

13.6 Policy and Procedures: 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: 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 insures 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 the policy and procedures is available at www.governingcouncil.utoronto.ca/policies/sexual.htm.

13.7 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 is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/studentc.htm
13.8 Policy on Access to 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 Policy on Access to Student Academic Records establishes university-wide aims, objectives, criteria and procedures which apply to the academic records of students.

The Policy ensures 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 Policy calls for basic university-wide consistency in the kinds of information collected, recorded, filed and made available.

The complete Policy on Access to Student Academic Records is available on the University of Toronto Web site www.governingcouncil.utoronto.ca/policies/sturec.htm.

13.9 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.

13.9.1 Postal Addresses and Electronic Mail Accounts

Students are responsible for maintaining and advising the University, on 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.

13.9.2 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 Web site of the Office of the Vice-President and Provost at www.provost.utoronto.ca/policy/use.htm.
13.9.3 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.

To read an online version of this policy, visit www.governingcouncil.utoronto.ca/policies/studentemail.htm.

13.10 Safety in Field Research

The University of Toronto Policy for Safety in Field Research states that working responsibility for safety in field research rests primarily upon the persons who directly supervise and carry out the research on location. Such persons are expected at all times to use good common sense. The University’s concern in this policy is to require that due diligence be exercised by all concerned parties in giving attention to the nature of, and the means for dealing with, the categories of risk that may be associated with each location and kind of field research. It is the intention of the University that participants enter into field research on the basis of their informed understanding of the associated risks and their consent to the means for dealing with such risks.

Students engaged in field research beyond the University’s geographical boundaries should be familiar with the section of the policy which sets out the Requirements for Personal Care, and Responsibilities and Procedures.

The full policy is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/safefr.htm

Students are also encouraged to review the Guidelines for Safety in Field Research produced by the Office of Environmental Health and Safety at www.utoronto.ca/safety/Policies/fieldres.htm.

13.11 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.

13.12 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. 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.
Full-Time Master’s Students

Once they have first registered, full-time master’s students, in other than course-work only programs, must register annually in September until all degree requirements have been completed.

Full-time master’s students in course-work only programs must register initially for the minimum registration period and thereafter for each session in which they are completing requirements for the degree. All full-time master’s students who have completed the minimum period of registration may not register as part-time students.

Prior to completing all courses in a course-work only program, and with the permission of their graduate unit, master’s students admitted to a full-time program may ‘stop out’ between sessions. However, no change is made to the time limit for completing the degree.

Part-Time Master’s Students

Master’s students 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, they must register annually until all other requirements have been completed. A switch from full-time to part-time status is not permitted once the minimum period of registration for a program has been completed.

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.

Students are reminded that there are time limits for all degree programs.

Lapsed Status and Reinstatement (Master’s, Professional Doctoral, and Flexible-time PhD students only. Lapsed Status is not available to full-time PhD students. See Continuity of Registration section above).

If a master’s or professional doctoral or flexible-time PhD student does not register, or is not permitted to register because the time limit for the degree sought has elapsed, registration in the School of Graduate Studies lapses. Normally, such students whose registration has lapsed may not make demands upon the resources of the University, attend courses, or expect advice from their supervisor. There are two states of lapsed status, as noted below.

Before the Time Limit for the Degree has Expired

Failure to register as required within the time limit specified for the degree sought will result in lapsed status for master’s, professional doctoral, and flexible-time PhD students. An application for reinstatement is required and must be approved both by the graduate unit and the School of Graduate Studies, and payment is made of the prescribed fees for the year(s) in which the student did not register.

After the Time Limit for the Degree has Expired

After the time limit for the degree has elapsed and further extensions cannot be recommended, a master’s, professional doctoral, or flexible-time PhD student may not register further. Registration in the program is considered to have lapsed. In special circumstances, a student may be reinstated once only, for a maximum of 12 months.
Proposed changes for the 2011/2012 SGS Calendar
For approval - SGS Graduate Education Council meeting of
February 15, 2011

2010/2011 SGS Calendar entry

General Regulations

Exemptions

The 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. Introduction

The University of Toronto began in 1827 as King's College at York, then the name of Toronto. Although master's degrees were being awarded by the middle of the nineteenth century, and the doctorate was established in the 1890s, the School of Graduate Studies did not become a distinct academic division within the University of Toronto until 1922. In 1965 the School was reorganized and expanded. Today it comprises over 80 graduate units (departments, centres, and institutes), offering more than 150 graduate programs.

Most graduate units, although large enough to have a diversity of graduate courses, are small enough to allow students to have a sense of belonging to a recognized community of scholars, colleagues, and friends. The goal of graduate studies at the University of Toronto is to provide students with the best material and human resources to learn the methods and standards of research necessary to work professionally at the frontiers of knowledge. Research is central to graduate studies, particularly at the doctoral level. Research-oriented training conveys the importance of keeping pace with a subject, the knowledge of which is always changing. It fosters intellectual curiosity and a creative response to problems. It encourages the student to communicate original discoveries effectively.

In the educational process, the graduate student comes to grips with the phenomenon of emerging knowledge. The process enriches the individual as well as the community participating in the exercise. The training and experience is valuable for all areas of work, whether one is teaching in a university, working in government, industry, private enterprise, or pursuing a professional career.

Research-oriented graduate training provides the means to embark on a lifelong voyage of intellectual discovery, an opportunity and challenge that gives graduate studies pre-eminence in formal education.

2. Organization of the School of Graduate Studies
The School of Graduate Studies is responsible for the oversight of all graduate programs in
the University of Toronto and for developing and implementing appropriate regulations and op-
erating procedures for admissions, programs of study, and completion of degree requirements.
Individual graduate units are responsible for maintaining the official academic records of gradu-
ate students.
According to its Constitution, the School of Graduate Studies is governed by a Council and
is organized into four divisions. Each of the departments, centres, and institutes (referred to
generally as graduate units) belongs to one of the divisions.

2.1 The Divisions

Division I – Humanities
Division II – Social Sciences
Division III – Physical Sciences
Division IV – Life Sciences

2.2 Graduate Education Council

The Graduate Education Council is an academic advisory and regulatory body reporting to
the Governing Council of the University of Toronto. The Council consists of 35 elected members
and numerous ex-officio members. Each division elects five faculty members and three students
to the Council; a senior representative of the Graduate Students’ Union is an ex-officio member.
There are three administrative staff seats. The Council is chaired by the Dean.
The Council is primarily responsible for determining policies and regulations affecting the
administration and operation of graduate studies, determining admission and program require-
ments for all graduate programs, and for advising Governing Council on initiatives in graduate
studies. The Council is concerned with the quality of graduate education across the university as
a whole.

2.3 Graduate Units

Graduate units (including departments, centres, and institutes) offer degree programs and
courses and conduct research. Some units offer graduate diploma programs.
Each graduate student is enrolled in one of the graduate departments/centres/institutes
which offer graduate study. Interdisciplinary studies may be undertaken within collaborative
programs, but a student must first register in a graduate unit (informally known as “home” unit).
The graduate unit through its chair or director is responsible for ensuring that each student is
admitted and enrolled in an appropriate program of studies and is responsible for the-
sis/research supervision in conformity with the policies and procedures of the School of Gradu-
ate Studies.
The Coordinator of Graduate Studies is responsible for the administration of graduate affairs
within the unit, under the direction of the chair or director.

2.4 School of Graduate Studies Centres and Institutes

Historically, a substantial number of centres and institutes with interdisciplinary foci were
administered within the School of Graduate Studies. These administrative units have been relo-
cated to other Faculties, such as Arts and Science, Medicine, or OISE. Contact the Office of the
Vice-Dean, Programs, School of Graduate Studies, for additional information.
2.5 Graduate Programs

Graduate programs are listed alphabetically in the Degree and Diploma Programs by Graduate Unit section of this Calendar. They are also described on the University of Toronto Web site at www.gradschool.utoronto.ca.

2.5.1 Degree Programs

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

2.5.2 Collaborative Programs

The School of Graduate Studies currently offers approximately 40 graduate collaborative programs. Collaborative programs emerge from cooperation between two or more graduate units. The collective experience of the participating graduate units provides the student with 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 for the degree in the home unit and any additional requirements of the collaborative program. Each collaborative program 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 collaborative program, in addition to the degree.

2.5.3 Combined Programs

The University of Toronto offers a number of combined programs involving two existing degree programs in different disciplines. The combination may comprise two graduate programs or a graduate and an undergraduate program. In most cases, the combination involves at least one professionally oriented program.

2.5.4 Diploma Programs

A limited number of graduate diploma programs are offered.

2.5.5 Conjoint Programs

The University of Toronto and the Toronto School of Theology offer a limited number of graduate conjoint programs.

2.5.6 Joint Programs

The University of Toronto participates in several joint degree programs involving partnership between two or more graduate units or universities.
2.6 Graduate Faculty

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

Appointments to the graduate faculty are made by the chairs and directors of the graduate units in the School of Graduate Studies. Appointments are made in one of three categories:

- Associate Member
- Full Member
- Member Emeritus

Graduate faculty membership permits an instructor to perform specified functions.

A **associate member** may generally be permitted to teach graduate courses, supervise master’s theses, assist in the supervision of doctoral theses and serve as a voting member of a final oral examination but not as chair.

A **full member** may perform all duties of an associate member as well as act as major supervisor of a doctoral thesis and chair of a final oral examination.

A **member emeritus** may perform all duties of a full member, but may only take on new supervision with the approval of the graduate chair or director.

3. Student Categories

The University offers admissions to three categories of graduate students:

1. Degree or Diploma Student
2. Special (non-degree) Student
3. Visiting Student

3.1 Degree or Diploma Student

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

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. See Degree Regulations for specific details.

3.1.1 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 that the student’s probationary status be removed. Work completed during the period on probation 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.

3.2 Special (non-degree) Student

Two categories of Special Students are described below. Special Students are not regis-
tered in a program of study which may lead to a degree. All Special Students must be enrolled in at least one graduate course; some may be enrolled in both undergraduate and graduate courses.

3.2.1 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.

3.2.2 Special Student—Part Time

Students wishing to take one or two graduate courses not for degree credit may be admitted as part-time Special Students.

3.3 Visiting Student

Visiting students are registered under special arrangements in the School of Graduate Studies and are not admitted to a degree.

4. Application for Admission to a Degree Program

4.1 Procedures

1. Formal application for admission should be submitted using the SGS Online Admissions Application (exceptions: MBA, MF, MMPA, and DIFA 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) accessible through the graduate unit Web site. Applicants must pay an application fee of $110; some graduate programs have set higher application fees. Payment options: (a) online using a credit card (MasterCard or Visa); (b) by mailing a certified cheque or money order in Canadian funds made payable to the University of Toronto. No decision on the application will be sent to the applicant until this fee has been paid.

2. Applicants must arrange to have one official copy of their complete academic records from all universities attended forwarded as part of their application. Letters of reference are also required. Individual graduate units may require further documentation.

3. Certified English translations of all international documentation written in a language other than English or French must also be submitted.

4.2 Application Deadlines

The graduate unit determines the date by which applicants should 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.

Earlier submission is recommended for applications from outside Canada to ensure timely
arrive, particularly where special documentation (and/or translation) and proof of English lan-

Most programs commence in September. Some graduate units offer January admission. A few programs commence at other times. Consult the graduate unit concerned for more informa-

**4.3 Financial Assistance**

For detailed information about fellowships, see calendar section titled Fees and Financial Support.

**4.4 Acceptance**

Admission decisions are made by the graduate unit. The official acceptance letter is issued by the School of Graduate Studies. Admissions 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 ap-

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 pro-

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, a new application must be submitted.

If the graduate unit approves, 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 fee (academic and incidental), which is additional to the Fall and Winter Session fee. Students engaged only in research do not pay Summer Session fees but must register.

**5. Admission Policies and Procedures**

The University’s admission policies and procedures are designed so that students entering a graduate program may normally have the capacity and preparation necessary to meet the chal-

The School of Graduate Studies regulations for admission specify minimal requirements only. Many graduate units have additional requirements. Meeting the minimal requirements of the graduate unit and the School does not guarantee admission.

The University reserves the right to determine whether or not credentials of other degree-granting institutions meet the standards for admission to University of Toronto programs. Admis-

**5.1 Academic Requirements for Admission**

All applicants will be considered on their individual merits for admission to any graduate program at the University of Toronto.
5.1.1 Master’s Programs

An appropriate bachelor’s degree with high academic standing from a recognized university is required. Other qualifications may be specified by the graduate unit. See Admission Regulations and Degree Regulations for further details.

5.1.2 Doctor of Philosophy Programs

An appropriate master’s degree or, in some programs, an appropriate bachelor’s degree, with high academic standing from a recognized university is required. See Admission Regulations and Degree Regulations for further details.

5.1.3 Other Doctoral Programs

Normally, an appropriate master’s degree with high academic standing from a recognized university is required. See appropriate graduate unit entry for specific details. See Admission Regulations and Degree Regulations for further information.

See Degree Regulations for specific details on degree transfers (Master’s to PhD and PhD to Master’s).

5.1.4 Diploma Programs

The same Admission Policies and Procedures as those for master’s programs apply for diploma programs that require a master’s degree for admission. Other qualifications may be specified by a graduate unit depending on the particular diploma program and type. See Admission Regulations for further information.

5.1.5 Special Students

Special Students must submit an application for admission for each academic year of study. Applicants accepted as Special Student–Full Time must have completed an appropriate bachelor’s degree with good academic standing from a recognized university. See Admission Regulations for further details.

Applicants accepted as Special Student–Part Time must hold an appropriate bachelor’s degree, or its equivalent, from a recognized university. See Admission Regulations for further details.

5.1.6 Advanced Standing

Advanced standing refers to academic credit awarded upon admission to a program of study which 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 will offer an advanced standing option. Consult the graduate unit regarding advanced standing options.

5.1.7 Students Holding Graduate Degrees Registered as Graduate Students

The University may confer upon a person more than one graduate degree having the same title provided the degrees are completed in different fields of study.
5.1.8 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 admission if, since graduation, they have done significant intellectual work and/or made a significant professional contribution which can be considered equivalent to a higher academic standing. This contribution and its impact on the profession must be detailed and documented (e.g., publications, research, professional advancement, development of new skills, responsibility, etc.) and presented as part of the application. Such applicants may be considered for admission if they have achieved qualifications at least equivalent to those stated in the preceding sections and if a graduate unit so recommends.

5.1.9 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.

5.1.10 English Language Facility

It is essential that all incoming graduate students have a good command of English. Facility 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 an offer of admission is made. This requirement may be satisfied using one of the English Language Facility tests listed in the Admission Regulations. 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 facility test.

6. Admission Regulations

All applicants to the School of Graduate Studies must meet the minimum standards required by the School. However, satisfying minimum standards does not guarantee admission, since the number of qualified applicants far exceeds the number of places available. As a result, many well-qualified applicants cannot be accommodated.

6.1 Master’s Programs

The minimum requirements are:
1. An appropriate bachelor's degree that has appropriate breadth, depth 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, is required.
3. At least two letters of reference are required.
4. Other qualifications may be specified by a graduate unit.
6.2 Doctor of Philosophy Programs

The minimum requirements are:
1. An appropriate degree is a master’s degree or, in some programs, an appropriate bachelor’s degree, with high academic standing from a recognized university.
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 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 are required.
5. Other qualifications may be specified by a graduate unit.

6.3 Diploma Programs

There are several types of graduate diplomas including master’s level and post-master’s level. Some diploma programs involve concurrent registration with the degree program. The minimum requirements are:
1. An appropriate degree for a master’s level or concurrent master’s diploma is a bachelor’s degree.
2. An appropriate degree for a post-master’s diploma is a master’s degree.
3. Other qualifications may be specified by a graduate unit.

6.4 Special Students

Before applying, applicants should identify the courses they wish to take and obtain approval from the graduate unit offering the course.
1. Full-time Special Students must have obtained an average grade in the final year (or over senior courses) in a bachelor’s degree program equivalent to mid-B or better.
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 may be specified by a graduate unit.

6.4.1 Courses Taken as a Special Student

On the recommendation of the graduate unit, and with the School’s approval, graduate courses taken as a Special Student may count for up to 1.0 full-course equivalent or 25% of the course requirements for the degree, whichever is greater, in a subsequent degree program at this University, provided that they have not already been credited towards another degree, diploma, certificate, or any other qualification. 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.

6.5 English Language Facility Tests

The English Language Facility requirements may be satisfied by using one of the following
tests. Minimum scores are listed; however, many graduate units require a higher score, and applicants should consult the graduate unit to determine whether a higher minimum score applies.

6.5.1 Test of English as a Foreign Language (TOEFL)

Educational Testing Service
P. O. Box 6151
Princeton, New Jersey
USA, 08541-6151
Web: www.toefl.org

The TOEFL examination is offered in two formats: the traditional paper-based format (only offered on specific dates in a limited number of countries) and the internet-based format (offered year-round). Applicants registering for the paper-based TOEFL must include the Test of Written English (TWE) component. The internet-based test must include the writing and speaking sections. All applicants must satisfy the minimum TOEFL score requirements set by each of the four SGS academic divisions listed in the accompanying chart.

<table>
<thead>
<tr>
<th>Academic Division</th>
<th>Paper-Based Test and TWE</th>
<th>Internet-Based Test including Writing and Speaking Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
</tr>
<tr>
<td></td>
<td>TWE 5</td>
<td>Writing 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaking 22</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
</tr>
<tr>
<td></td>
<td>TWE 5</td>
<td>Writing 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaking 22</td>
</tr>
<tr>
<td>Physical &amp; Engineering Sciences</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
</tr>
<tr>
<td></td>
<td>TWE 4</td>
<td>Writing 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaking 22</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>Overall score 580</td>
<td>Overall score 93</td>
</tr>
<tr>
<td></td>
<td>TWE 5</td>
<td>Writing 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaking 22</td>
</tr>
</tbody>
</table>
6.5.2 Michigan English Language Assessment Battery (MELAB)

English Language Institute (ELI)
University of Michigan
Ann Arbor, Michigan
USA, 48109-1057
Web: www.lsa.umich.edu/eli/testing/melab
Required score: 85

6.5.3 International English Language Testing System (IELTS)

University of Cambridge Local Examinations Syndicate
1 Hills Road
Cambridge, U.K.
CB1 2EU
Web: www.ielts.org
Applicants may also contact their nearest British Council Office. Please note that applicants must take the academic module of this test.
Required score: 7.0

6.5.4 The Certificate of Proficiency in English (COPE)

COPE Testing Limited
429 Danforth Avenue
PO Box 462
Toronto, Ontario
M4K 1P1
E-mail: info@copetest.com
Web: www.copetest.com
Required score: 76 minimum total with at least 22 in each component and 32 in writing

6.5.5 International ESL-Academic Preparation Level 60 (Advanced)

School of Continuing Studies
University of Toronto
158 St. George Street
Toronto, Ontario
M5S 2V8
E-mail: scs.registrar@utoronto.ca
Web: www.learn.utoronto.ca/esl
Required score: B

7. Structure of Academic Programs

7.1 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: the Fall Session from September to
December, the Winter Session from January to April, and the Summer Session from May to August.

7.2 Academic Programs

Academic programs leading to graduate degrees are defined by the units which offer them and by the degree regulations found in the Degree Regulations section. Consult the relevant graduate unit listing in the Degree and Diploma Programs by Graduate Unit section of this Calendar or on the Web at www.sgs.utoronto.ca/programs.htm for additional information.

7.3 Minimum Period of Registration

All academic programs (full-time and part-time) specify a minimum period of registration defined as the shortest length of time a student must be registered in that program on a full-time basis in order to qualify for the degree. This period also establishes the minimum degree fee students must pay.

7.4 Normal Program Length

Normal program length refers to the period of time (sessions or academic years) that is normally required for a student to complete a program. Actual time to complete a program may vary for individual students. See each program entry for normal program length.

7.5 Residence

Many programs specify a period of residence during which the student is required to be on campus and consequently in such geographical proximity 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.

7.6 Time Limit

All degree 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 degree. The time limit for all graduate degrees is as follows:

- PhD: 6 years (7 years for Direct-Entry, i.e., five-year PhD students);
- Flexible-time PhD program option: 6-8 years (depending upon program);
- Professional doctoral: 5-6 years;
- Full-time Master's: 3 years;
- Combined degrees: 4 years.

See Degree Regulations and Extension of Time for Completion of Degree Requirements in this section for more information.

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1 The time limit for the March degree is 4 years.
8. 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 the approved engagement by a student in a course or other unit or component of a program of study.

The complete policy on Association, Registration and Admission is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/assoc.htm.

8.1 Registration Policies and Procedures

8.1.1 Registration Procedures

Graduate students are required to register at the beginning of each session they wish to attend. New graduate students will receive registration instructions prior to the registration dates listed in the Sessional Dates. Students may access Registration Instructions on the Web at www.sgs.utoronto.ca/informationfor/students/start/reg_enrol.htm.

Students registering in programs offered by the Ontario Institute for Studies in Education of the University of Toronto (OISE) should consult OISE for information.

For the Fall and Winter Sessions, registration material is sent to the student's mailing address. Students are asked to check their ROSI 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 it does not override any other notification students receive about academic status and eligibility. New students who have received a conditional offer of admission should make arrangements with their graduate unit to clear conditions as soon as possible. The first step to registration is the payment of fees or arrangements to pay such fees. New students will receive a copy of the School of Graduate Studies Calendar. Continuing students should refer to the SGS Calendar on the SGS Web site.

A student is considered to be registered as soon as academic and incidental fees are paid or a fees arrangement has been made.

8.1.2 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:

- They must be pursuing their studies as a full-time occupation and identify themselves as full-time graduate students.
- They must be designated by the University as full-time students.
- They must be geographically available and visit the campus regularly.
- They must be considered to be full-time students by their supervisors.
- 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 aca-
demic standing. In exceptional cases, a graduate unit may recommend to the School the termi-
nation of the student’s registration and eligibility.

8.1.3 Part-time Studies

From first registration, part-time studies are permitted in those master’s degree programs
offering a part-time program.

Students wishing to take 0.5 or 1.0 full-course equivalents (FCE) not for degree credit are
admitted as part-time Special Students, in any session. A switch from full-time to part-time status
is not permitted once the minimum period of registration for a program has been completed.

8.1.4 Flexible-time Studies

Some PhD programs offer a flexible-time PhD program option in which students are regis-
tered full-time for four years and may transfer to part-time registration later in the program. See
Degree Regulations, Doctor of Philosophy, PhD Admission Requirements and PhD Program
Requirements, Flexible-time PhD Program Option sections for further information.

8.1.5 Summer Session Courses

All students, whether attending formal courses or engaging in research or project
work, must register for the Summer Session. Students may view summer session registration
instructions on the SGS Web site. Doctoral, MSc, and MASc students register for the September-
August or January-August period when they first register in September or January and,
therefore, are already registered for the Summer Session.

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 only 7 weeks.

For students attending the May-August session, the maximum possible load is 2.0 full-
course equivalents. The maximum load in the May-June or July-August period is 1.0 full-course
equivalent.

8.1.6 First Registration

Students beginning their degree programs normally register for the first time in September.
In some cases graduate units may give permission for new students to start their programs ei-
ther in January, May, or July.

8.1.7 Continuity of Registration

Students in a thesis program (doctoral or master’s) or in course-work only master’s program with
other requirements to complete, such as a project, major research paper or recital, must be
continuously registered.

8.1.7.1 Master’s Students - Continuous Registration

Once they have first registered, full-time and part-time master’s students in programs which
require continuous registration must register annually until all degree requirements have been
completed. All full-time master’s students who have completed the minimum period of registration may not register as part-time students.

8.1.7.2 Master’s Students - Course-Work Only

Full-time master’s students in course-work only programs must register initially for the minimum registration period and thereafter for each session in which they are completing requirements for the degree. Master’s students in course-work 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 minimum period of registration for a program has been completed.

Prior to completing all courses in a course-work 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.

Students are reminded that there are time limits for all degree programs.

See Extension of Time for Completion of Degree Requirements section below for further details.

8.1.7.3 Doctoral Students

All doctoral students must register annually until all degree requirements have been fulfilled. See Extension of Time for Completion of Degree Requirements section below for further details.

8.1.8 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 Fees and Financial Support section of this Calendar.

8.1.9 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 will apply to reinstated students as if they had been continuously registered, and 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.
8.1.10 Extension of Time for Completion of Degree Requirements

8.1.10.1 Master’s Students

In exceptional circumstances, a master’s student who did not complete all the requirements for the degree within the period 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 Department approvals; the third requires Department and School of Graduate Studies approvals. To apply for an extension, the student must 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. See information on tuition fees for students on extension in Fees and Financial Support section below.

8.1.10.2 Doctoral Students

In exceptional circumstances, a doctoral student who has not completed all the requirements for the degree within the time limit for 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 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. See information on tuition fees for Doctoral students on Extension in Fees and Financial Support section below.

8.1.11 Concurrent Registration Option

(available at the master’s degree level only)

The Concurrent Registration Option is available only in degree programs with approved partner degree programs at the University of Toronto. Students who are accepted into each partner degree program separately may enrol in the Concurrent Program Option in each degree program, subject to the approval of both programs. Graduate master’s programs may partner with other graduate programs or with undergraduate degree programs (e.g., JD).

8.1.12 Dual Registration

A student in a master’s program at this University who has been offered admission to a PhD 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 (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 studies and will be registered full-time in the PhD and part-time in the master’s program. Only the appropriate PhD 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 for the period as a dual registrant, the student must be recommended for the award of the master’s degree by January 31 for September dual registrants, or by April 25 for January dual registrants. Otherwise, the PhD registration will be cancelled, no credit for the PhD 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 course credit will be retained for courses completed in the period of dual registration provided the graduate unit has informed the School. Students who are not recommended for the master’s degree by the deadline and whose enrolment in the PhD 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 program.

8.1.13 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.

8.1.14 Leave Policy

Graduate students whose programs require continuous registration 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. 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. 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 department. Students on leave will not be eligible to receive University of Toronto fellowships support. In the case of other graduate student awards, the regulations of the particular granting agency apply.

Students may make application for a leave by completing the Leave Request 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 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. Normally the start and finish of the leave would coincide with the start and end of a session. When students require a leave to begin in mid-session, they are advised to contact the Director of 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.

8.1.15 Withdrawal from a Graduate Program

In order to withdraw from a program, students must submit a Program Withdrawal Form to the School of Graduate Studies and return student cards to the School. Withdrawal from a graduate program should be reported immediately to the School. A rebate of fees, if any, will be determined by the date on which written notification of withdrawal is received by the School. Any application for re-admission by a student who has withdrawn must be made in competition with all other applicants.
Students enrolled in course-work only degree programs who withdraw from all courses in which they are currently enrolled must withdraw from their programs. The School will approve recommendations from the graduate units that such students be eligible to re-register at any time within 12 months following withdrawal.

8.1.16 Policy on Graduate Courses and Other Academic Activities

(See also SGS Guidelines on Graduate Courses and Other Academic Activities on SGS Website)

8.1.16.1 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 according to the relevant SGS policies and procedures. All graduate courses must have an instructor in charge who has a graduate faculty appointment in the graduate unit(s) responsible for the course. A full graduate course (course weight of one full course equivalent or 1.0 FCE) should involve a minimum of 48-72 hours of organized activity (e.g. 2 lectures or 3 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 courses may take many forms and their timing may not always coincide with the normal beginning and end of classes in each session.

If a course is not offered for more than five years, it becomes inactive and SGS will archive the course in the student information system (ROSI). See SGS Guidelines for De-activating/Archiving and Re-activating Graduate Courses [link].

8.1.16.2 Course Codes

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 (FCE) and is indicated via 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

Course weight variations occur in some graduate programs. These variations often take the form of modular courses. A modular course is a course that has a non-standard weight, may have non-standard start and end dates within a session, and is usually combined with other course components so that the total equals 0.5 or 1.0 FCE. The minimum contact hour requirement applies to modular courses, equivalent to course weight.

8.1.16.3 Other Academic Activities

Graduate programs may have a variety of requirements that are not courses but constitute other academic activities which have been approved according to SGS policies and procedures. Some common non-course academic activities are major research papers, comprehensive examinations, practica, internships, etc.
8.2 Enrolment Policies and Procedures

8.2.1 Enrolment

After registration, students enrol with their graduate units and arrange programs of study (courses, research topics, supervisors, and so on). Students should contact the graduate unit for enrolment procedures. Enrolment should be completed by the deadline noted in the Academic Calendar.

Most of the formal classes and seminars in the Fall Session begin in the week of September following Labour Day. However, starting dates are determined by the graduate units, and students are urged to contact the relevant graduate units for information.

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

8.2.2 Deadlines for Enrolment Changes

Graduate units may establish earlier deadlines for course changes. Courses must be dropped by completing a Course Add/Drop Form or by using the Student Web Service (if the department permits access). In order to avoid academic penalties, courses must be dropped by the following deadlines.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 6, 2010</td>
<td>Deadline to add full courses (Y) and half-courses (H).</td>
</tr>
<tr>
<td>Nov. 3, 2010</td>
<td>Deadline to drop a Fall Session full course or half-course without academic penalty.</td>
</tr>
<tr>
<td>Jan. 4, 2011</td>
<td>Deadline to add Winter Session full courses (Y) and half-courses (H).</td>
</tr>
<tr>
<td>Feb. 25, 2011</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>
</tbody>
</table>

Students enrolled in course-work only programs who drop all courses by the deadlines, must withdraw from the program. See Withdrawal from a Graduate Program, above.

8.2.3 Completion of Course Work and Grade Submission

Course work must be completed and grades submitted by the following dates:
Graduate units may establish earlier deadlines for completion of course work and may pre-
scribe 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.

8.2.4 Course Work 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 complet-
ing course work can, under certain conditions, receive extensions for completing the work after
the date set by SGS.

8.2.4.1 Petitions

The authority to grant an extension for the completion of work in a course beyond the origi-
nal 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 course work
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 course work 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.

8.2.4.2 Grounds

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 rele-
vant graduate unit must be reasonably certain that:

- the reasons for the delay are both serious and substantiated: the student is to provide a state-
  ment detailing the reasons, together with a physician's letter in the case of illness;
- the student would not be granted an unfair academic advantage over fellow students in the
course;
- the student would not be placing in jeopardy the normal and satisfactory completion of new
course work; and

<table>
<thead>
<tr>
<th>Date</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 14, 2011</td>
<td>Fall Session (Y, H) courses</td>
</tr>
</tbody>
</table>
| May 13, 2011* | Fall/Winter Session (Y) and Winter Session (Y, H) courses
*For students receiving degrees at Spring Convocation, grades must be submitted by April 24. |
| Sep. 16, 2011 | Summer Session courses and extended courses |
the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

8.2.4.3 Time-limits

If a graduate unit grants a petition for an extension, it must specify an extension period, which is not to run beyond the SGS deadline for completion of course work 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>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13, 2011</td>
<td>Fall Session (Y, H) courses</td>
</tr>
<tr>
<td>Sep. 16, 2011</td>
<td>Fall/Winter Session (Y) and Winter Session (Y, H) courses</td>
</tr>
<tr>
<td>Jan. 13, 2012</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.

8.2.4.3 Grade-reporting procedures

The graduate unit will assign the temporary course report of ‘SDF’ (‘Standing Deferred’) to a student on extension, pending receipt from the instructor of a final course report. The final course report is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, the student has not submitted the outstanding course work the submitted grade should be the actual grade earned in the course, calculated with zero assigned to any course work 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.

8.2.4.4 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 course work.

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

8.2.5 Extra Courses Not Required for the Degree

Graduate units may permit students to enrol in additional courses not required for the de-
gree. 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.

8.2.6 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.

8.2.7 Auditing of Graduate Courses

Graduate units determine if they wish to allow auditing of their courses and which groups of students and non-students specified in the University’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 University’s Code of Student Conduct applies to auditors. Further information about access, Certificates of Attendance, and fees for auditing may be obtained from the Office of the Director of Student Services at the School of Graduate Studies.

8.2.8 Transfer Credit and Exemptions

Transfer credit for graduate work completed in another program is limited to 1.0 full-course equivalent, or 25 percent 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’s 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 percent 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.
9. **Good Academic Standing and Satisfactory Academic Progress, Time Limits, Supervision, and Candidacy**

9.1 **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 as well as with the Degree Regulations and program requirements governing that degree program; and
2. make satisfactory progress toward the completion of the degree.

All degree students are admitted under the General Regulations of the School, described in the General Regulations section of this Calendar. The Degree Regulations for the various doctoral and master’s degrees offered by the School are specified in the Degree Regulations section of this Calendar and in the Degree and Diploma 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 are described under the entry of the graduate unit offering the program.

Failure to maintain good academic standing may result in various sanctions, including ineligibility for fellowships, lowest priority for bursaries and assistantships, and even termination. 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 ones of the graduate unit.

9.2 **Full-Time Students**

Students must meet the Full-time Studies requirements – see General Regulations, Registration Procedures section.

9.3 **Timely Completion of Graduate Program Requirements**

Each graduate unit establishes specific requirements for degree programs, in addition to those of the School, as well as standards of satisfactory performance and progress. These requirements and standards are described in the appropriate entry in the Degree and Diploma Programs by Graduate Unit section of this Calendar and in material published separately by graduate units. Continuation in a degree program requires satisfactory progress toward 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 and Degree Regulations and the graduate unit’s time
line for completion of the degree program. A graduate unit may recommend to the School that a
student’s registration and degree eligibility be terminated when a student fails to maintain satisfac-
tory progress toward the completion of the degree.

9.4 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 mini-
mum 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 the termination of registration and eligi-
bility of that student. If the student is permitted to continue, he or she must repeat the relevant
course, or an alternative course recommended by the graduate unit and approved by the
School, 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.)

9.5 Doctoral Students

9.5.1 Achieving Candidacy – Requirements and Time Limit

To achieve candidacy, students in doctoral degree programs must

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

Candidacy must be achieved by the end of the third year for all doctoral programs, except
for the five-year PhD program, flexible-time PhD program option, and professional doctoral pro-
grams begun on a part-time basis. For those exceptions, candidacy must be achieved by the
end of the fourth year 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:**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Candidacy Must Be Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD, four-year program</td>
<td>by end of third year</td>
</tr>
<tr>
<td>PhD, five-year program (Direct-Entry)</td>
<td>by end of fourth year</td>
</tr>
<tr>
<td>Flexible-time PhD program option</td>
<td>by end of fourth year</td>
</tr>
<tr>
<td>Professional doctoral program, full-time</td>
<td>by end of third year</td>
</tr>
<tr>
<td>Professional doctoral program, part-time</td>
<td>within four years of initial registration</td>
</tr>
</tbody>
</table>

In exceptional circumstances, a student who has not met these requirements may be permitted
to register in the program for up to 12 months at the discretion of the graduate unit in which the
student is registered. Continuation beyond 12 months will require the approval of both the grad-
uate unit and the SGS Admissions and Programs Committee.

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 Degree Regulations section and in Graduate Pro-
grams by Graduate Unit section.

9.5.2 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
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 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). (see chart below),

<table>
<thead>
<tr>
<th>Doctoral degree program categories:</th>
<th>Time Limit for Constituting Supervisory Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD, four-year program:</td>
<td>by end of fourth session</td>
</tr>
<tr>
<td>PhD, five-year program (Direct-Entry):</td>
<td>by end of seventh session</td>
</tr>
<tr>
<td>Flexible-time PhD program option:</td>
<td>by end of seventh session</td>
</tr>
<tr>
<td>Professional doctoral program, full-time:</td>
<td>by end of fourth session</td>
</tr>
<tr>
<td>Professional doctoral program, part-time:</td>
<td>by end of seventh session</td>
</tr>
</tbody>
</table>

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 the 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 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 the graduate coordinator of the graduate unit in advance of the relevant deadline for doing so. A student who, through the student's 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: Graduate Student Supervision section below; Degree Regulations, Doctoral Degrees section; and specific program requirements in the Graduate Programs by Graduate Unit section.

### 10. Graduate Student Supervision

#### 10.1 Thesis Topic and Supervision

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 and supervisory committee, is subject to the approval of the graduate unit in which the student is registered.

#### 10.2 Doctoral 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 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.

Although this Calendar outlines procedures to be followed in the supervision of Doctoral 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 which 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 a copy of Graduate Supervision: Guidelines for Students, Faculty, and Administrators (also available online at www.sgs.utoronto.ca/Assets/current/current+pdf/superv.pdf). In addition, updated statements must be made available to students on a regular basis. These will include a list of graduate students (with their general thesis topic, supervisor(s) and advisor(s)), 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 student who believes that his or her graduate unit is not following the supervision guidelines may inform his or her coordinator of graduate studies or the Vice-Dean, Students, of 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. The procedure must contain the following minimum elements, consistent with Graduate Supervision: Guidelines for Students, Faculty, and Administrators, available at graduate units and online at www.sgs.utoronto.ca/Assets/current/current+pdf/superv.pdf:

1. A supervisory committee consisting of the supervisor and at least two graduate faculty members.
2. The supervisory committee 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.
3. The committee submits a report detailing its observations of the student’s progress and its recommendations.
4. The student must be given the opportunity to respond to the committee’s report/recommendations and to append a response to the committee’s report.
5. Copies of the report must be given to the student and filed with the graduate unit.

10.3 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 SGS, 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 or not their unit imposes 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 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 should be a recognized expert on the subject of the thesis and should 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 one voting member 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. 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 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 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 before-
hand 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 with respect to the examination.

11. A quorum for the final examination is four voting members, 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, OR
   b) 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, OR
   b) 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.

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 Commit-
tee, 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 ac-
ceptability of the completed modifications to the Convenor. If all members of the Subcommit-
tee 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 mem-
bers of the Subcommittee do not approve the completed modifications, the final oral exami-
nation 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 tex-
tual material or qualification of research findings and conclusions. The option of acceptance
with minor modifications does not apply to the reconvened examination.
If major changes are required, the examination must be adjourned and the Committee re-
convened after the changes have been made.
15. The University Library authorization form and publication agreement must be signed by the
candidate when the final thesis is submitted. The format of the submitted thesis must comply
with the School of Graduate Studies guidelines.
16. The School 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 accept-
tance 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 Edu-
cation Council.

For further details, students should consult the pamphlet, Guidelines for the Preparation of
Theses at www.sgs.utoronto.ca/informationfor/students/finup.htm

10.4 Submission of Theses

One electronic copy of the final approved version of the defended thesis (master’s or doc-
toral) must be submitted to SGS through T-space (https://tspace.library.utoronto.ca), the digital
research repository for the University of Toronto community. All theses will be submitted to the
national thesis program at Library and Archives Canada and theses will be made publicly avail-
able on the Theses Canada Portal. This program makes theses available to ProQuest Informa-
tion and Learning. ProQuest will make theses available for purchase on its ProQuest Disserta-
tions and Theses Database and include the catalogue records in its bibliographic services. It is
the intention of the University of Toronto that there will 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 post-
pone 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 Gradu-
ate 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.

Following electronic submission of the thesis, a signed hard copy of the “Library & Archives
Canada Theses Non-exclusive License” form, along with any necessary copyright permissions,
must also be submitted to SGS. Candidates will be charged a fee for the processing and index-
ing of the thesis.
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 Information for Students' section of the SGS Web site www.sgs.utoronto.ca/informationfor/students/filup.htm.

10.4.1 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 above). Confirmation in writing that any corrections or modifications deemed necessary after the defence must also be received by SGS (see Final Oral Examinations). 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.

Further details about doctoral theses may be found in Section above.

10.4.2 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 SGS only after the thesis has been successfully defended and any final corrections have been made. SGS 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.

11. Graduation

11.1 Degree Recommendations

When all requirements for a master’s degree or graduate diploma program have been fulfilled, the graduate unit is required to submit a degree (or diploma) recommendation to SGS 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.

11.2 Convocation Ceremonies

Convocation ceremonies are held twice a year, in the spring and fall. Students may attend the ceremony which directly follows the completion of their degree requirements. The Director of Student Services of the School of Graduate Studies 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.

Upon the request of the student, graduate degrees may also be conferred in absentia in March, where there is no ceremony but rather diplomas are mailed to graduands.

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

12. Academic Appeals Policy

12.1 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 must be initiated within the student’s home graduate unit unless the appeal relates to a course outside the home unit, in which case, it must be initiated in the graduate unit in which the course was taken, with notification to the student’s home graduate unit chair.

12.1.1 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. 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.

12.2 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 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.

12.3 Steps

The overall graduate appeals process is set out in the table below. Students should note the timelines for each stage carefully.
12.3.1 **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 or associate chair of the department.

12.3.2 **Step 2 – Department-level 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 the GDAAC; a copy of this Notice is available from the graduate coordinator or associate chair in every graduate unit. This form must be completed and delivered to the chair/director of the graduate unit or the chair of GDAAC within the specified timeline of 8 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 chair/director of the graduate unit regarding the merits of the appeal. The graduate unit chair/director will then render the unit-level appeal decision. Guidelines for graduate unit chairs/directors are made available to all parties in an appeal.

12.3.3 **Step 3 – Appeal to GAAB**

1. The student may appeal from the decision of the chair/director of the graduate unit by filing a Notice of Appeal to the SGS Graduate Academic Appeals Board (GAAB) within 8 weeks of the decision of the graduate unit chair/director.
2. 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.

12.3.4 **Step 4 – Governing Council Appeal**

A decision of the 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 ninety 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>
</tr>
</thead>
<tbody>
<tr>
<td>See Note A below</td>
<td>See Note B below</td>
<td>See Note C below</td>
</tr>
<tr>
<td>1. Informal a.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Regulations 32
<table>
<thead>
<tr>
<th>Step</th>
<th>Appeal Type</th>
<th>Time Limit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notice of Appeal to GDAAC¹</td>
<td>8 weeks from decision of graduate unit chair/director</td>
<td>b. Written notification of failure of the final Doctoral oral examination or termination of registration in a graduate program</td>
</tr>
</tbody>
</table>
| 2    | Graduate Unit-level Appeal  
Notice of Appeal to GDAAC¹ | 8 weeks from filing of Notice of Appeal to GDAAC¹ | 2. Notice of Appeal to GDAAC¹  
Note: Appeals related to failure of the final Doctoral oral examination or to termination of registration in a graduate program must be made directly to GAAB² – see Step 3b below. |
| 3    | SGS Appeal  
a. Notice of Appeal to GAAB² | 8 weeks from filing of Notice of Appeal to GAAB² | 3. Appeal begins here for students who wish to appeal failure of the final Doctoral oral examination or termination of registration in a graduate program. |
| 4    | Governing Council Appeal  
Notice of Appeal to GCAAC³ | N/A | 4. Governing Council Appeal |

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 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 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

13. 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 at www.sgs.utoronto.ca/governance/policy.htm. Furthermore, University of Toronto-wide policies affecting students are posted at www.governingcouncil.utoronto.ca/policies.htm.

13.1 Graduate Grading and Evaluation Practices Policy

There are currently two grading policies affecting graduate students: the Graduate Grading and Evaluation Practices Policy (GGEPP) and the University Grading Practices Policy (UGPP). Both are under review. The text of the GGEPP is provided here. The University-
Purpose

The purpose of the Graduate Grading and Evaluation Practices Policy is to ensure:
1. that grading practices in the School of Graduate Studies are consistent with those throughout the University and reflect appropriate academic standards;
2. that the evaluation of student performance is made in a fair and objective manner against these academic standards;
3. that grade scales in the School of Graduate Studies are compatible with those in other divisions of the University.

Application of Policy

The Policy applies to all individuals and committees taking part in the evaluation of student performance in courses in the School of Graduate Studies.

Amendment to Policy

Amendments to the Policy shall be recommended by the School of Graduate Studies Council through the Committee on Academic Policy and Programs to the Academic Board.

Distribution of Policy

A copy of the Graduate Grading and Evaluation Practices Policy shall be published in the SGS Calendar. A copy of the Calendar or other document containing the policy shall be given to all students upon initial registration and to all instructors and others involved in the evaluation of student performance.

The Policy is in three parts: Part I deals with grades, Part II outlines grading procedures, and Part III is the administrative appendix from the University Grading Practices Policy for undergraduate divisions, available upon request from the Graduate Student Services Office.

Part I: Grades

Meaning of Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.
I.1A grade assigned in a course is not an assessment of standing within a program of studies. To determine the requirements for credit and standing in a program of studies, the academic regulations of the School of Graduate Studies and the appropriate graduate department, centre or institute should be consulted.
I.2Grades for each course shall be assigned with reference to the following meanings:

Excellent
Good
Adequate
Inadequate
## Grade Scales

I.3 Courses taken for graduate credit are assigned a letter grade according to the School of Graduate Studies usage as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>FZ</td>
<td>Inadequate</td>
</tr>
</tbody>
</table>

Wherever an undergraduate course taken by a graduate student is assigned a numerical grade, the mark will be translated into a letter grade according to the following equivalencies:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100%</td>
</tr>
<tr>
<td>A</td>
<td>85-89%</td>
</tr>
<tr>
<td>A-</td>
<td>80-84%</td>
</tr>
<tr>
<td>B+</td>
<td>77-79%</td>
</tr>
<tr>
<td>B</td>
<td>73-76%</td>
</tr>
<tr>
<td>B-</td>
<td>70-72%</td>
</tr>
<tr>
<td>FZ</td>
<td>0-69%</td>
</tr>
</tbody>
</table>
Credit/No Credit Courses

A special category of graduate courses designated in graduate unit listings will be graded Credit (CR) or No Credit (NCR). Such courses are to be offered at the option of the graduate unit and must have the approval of the executive committee of the appropriate Division. CR and NCR evaluations are assigned for courses in which only very broad distinctions in assessing the quality of student performance are judged appropriate.

Non-Grade Course Reports

The following non-grade course reports may appear on transcripts:

INC Incomplete: Assigned as a final report by a graduate unit review committee or SGS Vice-Dean on the basis of incomplete course work in special circumstances (e.g., medical reasons or when there are no grounds for assigning a failing grade). INC carries no credit for the course and is not considered for averaging purposes.

IPR In Progress: Assigned by the instructor as the report for a course which is continued in a subsequent session or program. The final grade for the course will appear only once and only for the last enrolment period. IPR carries no credit for the course and is not considered for averaging purposes.

NGA No Grade Available: Assigned by the division in the extraordinary case that a grade is not available for one of its students enrolled in a course. It must be replaced by a regular grade assigned by the instructor or by another symbol assigned during the divisional review. It carries no credit for the course and is not considered for averaging purposes.

SDF Standing Deferred: Assigned by a graduate unit review committee to a student who has been granted an extension for the completion of course work beyond the SGS deadline for completion of course work, pending receipt from the instructor of a final course report. A final course report is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, a final grade is not available and the student has not submitted the outstanding course work, then
the report of ‘SDF’ will be replaced by a final report of ‘INC’. SDF carries no credit for the course and is not considered for averaging purposes.

TRF  Program Transfer: Assigned by the School of Graduate Studies to a continuing research/seminar course begun but not completed in the first program and not required in the new program to which the student has been officially transferred.

WDR  Withdrawal without academic penalty: Assigned by the graduate unit review committee, when there are extenuating circumstances, upon approval of the student’s request for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.

All grade revisions must be submitted to the School according to the SGS revised grade procedures.

I.4  A table of correspondence and a translation table are defined in the appendix for each letter grade scale included in the University Grading Practices Policy in order to allow the conversion, when necessary, of a grade assigned from one scale to the corresponding grade in the other.

Grade Reporting

I.5  All letter grades assigned to graduate students enrolled in School of Graduate Studies courses shall be from the same scale, but, where approved, the CR/NCR scale may also be used. The grades assigned in a course must all be from the same scale except that non-SGS students in graduate courses will be assigned grades from the refined letter grade scale or the numerical scale of marks as found in Part III.

I.6  Grades in each course shall be reported according to the practice of the division administering the program in which the student is registered (the reporting division).
   a)  Grades shall be reported as assigned when the division offering the course is also the reporting division, when the offering and reporting divisions use the same grade scale, and when the grades are assigned from the H/P/FL or CR/NCR scales.
   b)  In all other cases, grades shall be reported as converted to the scale used by the reporting division, and the conversion shall be made according to the tables of correspondence and translation tables defined in the appendix.

I.7  A list of the currently approved non-grade symbols and their meanings from the University Grading Practices Policy is given in the appendix. Those used by the School of Graduate Studies appear above and have in some cases been modified for graduate courses.

I.8  The information in grade reports and transcripts must be communicated to the user, whether within or outside the University, in a clear and meaningful way. To that end, transcripts issued by the School of Graduate Studies must indicate the relationships between the gradu-
ate grade scale, the grade meanings, the basic letter grade scale and the scale of numerical marks as well as the translation table. A list of non-grade symbols and meanings shall also be included in the transcript.

**Part II: Grading Procedures**

**Course Procedures**

II.1 To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, the School has adopted these regulations governing course procedures.

   a) As early as possible in each course (and no later than the School’s last date for course enrolment), the instructor shall make available to the class, and shall file with the department, centre or institute, the method(s) by which student performance shall be evaluated. This information should describe the method(s) (essays, tests, examinations, seminar presentations, etc.), the relative weight of these method(s) in relation to the overall grade, and the timing of each major evaluation. Any penalties for late completion of, and for failure to complete work, should be announced at the time the instructor makes available to the class the method(s) by which student performance shall be evaluated.

   b) After the method(s) of evaluation have been made known, the instructor may not change them or their relative weight without the consent of at least a simple majority of the students enrolled in the course. Any changes shall be reported to the department, centre, or institute.

   c) The relative value of each part of an examination shall be indicated to the student at the time of the examination. In the case of a written examination, the value of each part shall be indicated on the examination paper.

   d) Commentary, appropriate in the instructor’s judgement, on assessed work, other than final examinations, and time for discussion of it shall be made available to students. Commentary, appropriate in the instructor’s judgement, on final examinations and time for discussion of it shall be made available to students at their request.

   e) Grades shall be recommended by the instructor in reference to the approved grade scales on the basis of each student’s performance.

**Examinations**

II.2

   a) Students should be provided with clear information about the expectations of the examiners, including the types of anticipated questions.

   b) Students should have the opportunity to review their answers in written examinations within four months of the reporting of the grades. A recovery fee may be set to cover administrative costs, including photocopying.

   c) The School has developed a procedural guide for the re-reading, by an external reviewer, of examinations written for courses by graduate students. It is to be used only when departmental appeal mechanisms have been exhausted. Costs of preparing materials for the external reader are shared between the graduate unit and the student.

**Other Departmental Assessments**

II.3 Departments, centres, or institutes may expect graduate students to complete requirements
for a degree other than course work, such as departmental examinations, language exami-
nations, field work or internships. Graduate students should be given a written statement de-
scribing the evaluation processes. It is appropriate that departmental evaluations of per-
formance in these settings should accord with the principles enunciated in the other sections
of this Graduate Grading and Evaluation Practices Policy, and that the effect upon deadlines
disruptions to academic programs, as described below, be taken into account. Students
should also be informed of procedures for appeal.

Grade Review and Approval Process

II.4
a) Grades shall be recommended by the instructor to the chair or director, or designate, of
the graduate department, centre or institute. The grades shall then be reviewed and ap-
proved following the graduate unit’s procedure. Grades shall not be reported or released to
students as official until this review procedure has been carried out. Normally, the graduate
unit’s review and approval by the chair or director constitutes final approval of grades, under
the authority of the Dean of the School. Grades may be changed on appeal by the student,
following the procedures of the School. Decisions regarding these matters will be made by
the chair of the department.
b) The distribution of grades in any course shall not be predetermined by any system of
quotas that specifies the number or percentage of grades allowable at any grade level.
c) The graduate unit’s review of grades may result in the request for clarification of the
evaluation methods used, or of apparent anomalies in the list of grades in a course. In the
case of anomalies, the chair or director, or designate, must discuss the grade(s) with the in-
structor; no grade should be changed without such discussion. In the event the matter is not
settled to the mutual satisfaction of the chair or director, or designate, and the instructor, the
matter shall be referred to the Vice-Dean of SGS. If it is not settled at that level it should be
referred to the Dean of the School whose authority for the assigning and reporting of grades
is final (subject only to the formal appeals procedures of the School).
d) At any time, the School may request an explanation of any grades for a course that ap-
pear not to be based on the approved grade scales or otherwise appear anomalous in refer-
ence to this Policy.

Exceptional Circumstances and Academic Appeals

II.5
a) Students with health problems or other personal circumstances which may adversely
affect their performance in, or their ability to complete course work, examinations or other
departmental assessments may request special consideration. Requests, supported by a
medical certificate, or other appropriate evidence, should be submitted to the instructor or
the coordinator of graduate studies as soon as possible or within 48 hours of the deadline or
date of assessment. The medical certificate must confirm the student was adversely affected
by the health problems and must show the dates of illness and that the physician was con-
sulted at the time of the illness.
b) Students may on occasion dispute substantive or procedural academic matters, includ-
ing grades. The recommended route for the resolution of such disputes is to discuss the
matter first with the instructor or the person whose ruling is in question. If the dispute per-
sists, the student may wish to pursue a formal academic appeal – see Academic Appeals in
the General Regulations section of this Calendar.
Conflict of Interest

II.6 When the instructor or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the chair or director, or designate, who shall take steps to ensure fairness and objectivity.

Procedures in the Event of Disruption

II.7

a) In the event of disruption of the graduate academic program, the following principles shall apply:
   i. the academic integrity of academic programs must be honoured; and
   ii. students must be treated in a fair manner, recognizing their freedom of choice to attend class, and to use academic facilities, or not, without penalty. Decisions regarding these matters will be made by the chair of the department.

b) The Vice-President and Provost, or the Academic Board, shall declare when a disruption of the graduate academic program has occurred. The Provost shall take steps to inform the University community at large of the changes to be implemented, and will report to the Committee on Academic Policy and Programs regarding the implementation of the procedures and changes to the status of the academic programs.

c) Instructors responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to classroom procedures are needed to complete the course.

d) Changes in classroom procedures should, where possible, first be discussed with students prior to the class meeting in which a vote is to be taken by the students present on the proposed changes. Changes agreed upon unanimously should be forwarded to the chair or director, or designate, with a report on the attendance at the class.
   If unanimity on changes has not been arrived at, or where a vote is not feasible, the instructor, after the class discussion, will provide the chair or director, or designate, with his or her recommendation, along with the results of any classroom votes. The chair or director, or designate, shall then make a decision.

e) If classes are not able to convene, the instructor, with the prior approval of the chair or director, or designate, shall make changes deemed necessary to the classroom procedures.

f) In the absence of the instructor such changes will be made by the Dean in consultation with the chair or director, or designate, and with the approval of the Provost.

g) If courses are to be cancelled, approval of the SGS Council is required. If Council cannot meet, the approval of the Dean, or in the absence of the Dean, the approval of the Provost, is required.

h) Students must be informed of changes to classroom procedures. This may be done by circulating the changes in writing to the class, posting in the office of the graduate unit, reporting to SGS Council, as well as listing in the campus press. When classes resume, students must be informed, at class, of any changes made during the disruption.

i) If changes to the classroom procedures are made, students who do not wish to complete the course under the revised procedures may withdraw without academic penalty. This must be done prior to the last day of classes.

j) If students have not attended classes that are meeting, they nonetheless remain responsible for the course work and for fulfilling course requirements. However, where possible, reasonable extension of deadlines for course requirements, or provision for make-up tests, shall be made. Reasonable alternative access to material covered should be provided.

k) A student who feels, owing to his or her special circumstances, that changes to classroom procedures have unreasonably affected his or her grade may appeal the grade following procedures for appeal set out above.
Part III: Administrative Appendix

Available at www.governingcouncil.utoronto.ca/policies/grading.htm.

13.2 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/for-researchers-administrators/applying-for-funding/intellectual-property/.

13.3 Research Ethics

The University 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. See also SGS Student Guide on Ethical Conduct of Research Involving Human Subjects on the SGS Web site: www.sgs.utoronto.ca/governance/policies/ethicresearch.htm.

13.4 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 graduands 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.

For a complete online text of this policy, please see the Governing Council Web site
13.5 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 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, 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 is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/behaveac.htm.

13.6 Policy and Procedures: 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: 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 insures 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 the policy and procedures is available at www.governingcouncil.utoronto.ca/policies/sexual.htm.

13.7 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 is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/studentc.htm
13.8 Policy on Access to 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 Policy on Access to Student Academic Records establishes university-wide aims, objectives, criteria and procedures which apply to the academic records of students.

The Policy ensures 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 Policy calls for basic university-wide consistency in the kinds of information collected, recorded, filed and made available.

The complete Policy on Access to Student Academic Records is available on the University of Toronto Web site www.governingcouncil.utoronto.ca/policies/sturec.htm.

13.9 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.

13.9.1 Postal Addresses and Electronic Mail Accounts

Students are responsible for maintaining and advising the University, on 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.

13.9.2 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 Web site of the Office of the Vice-President and Provost at www.provost.utoronto.ca/policy/use.htm.
13.9.3 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.

To read an online version of this policy, visit www.governingcouncil.utoronto.ca/policies/studentemail.htm.

13.10 Safety in Field Research

The University of Toronto Policy for Safety in Field Research states that working responsibility for safety in field research rests primarily upon the persons who directly supervise and carry out the research on location. Such persons are expected at all times to use good common sense. The University’s concern in this policy is to require that due diligence be exercised by all concerned parties in giving attention to the nature of, and the means for dealing with, the categories of risk that may be associated with each location and kind of field research. It is the intention of the University that participants enter into field research on the basis of their informed understanding of the associated risks and their consent to the means for dealing with such risks.

Students engaged in field research beyond the University’s geographical boundaries should be familiar with the section of the policy which sets out the Requirements for Personal Care, and Responsibilities and Procedures.

The full policy is available on the University of Toronto Web site at www.governingcouncil.utoronto.ca/policies/safefr.htm

Students are also encouraged to review the Guidelines for Safety in Field Research produced by the Office of Environmental Health and Safety at www.utoronto.ca/safety/Policies/fieldres.htm.

13.11 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.

13.12 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. 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.
Proposed changes for the 2011/2012 SGS Calendar
For approval - SGS Graduate Education Council meeting of February 15, 2011

2010/2011 SGS Calendar entry

Degree Regulations

All degree students are accepted under the General Regulations (section 1) of the School of Graduate Studies. All degree program students are subject to the Good Academic Standing requirements in the General Regulations section, see section 1 in this calendar.

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; however, details are found in each program entry – see section 6 titled Graduate Programs by Graduate Unit, referred to as "graduate unit entries" below.

1. Doctoral Degrees

The University of Toronto offers programs of study leading to four doctoral degrees. Degrees offered in multiple programs are listed first, followed by degrees specific to one graduate program.

1.1 Doctor of Philosophy (PhD)

The PhD program is offered in a variety of programs in multiple graduate units. For specific admission and program requirements, consult graduate unit entries. The Council of the School of Graduate Studies has recommended that all graduate units offering the PhD design a four-year program that can be completed on a full-time basis by a student who has 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.

1.1.1 Admission Requirements

1.1.1.1 Four-Year PhD Program

Students admitted to this program require a master's degree or equivalent 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 Admission Regulations section of General Regulations.

1.1.1.2 Five-Year PhD Program (referred to as “Direct-entry”)

Students admitted to this program, where offered, require a bachelor’s degree or its equivalent with at least A- standing from a recognized university in courses in the relevant discipline. Students who hold a master’s degree in another discipline or require further preparation also normally would be admitted to this program.

1.1.1.3 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 governance. Applications to flexible-time PhD program options are subject to the SGS General 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 “practicing 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 while registered in the program.

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

1.1.2 Transfers

1.1.2.1 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 with the years in the master’s program being counted as part of the PhD program. 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.

1.1.2.2 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. 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.

1.1.3 Program Requirements

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 period of registration is one academic year, that is, three consecutive sessions. All PhD students are subject to rules and regulations outlined in the General Regulations section, including Good Standing requirements, in addition to these Degree requirements and those of the graduate unit in which the student is registered. See also Flexible-time PhD Program option below.

1.1.3.1 Approval

A student shall pursue a program of advanced study and research which must be approved by the graduate unit.

1.1.3.2 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 of the second year. Graduate units may, at their discretion, require an earlier date.

1.1.3.3 Language Requirement

The student must have an adequate knowledge of such language or languages, other than English, as are required by the graduate unit and the degree program (see individual graduate unit entries for specific requirements).

Testing and certification of languages (including French and German) 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 deposited in the official student file.

1.1.3.4 Achieving Candidacy: Requirements and Time Limit

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

1.1.3.5 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 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 referred to below).

The thesis should normally be written in English, but with the permission of the School, 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 that the candidate has passed a supervised essay-type examination, written in English, that demonstrates his or her 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, and no language other than English or French may be used for the conduct of final doctoral examinations.

See also PhD Supervision section in the General Regulations. See also Submission of Theses section in the General Regulations.
1.1.3.6 **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 "Doctoral Final Oral Examination Requirements" in General Regulations section for detailed requirements and deadlines.

1.1.3.7 **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 Extension of Time for Completion of Degree Requirements for PhD Students in General Regulations above.

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

(For Flexible-time PhD Program option, see below.)

1.1.3.8 **Flexible-time PhD Program Option**

Graduate units may offer a flexible-time PhD program option approved by University 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.

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 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 offering a flexible-time PhD option will identify a normal program length for students in the option which normally will be five or six years.

The time limit, between six to eight years, will be established through the departmental regulations. 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 and Degree Regulations in the SGS Calendar, including Good Academic Standing Supervision and Candidacy regulations.

1.2 **Doctor of Education (EdD)**

The EdD program is offered in a variety of programs in multiple graduate units. 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 Good 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 Graduate 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 "Doctoral Final Oral Examination Requirements" in General Regulations section for detailed requirements and deadlines.

In exceptional circumstances, a candidate who has failed to complete all the requirements for the degree within the time limit of six years may be considered for a maximum of four one-year extensions. See Extension of Time for Completion of Degree Requirements in General Regulations above.

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.

1.2.1 Admission Requirements

1. 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;
2. Successful professional experience in education, or in a relevant field.
   A student may be enrolled in one of the following graduate units:
   - Adult Education and Counselling Psychology
   - Sociology and Equity Studies in Education
   - Theory and Policy Studies in Education

1.2.2 Program Requirements

For specific program and registration requirements, see Graduate Programs by Graduate Unit section.

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 a 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 be required to take a comprehensive examination. Consult specific graduate unit entry for details.
5. A thesis embodying the results of original investigation conducted by the student under the direction of an 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.

1.3 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 section, including Good 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 “Doctoral Final Oral Examination Requirements” in General Regulations section for detailed requirements and deadlines.

1.4 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 Gradu-
2. 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 section, including applicable Good 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 degrees specific to one graduate program.

2.1 Master of Arts (MA)

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

2.1.1 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.

2.1.2 Program Requirements

1. Under the direction of a graduate unit, a student in this University must pursue a program of advanced study approved by the graduate unit.
2. All requirements for the degree of MA must be satisfactorily completed within 3 years (FT)/6 years (PT) from first enrolment. Admission and program requirements may vary; consult the individual graduate unit entry for details.

2.2 Master of Science (MSc)

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

2.2.1 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.
2.2.2 Program Requirements

1. Under the direction of a graduate unit, a student in this University will pursue a program of advanced study approved by the graduate unit.
2. All requirements for the degree of MSc must be satisfactorily completed within 3 years (FT)/6 (years PT) from first enrolment. Admission and program requirements may vary; consult the individual graduate unit entry for details.

2.3 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.

2.3.1 Admission Requirements

1. Applicants must hold the degree of Bachelor of Applied Science or an equivalent degree in engineering. An applicant having a 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
   - Biomaterials and Biomedical Engineering
   - Chemical Engineering and Applied Chemistry
   - Civil Engineering
   - Electrical and Computer Engineering
   - Geology
   - Materials Science and Engineering
   - Mechanical and Industrial Engineering

2.3.2 Program Requirements

Under the direction of a graduate unit, a student in this University 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.

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

All requirements for the degree of MASc must be satisfactorily completed within 3 years (FT)/6 (years PT) from first enrolment.

2.4 Master of Education (MEd)

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

2.4.1 Admission Requirements

1. Applicants must hold an appropriate bachelor’s degree, or its equivalent 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. A student may be enrolled in one of the following graduate units:
   - Adult Education and Counselling Psychology
   - Curriculum, Teaching and Learning
   - Human Development and Applied Psychology
   - Sociology and Equity Studies in Education
   - Theory and Policy Studies in Education

2.4.2 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.
   - Option I—Course Work Plus Comprehensive
     5.0 full-course equivalents (FCE) plus a comprehensive examination/requirement.
   - Option II—Research Project
     4.0 full-course equivalents (FCE) plus a research project or a Major Research Paper.
   - Option III—Thesis
     3.0 full-course equivalents (FCE) plus a thesis.
   - Option IV—Course Work Only
     5.0 full-course equivalents (FCE).

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 degree must be satisfactorily completed within 3 years (FT)/6 (years PT) from first enrolment. Admission and program requirements may vary; consult the individual graduate unit entry for details.

2.5 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.

2.5.1 Admission Requirements

1. Applicants must hold the degree of Bachelor of Applied Science or an equivalent degree in engineering. An applicant having a 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
     - Chemical Engineering and Applied Chemistry
     - Civil Engineering
     - Electrical and Computer Engineering
     - Materials Science and Engineering
     - Mechanical and Industrial Engineering

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2.5.2 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 degree program must be completed within 3 years (FT) / 6 years (PT) from first enrolment. Admission and program requirements may vary; consult the individual graduate unit entry for details.

2.6 Master of Health Science (MHSc)

The MHSc program is offered in a variety of programs in multiple graduate units:

- Biomedical Engineering
- Health Policy, Management and Evaluation
- Medical Science
- Speech-Language Pathology

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

2.7 Master of Business Administration (MBA)

Admission and program requirements for the degree programs are outlined in the Management entry in Degree and Diploma Programs by Graduate Unit.

- Master of Business Administration in Management
- Executive Master of Business Administration in Management
- Global Executive Master of Business Administration in Management

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

2.8 Master of Architecture (MArch)

See Faculty of Architecture, Landscape and Design.
2.9 Master of Biotechnology (MBiotech)

See Biotechnology entry in Joint Programs.

2.10 Master of Engineering in Design and Manufacturing (MEngDM)

See Advanced Design and Manufacturing entry in Joint Programs.

2.11 Master of Environmental Science (MEnvSc)

See Physical and Environmental Sciences entry.

2.12 Master of Finance (MF)

See Management entry.

2.13 Master of Financial Economics (MFE)

See Financial Economics entry in Joint Programs.

2.14 Master of Forest Conservation (MFC)

See Forestry entry.

2.15 Master of Global Affairs (MGA)

See Global Affairs entry.

2.16 Master of Health Informatics (MHI)

See Health Policy, Management and Evaluation entry.

2.17 Master of Industrial Relations and Human Resources (MIRHR)

See Industrial Relations and Human Resources entry.

2.18 Master of Information (MI)

See Information entry.
2.19 Master of Landscape Architecture (MLA)  
See Architecture, Landscape and Design entry.

2.20 Master of Laws (LLM)  
See Law entry.

2.21 Master of Management and Professional Accounting (MMPA)  
See Professional Graduate Programs Centre (UTM) entry.

2.22 Master of Management of Innovation (MMI)  
See Health, Policy, Management and Evaluation entry.

2.23 Master of Mathematical Finance (MMF)  
See Mathematical Finance entry.

2.24 Master of Museum Studies (MMSt)  
See Information entry.

2.25 Master of Music (MMus)  
See Music entry.

2.26 Master of Public Health Science (MPH)  
See Public Health Sciences entry.

2.27 Master of Public Policy (MPP)  
See Public Policy entry.

2.28 Master of Nursing (MN)  
See Nursing entry.

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2.29 Master of Science in Biomedical Communications (MScBMC)
See Medical Science entry.

2.30 Master of Science in Community Health (MScCH)
See Public Health Sciences entry.

2.31 Master of Science in Forestry (MScF)
See Forestry entry.

2.32 Master of Science in Occupational Therapy (MScOT)
See Occupational Science and Occupational Therapy entry.

2.33 Master of Science in Physical Therapy (MScPT)
See Physical Therapy entry.

2.34 Master of Science in Planning (MScPI)
See Geography entry.

2.35 Master of Social Work (MSW)
See Social Work entry.

2.36 Master of Studies in Law (MSL)
See Law entry.

2.37 Master of Teaching (MT)
See Curriculum, Teaching and Learning entry.

2.38 Master of Urban Design (MUD)
See Architecture, Landscape and Design entry.
2.39 Master of Urban Design Studies (MUDS)

See Geography entry.

2.40 Master of Visual Studies (MVS)

See Art entry.
Doctor of Education (EdD)

The EdD program is designed to provide opportunities for more advanced study for those already engaged in a career related to education. Specific admission and program requirements are available through the graduate units.

Admission Requirements
1. 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;
2. Ordinarily, one year of professional preparation for education;
3. Successful professional experience in education, or in a relevant field.

A student may be enrolled in one of the following graduate units:
- Adult Education and Counselling Psychology
- Curriculum, Teaching and Learning (Admission to the EdD has ceased and the program will close when there are no more students registered in the program.)
- Human Development and Applied Psychology (Admission to the EdD has ceased and the program will close when there are no more students registered in the program.)
- Sociology and Equity Studies in Education
- Theory and Policy Studies in Education

Program Requirements
For specific program and registration requirements, consult the home graduate unit.
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 a MEd or MA degree or the equivalent in the same area of specialization proposed at the doctoral level.
   Upon the recommendation of the home department, students beginning the degree program on a full-time basis can add prerequisite courses to their program. Otherwise, students must take prerequisite courses as “Special Students” at OISE.
   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 units or specializations will be required to take a comprehensive examination. Consult specific graduate unit for details.
5. A thesis embodying the results of original investigation conducted by the student under the direction of an OISE thesis committee. The student must file the names of thesis committee members by April 1 of the year following the period of required full-time study.
   The thesis will report the results of a study, which might address theoretical issues applicable to professional concerns and practice, or which might focus directly on the exploitation of knowledge in order to study or influence aspects of educational practice.
   The thesis must conform to the tenets of scholarly writing in a rigorous style of presentation. All students using human subjects in their thesis research must have their thesis proposals reviewed by the OISE-wide Student Education Ethics Review Committee (SEERC) administered by University of Toronto Research Services (UTRS). Please consult the OISE Guidelines for Theses and Orals regarding thesis and ethical review procedures.
6. Students undergo a 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.

Doctor of Juridical Science (SJD)
Admission and program requirements for the degree program are outlined in the Law entry Degree and Diploma Programs by Graduate Unit.

Doctor of Musical Arts (DMA)
Admission and program requirements for the degree program are outlined in the Music entry Degree and Diploma Programs by Graduate Unit.
Extensions are permitted under existing policy; students granted an extension may register full-time or part-time. See General Regulations, Extension of Time for Completion of Degree Requirements section above.

Transfers between the full-time PhD program and the flexible-time PhD program will not be permitted.
PhD Final Oral Examination

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 or not their unit imposes 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 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 should be a recognized expert on the subject of the thesis and should 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 one voting member 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. 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 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 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 PhD 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 fulfill the requirements of the PhD 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 with respect to the examination.

11. A quorum for the final examination is four voting members, 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, OR

b) 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, OR

b) 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 PhD 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.

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. The option of acceptance with minor modifications does not apply to the reconvened examination.

If major changes are required, the examination must be adjourned and the Committee reconvened after the changes have been made.

15. The University Library authorization form and publication agreement must be signed by the candidate when the final thesis is submitted. The format of the submitted thesis must comply with the School of Graduate Studies guidelines.

16. The School requires that every PhD 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 pamphlet, Guidelines for the Preparation of Theses at www.sgs.utoronto.ca/informationfor/students/finup.htm
Master of Arts (MA)

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.

Program Requirements

1. Under the direction of a graduate unit, a student in this University must pursue a program of advanced study approved by the graduate unit.

2. All requirements for the degree of MA must be satisfactorily completed within 5 years from first enrolment if the minimum period of full-time registration is up to 12 months and within 6 years from first enrolment if the minimum period of full-time registration is 16 to 24 months.

Admission and program requirements may vary; consult the individual graduate unit entry for details.
1. Under the direction of a graduate unit, a student undertakes one of four options to complete the program.
   Option I—Course Work Plus Comprehensive
   5.0 full-course equivalents (FCE) plus a comprehensive examination/requirement.
   Option II—Research Project
   4.0 full-course equivalents (FCE) plus a research project or a Major Research Paper.
   Option III—Thesis
   3.0 full-course equivalents (FCE) plus a thesis.
   Option IV—Course Work Only
   5.0 full-course equivalents (FCE).

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 degree must be satisfactorily completed within six years of first enrolment.
   Admission and program requirements may vary; consult the individual graduate unit entry for details.
Master of Engineering (MEng)

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.

Admission Requirements

1. Applicants must hold the degree of Bachelor of Applied Science or an equivalent degree in engineering. An applicant having a 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
• Chemical Engineering and Applied Chemistry
• Civil Engineering
• Electrical and Computer Engineering
• Materials Science and Engineering
• Mechanical and Industrial Engineering

Program Requirements

1. Under the direction of a graduate unit, a student in this University 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 degree program must be completed within six calendar years of registration.

Admission and program requirements may vary; consult the individual graduate unit entry for details
Admission and program requirements for the degree program are outlined in the Master of Health Science (MHSc) entry.

The degree of Master of Health Science is offered in the following graduate units:

- Biomedical Engineering
- Health Policy, Management and Evaluation
- Medical Science
- Speech-Language Pathology

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

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.

Program Requirements

1. Under the direction of a graduate unit, a student in this University will pursue a program of advanced study approved by the graduate unit.

2. All requirements for the degree of MSc must be satisfactorily completed within 5 years from first enrolment if the minimum period of full-time registration is up to 12 months and within 6 years from first enrolment if the minimum period of full-time registration is 16 to 24 months.

Admission and program requirements may vary; consult the individual graduate unit entry for details.
Admission and program requirements for the program are outlined in the
Degree Regulations

All degree students are accepted under the General Regulations (section 1) of the School of Graduate Studies. All degree program students are subject to the Good Academic Standing requirements in the General Regulations section, see section 1 in this calendar.

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; however, details are found in each program entry – see section 6 titled Graduate Programs by Graduate Unit, referred to as “graduate unit entries” below.

1. Doctoral Degrees

The University of Toronto offers programs of study leading to four doctoral degrees. Degrees offered in multiple programs are listed first, followed by degrees specific to one graduate program.

1.1 Doctor of Philosophy (PhD)

The PhD program is offered in a variety of programs in multiple graduate units. For specific admission and program requirements, consult graduate unit entries. The Council of the School of Graduate Studies has recommended that all graduate units offering the PhD design a four-year program that can be completed on a full-time basis by a student who has 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.

1.1.1 Admission Requirements

1.1.1.1 Four-Year PhD Program

Students admitted to this program require a master’s degree or equivalent 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 Admission Regulations section of General Regulations.

1.1.1.2 Five-Year PhD Program (referred to as “Direct-entry”)

Students admitted to this program, where offered, require a bachelor’s degree or its equivalent with at least A- standing from a recognized university in courses in the relevant discipline. Students who hold a master’s degree in another discipline or require further preparation also normally would be admitted to this program.

1.1.1.3 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 governance. Applications to flexible-time PhD program options are subject to the SGS General 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 “practicing 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 while registered in the program.

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

1.1.2 Transfers

1.1.2.1 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 with the years in the master’s program being counted as part of the PhD program. 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.

1.1.2.2 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. 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.

1.1.3 Program Requirements

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 period of registration is one academic year, that is, three consecutive sessions. All PhD students are subject to rules and regulations outlined in the General Regulations section, including Good Standing requirements, in addition to these Degree requirements and those of the graduate unit in which the student is registered. See also Flexible-time PhD Program option below.

1.1.3.1 Approval

A student shall pursue a program of advanced study and research which must be approved by the graduate unit.

1.1.3.2 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 of the second year. Graduate units may, at their discretion, require an earlier date.

1.1.3.3 Language Requirement

The student must have an adequate knowledge of such language or languages, other than English, as are required by the graduate unit and the degree program (see individual graduate unit entries for specific requirements). Testing and certification of languages (including French and German) 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 deposited in the official student file.

1.1.3.4 Achieving Candidacy: Requirements and Time Limit

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

1.1.3.5 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 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 referred to below).

The thesis should normally be written in English, but with the permission of the School, 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 that the candidate has passed a supervised essay-type examination, written in English, that demonstrates his or her 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, and no language other than English or French may be used for the conduct of final doctoral examinations. See also PhD Supervision section in the General Regulations. See also Submission of Theses section in the General Regulations.
1.1.3.6 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 “Doctoral Final Oral Examination Requirements” in General Regulations section for detailed requirements and deadlines.

1.1.3.7 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 Extension of Time for Completion of Degree Requirements for PhD Students in General Regulations above.

PhD students who have not completed the degree requirements before the time limit for the degree or by the end of the extension period may not enrol further. (For Flexible-time PhD Program option, see below.)

1.1.3.8 Flexible-time PhD Program Option

Graduate units may offer a flexible-time PhD program option, approved by University 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.

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 offering a flexible-time PhD option will identify a normal program length for students in the option which normally will be five or six years.

The time limit, between six to eight years, will be established through the departmental regulations. 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 and Degree Regulations in the SGS Calendar, including Good Academic Standing Supervision and Candidacy regulations.

1.2 Doctor of Education (EdD)

The EdD program is offered in a variety of programs in multiple graduate units. 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 Good 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 Graduate 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 “Doctoral Final Oral Examination Requirements” in General Regulations section for detailed requirements and deadlines.

In exceptional circumstances, a candidate who has failed to complete all the requirements for the degree within the time limit of six years may be considered for a maximum of four one-year extensions. See Extension of Time for Completion of Degree Requirements in General Regulations above.

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.

1.2.1 Admission Requirements

1. 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;
2. Successful professional experience in education, or in a relevant field.
   A student may be enrolled in one of the following graduate units:
   • Adult Education and Counselling Psychology
   • Sociology and Equity Studies in Education
   • Theory and Policy Studies in Education

1.2.2 Program Requirements

For specific program and registration requirements, see Graduate Programs by Graduate Unit section.

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 a 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 be required to take a comprehensive examination. Consult specific graduate unit entry for details.
5. A thesis embodying the results of original investigation conducted by the student under the direction of an 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.

1.3 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 section, including Good 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 “Doctoral Final Oral Examination Requirements” in General Regulations section for detailed requirements and deadlines.

1.4 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 Gradu-
All DMA students are subject to rules and regulations outlined in the General Regulations section, including Good 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 “Doctoral Final Oral Examination Requirements” in General Regulations section for detailed requirements and deadlines.

2. 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 section, including applicable Good 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 degrees specific to one graduate program.

2.1 Master of Arts (MA)

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

2.1.1 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.

2.1.2 Program Requirements

1. Under the direction of a graduate unit, a student in this University must pursue a program of advanced study approved by the graduate unit.
2. All requirements for the degree of MA must be satisfactorily completed within 3 years (FT)/6 (years PT) from first enrolment
   Admission and program requirements may vary; consult the individual graduate unit entry for details.

2.2 Master of Science (MSc)

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

2.2.1 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.
2.2.2 Program Requirements

1. Under the direction of a graduate unit, a student in this University will pursue a program of advanced study approved by the graduate unit.
2. All requirements for the degree of MSc must be satisfactorily completed within 3 years (FT)/6 (years PT) from first enrolment. Admission and program requirements may vary; consult the individual graduate unit entry for details.

2.3 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.

2.3.1 Admission Requirements

1. Applicants must hold the degree of Bachelor of Applied Science or an equivalent degree in engineering. An applicant having a 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
   • Biomaterials and Biomedical Engineering
   • Chemical Engineering and Applied Chemistry
   • Civil Engineering
   • Electrical and Computer Engineering
   • Geology
   • Materials Science and Engineering
   • Mechanical and Industrial Engineering

2.3.2 Program Requirements

Under the direction of a graduate unit, a student in this University 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.
   Admission and program requirements may vary; consult the individual graduate unit entry for details.
   All requirements for the degree of MASc must be satisfactorily completed within 3 years (FT)/6 (years PT) from first enrolment.

2.4 Master of Education (MEd)

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

2.4.1 Admission Requirements

1. Applicants must hold an appropriate bachelor’s degree, or its equivalent 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.

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

- Adult Education and Counselling Psychology
- Curriculum, Teaching and Learning
- Human Development and Applied Psychology
- Sociology and Equity Studies in Education
- Theory and Policy Studies in Education

2.4.2 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.

   - Option I—Course Work Plus Comprehensive
     5.0 full-course equivalents (FCE) plus a comprehensive examination/requirement.

   - Option II—Research Project
     4.0 full-course equivalents (FCE) plus a research project or a Major Research Paper.

   - Option III—Thesis
     3.0 full-course equivalents (FCE) plus a thesis.

   - Option IV—Course Work Only
     5.0 full-course equivalents (FCE).

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 degree must be satisfactorily completed within 3 years (FT)/6 (years PT) from first enrolment.

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

2.5 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.

2.5.1 Admission Requirements

1. Applicants must hold the degree of Bachelor of Applied Science or an equivalent degree in engineering. An applicant having a 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
- Chemical Engineering and Applied Chemistry
- Civil Engineering
- Electrical and Computer Engineering
- Materials Science and Engineering
- Mechanical and Industrial Engineering
2.5.2 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 degree program must be completed within 3 years (FT)/6 (years PT) from first enrolment.

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

2.6 Master of Health Science (MHSc)

The MHSc program is offered in a variety of programs in multiple graduate units:
- Biomedical Engineering
- Health Policy, Management and Evaluation
- Medical Science
- Speech-Language Pathology

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

2.7 Master of Business Administration (MBA)

Admission and program requirements for the degree programs are outlined in the Management entry in Degree and Diploma Programs by Graduate Unit.
- Master of Business Administration in Management
- Executive Master of Business Administration in Management
- Global Executive Master of Business Administration in Management

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

2.8 Master of Architecture (MArch)

See Faculty of Architecture, Landscape and Design.
2.9 Master of Biotechnology (MBiotech)

See Biotechnology entry in Joint Programs.

2.10 Master of Engineering in Design and Manufacturing (MEngDM)

See Advanced Design and Manufacturing entry in Joint Programs.

2.11 Master of Environmental Science (MEnvSc)

See Physical and Environmental Sciences entry.

2.12 Master of Finance (MF)

See Management entry.

2.13 Master of Financial Economics (MFE)

See Financial Economics entry in Joint Programs.

2.14 Master of Forest Conservation (MFC)

See Forestry entry.

2.15 Master of Global Affairs (MGA)

See Global Affairs entry.

2.16 Master of Health Informatics (MHI)

See Health Policy, Management and Evaluation entry.

2.17 Master of Industrial Relations and Human Resources (MIRHR)

See Industrial Relations and Human Resources entry.

2.18 Master of Information (MI)

See Information entry.
2.19 Master of Landscape Architecture (MLA)
See Architecture, Landscape and Design entry.

2.20 Master of Laws (LLM)
See Law entry.

2.21 Master of Management and Professional Accounting (MMPA)
See Professional Graduate Programs Centre (UTM) entry.

2.22 Master of Management of Innovation (MMI)
See Health, Policy, Management and Evaluation entry.

2.23 Master of Mathematical Finance (MMF)
See Mathematical Finance entry.

2.24 Master of Museum Studies (MMSt)
See Information entry.

2.25 Master of Music (MMus)
See Music entry.

2.26 Master of Public Health Science (MPH)
See Public Health Sciences entry.

2.27 Master of Public Policy (MPP)
See Public Policy entry.

2.28 Master of Nursing (MN)
See Nursing entry.
2.29 **Master of Science in Biomedical Communications (MScBMC)**
See Medical Science entry.

2.30 **Master of Science in Community Health (MScCH)**
See Public Health Sciences entry.

2.31 **Master of Science in Forestry (MScF)**
See Forestry entry.

2.32 **Master of Science in Occupational Therapy (MScOT)**
See Occupational Science and Occupational Therapy entry.

2.33 **Master of Science in Physical Therapy (MScPT)**
See Physical Therapy entry.

2.34 **Master of Science in Planning (MScPl)**
See Geography entry.

2.35 **Master of Social Work (MSW)**
See Social Work entry.

2.36 **Master of Studies in Law (MSL)**
See Law entry.

2.37 **Master of Teaching (MT)**
See Curriculum, Teaching and Learning entry.

2.38 **Master of Urban Design (MUD)**
See Architecture, Landscape and Design entry.
2.39 Master of Urban Design Studies (MUDS)

See Geography entry.

2.40 Master of Visual Studies (MVS)

See Art entry.
2010/2011 SGS Calendar entry

Fees and Financial Support

Fees

Schedule of Fees

The annual Schedule of Fees, updated each year in June, is available at www.fees.utoronto.ca

Fees and Registration

Students are informed of fees payable online through ROSI (Repository of Student Information). University of Toronto students normally pay tuition fees at a branch of a financial institution (bank) in Canada. Students wishing to make a fees payment from outside of Canada may choose one of the following three fee payment options: Travelex Bank to Bank Transfer, bank draft/money order, or transfer of funds. More information on these payment options can be found on the Student Accounts Web site. 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.

Academic Fees Structure

Because the course of study in many graduate units is unstructured 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, Graduate School 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 minimum period of registration. This period establishes the minimum degree fee that must be paid before graduation.

In the Faculty of Information, where there is no residence or full-time attendance required and the master's degree is achieved by course work only, the length of program will be determined by the number of full-course equivalents (FCE) required to complete the degree requirements.

Full-Time Student Fee

The full-time student fee is charged to a full-time student for the minimum period of registration and all subsequent registrations. See also Fees for Final-Year Doctoral Students and Fees for Students on Extension below.

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.

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.

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, Leave Policy entry in Registration Policies and Procedures section above) do not pay Summer Session fees.
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 to the completion of their program.

Flexible-time PhD Degree Students

Students undertaking a flexible-time PhD program are required to pay full-time academic and incidental fees for 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 General Regulations, Extension of Time for Completion of Degree Requirements entry in Registration Policies and Procedures section above.

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 check www.fees.utoronto.ca.

Fees for 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 (landed immigrants).

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. See also Fees for Final-Year Doctoral Students and Fees for PhD Students on Extension below.

Incidental Fees

Compulsory incidental fees are charged for the Graduate Students’ Union, the Health Service, Hart House, the Athletic Centre, and other student services.

Minimum Payment (for other than those registering for only one session)

The first fee payment is due by the end of the September registration period and consists of 60% of the academic fee and 100% of incidental fees. The balance of the required fees may be paid at any time but is due by April 30 without further notice and is subject to monthly service charges.

Service Charges

All outstanding fees, regardless of the source of payment, are subject to a service charge of 1.5% per month compounded (19.56% per annum), first assessed on November 15 and on the 15th of every month thereafter until paid in full.

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 $44.00 plus $5.00 for each day of delay to a maximum of $94.00.

Balance of Degree Fee

The length of the program, as defined by the graduate unit, into which a student is admitted predetermines the minimum total academic fee that a student must pay prior to graduation. Many part-time master’s students must pay a balance of degree fee prior to graduation.

Full-time students who accelerate their programs and finish the degree requirements in less time than the normal program length must pay a balance of degree fee.

If a student has paid more than the full-time program fee due to the time taken to complete the degree requirements, there will be no refund of fees.

Any fees paid as a non-degree student (whether at the University of Toronto or at another institution) will not be counted towards the balance of degree fee. The SGS approved transfer of graduate credit does not reduce the required balance of degree fee. See also General Regulations, Minimum Period of Registration entry in Structure of Academic Programs section above.

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 28, 2011 are
required to register for the Fall Session and pay the appropriate fees.

**Fees for Final-Year Doctoral Students**

Full-time doctoral student academic fees for the final year will be prorated, based on a 12-month academic year plus sessional incidental and ancillary fees for, 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.

Academic fees for the final full-time extension year will be prorated, based on 50% of the domestic fee plus sessional incidental and ancillary fees 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 the 16th day of the month.

Flexible-time option PhD and professional doctoral students must be registered full-time in the year prior to their final year to be eligible for pro-rated fees in their final year.

**Fees for Students on Extension**

Full-time students on extension, both domestic and international, will be 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 on extension, both domestic and international, will be assessed 100% of the program fee plus sessional incidental & ancillary fees.

**Reinstatement Fees**

Reinstated students in programs which require continuous registration will be assessed academic fees for any session(s) in which they did not register within the maximum allowable time for the degree program (normal time limit plus maximum extension years) in addition to the program fee for the session(s) in which they are currently registered.

Reinstated students in programs which do not require continuous registration will be assessed the program fee for the sessions in which they are currently registered.

See General Regulations for policy on academic sanctions for students who have outstanding University obligations.

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Tuition Fee Certificates are available online at www.rosi.utoronto.ca. There is a charge of $5.00 for the preparation of duplicate receipts.

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A $10.00 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 from the University of Toronto Transcript Centre, 100 St. George Street, Toronto, Ontario M5S 3G3 or online at www.rosi.utoronto.ca.

**Calendars**

The entire calendar is accessible on the Web at www.sgs.utoronto.ca. Printed copies of the School of Graduate Studies Calendar may be purchased from the School at a cost of $5.00 each, plus any necessary postage charges. Details and order form are available at www.sgs.utoronto.ca/calendar/orderform.

**Financial Support**

**Financial Aid**

The University of Toronto gives high priority to the matter of graduate financial support. For many doctoral-stream students, programs commit to a minimum level of funding at the beginning of each year, for up to five years of study. For further information about the funding available from specific programs, see the Graduate Funding Structures document at www.sgs.utoronto.ca/informationfor/students/money/awards.htm.

Although financial support cannot be guaranteed for all graduate students in all programs, we encourage you to inquire about financial assistance at your academic department or the Graduate Awards Office at the School of Graduate Studies.

**Internal Awards**

The School of Graduate Studies offers a number of internal awards to meritorious graduate students such as the Connaught Scholarship as well as other endowed awards. For more information on internal awards visit
External Awards

Canadians and permanent residents of Canada may also apply for external support in the form of scholarships and fellowships offered by the Natural Sciences and Engineering Research Council of Canada (www.nserc.ca), the Social Sciences and Humanities Research Council of Canada (www.sshrc.ca) and the Canadian Institutes of Health Research (www.cihr.ca). All three granting councils (NSERC, SSHRC, and CIHR) also offer Canadian Graduate Scholarships (CGS) and Vanier Canada Graduate Scholarships. International students are eligible for the Vanier Canada Graduate Scholarships only.

The Government of the Province of Ontario provides graduate scholarships tenable at Ontario universities. Ontario Graduate Scholarships (http://osap.gov.on.ca) are available for graduate studies in all disciplines. Sixty of these awards are available to visa students.

Ontario Graduate Scholarships in Science and Technology (OGSST) are designed to encourage excellence in graduate studies in science and technology; only available to Canadian citizens or permanent residents.

Ontario Student Assistance Program (OSAP)

The federal and provincial governments provide financial support to qualified students who are Canadian citizens or permanent residents of Ontario. The loan amount depends on your calculated financial need. Students can apply online at http://osap.gov.on.ca.

Awards for Non-Canadians

In addition to the internal funding normally available to all international students, a number of external funding sources can also be explored. For more information on awards for non-Canadians, please visit www.sgs.utoronto.ca/informationfor/students/money/awards.htm and look under the Awards Listing information. International students are encouraged to apply for all possible funding opportunities in their home country.

International students are eligible for the Vanier Canada Graduate Scholarships. Please visit the tri-council Web sites for more information on specific awards.

The Government of the Province of Ontario provides graduate scholarships tenable at Ontario universities. Ontario Graduate Scholarships (http://osap.gov.on.ca) are available for graduate studies in all disciplines. Sixty of these awards are available to visa students.

Other Funding Sources

Teaching Assistantships

Some graduate units hire teaching assistants who spend up to 10 hours a week conducting tutorials, grading undergraduate essays/exams, and acting as a resource for undergraduate students. For further information, write to the chair of your graduate unit, giving full particulars of your academic training and experience.

Research Assistantships

Research assistants normally work with a faculty member, assisting with research projects. Apply directly to the graduate unit chair concerned.

Financial Need

Emergency Grant Program

The Emergency Grant Program is designed to assist currently registered, full-time graduate students beyond their first year of studies 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. For more information on the Emergency Grant Program, visit www.sgs.utoronto.ca/informationfor/students/money/awards/finances.html#emergency_grant

Emergency Loan Program

The Emergency Loan Program is designed to alleviate temporary cash flow problems for students who are expecting to receive a payment in the near future. The maximum loan amount is $1,500 and is interest free until the mutually agreed upon repayment date. For more information on the Emergency Grant Program, visit www.sgs.utoronto.ca/informationfor/students/money/awards/finances.html#emergency_loan.

Accessibility Grant Program
The Accessibility Grant Program is designed to assist currently registered, full-time graduate students with accommodations necessary to meet unexpected needs arising from the particular demands of the graduate program. The grant is intended to assist with relatively short term needs that are required to complete the program, not for everyday assistance and needs. Students are expected to plan for long-term assistance. Students must apply for this grant through Accessibility Services. Information about this grant will be available on the SGS Web site as of September 2010.

Opportunities Database
An Opportunities Database has been developed by ULife and provides a listing of internal and external awards available to University of Toronto students. This list will be updated regularly as new awards become available and we encourage students to visit the Web site often: https://ulife.utoronto.ca/opportunities/list/type/award.

Financial Counselling
Financial counselling can relieve stress, resolve immediate financial problems, and help plan for the future. Financial Counsellors are trained to assist students in all aspects of financial management including budget planning and debt load management. Financial counselling sessions are confidential and available to graduate students free of charge. To schedule an appointment, contact the Graduate Awards Office by telephone (416) 946-0808 or by email to graduate.awards@utoronto.ca.

Further information on financial support
Visit
www.sgs.utoronto.ca/informationfor/students/money/awards.htm

Contact
Graduate Awards Office
School of Graduate Studies
University of Toronto
63 St. George Street, Room 202
Toronto, Ontario M5S 2Z9
Canada
Telephone: (416) 978-2379
Fax: (416) 971-2864
E-mail: graduate.awards@utoronto.ca or
gradschool@utoronto.ca
Fees and Financial Support

Fees

Schedule of Fees
The annual Schedule of Fees, updated each year in June, is available at www.fees.utoronto.ca

Fees and Registration
Students are informed of fees payable online through ROSI (Repository of Student Information). University of Toronto students normally pay tuition fees at a branch of a financial institution (bank) in Canada. Students wishing to make a fees payment from outside of Canada may choose one of the following three fee payment options: Travelex Bank to Bank Transfer, bank draft/money order, or transfer of funds. More information on these payment options can be found on the Student Accounts Web site. 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.

Academic Fees Structure
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Full-Time Student Fee
The full-time student fee is charged to a full-time student for the minimum period of registration and all subsequent registrations. See also Fees for Final-Year Doctoral Students and Fees for Students on Extension below

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.

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.

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, Leave Policy entry in Registration Policies and Procedures section above) do not pay Summer Session fees.
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 to the completion of their program.

Flexible-time PhD Degree Students
Students undertaking a flexible-time PhD program are required to pay full-time academic and incidental fees for 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 General Regulations, Extension of Time for Completion of Degree Requirements entry in Registration Policies and Procedures section above.

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 check www.fees.utoronto.ca.

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Incidental Fees
Compulsory incidental fees are charged for the Graduate Students’ Union, the Health Service, Hart House, the Athletic Centre, and other student services.

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Service Charges
All outstanding fees, regardless of the source of payment, are subject to a service charge of 1.5% per month compounded (19.56% per annum), first assessed on November 15 and on the 15th of every month thereafter until paid in full.

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 $44.00 plus $5.00 for each day of delay to a maximum of $94.00.

Balance of Degree Fee
The length of the program, as defined by the graduate unit, into which a student is admitted predetermines the minimum total academic fee that a student must pay prior to graduation. Many part-time master’s students must pay a balance of degree fee prior to graduation.

Full-time students who accelerate their programs and finish the degree requirements in less time than the normal program length must pay a balance of degree fee.

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Any fees paid as a non-degree student (whether at the University of Toronto or at another institution) will not be counted towards the balance of degree fee. The SGS approved transfer of graduate credit does not reduce the required balance of degree fee. See also General Regulations, Minimum Period of Registration entry in Structure of Academic Programs section above.

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Academic fees for the final full-time extension year will be prorated, based on 50% of the domestic fee plus sessional incidental and ancillary fees 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 the 16th day of the month.

Flexible-time option PhD and professional doctoral students must be registered full-time in the year prior to their final year to be eligible for pro-rated fees in their final year.

**Fees for Students on Extension**

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Reinstated students in programs which do not require continuous registration will be assessed the program fee for the sessions in which they are currently registered.

See also Continuity of Registration section in General Regulations above.

**Outstanding Fees and Charges**

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Further information on financial support
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Contact
Graduate Awards Office
School of Graduate Studies
University of Toronto
63 St. George Street, Room 202
Toronto, Ontario M5S 2Z9
Canada
Telephone: (416) 978-2379
Fax: (416) 971-2864
E-mail: graduate.awards@utoronto.ca or
gradschool@utoronto.ca
The Elimination of “Lapsing” in Graduate Programs at U of T

1 Clarification for full-time PhD students
With the elimination of “lapsed” status, all incoming PhD students are required to maintain “continuity of registration” until all degree requirements are completed. After 6 years (7 for direct-entry students) they must apply annually for extensions to a maximum of 4 years. In these extension years, all PhD students will pay fees at 50% of the domestic rate. The current Calendar (2010-11) attempts to deal with students who fail to register under several headings, suggesting procedural differences according to status. It would be simpler and clearer to deal with the matter under one “Failure to Register” subheading as follows:

“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 will apply to reinstated students as if they had been continuously registered, and 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.”

This approach should apply to all students in graduate programs requiring continuous registration (see below).

2 Flexible time PhD and professional doctorates
Flexible-time PhD students have time limits of 6 to 8 years as specified by the program. They start full time, but may elect to become part time after 4 years. Professional doctoral students have time limits of 5 or 6 years. Flexible-time PhD and professional doctoral programs require continuous registration. Extensions are permitted; these should be limited to a maximum of 4 years to be consistent with extensions for PhDs: they must be approved annually by the department, and for the final two years, also by SGS. If the student in extension is full time, the fee should become 50% of the domestic rate as with PhD students. Part-time doctoral students in extension will continue to be charged part-time fees. Students who fail to register at any time during their program would have to apply for reinstatement as for PhD students (see 1. above) if they wished to re-register. “Lapsing” as currently defined (SGS Calendar 2010-11) will no longer be an option.

3 Master’s students
Continuous registration. Master’s programs that require “continuity of registration” should be distinguished clearly from those that do not. Generally, master’s that require a thesis, or course-work master’s with other requirements, require continuous registration, whereas most course-work-only masters do not. For consistency, students in continuous-registration master’s programs (“CRMs”), whether full-time or part-time, should be treated similarly to those in PhD programs. “Lapsing” will no longer be an option. If students in CRMs fail to register (and do not have an approved leave), either within the time limit, or in the extension period, they will be able to apply for reinstatement under the same conditions as with PhD students (1. above). Graduate unit and SGS approval will be required, and the clock will not have stopped — any missed fees will have to be paid, the normal program requirements and time limits will have to be honoured, and any funding will be forfeited during the unregistered sessions.

Most course-work-only masters presently allow full-time and part-time students to “stop out” between sessions with the approval of the graduate unit for up to one year at a time, or more with successive approvals. Thus they are considered not requiring continuous registration. Note that the “clock” does not stop, particularly
with regard to time-limits, during such absences. If students in such programs do not have approval for a “stop out” and fail to register, they may be reinstated with departmental approval; if reinstated, they pay fees only for sessions in which they register. Reinstatement is only possible within the maximum period of time limit plus allowable extensions. Lapsed status as presently defined will no longer exist.

**Time limits.** The present distinction between 5 and 6-yr master’s is rather arbitrary: it is based on variations in early program expectations, and does not depend on whether the student is full-time and part-time. The vast majority of students finish within 3 years (see Data), and so the proposal is to have a single time-limit for all full-time master’s programs of 3 years, with up to 3 years of “extension” subject to annual approval of the graduate unit, the final year also needing SGS approval. Part-time students should have a time limit of 6 years, again with a possible 3 years of “extension” subject to annual approval of the graduate unit (and SGS in the final year). If a student transfers from FT to PT, or vice versa, they simply take on the time limits applying to their new status.

**Fees during extension.** To be consistent across all graduate programs, any full-time student on approved extension should pay fees at 50% of the domestic rate. Already in place for full-time PhD students, this would then include other doctoral students, and all full-time master’s students, whether in continuous registration programs or not. Part-time students pay a reduced (part-time) fee already, and should continue to pay their normal part-time fee during any extension years.

**Data.** Aggregate data for finishing times for the three most recent years show only 5.1% of FT doctoral-stream master’s students (mostly in Division IV), and less than 0.2% of FT professional masters students, took longer than 3 years to complete. Only 46 doctoral-stream students (1.2%) would have needed more than one year of extension. All but 2 out of 8672 FT students had finished within 6 years. Only 10 out of 1888 (0.5%) PT students needed more than 6 years to complete (See Appendix).

**Summary**

- “Lapsing” as currently defined will no longer be permitted in any programs.
- Programs, both doctoral and master’s, are considered to require continuous registration or not.
- Students failing to register at any point in programs requiring continuous registration, who do not have an approved leave, will need both graduate unit and SGS approval to be reinstated, and will be subject to time limits and must pay fees owing as if they had been continuously registered.
- In master’s (both FT and PT) programs not requiring continuous registration the graduate unit can continue to approve “stop-out” for up to 12 months at a time. Fees are payable only for registered sessions. Reinstatement needs only graduate unit approval. Students cannot reinstate beyond 12 months. The time-limit “clock” does not stop during such absences.
- Flexible-time PhDs and professional doctoral students are in programs requiring continuous registration, and should be subject to the same regulations as non-flexible-time PhDs with the same maximum of 4 years of extension after program limit.
- All FT master’s students will have a time limit of 3 years, and all PT master’s 6 years.
- All master’s students (both FT and PT) will be eligible for three one-year extensions.
- Students transferring from FT to PT or vice versa assume the time limits applicable to their new status.
- All FT students on extension pay 50% of the relevant domestic fee plus sessional incidental & ancillary fees.
- All PT students on extension pay their normal (PT) program fees plus sessional incidental & ancillary fees.

---

1 The Master of Architecture (MArch) degree and combined programs are exceptional in requiring 3.5 years or 3-4 years for completion respectively. These could be handled as special cases with a time-limit of 4 years + 3 years extension.
Appendix

Time-to-degree by division and program type for students graduating in 2007-8 to 2009-10

Full-time students

<table>
<thead>
<tr>
<th>Division &amp; Program Type</th>
<th>1-3 sessions</th>
<th>4-6 sessions</th>
<th>7-9 sessions</th>
<th>10-12 sessions</th>
<th>13-15 sessions</th>
<th>16-18 sessions</th>
<th>19-21 sessions</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Div I MAST</td>
<td>709</td>
<td>151</td>
<td>12</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>878</td>
</tr>
<tr>
<td>Div I PMAS</td>
<td>0</td>
<td>188</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>189</td>
</tr>
<tr>
<td>Div 2 MAST</td>
<td>576</td>
<td>260</td>
<td>45</td>
<td>8</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>894</td>
</tr>
<tr>
<td>Div 2 PMAS</td>
<td>310</td>
<td>2324</td>
<td>398</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3039</td>
</tr>
<tr>
<td>Div 3 MAST</td>
<td>242</td>
<td>575</td>
<td>176</td>
<td>17</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>1016</td>
</tr>
<tr>
<td>Div 3 PMAS</td>
<td>292</td>
<td>112</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>407</td>
</tr>
<tr>
<td>Div 4 MAST</td>
<td>76</td>
<td>369</td>
<td>348</td>
<td>118</td>
<td>24</td>
<td>6</td>
<td>1</td>
<td>942</td>
</tr>
<tr>
<td>Div 4 PMAS</td>
<td>55</td>
<td>1066</td>
<td>186</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Total MAST</td>
<td>1603</td>
<td>1355</td>
<td>581</td>
<td>145</td>
<td>32</td>
<td>12</td>
<td>2</td>
<td>3730</td>
</tr>
<tr>
<td>Total PMAS</td>
<td>657</td>
<td>3690</td>
<td>588</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>4942</td>
</tr>
</tbody>
</table>

Distribution of TTD values for full-time students graduating in 2007/08 to 2009/10
Part-time students

<table>
<thead>
<tr>
<th>Division &amp; Program Type</th>
<th>1-3 sessions</th>
<th>4-6 sessions</th>
<th>7-9 sessions</th>
<th>10-12 sessions</th>
<th>13-15 sessions</th>
<th>16-18 sessions</th>
<th>19-21 sessions</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Div I MAST</td>
<td>2</td>
<td>42</td>
<td>24</td>
<td>9</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>Div I PMAS</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Div 2 MAST</td>
<td>0</td>
<td>31</td>
<td>36</td>
<td>14</td>
<td>8</td>
<td>3</td>
<td>1</td>
<td>93</td>
</tr>
<tr>
<td>Div 2 PMAS</td>
<td>6</td>
<td>511</td>
<td>451</td>
<td>161</td>
<td>19</td>
<td>11</td>
<td>1</td>
<td>1160</td>
</tr>
<tr>
<td>Div 3 MAST</td>
<td>3</td>
<td>24</td>
<td>12</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>44</td>
</tr>
<tr>
<td>Div 3 PMAS</td>
<td>4</td>
<td>114</td>
<td>88</td>
<td>23</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>232</td>
</tr>
<tr>
<td>Div 4 MAST</td>
<td>0</td>
<td>10</td>
<td>8</td>
<td>8</td>
<td>9</td>
<td>5</td>
<td>6</td>
<td>46</td>
</tr>
<tr>
<td>Div 4 PMAS</td>
<td>0</td>
<td>38</td>
<td>173</td>
<td>15</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>231</td>
</tr>
<tr>
<td>Total MAST</td>
<td>5</td>
<td>107</td>
<td>80</td>
<td>33</td>
<td>21</td>
<td>9</td>
<td>8</td>
<td>263</td>
</tr>
<tr>
<td>Total PMAS</td>
<td>10</td>
<td>664</td>
<td>713</td>
<td>199</td>
<td>22</td>
<td>15</td>
<td>2</td>
<td>1625</td>
</tr>
</tbody>
</table>

Distribution of TTD values for part-time students graduating in 2007/08 to 2009/10
ITEM 8.1
SGS reports to GEC annually on registration statistics.

See document:
  • SGS Registration Fall 2010
School of Graduate Studies
Registration, Fall 2010

Admissions, Summer & Fall 2010
(as of November 1, 2010)
- Applications Received for Summer & Fall 2010: 25,438
- % Change from Fall 2009: +7.29%
- Offers Sent: 8,515
- % Change from Fall 2009: -0.98%
- Offers Accepted (Reg.): 5,128
- % Change from Fall 2009: -0.31%

Registration by Degree Type, Fall 2010
(as of November 1, 2010)

- Masters: 19.8%
- Prof. Masters: 39.9%
- Special Students: 0.7%
- Diploma: 0.5%
- Special Students: 0.7%

Registration by SGS Division, Fall 2010
(as of November 1, 2010)

- 1 Humanities: 10.8%
- 2 Social Sci.: 47.9%
- 3 Physical Sci.: 16.8%
- 4 Life Sciences: 29.7%

- Div 1: 1577
- Div 2: 6123
- Div 3: 2721
- Div 4: 4195

Registration by Faculty, Fall 2010
(as of November 1, 2010)

- OISE/UT: 15.8%
- Engineering: 11.5%
- Other Single Department Faculties, Centres and Institutes: 18.4%
- Medicine: 20.1%
- Arts & Science: 26.5%
- Management: 7.5%
- Other: 18.4%

SGS Registration, Fall 2010
(as of November 1, 2010)

- Total Graduate Students: 14,616
- Increase over Fall 2009: 1.0%
Registration, Our largest graduate units, Fall 2010 (as of November 1, 2010)

- Management 1134
- Curriculum, Teaching & Learning 780
- Adult Ed. & Community Development 520
- Information 511
- Medical Science 468
- Theory & Policy Studies in Education 444

Registration by Gender, Fall 2010 (as of November 1, 2010)

<table>
<thead>
<tr>
<th>Division</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division I</td>
<td>42.2%</td>
<td>57.8%</td>
</tr>
<tr>
<td>Division II</td>
<td>37.6%</td>
<td>62.4%</td>
</tr>
<tr>
<td>Division III</td>
<td>72.7%</td>
<td>27.3%</td>
</tr>
<tr>
<td>Division IV</td>
<td>34.4%</td>
<td>65.6%</td>
</tr>
</tbody>
</table>

Registration by Status, Fall 2010 (as of November 1, 2010)

- Full-time 12,849
- Part-Time 1,767

International (VISA) Students, Fall 2010 (as of November 1, 2010)

- TOTAL 1670

- SGS International 11%
- SGS Domestic 89%

International (VISA) Students, Fall 2010 (as of November 1, 2010)

- Slavic Lang. & Literature 42.9%
- Medieval Studies 42.2%
- East Asian Studies 36.4%
- Astronomy & Astrophysics 34.3%
- Comparative Literature 34.1%
Where do Fall 2010 International (VISA) Students come from? (as of November 1, 2010)

- USA 348 (94)
- China 305 (382)
- India 136 (164)
- Iran 132 (319)
- Germany 47 (19)

Collaborative Programs: Enrollment, Fall 2010 (as of November 1, 2010)

- 1178 registrations in 41 Collaborative Programs

Largest Collaborative Programs:
- Neuroscience 173
- Comparative, Intl & Dev. Ed. 143
- Women & Gender Studies 69

Registration in Collaborative Programs, Fall 2010 by degree type (as of November 1, 2010)

- Professional 22%
- Master’s 19%
- Doctoral- stream Master’s 9%
- Doctoral 59%

Graduation 2009-2010

- Doctoral 746
- Masters 1379
- Professional Masters 2443
- Total 4568

Registration, Postdoctoral Fellows 2008-2009

<table>
<thead>
<tr>
<th>Division</th>
<th>PDFs</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Humanities</td>
<td>37</td>
</tr>
<tr>
<td>Division II</td>
<td>68</td>
</tr>
<tr>
<td>III Physical Sciences &amp; Engineering</td>
<td>461</td>
</tr>
<tr>
<td>IV Life Sciences</td>
<td>426 (928 Hospital-based)</td>
</tr>
<tr>
<td>TOTAL PDFs</td>
<td>1920</td>
</tr>
</tbody>
</table>
FOR INFORMATION
Graduate Education Council
Tuesday, February 15, 2011

ITEM 8.2

Guidelines on Archiving Courses

Documentation attached:

• Guidelines for De-activating/Archiving and Re-activating Graduate Courses, January 2011
Guidelines for De-activating/Archiving and Re-activating Graduate Courses
January 2011

Reference: SGS Policy and Guidelines on Graduate Courses:

Responsibility for approving new courses rests with each graduate unit’s Faculty Council. (Course definitions are outlined in the SGS Policy and Guidelines on Graduate Courses - see link above.) The School of Graduate Studies has responsibility for maintaining the consistency and integrity of the graduate academic record and graduate student transcripts across the University, including SGS Calendar listings of graduate programs and courses. In order to ensure that graduate course offerings are up-to-date and current, inactive courses are eventually de-activated/archived in ROSI. Occasionally, under particular circumstances and within set timeframes, some courses may be re-activated. If a course is not offered for more than five years it becomes inactive and is archived in ROSI.

SGS and graduate unit procedures:
Reference: Governance guidelines and forms: http://www.sgs.utoronto.ca/governance/procedures.htm

- Each spring or summer, graduate units review their course listings in ROSI and the SGS Calendar and notify SGS of courses that are to be permanently removed from offerings (Governance Form B); these courses will be de-activated and archived in ROSI.
- Each fall, SGS Information Systems will provide to each graduate unit a list of courses with no enrolments in the past five years, providing a deadline for response.
- Each graduate unit will review the list of inactive courses. If the graduate unit has firm plans to offer the course in the sixth year, the course will be allowed to remain active or be re-activated upon notification to SGS.
- SGS will de-activate and archive all other inactive courses on ROSI.
- Courses with no enrolments for six years or more, i.e., have been inactive and archived on ROSI for one year or more, require a new course proposal (Governance Form C) and Faculty approval.
- A course code may be re-used for a new course proposal after five years of inactivity.

For further information about de-activating or re-activating courses or re-using course codes, contact:
Mr. Rodney Branch, Director
SGS Information Systems
rodney.branch@sgs.utoronto.ca

For further information about deleting courses (Governance Form B) or new course proposals (Governance Form C), contact:
Mr. Anil Purandare
SGS Governance and Policy Coordinator
anil.purandare@sgs.utoronto.ca
ITEM 8.3

Summary Report of Executive MBA and OMNIUM Non-Standard Admission Audits

Documentation attached:

- EMBA and OMNIUM Non-Standard Admission Audit Report 2009-10
Executive M.B.A. and OMNIUM
Non-Standard Admission Audit Report 2009-10

Preamble

As approved by Governing Council in 2005, the School of Graduate Studies conducts an annual audit of the EMBA and OMNIUM programs to ensure consistency in the admission decisions.

On December 14, 2010 five out of twenty-nine non-standard admission files (2009-10) were audited.

Non-Standard Admission Audit 2009-10

Non-standard admission files were randomly selected from students who started the EMBA or OMNIUM program in September 2009. The ratio of errors was zero out of five files (0%), indicating a decrease from the previous year (3/8 files, or 37.5%).

The following two tables specify the findings of the audit. The first table details the ratio of errors for the EMBA and OMNIUM programs, with comparable data from the previous year. The second table lists the admission criteria and details the ratio of errors for both programs combined.

Table 1

<table>
<thead>
<tr>
<th></th>
<th>Number of Files Audited (EMBA)</th>
<th>Number of Errors (EMBA)</th>
<th>Number of Files Audited (OMNIUM)</th>
<th>Number of Errors (OMNIUM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total 2007-8</td>
<td>12</td>
<td>2 (16.7%)</td>
<td>6</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Total 2008-9</td>
<td>4</td>
<td>1 (25%)</td>
<td>4</td>
<td>2 (50%)*</td>
</tr>
<tr>
<td>Total 2009-10</td>
<td>3</td>
<td>0 (0%)</td>
<td>2</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

*percentage of total files audited (by program) / Note: errors can occur more than once in a file.
Table 2

<table>
<thead>
<tr>
<th>Admission Criteria</th>
<th>Weight Factor (Scoring Model)*</th>
<th>Total # of Files Audited (EMBA &amp; OMNIUM combined)</th>
<th>Non-Compliant Files**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four year degree with 60 – 75%</td>
<td>2</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Four year degree with below 60%</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three year degree with mid B or better</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three year degree with below mid B</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-degree postsecondary academic study</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMAT score ≥ 550 or EDT score ≥ 90%</td>
<td>2</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>CMA, CFP, CFA, CGA or CA designation</td>
<td>3</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Other professional development courses (two minimum)</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Professional career advancement</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Strong reference letters (two minimum)</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Full corporate support (time and financial)</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Interview rating of B+ or better</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Special circumstances (awards, life circumstances, achievements, etc.)</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

*Total possible score is between 13 and 15; minimum required score is 7 / **percentage of total files audited (EMBA & OMNIUM combined) / Note: errors can occur more than once in a file.

Conclusion

SGS is pleased to report that the results of the audit are excellent and the graduate unit is adhering to non-standard admission guidelines. The graduate unit was debriefed and an opportunity for discussion was provided.

Non-Standard Admission Audit 2009-10

The next non-standard admission audit for the EMBA and OMNIUM programs is scheduled in December 2011.

Michael J. Godwin  
Student Services Officer  
Division I & CERES, FI, LAW, MGT, MMPA  
School of Graduate Studies  
University of Toronto  
Phone: 416-978-6390  
Email: michael.godwin@utoronto.ca
FOR INFORMATION
Graduate Education Council
Tuesday, February 15, 2011

ITEM 8.4

Admission and Programs Committee (A&P) Annual Report 2009-10

The Admission and Programs Committee (A&P) is a standing committee of Graduate Education Council and reports to Council Annually.

See attached documents:
  • Executive Summary
2009-2010
School of Graduate Studies
ADMISSIONS & PROGRAMS COMMITTEE REPORT

Mandate:
The SGS Admissions & Programs Committee and its delegates, the SGS Vice-Dean, Students and SGS Student Services Officers, are responsible for making decisions on various non-standard cases including admission cases, third program extension requests, requests for non-standard grade revisions, requests for second course extensions and requests for second candidacy extensions. This report does not include statistics on daily, standard files that are acted upon by the Student Services Officers.

Committee Membership:
Members of the 2009-2010 A&P Committee were:

<table>
<thead>
<tr>
<th>SGS Vice-Deans</th>
<th>Divisional Representatives</th>
<th>Student Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berry Smith, Students (Chair)</td>
<td>Elizabeth Harvey, ENG(Div. I)</td>
<td>Ivy Wang, CHE*</td>
</tr>
<tr>
<td>Elizabeth Smyth, Programs</td>
<td>Scot Wortley, CR1 (Div.II)</td>
<td>Cindy Bongard, EEB*</td>
</tr>
<tr>
<td></td>
<td>Zhirui Wang, MSE (Div.III)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Linda Wilson-Pauwels, BMC (Div.IV)</td>
<td></td>
</tr>
</tbody>
</table>

*Student members alternate attendance at the meetings.

ACTIVITY REPORT, SEPTEMBER 1, 2009 – AUGUST 31, 2010:
The Admissions and Programs Committee or its delegates dealt with a total of 767 cases in 2009-2010. This represents a decrease of 2.5% from last year and an increase of 27% over the total 604 cases in 2007-2008. In this period, we had an increase in activity in Divisions I and III and a decrease in Divisions II and IV. The largest increase took place in Division I. This year we had a small increase in cases for doctoral students and a decrease in cases for professional master’s students. Of the total 767 cases, 340 (44%) were for professional master’s students. Of these 340 cases, 298 were for students in Division II. Division II professional master’s students accounted for 39% of all non-standard cases. This represents a small decrease from last year; in 2008-2009 Division II professional master’s cases accounted for 44% of all cases.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Division I</td>
<td>70</td>
<td>1610</td>
<td>4.3%</td>
<td>121</td>
<td>1587</td>
<td>7.6%</td>
</tr>
<tr>
<td>Division II</td>
<td>506¹</td>
<td>5664</td>
<td>8.9%</td>
<td>451²</td>
<td>6049</td>
<td>7.5%</td>
</tr>
<tr>
<td>Division III</td>
<td>89</td>
<td>2530</td>
<td>3.5%</td>
<td>101</td>
<td>2660</td>
<td>3.8%</td>
</tr>
<tr>
<td>Division IV</td>
<td>122</td>
<td>3984</td>
<td>3.1%</td>
<td>94</td>
<td>4059</td>
<td>2.3%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>787</td>
<td>13,788</td>
<td>5.7%</td>
<td>767</td>
<td>14,355</td>
<td>5.3%</td>
</tr>
</tbody>
</table>

¹ Included in this figure are EMBA cases that were dealt with by EMBA staff and M.Ed. Pilot Project cases.
² Included in this figure are EMBA cases that were dealt with by EMBA staff and M.Ed. Pilot Project cases.
Of the total 767 cases, 287 (37%) were admissions cases and 480 (63%) were programs cases. Programs cases increased from 456 last year and from 339 from two years ago. Program cases are once again responsible for nearly 2/3 of all cases as was the case a few years ago. Admissions cases have decreased this past few year; we had 287 cases this year compared to last year’s 331 cases. Although we have a small decrease this year, admissions cases have still grown significantly compared to several years ago. For example, admissions cases have increased by 202% from 2003-2004 when we had a total of 95 cases.

Of the 767 total cases, 722 (94%) were approved and 45 (6%) were refused. This year’s approval ratio is slightly down compared to last year’s 96%, but represents an increase in approval rates compared to six years ago when we approved only 84% of all cases.

### Admissions: Non-Standard Admissions Case

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>242&lt;sup&gt;3&lt;/sup&gt;</td>
<td>21</td>
<td>184&lt;sup&gt;4&lt;/sup&gt;</td>
<td>21&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>III</td>
<td>36</td>
<td>2</td>
<td>47</td>
<td>2</td>
</tr>
<tr>
<td>IV</td>
<td>24</td>
<td>1</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>307 (93%)</td>
<td>24 (7%)</td>
<td>263 (92%)</td>
<td>24 (8%)</td>
</tr>
</tbody>
</table>

Non-standard cases were submitted for applicants who do not meet minimum TOEFL/TWE requirements, or minimum degree or grade average requirements. In this report we have included data on applicants with European Bologna degrees<sup>6</sup> and Canadian applied college bachelor’s degrees.

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<sup>3</sup> This figure includes the approved EMBA cases and M.Ed. cases.
<sup>4</sup> This figure includes the approved EMBA cases and M.Ed. cases.
<sup>5</sup> This figure includes the refused M.Ed. cases.
<sup>6</sup> Bologna degrees are normally three-year first degrees (bachelor’s degrees) from European Bologna signatories.
degrees. We had 5 applicants with Bologna degrees and all 5 were approved. The 5 cases were all in Division II. We had 2 applicants with Canadian applied college bachelor’s degrees; 1 was approved and 1 was refused.

This year we approved 92% of non-standard admission cases and refused 8%. Our refusal rate this year remained very consistent compared to last year. This is a significantly lower refusal rate compared to several years back; in previous years we had approved approximately 80% of non-standard admissions cases and refused 20%. There were a total of 8,481 admission offers made for the 2010-2011 academic year and of these 263 (3.1%) were non-standard admissions. Of the overall 287 admissions cases, 205 (71%) were in Division II and again, mostly in OISE departments and Management programs. Of the total 287 admissions cases, 155 were for applicants who did not meet the minimum mid-B or B+ requirement. It is interesting to note that in Division III, 26 of the total 47 cases were for applicants who did not meet the English language facility requirement.

**Programs:**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>61</td>
<td>4</td>
<td>112</td>
<td>5</td>
</tr>
<tr>
<td>II</td>
<td>241</td>
<td>2</td>
<td>235</td>
<td>11</td>
</tr>
<tr>
<td>III</td>
<td>50</td>
<td>1</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>IV</td>
<td>97</td>
<td>0</td>
<td>64</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>449 (98.5%)</strong></td>
<td><strong>7 (1.5%)</strong></td>
<td><strong>459 (96%)</strong></td>
<td><strong>21 (4%)</strong></td>
</tr>
</tbody>
</table>

Programs cases include non-standard leaves, second course extensions, second candidacy extensions, non-standard transfer credit requests, etc. Of the total 767 cases, 480 were programs cases and of these 459 (96%) were approved and 21 (4%) were refused. This year our refusal of programs cases has increased; last year we refused only 1.5% of programs cases.

The 480 programs cases represent 3.3% of the total 14,355 registered students in the 2009-2010 academic year. This is exactly the same as last year’s percentage of programs cases. Non-standard program transfers increased this year to 51 from last year’s 36. These cases occurred most often in Divisions III and IV, but we also had a notable number in Division I (11). Once again this year we had an increase in second candidacy extension requests; we had 33 this year compared to last year’s 25 and 9 in the year before that. Division III did not have any second candidacy extension requests this year. This year we had a significant increase in non-standard leave requests; we had 60 requests this year compared to last year’s 30 requests. The largest increases in this category occurred in Division II followed by Division I. Third program extensions continue to remain low with a total of 11 this year. We had 10 last year. We had a decrease in non-standard grade revisions and second course extensions this year with 222 cases compared to last year’s 249 cases. There were 43 requests for non-standard transfer credit this year; we had 14 last year. The increase in this category has occurred in Divisions I and II. This is the first time that this has happened, so we will watch this in future reports.
PROGRESS REPORT FOR NON-STANDARD ADMISSIONS APPROVED FROM SEPTEMBER 1, 2008 TO AUGUST 31, 2009.

<table>
<thead>
<tr>
<th>Condition</th>
<th>A average in first year</th>
<th>B average in first year</th>
<th>Failed in first year</th>
<th>Deferred admission to 20109</th>
<th>Did not register</th>
<th>No Grade Available</th>
<th>Withdrew</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant did not meet SGS minimum TOEFL/TWE requirement</td>
<td>21</td>
<td>11</td>
<td>1</td>
<td>16</td>
<td></td>
<td>2</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Applicant did not have equivalent to 4 year degree (or masters degree if applicable)</td>
<td>37</td>
<td>16</td>
<td>2</td>
<td>24</td>
<td>1</td>
<td>2</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>Applicant did not meet SGS minimum mid B or B+ requirement</td>
<td>101</td>
<td>25</td>
<td>2</td>
<td>2</td>
<td>23</td>
<td>4</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>Applicant had ungraded previous degree</td>
<td>2</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Admitted Faculty member</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Applicant had and applied degree from a Canadian college</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Applicant had a European Bologna degree</td>
<td>4</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>167</td>
<td>55</td>
<td>3</td>
<td>4</td>
<td>66</td>
<td>4</td>
<td>8</td>
<td>307</td>
</tr>
</tbody>
</table>
The Student Services Officers of the School of Graduate Studies follow up on the progress of non-standard admits annually. Of the 307 applicants who were admitted during 2008-2009, 237 registered, 66 did not register and 4 deferred admission to the following year and of the 237 who registered, 8 eventually withdrew from the program. Of the 237 who registered, grades were available for 225 students. Of these 225 students, 167 (74%) maintained an A average and 55 (24%) maintained a B average and three students failed this year. Two of the students who failed had not met the minimum B or B+ admission requirement and the other had not met the English language facility requirement. Of our 5 applicants with an applied Bachelor’s degree from Canadian colleges, 1 achieved an A average, 3 had B averages and 1 did not register. Of our 5 Bologna degree applicants, 4 maintained A averages and 1 did not register. Although it is only the second year of tracking the performance of applied college degree applicants and Bologna degree applicants and our numbers are very small, it seems that Bologna applicants are very well prepared for the challenges of graduate studies at U of T. Applied college degree applicants may not be so well-prepared. We will continue to track these results. Students who did not meet the minimum mid-B or B+ average accounted for 52% of the total accepted non-standard admits. We admitted 51 applicants who did not meet English language facility requirements. In this category, 21 students had an A average and 11 students had a B average, 1 failed, 2 withdrew and 16 did not register. Although we had 3 students who failed this year and 24% of registered non-standard admits in the B average category, we still have an overall good progress report.