May 11, 2010

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 May 18, 2010, in the Council Chamber of the Galbraith Building (Room 202, 35 St. George Street).

To celebrate the work done this academic year, the meeting will be followed by a reception. Please see the attached invitation; we hope that you can join us.

If you have any questions or comments about the attached agenda, or wish to send regrets, contact Mr. Anil Purandaré, SGS Governance Officer, at 416 946-3427 or sgs.governanceofficer@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.

[SIGNED]
Professor Brian Corman

*Dean of Graduate Studies and Vice-Provost, Graduate Education*

is pleased to invite you to a spring reception

Please join us as we celebrate the contributions of the faculty, staff and students who have served, especially Graduate Education Council members who are stepping down.

Tuesday, May 18, 2010
Immediately following the Graduate Education Council meeting in the Council Chamber of the Galbraith Building Room 202, 35 St. George Street
AGENDA
Graduate Education Council

Tuesday, May 18, 2010
3:10 p.m. – 6:00 p.m.
The Council Chamber, Galbraith Building
Room 202, 35 St. George Street

Beverages only at the meeting • A reception with refreshments will follow

Regrets only to Anil Purandaré, SGS Governance Officer: 416-946-3427 or sgs.governanceofficer@utoronto.ca

1 Minutes of the Graduate Education Council Meeting of April 20, 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 Graduate Academic Appeals Board (GAAB): Approval of 2010-2011 Membership
   (Documentation attached)

7 Program Requirement Changes:
   (Documentation attached)
   7.1 Comparative, International & Development Education (CIDE) (collaborative program, master’s and doctoral levels)
   7.2 Mechanical and Industrial Engineering, MASc, PhD

8 Beyond time limit for the PhD: a proposal to replace lapsed status
   (REVISED Documentation attached)

9 Other Business

10 For Information:
   (Documentation attached)
   10.1 Academic Board: Spring 2010 Election Report, SGS Divisions III & IV Representative
   10.2 SGS Graduate Education Council: Spring 2010 Election Report
   10.3 SGS Audit of Student Files 2009-2010 Report
   10.4 SGS Award Report
Dean Brian Corman welcomed all members and visitors, and called the meeting to order, at 3:10 p.m.

**MOTION (dually moved and seconded)**

THAT the Graduate Education Council meeting of April 20, 2010 will adjourn no later than 5:00 p.m.

The motion was **CARRIED**.

**Approval of the Agenda of the Graduate Education Meeting of April 20, 2010**

**MOTION (dually moved and seconded)**

THAT the agenda of the Graduate Education Council meeting of April 20, 2010 be approved.

Seeing no discussion, the Dean called the question.

The motion was **CARRIED**.

1. **Minutes of the Graduate Education Council Meeting of March 16, 2010**

The minutes of the March 16, 2010 meeting were distributed with the agenda.

**MOTION (dually moved and seconded)**

THAT the minutes of the Graduate Education Council meeting of March 16, 2010 be approved.

Seeing no discussion, the Dean called the question.

The motion was **CARRIED**.

2. **Business Arising from the Minutes**

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

Nursing Science (anesthesia care): new graduate diploma, offered in two formats:
1) Master of Nursing (nurse practitioner field) concurrent diploma (G DipNPAC) and
2) Post Master of Nursing (nurse practitioner field) diploma (G DipNPAC)
Final approvals are in place for the new graduate diploma in Nursing Science (anesthesia care); this is effective January 2011. Detailed approvals: GEC (November 17, 2009), final University approval from the Committee on Academic Policy and Programs (AP&P) (January 12, 2010); OCGS (March 26, 2010).

**Developmental Biology (collaborative program): adding the master's level to existing doctoral-level program**

Final approvals are in place for adding the master’s level to the existing doctoral-level collaborative program in Developmental Biology; this is effective May 2010. Detailed approvals: final University approval from GEC (January 19, 2010); OCGS (March 26, 2010).

**Environmental Science, PhD (new degree program)**

The new Environmental Science PhD program is awaiting final approvals from Governing Council and OCGS; the proposed effective date is September 2010. Detailed approvals: GEC (January 19, 2010), AP&P (March 2, 2010), the Planning and Budget Committee (P&B) (March 3, 2010), Academic Board (March 23, 2010), Executive Committee of Governing Council (March 25, 2010); final approvals from Governing Council (pending) and OCGS (pending).

**Educational Policy (new collaborative program, master’s and doctoral levels)**

Final University approvals are in place but we are awaiting OCGS approval for the new collaborative master’s and doctoral program in Educational Policy; the proposed effective date is September 2010. Detailed approvals: final University approval from GEC (January 19, 2010); OCGS (pending).

**Clinical Biomedical Engineering (MHSc), program name change to Clinical Engineering (MHSc)**

Final University approvals are in place but we are awaiting OCGS approval to change the name of the Clinical Biomedical Engineering (MHSc) program to Clinical Engineering (MHSc); the proposed effective date is September 2010. Detailed approvals: final University approval from GEC (January 19, 2010); OCGS (pending).

3  Dean’s Remarks

3.1 Quality Assurance Framework

A draft of the University’s policy and plan for quality assurance will be presented for governance approval beginning with AP&P later this month. The proposal has significant implications for the business of this Council. Should the proposal be approved by the Quality Assurance Council and the University in its present form, there will be some streamlining in approvals for new programs and for changes in programs. GEC would not be expected to be involved in these aspects in future; instead, they would go through consultative procedures and through Faculty Councils and then to a more rigorous and robust review and approval process at AP&P and beyond and, where required, to the Quality Assurance Council.

3.2 Degree Level Expectations

The new quality assurance process discussed above will review degrees as well as programs; the OCGS process only reviewed programs. While degree level expectations are quite common with undergraduate programs, minimal information appears on websites for various graduate programs. There is still not a lot of awareness of graduate degree level expectations. SGS will be circulating information on
degree level expectations for graduate degrees for discussion. The current statements on graduate degrees may or may not undergo significant revision.

3.3 Flexible-Time PhD Guidelines

SGS is working on University-wide guidelines on flexible-time Ph.D. programs, and will present them to this Council sometime in the future. We invite comments; which should be conveyed to SGS Vice-Dean, Programs, Liz Smyth.

3.4 Academic Board Election (SGS Divisions III and IV seat)

Many thanks to Professor Chris Damaren, whose term as SGS Divisions III & IV representative on Academic Board is ending June 30 of this year.

There are two candidates to fill the seat. All GEC members were e-mailed a memo with information about the election and a link to each candidate’s CV. Members will receive a paper ballot by mail today or tomorrow, and are asked to return completed ballots to SGS by 5:00 p.m. on Wednesday, April 28, 2010. Members will be informed of the result at the May GEC meeting.

It is hoped that this is the last time SGS must go through this election, as these positions are somewhat anomalous on Academic Board and, if they must exist, we would like to regularize the election process through the Governing Council office.

3.5 GEC Election

The GEC election is in progress. Balloting is about to start in two constituencies: SGS Division II Students, and Administrative Staff (any graduate unit). The balloting period will be approximately two weeks, ending at 5:00 p.m. on Wednesday, May 5, 2010. Results will be announced at the May GEC meeting.

4 Report of the Vice-Dean, Programs

Vice-Dean Liz Smyth made no report.

5 Report of the Vice-Dean, Students

Vice-Dean Berry Smith made no report.

6 New Degree Programs: Law, Global Professional Master of Laws (GPLLM)

The proposal was approved by the Law Faculty Council on March 26, 2010 (preliminary approval) and ratified at its meeting on March 31, 2010. If approved by GEC, the proposal would be brought to AP&P, P&B, and the Academic Board of Governing Council for approval, and to Governing Council for final University of Toronto approval. The proposal would be submitted to OCGS for a standard 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 Law for a new graduate program in Law leading to a Global Professional Master of Laws (G.P.LL.M.) degree, effective September 2011.

Professor David Dyzenhaus was available to speak to the item and answer questions. Seeing no discussion, the Dean called the question.

The motion was CARRIED.
7 Admission Requirement Changes: Curriculum, Teaching & Learning, PhD (flexible-time option); and Second Language Education, PhD (flexible-time option)

The proposal was approved by the OISE Graduate Education Committee (GECO) on January 29, 2010 and by OISE Faculty Council on February 24, 2010. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. The Dean called on Vice-Dean Smyth to present the two motions. The Vice-Dean requested members to consider the motions together; there were no objections.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education to change the admission requirements of the flexible-time PhD option in the Curriculum, Teaching and Learning program by removing the requirement that applicants have three or more years with the same employer, effective September 2010.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education to change the admission requirements of the flexible-time PhD option in the Second Language Education program by removing the requirement that applicants have three or more years with the same employer, effective September 2010.

Professor Clare Brett was available to speak to the item and answer questions.
A member asked why the requirement had been put in place originally. Professor Brett explained that the change better reflected the profile of current applicants. They are now a much more flexible and varied group, not all of whom have had the kind of experience with a single employer currently required, yet have work experience appropriate to the program. She added that the proposal was part of an effort to make rules consistent across all OISE departments.

Seeing no further discussion, the Dean called the question.

The two motions were CARRIED.

8 Program Requirement Changes

8.1 Ancient and Medieval Philosophy (collaborative program, doctoral level)

The proposal was approved by the Faculty of Arts and Science Three-Campus Graduate Curriculum Committee (3CGC) on April 15, 2010, pending receipt of more details about student evaluation in the course AMP 2000Y. A revised motion sheet with a statement from the collaborative program providing these details was distributed at the start of the meeting. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. 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 collaborative doctoral program in Ancient and Medieval Philosophy by requiring that students complete the course AMP 2000Y, thereby increasing the overall FCE required to 2.0, effective September 2010.
Professor Brad Inwood was available to speak to the item and answer questions. A member asked what FCEs were currently required in the collaborative program. Professor Inwood replied that, formally speaking, all current requirements were with a student’s home program and the collaborative program had not had its own required FCE offerings to date. Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

8.2 Comparative Literature, MA, PhD

A revised version of the proposal distributed with the GEC agenda was approved by 3CGC on April 15, 2010. Revised documentation, including a revised motion sheet, was distributed at the start of the meeting. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. The Dean called on Vice-Dean Smyth to present the motion.

REVISED 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 program in Comparative Literature as follows:

• For the MA, decrease the COL course requirement from 2.5 to at least 2.0 FCE, without changing the requirement of 4.0 FCE overall.
• For the PhD, reduce the COL requirement for students with an MA in Comparative Literature or its equivalent from 3.0 to 2.5 FCE without reducing the requirement of 5.0 FCE overall.
• Offer, as an alternative to the PhD requirement of a reading knowledge of a third language other than English, the requirement of becoming conversant in a non-literary discipline. The Centre reserves the right to determine whether a student has met this requirement. Typically it will be met by taking two graduate half-courses.
• A student with an M.A. in another humanities discipline involving literary studies who may be required to take more courses up to 8 FCE will now no longer be required to take at least 4.0 of those FCE in COL. No minimum COL requirement is stipulated aside from the 2.5 FCE required of all doctoral students.

These changes are effective September 2010.

Professor Neil ten Kortenaar was available to speak to the item and answer questions. A member asked for clarification of the term “non-literary discipline”. Professor ten Kortenaar explained that the proposal referred to literary disciplines as those studying literature directly, such as English, French, and Spanish. The Dean added that 3CGC had been concerned that the examples of disciplines given in the original proposal were somewhat arbitrary. Rather than give some examples and leave students wondering about other possible examples, it had been decided best not to give any. The revised proposal came as a result of this decision at 3CGC.

Another member asked why the word “competency” in the original proposal had been replaced by the word “conversant”. The Dean explained that this was another concern which arose at 3CGC, namely, establishing 1.0 FCE as competence in a discipline. Conversancy seemed a lower expectation and one likely to cause less concern about what was expected of students.

A member asked whether the choice of non-literary discipline would be made in consultation with the program’s Graduate Coordinator, to which Professor ten Kortenaar replied in the affirmative. Seeing no further discussion, the Dean called the question.
The motion was CARRIED.

8.3 **English, PhD**

The proposal was approved by 3CGC on April 15, 2010. Revisions have been made only to the Governance Form and the Calendar entry; these result from discussion at 3CGC. The revisions, which are editorial changes only, were distributed at the start of the meeting. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. 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 PhD in the English program by changing the two-part Special Field Examination and its preparatory procedures to a three-part examination as outlined in the attached documentation. This change is effective September 2011.

Professor Deidre Lynch was available to speak to the item and answer questions.

A member asked about the removal of specific lengths of times and other details in the revisions. Professor Lynch replied that students are currently given these details through the Department’s website; the Department had been advised that this was too much detail to present in the Calendar.

Vice-Dean Smith noted that using calling the examination both “take-home” and “open-book” seemed redundant. Professor Lynch agreed and said she would not object to deleting the word “open-book”. Vice-Dean Smith also mentioned an isolated incident in a different program where students had been given a take-home examination and instructions that they were not to communicate with one another; this had proven extremely problematic. Professor Lynch assured Council that no such restrictions would be imposed on students in this proposal’s take-home examination, and that the aim of the Department is to encourage students to use all the resources available to them for this examination.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

8.4 **Health Policy, Management and Evaluation, PhD**

Professor Andrea Sass-Kortsak, who was available to speak to the item and answer questions, explained that on the advice of SGS, the proposal had gone to Faculty of Medicine Graduate Curriculum Committee electronically. This was done because the Committee’s next regular meeting was not until the following week. There were no negative comments and twelve positive votes as a result; the Faculty took this as sufficient for approval. The Dean added that GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. 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 to change the program requirements of the PhD in the Health Policy, Management and Evaluation program (clinical epidemiology and health care research field) as follows:

- Remove the courses HAD 5011H, HAD 5302H, HAD 5303H, HAD 5304H, HAD 5306H, HAD 5309H and HAD 5310H from the Elective Courses list.
• Move the courses HAD 5305H Evidence-Based Guidelines and HAD 5308H Evidence Synthesis: Systematic Reviews and Meta-Analysis from the Elective Courses list to the Recommended Courses list. This does not change the overall FCEs required.
• Add the following phrase to the Elective Courses list: “Other HPME courses or extra departmental courses may be considered as elective courses and are subject to approval of the department.”

This change is effective September 2010.

Seeing no discussion, the Dean called the question.

The motion was CARRIED.

8.5 Jewish Studies (collaborative program, doctoral level)

The proposal was approved by 3CGC on April 15, 2010. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. 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 collaborative doctoral program in Jewish Studies by adding the requirement that students give one presentation at the Jewish Studies graduate student conference over the course of their doctoral program. The conference will be held each year in the spring. The paper presentation needs to be completed before the completion of the doctoral program. This change is effective September 2010.

Professor Hindy Najman was available to speak to the item and answer questions.

A member asked how students had responded to the proposal. Professor Najman explained that it had been initiated by students. The student presentation and conference had been run informally last year and student response had been overwhelmingly positive.

Another member asked where the conference was held, and who administered it. Professor Najman replied that she administered the conference and that it was held on campus; this year six departments would be represented. The member further asked whether there was any chance of students being refused presentation space at the conference due to competition. Professor Najman assured Council that every student would be given the opportunity to present at least once to fulfill the requirement; to this end, additional conferences would be added if needed.

Another member asked how completion of the requirement would be tracked on a student’s academic record. Professor Najman replied that she would consult with SGS on this. Heather Kelly, SGS Director of Student Services, added that a transcript notation could be arranged.

Another member asked if it could be guaranteed that students would not be required to travel off campus to satisfy the requirement. Professor Najman assured Council that the requirement would continue to be fulfilled using a conference held on campus. The intent is to have a protected, low-cost conference for students; they could deliver presentations at other conferences later if they so wished. Administrative costs for the conference were minimal, with posters being prepared by graduate student volunteers; there is no cost to student presenters.

Another member asked about the additional workload required of students. Professor Najman replied that the aim was to have students fulfill this requirement after all course and examination
requirements were complete so as to minimize disruption to student workload; one exception had been made so far, for a student whose progress was very advanced.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

8.6 Neuroscience (collaborative program, doctoral level)

The proposal was approved by the Faculty of Medicine Graduate Curriculum Committee on March 11, 2010. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. 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 to change the program requirements of the collaborative program in Neuroscience (CPIN) (doctoral level only) by reducing the list of courses from which all doctoral students are required to complete 1.0 FCE to the following:

• JNR 1444Y Fundamentals of Neuroscience: Cellular and Molecular or equivalent;
• JNS 1000Y Fundamentals of Neuroscience: Systems and Behaviour or equivalent; or
• Courses in cognitive psychology or imaging (1.0 FCE or two 0.5 FCE) to be determined by the CPIN Program Committee and posted on the CPIN website in July of each year.

These changes are effective September 2010.

Professor David Hampson was available to speak to the item and answer questions. A member asked why a choice from a list of courses was required for cognitive psychology or imaging, but specific courses were required for other disciplines. Professor Hampson replied that the courses were provided by the Department of Psychology, which changes its course offerings each year. This posed the problem of not being able to present a static list. The alternative proposed is to strike a small committee of program faculty (primarily from Psychology) to meet in June to determine which would be the best fundamental courses in that discipline for the following year.

A member asked why cognitive psychology had been specified as opposed to other disciplines. Professor Hampson explained that the decision had been made through various departmental meetings and discussions. Originally the proposal only had the two required courses. It had been strongly suggested that a third discipline be represented; Psychology represents about 190 graduate students in the program.

Another member suggested adding the word “or” at the end of the first bullet of the motion. This was accepted as a friendly amendment.

REVISED MOTION (duly moved and seconded)

THAT Graduate Education Council approve the proposal of the Faculty of Medicine to change the program requirements of the collaborative program in Neuroscience (CPIN) (doctoral level only) by reducing the list of courses from which all doctoral students are required to complete 1.0 FCE to the following:

• JNR 1444Y Fundamentals of Neuroscience: Cellular and Molecular or equivalent; or
• JNS 1000Y Fundamentals of Neuroscience: Systems and Behaviour or equivalent; or
• Courses in cognitive psychology or imaging (1.0 FCE or two 0.5 FCE) to be determined by the CPIN Program Committee and posted on the CPIN website in July of each year.

These changes are effective September 2010.
Seeing no further discussion, the Dean called the question.

The revised motion was CARRIED.

8.7 Philosophy, PhD
The proposal was approved by 3CGC on April 15, 2010. GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report. 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 PhD in the Philosophy program by removing the restriction that, of the historical periods of philosophy in which a student must demonstrate competence, no more than two may be consecutive. This change is effective September 2010.

Professor Phil Kremer was available to speak to the item and answer questions. Seeing no discussion, the Dean called the question.

The motion was CARRIED.

9 Other Business
A member asked about upcoming changes to the doctoral completion grant program discussed at the previous meeting. The Dean replied that an announcement from the Provost was expected that day or next. Guidelines should follow in the next ten days or so. The Dean reminded members that the first year of the revised program will be a transition year to protect students who were dependent on funding in the current program. The following year will be fully dedicated to the revised program, which will offer successful applicants $10,000 plus tuition and fees. Priority will be given to students outside the funded cohort who have good academic reasons for requiring more time. A member asked why the topic was on the agenda of the upcoming Standing Committee on Student Matters (CSM). Vice-Dean Smith explained that the revised program was being presented by the Provost with fairly broad strokes. Clarification is needed on implementation details such as application procedures, criteria, weighting and adjudication. It was thought that CSM would be a good forum to discuss this. Michelle St-Amour, the Academic Commissioner of the Graduate Students’ Union (GSU), noted that she had reported on the revised program to the General Council of the GSU. While the overall reception was positive, quite a few questions and concerns had been raised; Vice-Dean Smith invited her to forward them to him so they could be included in the discussion at CSM. A member commented that the revised program was likely to be unpopular with a majority of students, since far fewer of them would be able to take advantage of it. Another member asked what percentage of students will be able to take advantage of the revised program compared to the current one. Heather Kelly explained that approval under the current program was automatic; the new program will have a process to select from among applicants. The Dean added that students within the funded cohort are currently eligible to apply; they will no longer be eligible under the revised program. Roughly speaking, the size of each award is expected to triple; as the funding for the program remains unchanged, it can be expected that the number of participants will diminish to a third of its present number. Those adjudicating the awards will require input from graduate units about their applicants.
10  For Information: Guidelines for PhD Final Oral Examination  
A typographical error was noted on page four, section 3 (e) of the Guidelines: the words “not to” are repeated.

11  Adjournment  
The Dean announced a reception following the May GEC meeting to celebrate the work done this past year.  
The meeting adjourned at 4:05 p.m.
Appendix to the Minutes

UNIVERSITY OF TORONTO
Record of Attendance
GRADUATE EDUCATION COUNCIL
April 20, 2010

Present (Voting & Non-voting Members)

Corman, Brian (Chair)
Bina, Bardia
Campbell, Malcolm
Capotorto, Arianna
Choi, Diana
Damaren, Chris
De Nil, Luc
Grenier, Jason
Keil, Charlie
Keith, Alison
Klinger, Christopher
Litvack, Andrea
Mount, Howard
Piccin, David
Roach, Lisa
Sass-Kortsak, Andrea
Smith, Berry
Smyth, Liz
Stabile, Mark
St-Amour, Michelle
Stiles, David
Tannock, Rosemary
Williams, David
Wilson, Adele

In Attendance (Guests & SGS Staff)

Brett, Clare
Dyzenhaus, David
Francisco, Jennifer
Godwin, Michael
Hampson, David
Hurlheey, Victoria
Inwood, Brad
Kelly, Heather
Kidner, Jane
Kremer, Philip
Lynch, Deidre
Makarovska, Vesna
Najman, Hindy
Rutchinski, Steve
ten Kortenaar, Neil
Yee-Sloan, Lily

Absent

Campbell, Elizabeth
Knight, Keith
Liu, Hugh
Moore, Carol
Papangelakis, Vladimiros
Pirraglia, Daniela

Alderdice, Jane (Secretary to Council)
Purandaré, Anil (Assistant to Secretary)
MOTION
Graduate Education Council
Tuesday, May 18, 2010

ITEM 6
Proposal to approve appointments to the Graduate Academic Appeals Board (GAAB) for the 2010-2011 academic year:

MOTION
THAT Graduate Education Council approve the appointments of a Chair, Alternate Chair, four faculty and three student members to serve on the Graduate Academic Appeals Board for the 2010-2011 academic year as follows:

Chair: Ralph Scane, Faculty of Law (renewed)
Alternate Chair: Edward Morgan, Faculty of Law
(five year term)

Faculty Members: Reina Bendayan, Division IV
(three year term) Eric Hehner, Division III (renewed)
Michele Peterson-Badali, Division II (renewed)
Michael J. Wiley, Division IV (renewed)

Student Members: Jason Grenier, Division III (renewed)
(one year term) Behnam Nowrouzi-Kia, Division IV (renewed)
Kimberley Radmacher, Division I (renewed)

About Graduate Academic Appeals Board (GAAB):
The Graduate Academic Appeals Board (GAAB) is a standing committee of Graduate Education Council (GEC). Appointment of the Chair of GAAB is approved by GEC upon the nomination of the Dean of SGS. Appointment of faculty members is approved by GEC upon the nomination of the Vice-Dean, Students and the recommendation of the Committee on Student Matters. The CSM recommended these faculty members at its meeting, April 22, 2010. Appointment of student members is approved by GEC upon the nomination and election by the student members of GEC; this occurred on May 5, 2010

GAAB Membership 2010-2011:
With GEC approval, membership of GAAB for 2010-2011 will be as follows:

Chair: Ralph Scane, Faculty of Law (July 1, 2010 to June 30, 2011)
Alternate: Edward Morgan, Faculty of Law (July 1, 2010 to June 30, 2015)
Division I Faculty Members

Members: Greig Henderson, English (July 1, 2008 to June 30, 2011)
        Russell Kazal, History (July 1, 2009 to June 30, 2012)
        Juvenal Ndayiragije, French Language and Literature (July 1, 2008 to June 30, 2011)

Division II Faculty Members

Members: Lynne Howarth, Information Studies (July 1, 2008 to June 30, 2011)
        Michele Peterson-Badali, Human Development & Applied Psychology (July 1, 2010 to June 30, 2013)
        Sandy Welsh (July 1, 2008 to June 30, 2011)

Division III Faculty Members

Members: Chris Damaren, Chemistry (July 1, 2008 to June 30, 2011)
        Eric Hehner, Computer Science (July 1, 2010 to June 30, 2013)
        Jane Phillips, Chemical Eng. & Applied Chemistry (July 1, 2008 to June 30, 2011)

Division IV Faculty Members

Members: Reina Bendayan, Pharmacy (July 1, 2010 to June 30, 2013)
        Luigi Girolametto, Speech–Language Pathology (July 1, 2009 to June 30, 2012)
        Michael J. Wiley, Anatomy (July 1, 2010 to June 30, 2013)

Student Members

Members: Jason Grenier, Division III (July 1, 2010 to June 30, 2011)
        Behnam Nowrouzi-Kia, Division IV (July 1, 2010 to June 30, 2011)
        Kimberley Radmacher, Division I (July 1, 2010 to June 30, 2013)
MOTION
Graduate Education Council
Tuesday, May 18, 2010

ITEM 7.1

Proposal to change the program requirements for the following collaborative program:
Comparative, International and Development Education (master’s and doctoral levels)
Ontario Institute for Studies in Education (OISE) (lead Faculty)

MOTION
THAT Graduate Education Council approve the proposal of the Ontario Institute for
Studies in Education to change the program requirements of the collaborative master’s and
doctoral program in Comparative, International and Development Education by specifying
five as the minimum number of seminars in which students must participate (students are
already required to participate regularly in the seminar series), effective September 2010.

See attached documents:

- SGS Governance Form A
- Calendar Entry

Prior Approvals and Discussion

The proposal was approved by the OISE Graduate Education Committee (GECO) on January 29, 2010 and the
Faculty Council on February 24, 2010. There was discussion in regards to requiring “attendance” or
“participation”; it was decided that it would be more appropriate to require “participation”.

Further Governance

GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of
Academic Board in SGS’s annual report.
Governance Form A: General
2009-2010

Faculty Affiliation:
OISE/ CIDE-Comparative, International & Development Education Collaborative Program

Name of Graduate Unit:
Comparative, International & Development Education Collaborative Program

Graduate Program/s involved in proposal, if any:
Adult Education and Community Development – MA, MEd, EdD, PhD
Curriculum Studies and Teacher Development - MA, MEd, PhD
Educational Administration – MA, MEd, EdD, PhD
Higher Education – MA, MEd, EdD, PhD
History and Philosophy of Education – MA, MEd, EdD, PhD
Second Language Education – MA, MEd, EdD, PhD
Sociology in Education – MA, MEd, EdD, PhD

Brief Summary of Proposed Change:
To clarify the program requirements regarding the participation at the Seminar Series to read
"Participation at a minimum of 5 seminars required." This should be in both the Master's Level and Doctoral level
Program requirement section of the calendar.

Rationale:
A key part of the CIDE experience is participation in our international seminar series. This addition clarifies the
program’s expectations for participation at a minimum of 5 seminars.

Prior Approvals/Actions and Comments:
CIDE Graduate Program Committee (included Directors) and a CIDE Student Association representative met,
discussed and approved the program change at the March 9th meeting. Discussion around the part-time students and
their ability to attend the seminars was raised. Evening seminar sessions are offered to address this concern in addition
to the daytime seminar sessions.

Approved by CIDE Graduate Program Committee, March 9, 2010.

Proposed Effective Date:
September  2010
Month Year

Financial and/or Planning Implications:
None

Chair/Director Name and Contact Information:
Karen Mundy, Director, CIDE, (416) 978-0748, kmundy@oise.utoronto.ca
Marilyn Laiken, PhD, Professor and Chair, AECP, (416) 978-0727, mlaiken@oise.utoronto.ca
Sarfaroz Niyozov, , K. Mundy, K. Bickmore, M. Evans, J. P. Farrell, , V. Masemann, P. Olson, S. Anderson and Erin
Sperling (CIDE SA).

Faculty Dean Name and Contact Information:
Lana Stermac, Acting Associate Dean, Research and Graduate Studies
(416) 978-1117
lstermac@oise.utoronto.ca

Date: March 12, 2010
Comparative, International and Development Education

Lead Faculty
Ontario Institute for Studies in Education

Participating Degree Programs
- Adult Education and Community Development – MA, MEd, EdD, PhD
- Curriculum Studies and Teacher Development – MA, MEd, PhD
- Educational Administration – MA, MEd, EdD, PhD
- Higher Education – MA, MEd, EdD, PhD
- History and Philosophy of Education – MA, MEd, EdD, PhD
- Second Language Education – MA, MEd, PhD
- Sociology in Education – MA, MEd, EdD, PhD

Overview
Comparative, International and Development Education (CIDE) is one of the world’s largest, most diverse and dynamic graduate programs in the field of comparative education. Research interests span an exciting range of theoretical and practical issues, from the study of ethnicity and identity to the issues of globalization and global governance, from non-formal learning and citizenship education to concrete problems of educational reform, social equality, language education, conflict resolution and community development. We approach these issues from a range of theoretical and disciplinary frames: more traditional, sociological, historical, and philosophical approaches are taught alongside vibrant interpretations of feminist, critical, post-structuralist and cultural theories.

The CIDE program will interest Canadian students who wish to work and live in other cultures. It will also interest international students who wish to relate their studies at OISE/UT directly to their own societies and learning systems.

Students can take courses in such fields as political science, feminist studies, sociology, and geography. The CIDE program is linked with events and programs at the Munk Centre for International Studies at the University of Toronto.

Successful students receive a notation on their transcript identifying their specialization in Comparative, International and Development Education.

Contact and Address
Web: cide.oise.utoronto.ca
E-mail: cide@oise.utoronto.ca
Telephone: (416) 978-0892
Fax: (416) 926-4749

Comparative, International and Development Education Centre (CIDEC)
Ontario Institute for Studies in Education
University of Toronto
7th floor, 252 Bloor Street West
Toronto, Ontario M5S 1V6
Canada

Master's Level

Admission Requirements
- Applicants who wish to enrol in the Collaborative Program must apply to and be admitted to both the Collaborative Program and a graduate degree program in one of the collaborating departments. Applicants should apply to the appropriate degree program in one (or more) of the collaborating departments that corresponds most closely to their general background and interests.
- Applicants to the CIDE Collaborative Program are normally expected to have had at least one year of international or cross-cultural experience.
- Prospective applicants should review the detailed information about the CIDE program available on the CIDE Web page at http://cide.oise.utoronto.ca.

Program Requirements
Individual student programs of study must meet the requirements of both the home department and the Collaborative Program. Normally, a careful selection of courses will satisfy this requirement without any additional course load.

Courses as follows:
- 0.5 full-course equivalent (FCE) required introduction: CIE 1001H Introduction to Comparative, International and Development Education
- 0.5 FCE CIDE master’s level course
- 1.0 FCE (equivalent to two half-courses) other core CIDE or specialization master’s-level courses

Regular participation in and attendance at the CIDE Seminar Series. Participation at a minimum of 5 seminars required.

In master’s programs requiring a major research paper or a thesis, the topic must relate to and demonstrate master’s-level understanding of the research/theory base of CIDE. Participating CIDE faculty and the home department must be represented on the thesis committee.

Doctoral Level

Admission Requirements
- Applicants who wish to enrol in the Collaborative Program must apply to and be admitted to both the Collaborative Program and a graduate degree program in one of the collaborating departments. Applicants should apply to the appropriate degree program in one (or more) of the collaborating departments that corresponds most closely to their general background and interests.
- Applicants to the CIDE Collaborative Program are normally expected to have had at least one year of international or cross-cultural experience.
- Prospective applicants should review the detailed information about the CIDE program available on the CIDE Web page at http://cide.oise.utoronto.ca. They are strongly advised to contact one of the core CIDE faculty members in their home department to discuss their research interests and goals.

Program Requirements
- Individual student programs of study must meet the requirements of both the home department and the Collaborative Program. Normally, a careful selection of courses will satisfy this requirement without any additional course load.
- Courses as follows:
  - 0.5 full-course equivalent (FCE) required introduction: CIE 1001H Introduction to Comparative, International and Development Education, if not already taken, or equivalent if transferring from another university.
  - 0.5 FCE core CIDE doctoral level course
  - 1.0 FCE (equivalent to two half-courses) other core CIDE or specialization doctoral-level courses
  - Regular participation in and contribution to the CIDE Seminar Series (at least one major presentation to the seminar group related to the student’s thesis research/development work in addition to regular participation). Minimum attendance at 5 seminars required. Participation at a minimum of 5 seminars required.
  - Completion of a thesis that contributes to the research/theory base of CIDE. Participating CIDE faculty and the home department must be represented on the thesis committee.

Course List
[---]

Program Committee
[---]
MOTION

Graduate Education Council
Tuesday, May 18, 2010

ITEM 7.2

Proposal to change the **program requirements** for the following program:

**Mechanical and Industrial Engineering (MIE), MASc, PhD**
Department of Mechanical and Industrial Engineering, Faculty of Applied Science and Engineering

MOTION

THAT Graduate Education Council approve the proposal of the Faculty of Applied Science and Engineering to change the program requirements of the MASc and PhD in the Mechanical and Industrial Engineering (MIE) program as follows:

- Add a requirement that MASc students in their first year of study attend at least 70% of seminars that are part of the MIE Seminar Series; students who complete the requirement will receive credit for SRM 3333Y *Master's Seminar Series*.

- Add a requirement that PhD students in their first and second years of study attend at least 70% of seminars that are part of the MIE Seminar Series; students who complete the requirement will receive credit for SRD 4444Y *Doctoral Seminar Series*.

- This change is effective September 2010.

See attached documents:

- SGS Governance Form A
- Calendar Entry

Prior Approvals and Discussion

SGS Vice-Dean Liz Smyth has approved the format of the seminar offering as a pilot case.

Approval of the proposal from the Faculty of Engineering is expected before May 18, 2010. If the proposal receives this approval, GEC will be asked to consider it at this meeting.

Further Governance

GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report.
Faculty Affiliation:
Faculty of Applied Science and Engineering

Name of Graduate Unit:
Department of Mechanical and Industrial Engineering

Graduate Program/s involved in proposal, if any:
MASc, PhD

Brief Summary of Proposed Change:
This is a new requirement for the MASc and PhD programs.

MASc students in their first year of study, and PhD students in their first and second years of study, will be required to attend at least 70% of seminars that are part of the MIE Seminar Series.

MASc students who complete the requirement will receive credit for SRM3333Y Master’s Seminar Series. PhD student who complete the requirement will receive credit for SRD4444Y Doctoral Seminar Series.

Rationale:
MIE Seminars will play an important role in the MIE graduate program. The seminars will expose graduate students to the diversity of research topics pursued within the department, and provide opportunities to interact with some of the very best researchers and industry leaders in their fields.

Prior Approvals/Actions and Comments:
The MIE Graduate Studies committee (M. Bussmann, J.K. Spelt, J.C. Beck) has approved this proposal. The MIE Seminar committee (J.C. Beck, A. Guenther, C.A. Simmons, Y. Sun) has approved this proposal.

Proposed Effective Date:
Sept 2010

Financial and/or Planning Implications:
None.

Chair/Director Name and Contact Information:
Markus Bussmann, Associate Chair, Graduate Studies
Jean Zu, Chair, Dept of MIE

Faculty Dean Name and Contact Information:
Chris Damaren, Vice-Dean, Graduate Studies, Faculty of Applied Science and Engineering

Date:
April 20, 2010
Mechanical and Industrial Engineering

Faculty Affiliation
Applied Science and Engineering

Degree Programs Offered
Mechanical and Industrial Engineering - MASc, MEng, PhD

Collaborative Programs
The following collaborative programs are available to students in participating degree programs as listed below:
1. Biomedical Engineering
   • Mechanical and Industrial Engineering, MASc, PhD
2. Environmental Engineering
   • Mechanical and Industrial Engineering, MASc, MEng, PhD
3. Knowledge Media Design
   • Mechanical and Industrial Engineering, MASc, MEng, PhD
4. Health Care, Technology, and Place
   • Mechanical and Industrial Engineering, PhD

Overview
The Department of Mechanical and Industrial Engineering accepts qualified applicants for study in a wide range of topics, spanning the breadth of mechanical and industrial engineering, including applied mechanics, robotics and manufacturing; biomedical engineering; computer aided design and materials engineering; energy studies, thermodynamics and surface science; environmental engineering; fluid sciences; information systems and enterprise engineering; operations research; and human factors/ergonomics.

The Master of Applied Science degree program provides students with an opportunity to pursue research-intensive advanced studies in a particular field of interest.

The Master of Engineering degree program is designed for students preparing for advanced professional activity; it is not a research-oriented degree.

The Doctor of Philosophy degree program is for students anticipating a career in which they will be performing or directing research at the most advanced level.

Contacts and Address
Web: http://www.mie.utoronto.ca/contact/grad.php
E-mail: grad.admission@mie.utoronto.ca
Telephone: (416) 978-8823
Fax: (416) 978-3453

Department of Mechanical and Industrial Engineering
University of Toronto
Mechanical Engineering Building
5 King's College Road
Toronto, Ontario M5S 3G8
Canada

Degree Programs
Mechanical and Industrial Engineering
Master of Applied Science

Minimum Admission Requirements
- Applicants must normally have a minimum average of B+, or equivalent, in each of the final two years of an accredited four-year undergraduate program in engineering or a closely related field.
- Applicants are also assessed on publications, work experience, the school and program to which each previous degree pertains, evidence of exceptional communication skills, references, and the availability of financial resources, space, and suitable supervision.

Program Requirements
- At the beginning of each student's program, a professor in the Department will be identified as the supervisor who will guide the student in the research program and selection of courses.
- For students with an adequate undergraduate background, the program will normally consist of 2.5 full-course equivalents (FCE) and a thesis.
- MASc students are required to participate in the non-credit seminar course JDE 1000H during their first or second session of registration.
- MASc students in their first year of study are required to attend at least 70% of seminars that are part of the MIE Seminar Series. MASc students who complete the requirement will receive credit for SRM3333Y Master's Seminar Series.

Minimum Period of Registration – 3 sessions
Time Limit – 3 years
Normal Program Length – 6 sessions (full-time)

Doctor of Philosophy

Minimum Admission Requirements
- Admission to a PhD program is reserved for those who are able to present evidence of superior academic and research ability. Students may be admitted to the PhD program via one of three routes:
  - **Master's degree.** Appropriate University of Toronto master’s degree, or its equivalent from a recognized university, with a minimum B+ average.
  - **Direct entry.** Exceptionally strong applicants with a University of Toronto bachelor’s degree or equivalent and an appropriate background may apply directly to the PhD program. Applicants are advised to consult the Graduate Coordinator before applying to ensure that they possess the appropriate admission requirements for direct entry.
  - **Transfer.** Very strong MASc students may apply to transfer to the PhD program after completing only one year of the MASc program.

Program Requirements
- At the beginning of each student's program, a professor in the Department will be identified as the supervisor and will guide the student in the research program and selection of courses.
- Minimum departmental standards in course work:
  - students with a **master's degree** normally are required to complete 2.5 full-course equivalents (FCE) and a thesis.
  - **Direct-entry** students admitted with a bachelor's degree are required to complete 4.0 FCE plus a thesis.
  - **Transfer** students must complete a total of 4.0 FCE plus a thesis.
- Students are required to participate in the non-credit seminar course JDE 1000H during their first or second session of registration.
- **PhD students in their first and second years of study are required to attend at least 70% of seminars that are part of the MIE Seminar Series. PhD students who complete the requirement will receive credit for SRD4444Y Doctoral Seminar Series.**
- Each PhD student must pass a qualifying examination, a seminar presentation, additional annual progress meetings, and the SGS PhD final oral examination.
- PhD students are required to be on campus full-time unless special permission is obtained for off-campus study.

Minimum Period of Registration – 3 sessions
Time Limit – 6 years
Normal Program Length – 4 years (full-time PhD)

Course List
[...]

Graduate Faculty
[...]

MOTION
Graduate Education Council
Tuesday, May 18, 2010

ITEM 8
Beyond time limit for the PhD: a proposal to replace lapsed status

Proposal to change the General and Degree Regulations of the School of Graduate Studies with respect to the regulations on lapsing for Ph.D. students beyond the time limit for the degree:

MOTION
THAT Graduate Education Council adopt the proposal to replace lapsed status for PhD students (not flexible-time PhD students) who are beyond the time limit for the degree with a new four-year extension regulation, including adjustments to the wording of General, Degree and Fees regulations in the 2010-11 SGS Calendar. The revised regulations include related changes and a few other minor changes – see attached – effective September 2010.

Supporting documentation:
- Governance Form A (attached)
- Proposal document (attached)
- Calendar regulations section (to be distributed at the meeting)

Note:
Students who commenced PhD programs prior to September 2010 will be eligible to “opt into” the new extension arrangements, if they are registered in 2010-11 and have not commenced an extension year; students who wish to opt in will be required to formally sign on to the new arrangements, and the request to do so would require the approval of both the graduate unit and SGS. PhD students on extension in 2010-11 who wish to opt into the new arrangements will be considered by the graduate unit and SGS on a case-by-case basis, in addition to being subject to the same conditions as other PhD students. The proposed changes to regulations may not be applied retroactively.”

Prior Approvals and Discussion
A preliminary draft was discussed at the Committee on Student Matters on April 22, 2010. Based on the feedback from that committee, the proposal was rewritten and further 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 comments.

Further Approvals
GEC approval is final.
Faculty Affiliation: School of Graduate Studies

Name of Graduate Unit: Changes to SGS regulations affecting all graduate units offering the PhD

Graduate Program/s involved in proposal, if any: Changes to SGS regulations affecting all Ph.D. programs (except flexible-time PhD programs)

Brief Summary of Proposed Change:
SGS is proposing changes to the Calendar regulations affecting PhD students (except flexible-time PhD students) in all programs such that “lapsed status” is no longer available to PhD students after the time limit. It is proposed that all students who have not completed by the time limit for the degree would be eligible for up to four years of extensions. The tuition fee during PhD extensions would be equal to 50% of the domestic fee and students would be enrolled as full-time students. No further registration will be available to students who do not complete past the fourth extension.

Changes to the SGS regulations are required to implement this proposal. See Calendar text with proposed revisions (to be distributed at the May 11, 2010 GEC meeting).

The proposal does not include master’s, professional doctoral, or flexible-time PhD students.

Rationale:
Under present regulations, PhD students who fail to finish within the time limit for degree are permitted to “lapse” and then, at an unspecified time in the future, to apply for a one-year reinstatement to have their thesis examined. This “lapsed status” is problematic for a number of reasons. To minimise these problems, and to encourage students to complete, we propose instead that four years of “extensions” be available (the present limit is two). Each year would need approval of the graduate unit, and the last two, also of SGS. To reduce the disincentive to complete, we also propose that all students in extension, both domestic and international, would be charged a tuition fee equal to 50% of the domestic fee, and would be considered as full-time, registered students. Students who “lapse” after time limit and request extension later, but within the four year extension period, would be subject to fee payment for extension years in which they failed to register.

Prior Approvals/Actions and Comments:
A preliminary draft was discussed at the Committee on Student Matters on April 22, 2010. Based on the feedback from that committee, the proposal was rewritten and further 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.

GEC approval is final.

Proposed Effective Date: September 2010

Financial and/or Planning Implications:
It is not possible to predict exactly the impact of these changes on University finances. It is expected that the net result will be relatively neutral.

Contact Information:
Vice-Dean Elizabeth Smyth, SGS
On behalf of Vice-Dean Berry Smith, SGS

Faculty Dean Name and Contact Information:
Brian Corman, SGS Dean and Vice-Provost, Graduate Education

Date: May 17, 2010
May 11, 2010

Beyond time limit for the PhD: a proposal to replace lapsed status

Executive Summary
Under present regulations, PhD students who fail to finish within the time limit for degree are permitted to “lapse” and then, at an unspecified time in the future, to apply for a one-year reinstatement to have their thesis examined. This “lapsed status” is problematic for a number of reasons. To minimise these problems, and to encourage students to complete, we propose instead that four years of “extensions” be available (the present limit is two). Each year would need approval of the graduate unit, and the last two, also of SGS. To reduce the disincentive to complete, we also propose that all students in extension, both domestic and international, would be charged a tuition fee equal to 50% of the domestic fee, and would be considered as full-time, registered students. Students who fail to register after time limit and request extension later, but within the four year extension period, would be subject to fee payment for extension years in which they failed to register. **No registration beyond the four-year extension period will be permitted for PhD students.**

Background
The Russell Report of 1993 recommended the retention of “lapsed status” for “doctoral students who fail to complete within the time-to-degree periods.” This lapsed status kept a door open after all normal paths to degree completion had closed: time, including extensions, had run out yet there was still a possibility that the student might finish. With the possibility of a one year reinstatement, lapsed status allowed students to maintain a tenuous connection to the University without having to keep paying fees. Unfortunately, the nature of this status, including the “tenuous connection to the University” is highly unclear. The Calendar description tells how a student enters it, and how it might be exited, but fails to say much about what it actually is. Such lack of clarity has led to variation across graduate units, in advice to students about lapsing, in levels of support provided to students who have lapsed, and misunderstanding about entitlements and the probability of reinstatement for students in this status.

Earlier versions of this proposal have been discussed at meetings of the Committee on Student Matters, the SGS Council of Graduate deans, and with student representatives; the present version has been informed by valuable feedback from those meetings.

Definition of lapsed status (SGS Calendar, 2009-10)
If a student or candidate fails to register, or is not permitted to register because the time limit for the degree sought has elapsed, registration in the School lapses. Normally, students or candidates 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:
1. 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. An application for reinstatement is required and must be approved both by the graduate unit and the School, and payment is made of the prescribed fees for the year(s) in which the student or candidate failed to register.

2. 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 candidate may not register further and registration in the program is considered to have lapsed. In special circumstances, a candidate may be reinstated once only, for a maximum of 12 months. See Time for Completion of Program Requirements section in the PhD regulations. These regulations apply by analogy to master’s students including those who have outstanding requirements other than a thesis.

Concerns

This document addresses concerns only about the second state of lapsing, after the time limit for degree has elapsed. There are a number of problems associated with this state.

1. Students are in a state of “limbo” when they are lapsed. They are not registered students, have no active status on ROSI, yet at the same time they differ from students who have completed their degree, or who have withdrawn or had their registration terminated. The status is implicit rather than explicit; there is no “flag” on ROSI indicating this status.

2. Since they are not registered, and pay no fees, lapsed students “may not make demands upon the resources of the University”. Yet if they are to apply for reinstatement “for the purpose of presenting a thesis and defending it at a final oral examination”, the PhD degree regulations state that “Reinstatement is normally not approved until the defence has been scheduled.” This necessitates the thesis having been read by supervisor and committee, usually iteratively with editing and revisions, in order to have it approved for defence – surely a significant demand on the resources of the University.

3. Some students need ethics approvals in order to continue working on their thesis; present policy limits ethics reviews to registered students

4. It is the practice in most if not all graduate units to provide some “unofficial” support at least to recently lapsed students, but the extent of this support varies widely: some students continue to pursue research in a lab and are treated no differently than registered students; others may be denied anything but a read of a final draft of a thesis. Such disparity of treatment may arise partly because it is all “under the table” according to present policy.

5. Partly because of the unofficial nature of support, student and graduate unit expectations are often unclear concerning the degree of help and the range of services that can be provided, and how these can change over time. What if the supervisor is no longer available? What if the department policies change, or a new graduate chair or coordinator has a different interpretation of practice? And without the usual University regulatory framework, both students and graduate units may encounter significant problems with no clear paths to resolution.
6. Some graduate units actively encourage students to lapse when their normal time to degree has expired, presumably as a way to avoid paying fees. Others encourage continuous registration via extensions. Such disparate approaches seem unfair to students, and not in the best interest of the University.
7. The present policy probably does nothing to shorten time-to-degree, though we have no hard evidence. Since a lapsed student has little or no incentive to finish speedily, it may prolong time-to-degree.
8. Since there is often no communication from the graduate unit (and the policy in effect discourages providing any such service), students may be unaware that the probability of a reinstatement being approved diminishes with time, as courses and thesis research become outdated.
9. Students can, and sometimes do, lapse when they are not in good academic standing. Although lapsed students cannot have their registration terminated, they can be blocked from further registration. However, this rarely happens, so they remain in limbo -- there is no closure.

Proposal
We propose that program extensions for all PhD students should be available with suitable approval for up to four years following the time limit to degree, and that students in the extension period should pay a reduced full-time fee of half the regular fee. In conjunction with this, the eligibility to apply for reinstatement after lapsing would no longer remain: students intending to finish would have to apply for and be granted extensions.

Thus PhD students who have exceeded time limits but might reasonably expect to complete their degree program would remain registered as full time students with access to all normal services, both academic and extra-curricular. A reduced fee for students beyond the time limit would lessen the present serious disincentive to remain registered. Further details are:

1. As now, students would have to apply to their graduate unit for extensions. Graduate units should only approve this request if the student is in “good standing” – has achieved candidacy, has satisfactory recent reports from the supervisory committee, and has the support of the supervisor. Graduate units should have a reasonable expectation of the student actually finishing the degree within the maximum four-year period.
2. The first two years of extension would need approval of the graduate unit. For years three and four, SGS approval is also needed.
3. Students would have to apply for extensions while they are still normally registered. Under special circumstances, lapsed students might still be reinstated during this four-year period, but would be treated as if they had lapsed before the time limit for the degree had expired (see SGS Calendar, General Regulations): the maximum time limit of four years would still be calculated from the last date of registration, and fees would be owing for the year(s) in which the student failed to register.

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2 Earlier versions of this proposal envisaged a new clearer status for students who had exceeded the time limit and were “intending to finish degree”. However, creating a new status appeared problematic, and using extensions is a simpler solution that addresses most if not all of the concerns with the present lapsed policy.
4. Extensions would require annual approval from the graduate unit and/or SGS. Such approval would require a progress report from the student, including an estimate of the amount of remaining work to be done and the expected date of thesis submission. Recommendation for an extension would come from a meeting of the supervisory committee to discuss the submitted progress report. If further extensions are not approved, eligibility for further registration would be terminated.

5. Graduate programs would be asked to establish criteria and guidelines they will consider when adjudicating applications for extensions. Beyond the SGS criteria defined above, the conditions under which extensions will be granted may differ across graduate programs, and should be made clear to students.

6. Students who are registered in an extension year would be charged a tuition fee equal to one half the regular domestic tuition fees and would be considered registered full-time students. They would have access to appropriate academic support including reading of progress reports, meetings of the supervisory committee, reasonable feedback from the supervisor including comments on thesis drafts, and access to ethics review procedures and other necessary approval processes. They would also have access to normal services supported by the student incidental fees.

7. All degree requirements would have to be completed by the end of the four-year maximum extension period and the thesis must be ready to defend. If submission of the thesis is too close to the end of the four years to permit the FOE and any corrections to be done within the time period, further time may be allowed at a prorated monthly fee up to a maximum of one session with the approval of the SGS Vice-Dean Students. Otherwise, students failing to complete degree requirements after four years of extension would no longer be eligible for registration.

8. This proposal applies at this time only to PhD students: master’s programs are so varied, and the present time limit (5 or 6 years) so long that its applicability and relevance to master’s students is questionable.

9. Currently lapsed students would be “grand-parented”: they would remain eligible to apply for reinstatement. It might be reasonable to allow students currently in extension, or in the final year of the normal time limit, to lapse under the old policy or take advantage of the new. The new policy could apply to future students and all students with one or more years to go before the time limit to degree expires.

Statistics
From the decade of data examined for PhD programs (Appendix), we estimate that roughly 40 students lapse each year and do not complete their degree in the next few years (Table 1). Over the 4 years 2004 to 2008, the average rate of graduation is 640 students; this means that about 6% of each cohort fails to graduate after completing at least 6 years of full-time registration. Approximately 60 are reinstated and complete their PhD (Table 2); thus about 10% of each year’s graduands are “reinstated” students, i.e. have lapsed for at least one session. Of these reinstated students, about 40% lapse for one year or less, 20% for 2 years, and 16% for 3 years; 76% finish with 3 or less years of lapsing and 90% with 5 years or less (Table 3). About 17 of these 60 reinstated students had a one-year extension before lapsing, and 16
had two years of extensions; about 25 lapse without taking any extensions (Table 4). Roughly 200 students each year are in extension: the cohort graduating with extensions, plus those in extension who will graduate the following year or two (Table 5).

Current fee & registration patterns for 4-yr PhDs going beyond normal time limit

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<th>4</th>
<th>5</th>
<th>6</th>
<th>...</th>
<th>...</th>
<th>...</th>
<th>...</th>
<th>Reinstatement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIU funding &amp; fees</td>
<td>Regular fees</td>
<td>No fees</td>
<td>One session fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposed model

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIU funding &amp; fees</td>
<td>Regular fees</td>
<td>Reduced fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Discussion

The proposed structure introduces no new status, but merely extends the notion of allowing extensions to program if there is adequate reason to do so. The consensus at a meeting of the Committee on Student Matters was that ten years from first registration (eleven in the case of a 5-year (direct entry) PhD) should be more than enough for students to finish, and that any longer calls into question the value of the degree, its current relevance and validity, and academic standards in general. The extra extensions give a generous time period to avoid the “capital punishment” of the Russell Report. The proposal does not change the structure of degree programs. A 4-year PhD will still be one in which students have up to 6 years to finish before seeking extensions. A crucial difference between the period before the time limit and the extension period is that in the former, the student has a right to continue in the program unless due process shows cause to terminate; to be allowed extensions, the student must show due cause to remain registered.

The present policy of charging full fees for the normal maximum of two years of extensions seems punitive after 6 years (or 7 for a direct-entry PhD) of so doing, and may well contribute to the failure of many students to finish. An SGS study in 2003 found that the third most common reason for lapsing after year 6 (after family and personal concerns, and lack of supervisory or departmental support) was financial.

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Our proposed 50% of normal domestic fees recognizes that there are costs to the University during the years of extension, and should provide a much stronger motivation to finish than does the present no-fee lapsed status. At the same time, it should not be too strong a disincentive to finish. After BIU funding runs out there are few differences in the cost to the University for domestic and international students; therefore we propose the same (50% of domestic) fee for both since maintaining a fee differential would be a huge disincentive to the few international students who might need additional time to finish.

What are the financial implications? The main cost to the University would be the loss of half the fee revenue for the 200 or so students who are in extension and currently paying full fees. However, Xuelun Liang’s study of the 1992 cohort (admittedly before the introduction of the “funding package”) found “There were 749 students who started their Ph.D. studies at U of T in 1992 calendar year. As of Winter 2001, 482 graduated, 27 were still registered, and 240 withdrew or lapsed.” In Division I and II in particular, a large number of these “dropouts” had spent many years fully registered (the mean number of years before withdrawing or laping was around 6 for both divisions I and II). The high non-completion rates of around 40% in these divisions represents therefore a huge waste of resources and time for both University and student, and our hope would be that the lower fee and requirement to remain registered would encourage significantly more students to complete their degree program. Amongst those who lapse, we do not believe that the 50% fee would represent a significant revenue loss to the University: presently, students who are reinstated pay the one-session fee for the reinstated year; half of those students pay no fees other than that beyond year 6 because they lapse without extensions, and half the remainder pay only one year. Under the new scheme, all finishing students who take longer than the maximum 6 years in a 4-yr PhD program would be paying tuition fees for each year of extension.

We believe that this new approach should reduce the number of students who fail to finish despite investing many years in their PhD program as well as provide improved clarity and if necessary closure to the end stages of degree programs, outcomes that are surely beneficial to students, graduate units, and the University.
Appendix: Data on lapsed students\textsuperscript{4}

Table 1. Students currently lapsed (neither completed nor withdrawn), by SGS division and last registered year of study.

<table>
<thead>
<tr>
<th>Year of First Registration</th>
<th>Division</th>
<th>Humanities</th>
<th>Social Sciences</th>
<th>Physical Sciences</th>
<th>Life Sciences</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92-93</td>
<td></td>
<td>35</td>
<td>12</td>
<td>6</td>
<td>5</td>
<td>58</td>
</tr>
<tr>
<td>93-94</td>
<td></td>
<td>23</td>
<td>8</td>
<td>5</td>
<td>2</td>
<td>38</td>
</tr>
<tr>
<td>94-95</td>
<td></td>
<td>9</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>95-96</td>
<td></td>
<td>21</td>
<td>9</td>
<td>3</td>
<td>3</td>
<td>36</td>
</tr>
<tr>
<td>96-97</td>
<td></td>
<td>2</td>
<td>7</td>
<td>4</td>
<td>5</td>
<td>18</td>
</tr>
<tr>
<td>97-98</td>
<td></td>
<td>12</td>
<td>11</td>
<td>7</td>
<td>6</td>
<td>36</td>
</tr>
<tr>
<td>98-99</td>
<td></td>
<td>27</td>
<td>10</td>
<td>2</td>
<td>6</td>
<td>45</td>
</tr>
<tr>
<td>99-00</td>
<td></td>
<td>22</td>
<td>11</td>
<td>5</td>
<td>12</td>
<td>50</td>
</tr>
<tr>
<td>01-02</td>
<td></td>
<td>24</td>
<td>21</td>
<td>5</td>
<td>14</td>
<td>64</td>
</tr>
<tr>
<td>02-03</td>
<td></td>
<td>24</td>
<td>18</td>
<td>6</td>
<td>10</td>
<td>58</td>
</tr>
<tr>
<td>03-04</td>
<td></td>
<td>16</td>
<td>17</td>
<td>6</td>
<td>3</td>
<td>42</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>249</td>
<td>137</td>
<td>62</td>
<td>77</td>
<td>525</td>
</tr>
</tbody>
</table>

Table 2. Numbers of lapsed PhD students graduating after reinstatement.

<table>
<thead>
<tr>
<th>Year of Graduation</th>
<th>Division</th>
<th>Humanities</th>
<th>Social Sciences</th>
<th>Physical Sciences</th>
<th>Life Sciences</th>
<th>Yearly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04-05</td>
<td>All Grads</td>
<td>94</td>
<td>161</td>
<td>162</td>
<td>214</td>
<td>631</td>
</tr>
<tr>
<td></td>
<td>Reinstated</td>
<td>18</td>
<td>21</td>
<td>7</td>
<td>9</td>
<td>55</td>
</tr>
<tr>
<td>05-06</td>
<td>All Grads</td>
<td>107</td>
<td>182</td>
<td>153</td>
<td>184</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td>Reinstated</td>
<td>15</td>
<td>34</td>
<td>8</td>
<td>15</td>
<td>72</td>
</tr>
<tr>
<td>06-07</td>
<td>All Grads</td>
<td>76</td>
<td>169</td>
<td>167</td>
<td>202</td>
<td>614</td>
</tr>
<tr>
<td></td>
<td>Reinstated</td>
<td>22</td>
<td>24</td>
<td>8</td>
<td>13</td>
<td>67</td>
</tr>
<tr>
<td>07-08</td>
<td>All Grads</td>
<td>77</td>
<td>179</td>
<td>199</td>
<td>243</td>
<td>698</td>
</tr>
<tr>
<td></td>
<td>Reinstated</td>
<td>13</td>
<td>17</td>
<td>5</td>
<td>18</td>
<td>53</td>
</tr>
<tr>
<td><strong>Averages</strong></td>
<td></td>
<td>89</td>
<td>173</td>
<td>170</td>
<td>211</td>
<td>642</td>
</tr>
</tbody>
</table>

\textsuperscript{4} Thanks to Helen Chang at SGS for compiling the data.
Table 3. Numbers of lapsed years for students reinstated and completing PhD.

<table>
<thead>
<tr>
<th>Division</th>
<th>Number of Lapsed Years*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;=1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>I</td>
<td>16 21 11 8 4 2 2 2 1 1</td>
</tr>
<tr>
<td>II</td>
<td>42 20 12 6 4 4 3 2 2 0</td>
</tr>
<tr>
<td>III</td>
<td>10 4 5 1 2 2 1 0 1 1</td>
</tr>
<tr>
<td>IV</td>
<td>28 5 12 4 3 2 0 0 0 1</td>
</tr>
<tr>
<td>Total students</td>
<td>96 50 40 19 13 10 6 4 4 3</td>
</tr>
</tbody>
</table>

* Students may be reinstated during the year, thus 2 years could mean 1 year and one or two sessions.

Table 4. Numbers of extensions approved for students reinstated and completing PhD.

<table>
<thead>
<tr>
<th>Number of Extensions Approved</th>
<th>Year of Graduation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9 20 20 19</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>16 20 13 16</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3 2 1 1</td>
<td></td>
</tr>
<tr>
<td>Total extensions</td>
<td>28 42 34 36</td>
<td></td>
</tr>
</tbody>
</table>

Table 5. All extensions including non-lapsing students

<table>
<thead>
<tr>
<th>Year of Graduation</th>
<th>Graduates with extensions</th>
<th>2004-05</th>
<th>2005-06</th>
<th>2006-07</th>
<th>2007-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates without extensions</td>
<td>473 468 477 531</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Graduates</td>
<td>631 626 614 698</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Percentage of graduates with extensions 25% 25% 22% 24%
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.

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.

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.

The Divisions

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

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.
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 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.

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.

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.

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

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.

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.

Diploma Programs
A limited number of graduate diploma programs are offered.

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

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

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:
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

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 PhD degree exclusive of thesis research will be designated as a doctoral candidate in the School of Graduate Studies. See Degree Regulations for specific details.

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.

Special (non-degree) Student

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

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.

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.

Visiting Student

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

Application for Admission to a Degree Program

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.

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 language 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 information.

Financial Assistance

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

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 approved. If final transcripts do not indicate that the expected degree has been conferred, official documentation indicating the anticipated date of degree conferral must be submitted before registration.

Normally students accepted to the School of Graduate Studies must commence their program of study on the date specified in their letter of acceptance. If circumstances prevent a student from starting study on the specified date, the graduate unit may decide that the offer of admission be valid for a period not to exceed 12 months from the original commencement date. In such a case, an official transcript will be required to document any new study completed in the interim. If the period exceeds 12 months from the original date of expected commencement, 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.

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 challenge 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. Admissions decisions are final and are not appealable.

Academic Requirements for Admission

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

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 Admissions Regulations and Degree Regulations for further details.
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.

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).

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.

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.

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.

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.

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.

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.

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.
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.

Master’s Programs

The minimum requirements are:
1. An appropriate undergraduate 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.

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.

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.
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.

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.

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.

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.
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.

### TOEFL Minimum Score Requirements

Consult the graduate unit to which you are applying to determine if a higher minimum score is required.

<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>

### Michigan English Language Assessment Battery (MELAB)

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

### International English Language Testing System (IELTS)

University of Cambridge Local Examinations Syndicate
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

The Certificate of Proficiency in English (COPE)
COPE Testing Limited
429 Danforth Avenue
P.O. 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

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

Structure of Academic Programs

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.

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 Programs by Graduate Unit section of this Calendar or on the Web at www.sgs.utoronto.ca/programs.htm for additional information.

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. See Degree Regulations section and Balance of Degree Fee section below for more information.

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.
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.

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. See Degree Regulations and Lapsed Status section below for more information.

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

Registration Policies and Procedures

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/UT) should consult OISE/UT 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.

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. 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.

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

Flexible-time PhD Programs

Some PhD programs offer a flexible-time PhD program option in addition to the full-time PhD program. See Degree Regulations by Degree Type, Doctor of Philosophy, Flexible-time PhD Programs section for further information.

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 persons 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.

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.

Continuity of Registration

Master’s Students

Failure to register as required will cause a Master’s student’s registration to lapse. See Lapsed Status and Reinstatement section below.

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.

Professional Doctoral Students and Flexible-time PhD Program Students

All doctoral students must register annually until all degree requirements have been fulfilled. Students registered in professional doctoral programs or flexible-time PhD programs who do not register as required will cause their registration to lapse. See Lapsed Status and Reinstatement below.

PhD Students (excluding Flexible-time PhD students)
PhD students are required to maintain continuous registration, unless on approved leave, until all the degree requirements are completed. PhD students are not eligible for Lapsed Status. PhD students who do not register in any year prior to the time limit for the PhD degree and who request registration later, with Graduate Unit and SGS approvals, may be eligible to register if request is made before the time limit; if approved for registration, these students will be subject to fee payment for years since last registration in which they did not register. Students who have not completed the program requirements by the time limit for the PhD degree may apply for a PhD program extension (see Extensions section below for further details; see also PhD Degree Regulations for time limits and other information). PhD students must be registered in the year prior to the year in which the extension would occur. Registration beyond the four-year extension period is not permitted.

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.

Failure to Register

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

Extension of Time for Completion of Degree Requirements

**Master's, Professional Doctoral Students and Flexible-time PhD Students**

In exceptional circumstances, a master's or professional doctoral degree or flexible-time PhD student who has **did not** complete all the requirements for the degree within the period specified in the degree regulations may be considered for a maximum of two one-year extensions provided that the graduate unit concerned so approves. 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.

**PhD Students (excluding Flexible-time PhD students)**

In exceptional circumstances, a PhD student who has not completed all the requirements for the degree prior to the PhD time limit is eligible to apply for four one-year extensions. The first two extension requests require Department approvals; the second two require Department 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. PhD students on extension are registered full-time – see information on tuition fees for PhD students on extension in Fees and Financial Support section below. PhD students who do not register after the time limit and who request an extension later, but within the four-year extension period, may be approved for extension. Students receiving approved extensions under these circumstances are subject to fee payment for extension years in which they did not register in addition to fees for the approved extension year. No registration beyond the four-year extension period will be permitted.

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 or 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.

Concurrent Registration Option (available at the master's degree level only)

Deleted: See also section under Degree Regulations, Doctor of Philosophy, Program Requirements, titled Time for Completion of Program Requirements.
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).

**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.

**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 may also be permitted. Students are responsible for the fees charged for both programs.

**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.

Leaves that do not fall under the terms of this policy will require final approval from the School of Graduate Studies.

**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.

Policy on Graduate Courses and Other Academic Activities

(see SGS Guidelines on Graduate Courses and Other Academic Activities on SGS website)

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.

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.

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.

Enrolment Policies and Procedures

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.

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.

**Completion of Course Work and Grade Submission**

Course work must be completed and grades submitted by the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Work Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 4, 2011</td>
<td>Fall Session (Y, H) courses</td>
</tr>
<tr>
<td>May 13, 2011*</td>
<td>Fall/Winter Session (Y) and Winter Session (Y, H) courses</td>
</tr>
<tr>
<td></td>
<td>*For students receiving degrees at Spring Convocation, grades must be submitted by April 24.</td>
</tr>
<tr>
<td>Sep. 16, 2011</td>
<td>Summer Session courses and extended courses</td>
</tr>
</tbody>
</table>

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.

**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.
Petitions for course work extensions

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

The deadline for requesting an initial extension is the deadline for completion of 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.

Grounds for course work extensions

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

- 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.

Time-limits for course work extensions

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>Session</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.

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 will take the form either of a regular grade or of the non-grade report ‘INC’ (‘Incomplete’), as appropriate. It 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 one of ‘INC’. This will be a permanent transcript entry. Amendments will require the approval of the SGS Admissions and Programs Committee.

SGS and home 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.

Extra Courses Not Required for the Degree

Graduate units may permit students to enrol in additional courses not required for the degree. Such courses must be so designated on the student’s enrolment form. These courses are subject to the same regulations regarding withdrawal, failure, and failure to complete work as are courses required for the degree, except that repetition or replacement of failed or incomplete courses may be waived by the graduate unit.

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.

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.

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.

Good Academic Standing and Satisfactory Academic Progress

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 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.

Full-Time Studies

Students must meet the Full-time Studies requirements – see Registration Policies and Procedures section above.

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 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 graduate unit’s time line for completion of the degree. A graduate unit may recommend to the School that a student’s registration and degree eligibility be terminated when a student fails to maintain satisfactory progress toward the completion of the degree.

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 “F” or “NCR” in a course, receives a grade report below the minimum acceptable by the graduate unit, or receives a non-grade report of “INC”), 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.)

Supervision and Satisfactory Progress in a PhD Program

A PhD student is expected, with the assistance of the graduate unit, to select a supervisor and, with the assistance of the supervisor and graduate unit, to constitute a supervisory committee, consisting of the supervisor and at least two other members of the graduate faculty, as early as practicable in the student’s program but, in any case, no later than the time specified by the time frame established by the graduate unit. 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 in each of two consecutive meetings, 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.

Time Limit for Completion of Program Requirements in a PhD Program

PhD students must meet the requirements for time limits and Candidacy - see Degree Requirements, PhD Program Requirements, Candidacy: Requirements and Time Limit regulations section, below.

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1. 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. (See “Full-time Studies” above.) 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.

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Deleted: A student enrolled in a full-time (as opposed to a flexible-time) PhD degree program will be denied further registration in that program and will have his or her eligibility terminated at the end of the third year of registration, in the case of a four-year program, or at the end of the fourth year of registration, in the case of a five-year program, if by that time either

1. the student has not completed all requirements for the degree exclusive of thesis research—including course requirements, language requirements, qualifying departmental examinations—or
2. the student does not have an approved thesis topic, supervisor, or supervisory committee.

Note: The foregoing time limit does not apply to courses that run continuously throughout the program, e.g., ongoing research seminar courses.

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 concerned. 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.
Graduate Student Supervision

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.

PhD Supervision
While the special, collaborative relationship between student and supervisor serves as a foundation for graduate education, particularly at the PhD 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 PhD 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 PhD 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 department.

Submission of Theses

One electronic copy of the final approved version of the defended thesis (master's or doctoral) must be submitted to SGS through 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 available on the Theses Canada Portal. This program makes theses available to ProQuest Information and Learning. ProQuest will make theses available for purchase on its ProQuest Dissertations and Theses Database and include the catalogue records in its biblio-
graphic 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 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 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 indexing 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/linup.htm.

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 2 Degree Regulations under Doctor of Philosophy, Final Oral
Examination.

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.

Graduation

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 document have been submitted to SGS, the student will be recommended for graduation by SGS.

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.
Academic Appeals Policy

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.

Exception
The process of academic appeal described in this policy must be followed for all disputes except appeals related to failure of a final PhD 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 PhD oral examination result or a termination of registration, but may recommend that such a decision be considered further by GAAB.

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.

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

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.

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.

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 PhD oral examination or termination of registration in a graduate program.
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.

<table>
<thead>
<tr>
<th>STEPS AND TIMELINES</th>
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<tr>
<td><strong>TIMELINE FOR STUDENT ACTION AT EACH STAGE</strong></td>
</tr>
<tr>
<td>See Note A below</td>
</tr>
<tr>
<td>1. Informal</td>
</tr>
<tr>
<td>a. Student to graduate coordinator</td>
</tr>
<tr>
<td>2. Graduate Unit-level Appeal</td>
</tr>
<tr>
<td>a. Notice of Appeal to GDAAC</td>
</tr>
<tr>
<td>b. Appeal begins here for students who wish to appeal failure of the final PhD oral examination or termination of registration in a graduate program</td>
</tr>
<tr>
<td>3. SGS Appeal</td>
</tr>
<tr>
<td>a. Notice of Appeal to GAAB</td>
</tr>
<tr>
<td>b. Appeal begins here for students who wish to appeal failure of the final PhD oral examination or termination of registration in a graduate program</td>
</tr>
<tr>
<td>4. Governing Council Appeal</td>
</tr>
<tr>
<td>Notice of Appeal to GCAAC</td>
</tr>
</tbody>
</table>

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

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 Web site 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.

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-wide policy is accessible at www.governingcouncil.utoronto.ca/policies/grading.htm.

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.1 A 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>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Adequate</td>
</tr>
<tr>
<td>D</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>
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<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 graduate 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 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 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.

j) 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.

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/

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.

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 www.governingcouncil.utoronto.ca/policies/sanction.htm.

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.

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.

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
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.

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.

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.

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.

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.

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.
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.


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.
Degree Regulations by Degree Type

All degree students are accepted under the General Regulations of the School of Graduate Studies. See section 1 in this calendar.

All degree students are accepted under the General Regulations and the Degree Regulations of the School of Graduate Studies. See section 1 in this calendar. All degree program students are subject to the Good Standing requirements in the General Regulations section.

The University of Toronto offers graduate programs leading to doctoral and master’s degrees. Admission and program requirements for degree types that are offered in multiple graduate units are outlined in this section. Admission and program requirements for degree types that are specific to one graduate program are outlined in section 6 titled Graduate Programs.

Doctoral Degrees
The University of Toronto offers programs of study leading to four doctoral degrees.

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 Programs by Graduate Unit.

**Doctor of Musical Arts (DMA)**

- Admission and program requirements for the degree program are outlined in the Music entry Degree Programs by Graduate Unit.

**Doctor of Philosophy (PhD)**

- For specific admission and program requirements, please 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.

**Admission Requirements**

**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.

**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 would also normally be admitted to this program.

**Transfers**

**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.

**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.

**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. See also Flexible-time PhD Program below.

1. **Approval**

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

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.

3. **Language Requirement**
The candidate, through the graduate unit, shall present a thesis embodying the results of original investigation, conducted by the candidate, on the

4. Candidacy: Requirements and Time Limit
A student enrolled in a full-time (as opposed to a flexible-time) PhD degree program will be denied further registration in that program and will have his or her eligibility terminated at the end of the third year of registration, in the case of a four-year program, or at the end of the fourth year of registration, in the case of a five-year program, if, by that time either:
a) the student has not completed all requirements for the degree exclusive of thesis research—including course requirements, language requirements, qualifying departmental examinations—or
b) the student does not have an approved thesis topic, supervisor, or supervisory committee.
Note: The foregoing time limit does not apply to courses that run continuously throughout the program, e.g., ongoing research seminar courses. 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 concerned. Completion 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.

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.

6. 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. See below for time limit for flexible-time PhD programs.

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 two, one-year extensions. See Extension of Time for Completion of Degree Requirements for PhD Students in General Regulations above.

Flexible-time PhD Program
Departments may develop, for approval, PhD programs which may be completed on a "flexible-time" basis. Such programs will be offered where there is sufficient demand by practicing professionals for design and delivery of PhD programs that, except for short specified periods of time, permit continued employment in areas related to the fields of research. In these programs, theory and praxis would uniquely engage and inform each other.
The flexible-time PhD differs from the full-time PhD only in design and delivery. Students in a flexible-time program will normally register full-time during the first four years and part-time during subsequent years of the program. Students are required to be registered for every successive session, including summers, following their first session of registration unless granted a leave of absence.
The time limit, between six to eight years, will be specified by the departmental regulations. 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.
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’s Degrees

The University of Toronto offers programs of study leading to the master’s degrees listed below.

Master of Applied Science (MASc)

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.

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

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.

Master of Architecture (MArch)
Admission and program requirements for the program are outlined in the Architecture, Landscape and Design entry in Degree Programs by Graduate Unit.

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.

Master of Biotechnology (MBiotech)
Admission and program requirements for the program are outlined in the Biotechnology entry in Joint Programs.

Master of Business Administration (MBA)
Admission and program requirements for the degree programs are outlined in the Management entry in Degree 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

Master of Education (MEd)
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

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 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

Master of Engineering in Design and Manufacturing (MEngDM)
Admission and program requirements for the program are outlined in the Advanced Design and Manufacturing entry in Joint Programs.

Master of Environmental Science (MEnvSc)
Admission and program requirements for the program are outlined in the Environment entry in Degree Programs by Graduate Unit.

Master of Finance (MF)
Admission and program requirements for the program are outlined in the Management entry in Degree Programs by Graduate Unit.

Master of Financial Economics (MFE)
Admission and program requirements for the program are outlined in the Financial Economics entry in Joint Programs.

Master of Forest Conservation (MFC)
Admission and program requirements for the program are outlined in the Forestry entry in Degree Programs by Graduate Unit.
Master of Global Affairs (MGA)
Admission and program requirements for the program are outlined in the Global Affairs entry in Degree Programs by Graduate Unit.

Master of Health Informatics (MHI)
Admission and program requirements for the degree program are outlined in the Health Policy, Management and Evaluation entry in Degree Programs by Graduate Unit.

Master of Health Science (MHSc)
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 Industrial Relations and Human Resources (MIRHR)
Admission and program requirements for the program are outlined in the Industrial Relations and Human Resources entry in Degree Programs by Graduate Unit.

Master of Information (MI)
Admission and program requirements for the program are outlined in the Information entry in Degree Programs by Graduate Unit.

Master of Landscape Architecture (MLA)
Admission and program requirements for the degree program are outlined in the Architecture, Landscape and Design entry in Degree Programs by Graduate Unit.

Master of Laws (LLM)
Admission and program requirements for the program are outlined in the Law entry in Degree Programs by Graduate Unit.

Master of Management and Professional Accounting (MMPA)
Admission and program requirements for degree program are outlined in the Professional Graduate Programs Centre (UTM) entry in Degree Programs by Graduate Unit.

Master of Management of Innovation (MMI)
Admission and program requirements for the program are outlined in the Health, Policy, Management and Evaluation entry in Degree Programs by Graduate Unit.

Master of Mathematical Finance (MMF)
Admission and program requirements for the degree program are outlined in the Mathematical Finance entry in Degree Programs by Graduate Unit.

Master of Museum Studies (MMSt)
Admission and program requirements for the program are outlined in the Information entry in Degree Programs by Graduate Unit.

Master of Music (MMus)
Admission and program requirements for the program are outlined in the Music entry in Degree Programs by Graduate Unit.

Master of Public Health Science (MPH)
Admission and program requirements for the program are outlined in the Public Health Sciences entry in Degree Programs by Graduate Unit.

**Master of Public Policy (MPP)**
Admission and program requirements for the program are outlined in the Public Policy entry in Degree Programs by Graduate Unit.

**Master of Nursing (MN)**
Admission and program requirements for the program are outlined in the Nursing entry in Degree Programs by Graduate Unit.

**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.

**Master of Science in Biomedical Communications (MScBMC)**
Admission and program requirements for the program are outlined in the Medical Science entry in Degree Programs by Graduate Unit.

**Master of Science in Community Health (MScCH)**
Admission and program requirements for the program are outlined in the Public Health Sciences entry in Degree Programs by Graduate Unit.

**Master of Science in Forestry (MScF)**
Admission and program requirements for the program are outlined in the Forestry entry in Degree Programs by Graduate Unit.

**Master of Science in Occupational Therapy (MScOT)**
Admission and program requirements for program are outlined in the Occupational Science and Occupational Therapy entry in Degree Programs by Graduate Unit.

**Master of Science in Physical Therapy (MScPT)**
Admission and program requirements for the program are outlined in the Physical Therapy entry in Degree Programs by Graduate Unit.

**Master of Science in Planning (MScPl)**
Admission and program requirements for the program are outlined in the Geography entry in Degree Programs by Graduate Unit.

**Master of Social Work (MSW)**
Admission and program requirements for the program are outlined in the Social Work entry in Degree Programs by Graduate Unit.

**Master of Studies in Law (MSL)**
Admission and program requirements for the program are outlined in the Law entry in Degree Programs by Graduate Unit.

**Master of Teaching (MT)**
Admission and program requirements for the degree program are outlined in the Curriculum, Teaching and Learning entry in Degree Programs by Graduate Unit.

**Master of Urban Design (MUD)**
Admission and program requirements for the program are outlined in the Architecture, Landscape and Design entry in Degree Programs by Graduate Unit.

**Master of Urban Design Studies (MUDS)**
Admission and program requirements for the program are outlined in the Geography entry in Degree Programs by Graduate Unit.

**Master of Visual Studies (MVS)**
Admission and program requirements for the program are outlined in the Art entry in Degree Programs by Graduate Unit.
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). Payment of fees must be made through a Canadian bank, in Canadian funds, payable to the University of Toronto. Holders of certain scholarships, awards, research assistantships, teaching assistantships, or loans may make a fees arrangement request through their graduate unit. Students are considered to be registered as soon as they have paid academic and incidental fees or have requested and approved fees arrangement 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 two graduate units: Management and 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. For example, for the MBA degree in Management:
Up to 6.0 FCE is equivalent to a 1-year program.
6.5 to 8.5 FCE is equivalent to a 1½-year program.
9.0 to 12 FCE is equivalent to a 2-year program.

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 Doctoral Students below regarding fees for PhD students on extension.

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 Leave Policy) 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 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 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 Doctoral Students 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 Minimum Period of Registration entry in Structure of Academic Programs Section, General Regulations, 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 and PhD Students on Extension**
Doctoral student academic fees for the final year will be prorated, based on a 12-month academic year, for the number of months that elapse between September and (including) the month in which the final thesis (including corrections required by the final oral examination committee) is submitted to the School of Graduate Studies. Fees for the final month will not be charged if the requirements are met before the 16th day of the month.

PhD students (excluding flexible-time PhD program students) on extension, both domestic and international, will be registered as full-time students and charged an academic fee equal to 50% of the domestic fee and full-time incidental fees during each year of extension.

Reinstatement Fees

A reinstatement fee equivalent to the one session full-time fee is applied when a full-time master's or professional doctoral or full-time flexible-time PhD student has been reinstated after the time limit for a period of 12 months.

Part-time students and part-time flexible-time PhD students who have been reinstated after the time limit pay part-time fees for the session(s) (one to three sessions) in which they register.

See also Lapsed Status and Reinstatement entry in Continuity of Registration section in General Regulations above.

Outstanding Fees and Charges

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

Receipts for Income Tax

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

Transcripts

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 University of Toronto Fellowships (UTF), the Connaught Scholarship as well as other endowed awards. For more information on internal awards visit www.sgs.utoronto.ca/informationfor/students/money/awards/internal.htm.

External Awards

Canadians and landed-immigrants 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 (wwwSSHRC.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/eng/not_secure/Plan_Grants_full_seppap_OGS_12345.htm) 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/eng/not_secure/Plan_Grants_full_sepapp_OGS_12345.htm) 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.htm#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.htm#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
FOR INFORMATION
Graduate Education Council
Tuesday, May 18, 2010

ITEM 10.1

Academic Board: Spring 2010 Election Report, SGS Divisions III & IV Representative

SGS has two graduate faculty representatives on Academic Board: one from Divisions I and II, and one from Divisions III and IV. The term of the current Division III and IV representative (Professor Chris Damaren of the Institute for Aerospace Studies) is ending on June 30 this year.

Nominations are made by the Chairs and Directors of each graduate unit. Those nominations are considered by the Standing Committee on Program Matters (CPM). GEC members officially elect the two representatives for the School overall. The terms of the representatives are staggered.

Two nominations were received. GEC members received an election ballot for the Division III and IV representative by mail. The candidates’ curricula vitae were made available to GEC members electronically. In order to be valid, ballots were to be returned to the School of Graduate Studies by Wednesday, April 28, 2010.

The results showed Professor Jeffrey Rosenthal elected. The results were tabulated by Anil Purandaré, the SGS Governance Officer, and confirmed by Jane Alderdice, Secretary to Graduate Education Council.
FOR INFORMATION
Graduate Education Council
Tuesday, May 18, 2010

ITEM 10.2

SGS Graduate Education Council Spring 2010 Election

See attached documents:
• GEC: Spring 2010 Election Report
GEC: Spring 2010 Election Report

There were sixteen positions on Graduate Education Council (GEC) open for election in the spring of 2010. A call for nominations was made in March. Balloting closed on May 5, 2010. Eleven positions were filled by acclamation. An election by secret ballot was held to decide the representatives in two constituencies: Student Member from Division II, Social Sciences, and Administrative Staff from any Graduate Unit. The Election Committee met on May 6, 2010 and determined the results.

Faculty Constituencies

<table>
<thead>
<tr>
<th>Division</th>
<th>Nominations</th>
<th>Graduate Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—Humanities</td>
<td>Gillian MacKay [acclaimed]</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>John Noyes [acclaimed]</td>
<td>German</td>
</tr>
<tr>
<td>(3 faculty vacancies)</td>
<td>[1 seat remains VACANT]</td>
<td></td>
</tr>
<tr>
<td>2—Social Sciences</td>
<td>Charmaine Williams [acclaimed]</td>
<td>Social Work</td>
</tr>
<tr>
<td>(1 Chair vacancy)</td>
<td>Enrica Piccardo [acclaimed]</td>
<td>Curriculum, Teaching &amp; Learning</td>
</tr>
<tr>
<td>(1 faculty vacancy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3—Physical Sciences</td>
<td>Shamim Sheikh [acclaimed]</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>(1 Chair vacancy)</td>
<td>Christopher Yip [acclaimed]</td>
<td>Institute of Biomaterials and Biomedical Engineering</td>
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<tr>
<td>(1 faculty vacancy)</td>
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</tbody>
</table>

Student Constituencies

<table>
<thead>
<tr>
<th>Division</th>
<th>Nominations</th>
<th>Graduate Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—Humanities</td>
<td>Cillian O’Hogan [acclaimed]**</td>
<td>Classics</td>
</tr>
<tr>
<td>(2 vacancies)</td>
<td>[1 seat remains VACANT]</td>
<td></td>
</tr>
<tr>
<td>2—Social Sciences</td>
<td>Jack Lee [elected]**</td>
<td>Theory &amp; Policy Studies</td>
</tr>
<tr>
<td>(2 vacancies)</td>
<td>Eugenia Tso[elected]*</td>
<td>Anthropology</td>
</tr>
<tr>
<td>3—Physical Sciences</td>
<td>Hanif Bayat Movahed [acclaimed]*</td>
<td>Chemistry</td>
</tr>
<tr>
<td>(2 vacancies)</td>
<td>Aatmi Desai [acclaimed]**</td>
<td>Chemical Engineering and Applied Chemistry</td>
</tr>
<tr>
<td>4—Life Sciences</td>
<td>Gianna Gaitana [acclaimed]**</td>
<td>Nursing Science</td>
</tr>
<tr>
<td>(2 vacancies)</td>
<td>Jemy Mary Joseph [acclaimed]**</td>
<td>Institute of Medical Science</td>
</tr>
</tbody>
</table>

Administrative Staff Constituencies

<table>
<thead>
<tr>
<th>Graduate Units</th>
<th>Nominations</th>
<th>Graduate Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1 vacancy)</td>
<td>Pauline Martini [elected]**</td>
<td>Chemical Engineering and Applied Chemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Terms of office:

Faculty serve a three year, non-renewable term of office.

Students and administrative staff have the option of a one (*) or two (**) year term of office, to a maximum of three consecutive years.

Election Committee:

The Election Committee consisted of two members of SGS GEC: Prof. Jens-Erik Mai, faculty, and Mr. Christopher Klinger, Student; Mr. Anil Purandaré, SGS Governance Officer; and Ms. Jane Alderdice, Secretary of GEC and Chief Election Returning Officer.

A total of approximately 5,700 Division II student members were eligible to vote. A total of 110 ballots were received. All were considered valid. A total of approximately 200 staff members were eligible to vote. A total of 47 ballots were received. Of these, 46 were considered valid.

A by-election will be held in September 2010 to fill two vacant seats: Division I Faculty (1 vacant seat) and Division I Students (1 vacant seat).
FOR INFORMATION
Graduate Education Council
Tuesday, May 18, 2010

ITEM 10.3

SGS Audit of Student Files 2009-2010

See attached documents:

• School of Graduate Studies Audit of Student Files 2009-10 Report to Graduate Education Council
Mandate

The responsibility and authority for standard admission decisions and the maintenance of the official student file were devolved to graduate units in 1999; henceforth, the School of Graduate Studies has implemented an annual audit of student files to ensure that the minimum admission standards and proper documentation are maintained and that student records are properly managed. It also allows SGS to provide in-person support and advice regarding particular problems faced by graduate units.

Summary

In January 2010, the audit process was reviewed in consultation with the Vice-Dean, Students of SGS and it was determined, where possible, that verified electronic submissions of documents are permitted. Specifically, official letters of reference and grades received from an institutional email are deemed acceptable.

This year, the first year of our third five year audit cycle, a total of 291 admission and registration files were randomly selected from 16 graduate units. Overall, we found a decrease in the number of errors compared with the averages of the first and second cycles.

General admission, registration and ROSI diagnostic findings are recorded in this report with an explanation of the most frequent errors.

Admission Files

Admission files (128) were randomly selected from newly admitted students who started their program in September 2009. The proportion of errors decreased compared with the averages of the first and second cycles.

For admissions audit criteria see Appendix A.

Most Frequent Admission Errors

1. Admission recommendation forms: Admission recommendations forms must be signed by the Graduate Coordinator as a check to ensure proper admission condition codes are correctly recorded when successful applicants are admitted to a graduate program
   - Admission recommendation forms were missing or not signed by the Graduate Coordinator.
2. ROSI data entry: Graduate units must update the ROSI admission codes once an applicant fulfills an outstanding admission condition
   - ROSI admission codes (follow-up with conditions of admission) were not recorded after an admission letter was issued.
3. Final official and authentic transcripts: The final official and authentic transcripts must be included in the official student file and, of the errors found in the audit,
   - The ROSI transcripts for U of T applicants were missing. SGS officers have since verified that these transcripts have been added as part of the official student record.

Registration Files

Registration files (163) were randomly selected from students who were registered for the 2008-9 academic year. The proportion of errors decreased compared with the averages of the first and second cycles.

For registration audit criteria see Appendix A.

Most Frequent Registration Errors

1. Grade submission forms: Grade submission forms must be both signed by the instructor and the Graduate Coordinator to ensure grade accuracy
   - Either the instructor or the Graduate Coordinator signature was missing. As well, it is recorded an error if the Graduate Coordinator is also the instructor and signed the grade submission form; in this case, two signatures must be recorded, preferably by the Graduate Chair.
2. Annual PhD supervisory committee reports: Annual PhD supervisory committee reports must be included in the official student file and recorded in ROSI to track students met with their supervisor on an annual basis to discuss the progress of their thesis.
   - Missing committee reports in the student file and on ROSI.
3. Fee deferrals: Fee deferral forms must be in the official student file and recorded on ROSI as it is evidence required to grant registration
   - A missing deferral form is recorded as an error only if the deferral triggers registration. As well, if the deferral reason code is not entered into ROSI it is recorded as an error.

ROSI Diagnostics

The ROSI diagnostics report all relevant ROSI data in the 16 units that were audited during the 2008-9 academic year.

The most widespread errors by graduate units are the failure to record mandatory annual supervisory committee meetings on ROSI and adding courses, as well as, registering students after the SGS deadline.

It is of some concern that in the audit of graduate units there were 420 missing post-year 2 annual supervisory committee meetings in ROSI. We do not know whether this is a lack of ROSI data entry or whether annual supervisory meetings are not being held.
Conclusion

We are pleased to report that the overall ratio of errors in managing the official student record by graduate units is decreasing compared with the averages of the first and second cycles. To ensure this encouraging trend continues, the School of Graduate Studies is committed to supporting graduate units towards strengthening admission, registration and ROSI data entry best practices through workshops and further training sessions.
## Appendix A

### Admission Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th># of Relevant Files</th>
<th>Non-Compliant Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final official and authentic transcripts</td>
<td>128</td>
<td>12</td>
</tr>
<tr>
<td>Certified translations of non-English documents</td>
<td>128</td>
<td>0</td>
</tr>
<tr>
<td>Appropriate degrees from acceptable institutions</td>
<td>128</td>
<td>1</td>
</tr>
<tr>
<td>Acceptable average in final year of degree</td>
<td>128</td>
<td>3</td>
</tr>
<tr>
<td>Acceptable TOEFL/TWE scores</td>
<td>128</td>
<td>1</td>
</tr>
<tr>
<td>At least two letters of reference</td>
<td>128</td>
<td>6</td>
</tr>
<tr>
<td>Completed application form signed by student</td>
<td>128</td>
<td>2</td>
</tr>
<tr>
<td>Admission recommendation forms</td>
<td>128</td>
<td>14</td>
</tr>
<tr>
<td>Offer of admission issued with correct conditions</td>
<td>128</td>
<td>7</td>
</tr>
<tr>
<td>ROSI data entry</td>
<td>128</td>
<td>13</td>
</tr>
</tbody>
</table>

### Registration Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th># of Relevant Files</th>
<th>Non-Compliant Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTRATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is reg. in correct degree/subject POSs</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Full-time/part-time status is correct</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Program withdrawals</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Leaves of absence</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Program Extensions</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Reinstatements</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Program transfers</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Dual Registrations</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>ENROLLMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reg./Enrollment Forms</td>
<td>163</td>
<td>1</td>
</tr>
<tr>
<td>Program change forms</td>
<td>163</td>
<td>5</td>
</tr>
<tr>
<td>Course enrollment and withdrawals</td>
<td>163</td>
<td>1</td>
</tr>
<tr>
<td>Transfer credit/advanced standing</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>GRADING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade submission forms</td>
<td>163</td>
<td>15</td>
</tr>
<tr>
<td>ROSI data entry</td>
<td>163</td>
<td>3</td>
</tr>
<tr>
<td>Course Extension Forms on file for SDFs</td>
<td>163</td>
<td>5</td>
</tr>
<tr>
<td>Late grades and grade changes</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual PhD supervisory committee reports</td>
<td>163</td>
<td>9</td>
</tr>
<tr>
<td>Candidacy complete for PhDs beyond year 3 (or 4)</td>
<td>163</td>
<td>2</td>
</tr>
<tr>
<td>FEES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee deferrals</td>
<td>163</td>
<td>8</td>
</tr>
<tr>
<td>PERSONAL INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal status</td>
<td>163</td>
<td>2</td>
</tr>
<tr>
<td>Name changes</td>
<td>163</td>
<td>0</td>
</tr>
</tbody>
</table>
ITEM 10.4

School of Graduate Studies: Award Report to Graduate Education Council

Mandate

All new and amended graduate level award records are approved by the Vice-Dean, Students at the School of Graduate Studies (SGS). SGS reports annually to Graduate Education Council with regard to the creation of any new awards and the amendment of any existing award records.

Overview

Graduate units or Faculties forward new graduate award proposals to the School of Graduate Studies, Graduate Awards Office for approval. Approved award records are then forwarded to Admissions and Awards for approval by the Academic Board of Governing Council. The Graduate Awards Office at the School of Graduate Studies maintains a list of all approved or amended awards.

Summary

The attached list covers awards created the last fiscal year, May 1, 2009 to April 30, 2010. During this period, thirty-six new award records were approved and recorded.

See attached document:

- New Award Report 2009-2010
## New Award Report 2009-2010

<table>
<thead>
<tr>
<th>Faculty</th>
<th>New Award Name</th>
<th>Date Award Approved</th>
<th>Award/Endowment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSC</td>
<td>C.W. Bowman Graduate Scholarship in Energy Research with a Focus on Environmental Issues (GSEF)</td>
<td>27-Oct-09</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>APSC</td>
<td>Hatch Graduate Scholarships for Sustainable Energy Research</td>
<td>27-Oct-09</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>APSC</td>
<td>David Sanborn Scott Graduate Fellowship</td>
<td>12-Jun-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>APSC</td>
<td>Ron D. Venter Graduate Fellowship</td>
<td>12-Jun-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>ARCLA</td>
<td>John H. Daniels Faculty of Architecture, Landscape and Design Award</td>
<td>13-May-09</td>
<td>$214,371.00</td>
</tr>
<tr>
<td>ARCLA</td>
<td>Imara Graduate Student Endowment Fund</td>
<td>13-May-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>ARCLA</td>
<td>DiCastri Graduate Student Endowment Fund</td>
<td>16-May-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>ARCLA</td>
<td>Professor Jeffry A. Stinson Graduate Student Endowment Fund</td>
<td>15-Apr-10</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>FIS</td>
<td>Ruth Corner Public Librarian Scholarship</td>
<td>27-Aug-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>FIS</td>
<td>Vivian and David Campbell Family Foundation Summer Training Fellowship</td>
<td>26-Oct-09</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>MGT</td>
<td>Rebanks Family Fellowship</td>
<td>26-Oct-09</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>MGT</td>
<td>Douglas G. Hartle Fellowship</td>
<td>10-Feb-10</td>
<td>$28,931.00</td>
</tr>
<tr>
<td>MGT</td>
<td>Master of Finance Director's Award</td>
<td>11-Sep-09</td>
<td>none</td>
</tr>
<tr>
<td>MGT</td>
<td>The Lal Khanna Award</td>
<td>25-Jun-09</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>MGT</td>
<td>The Leacross Foundation Award for Women at the Rotman School of Management</td>
<td>16-Sep-09</td>
<td>GSEF</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Canadian Securities Institute Research Foundation PhD Scholarship</td>
<td>12-Jun-09</td>
<td>Expendable</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Sidney Pulley Graduate Fellowship in Voice</td>
<td>23-Oct-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Faculty of Music Vocal Performance and Pedagogy Graduate Award</td>
<td>4-Dec-09</td>
<td>Expendable</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Faculty of Music Graduate Recital Prize</td>
<td>3-Feb-10</td>
<td>Expendable</td>
</tr>
<tr>
<td>OISE</td>
<td>GSEF - William Waters Scholarship in Urban Education</td>
<td>16-Nov-09</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>OISE</td>
<td>Andy Anderson Memorial Scholarship</td>
<td>31-Mar-10</td>
<td>$45,593.00</td>
</tr>
<tr>
<td>OISE</td>
<td>Azim Premji Foundation Fellowship</td>
<td>15-Apr-10</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>PEH</td>
<td>Guinness Fellowship in High Performance Sport</td>
<td>26-Mar-10</td>
<td>n/a</td>
</tr>
<tr>
<td>PHARM</td>
<td>Pfizer Canada Graduate Fellowship in Pharmaceutical Science</td>
<td>10-Jul-09</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>PHSCC/UTSC</td>
<td>Mary Winthrop Allen Graduate Student Scholarship in Environmental Science</td>
<td>3-Mar-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>SWK</td>
<td>Gordon S. Wolfe/Jewish Family &amp; Child Scholarship</td>
<td>23-Oct-09</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>SWK</td>
<td>The Carpenters' Union Scholarship in Social Work</td>
<td>26-Nov-09</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>SWK</td>
<td>The Toronto Business and Professional Women's Club Bursary</td>
<td>7-Dec-09</td>
<td>n/a</td>
</tr>
<tr>
<td>SWK</td>
<td>Toronto Business and Professional Women's Club M.V. Simmonds Bursary</td>
<td>7-Dec-09</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>SWK</td>
<td>Gayle Gilchrist James Scholarships</td>
<td>31-Mar-10</td>
<td>$177,346.72</td>
</tr>
<tr>
<td>SWK</td>
<td>John G. and Joan Anderson Memorial Bursary</td>
<td>31-Mar-10</td>
<td>n/a</td>
</tr>
<tr>
<td>SWK</td>
<td>Paul Dodd Memorial Bursaries</td>
<td>31-Mar-10</td>
<td>$197,002.00</td>
</tr>
<tr>
<td>SWK</td>
<td>McPherson-Wells Scholarship in Health and Disability</td>
<td>31-Mar-10</td>
<td>n/a</td>
</tr>
<tr>
<td>SWK</td>
<td>Professor Albert Rose Student Emergency Bursary Fund</td>
<td>31-Mar-10</td>
<td>n/a</td>
</tr>
<tr>
<td>SWK</td>
<td>Stanislaw Seydegart Award in Gerontology and Aging</td>
<td>31-Mar-10</td>
<td>n/a</td>
</tr>
<tr>
<td>SWK</td>
<td>Jean Eleanor Ross Woodsworth Bursary</td>
<td>31-Mar-10</td>
<td>n/a</td>
</tr>
</tbody>
</table>