Update
Vice-Dean Students

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Overview

- Overview of Office
- Program Extensions
- Graduate Supervision – supervisory committee
- Academic Integrity and Appeal
- Good Academic Standing
- Conflict Resolution
- Academic Accommodations
- Grades de-mystified: FZ, SDR, INC, WDR, GWR, IPR
Vice Dean, Students

- Student Services
  - Registrar services
  - Financial awards and bursaries
- Chair of Admission and Programs Committee
  - Waiving and modifying SGS regulations in exceptional cases
  - non-standard admissions, leaves of absence, course extension deadlines, grading, program requirements, time limits, and posthumous degrees
- Termination of registration approvals
- Resource for students, faculty and programs; informal mediation
- Code of Behaviour on Academic Matters: Dean’s meetings.
- Appeals of academic decisions: GAAB and GCAAC
- Tribunal
Program Extensions

- Extension past time limit for program
  - Master’s degree: 3 one-year extensions
  - Doctoral degree: 4 one-year extensions
- First two extensions can be approved by the graduate unit; any additional extensions require SGS approval
- Extensions are not automatic – require evidence of good academic progress
- Request for extension should be accompanied by a strong justification
- Doctoral programs: Request for extensions should include evidence of annual supervisory committee meetings.
- SGS extension approval: normally approved by VDS.
- Exceptional request for extensions beyond year 3/4 require full A&P approval. Are usually only approved if:
  - The thesis is completed and only needs final examination
  - There is strong evidence of unanticipated circumstances beyond the student’s control
Graduate Supervision

- Best Practices for Graduate Supervision: A guide for students: completed and will be online soon.
- Supervisory Committee meetings:
  - Should happen at least once a year
  - Need to be real meetings
  - Should assess student’s progress and make a clear statement regarding the student’s academic standing
  - Student should be given the opportunity to respond in writing
  - For students who are at risk academically: more frequent meetings may be appropriate
Academic Integrity

- Code of Behaviour on Academic Matters
- Instructor finds evidence of violation of academic integrity in academic work:
  - Meet with students to discuss
    - If no offence: no further action (this includes not allowing the student to modify the work)
    - If offence or student fails to meet: report to Chair
  - If less than 10%: Chair can review and impose sanction if appropriate (if student admits guilt)
  - If more than 10%: Chair reports to SGS
  - SGS:
    - review of evidence and organizing Dean’s meeting
    - Dismiss, impose sanction or refer to Tribunal
  - Tribunal
Good Academic Standing

Definition

- *comply with the General Regulations* (SGS and Program)
  and
- *satisfactory progress* towards the completion of the degree.

Termination of registration:

- *fails to comply with the General Regulations*
  or
- *fails to maintain satisfactory progress*
  - the general standards of the School of Graduate Studies
    or
  - the specific standards of the graduate unit.
- Documentation is important: for doctoral students this includes thorough and regular (at least annual) supervisory committee reports.

- Findings of good academic standing are academic decisions and can be appealed
Conflict Resolution

- Important to encourage students and faculty to seek resolution early and at lowest level possible (instructor, supervisor)

- If not possible – different resources are available, such as:
  - Chair and Graduate Coordinator
  - Vice-Dean Graduate
  - SGS Vice-Dean Students
  - Graduate Student Union
  - Ombuds Office

- Conflict Resolution Centre
  - G2G peer advisors
  - Listen, make referrals, explore options, give tips & advice on how the student might resolve or manage conflict
Academic Accommodations

- Accessibility Services (UTM and UTSC: AccessAbility Services)
  - disability-related barriers
  - Create a modified work plan with a Disability Counsellor and share it with the graduate unit, instructor or supervisor.
  - The planning of academic accommodations is a collaborative effort between student, Disability Counsellor, and University faculty.
- Focus on functional limitations, not diagnosis
- Students do not need to disclose a diagnosis to anyone other than their accessibility counsellor
- Leave of Absence
  - One to three terms
  - Not counted towards the time limits for program
  - First leave can be approved by the Graduate Unit
  - Subsequent leaves need SGS approval
What grades mean
SDF, FZ, INC, WDR

- Instructor should base grade on actual mark - an assignment not submitted should mean zero!
- SDF (Standing Deferred): incomplete course work with rationale. Has a deadline—use it!
- IPR (in progress): for a course that continue in a subsequent session.
- FZ (Fail): Final grade for a failed course
  - Don’t default to blanks or INC
- INC (Incomplete): Final grade where FZ is not appropriate. It carries no credit, not included in averaging.
  - Should be used only in exceptional circumstances
  - INC should not be used to protect students from the consequences of poor academic performance or poor choices.
- WDR (Withdrawn): Withdrawn without academic penalty (approved late withdrawal) – no credit and not included in averaging
- GWR (pending review): assigned by SGS in case of allegations of academic misconduct under the Code of Behaviour on Academic Matters
Contact

Thank you

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Questions?