



ACADEMIC COUNCIL MEETING
Undergraduate Studies Committee

AGENDA

Date: December 16, 2025

Time: 9:00 a.m. - 11:00 a.m.

[Zoom Videoconference Link \(registration required\)](#)

USC Meeting Schedule and Materials 2025-2026

No.		Topic	Lead	Suggested Start Time
PUBLIC SESSION				
1.		Call to Order and Land Acknowledgement	Chair	9:00 a.m.
2.		Agenda (M)		
3.		Chair's Remarks		
4.		Major Program Modifications (Recommendation)		9:05 a.m.
	4.1	Faculty of Business and IT: Bachelor of Commerce* (M)	A. Duff	
	4.2	Faculty of Business and IT: Bachelor of Information Technology in Game Development and Interactive Media* (M)	A. Duff	
	4.3	Faculty of Health Sciences: Bachelor of Health Science (Hons) in Medical Laboratory Science and Medical Laboratory Science – Bridge – Advanced Diploma in Biotechnology* (M)	J. McCabe	
	4.4	Faculty of Science: Bachelor of Science (Hons) in Computer Science* (M)	R. Fortier	

	4.5	Faculty of Science: Bachelor of Science (Hons) in Physics – Computational Physics specialization* (M)	R. Fortier	
	4.6	Faculty of Social Science and Humanities: Bachelor of Arts (Hons) in Communications and Digital Media Studies* (M)	T. McMorrow	
	4.7	Faculty of Social Science and Humanities: Bachelor of Arts (Hons) in Criminology and Justice – Advanced Entry* (M)	T. McMorrow	
	4.8	Faculty of Social Science and Humanities: Bachelor of Arts and Bachelor of Arts (Hons) - Liberal Studies including Advanced Entry and GAS Transfer options, Liberal Studies minor* (M)	T. McMorrow	
	4.9	Faculty of Social Science & Humanities: Bachelor of Arts (Hons) in Political Science* (M)	T. McMorrow	
5.		Minor Program Adjustments (Approval)		10:25 a.m.
	5.1	Faculty of Science: Bachelor of Science (Hons) in Mathematics for Science and Industry* (M)	R. Fortier	
	5.2	Faculty of Social Science and Humanities: Bachelor of Arts (Hons) in Sociology, Technology and Innovation* (M)	T. McMorrow	
6.		Academic Policy Instruments		
	6.1	Registration and Course Selection Policy Amendments* (D)	A. Wingate	10:35 a.m.
7.		Impact Assessment – Change to Undergraduate Deadline to Withdraw from Courses* (I)	A. Wingate	10:40 a.m.
8.		Consent Agenda: (M)		10:45 a.m.
	8.1	Public Minutes of the Meeting of November 18, 2025* (M)		

	8.2	Course change(s): FSCI 4020U , BUSI 32405U , BUSI 3410U , BUSI 3430U , BUSI 3440U , BUSI 3460U , BUSI 4450U , BUSI 4504U , BUSI 3820U INFR 1300U, INFR 4320U	Chair	
	8.3	New Course(s): BIOL 4090U , FSCI 4090U		
	8.4	Inactivate course: HLSC 3462U		
	8.5	New cross listed courses: ENGR 1050U (update), SSCI 1050U		
9.		Adjournment (M)	Chair	10:50 a.m.
NON-PUBLIC SESSION (material not publicly available)				
10.		Call to Order	Chair	10:50 a.m.
11.		Consent Agenda: (M)	Chair	10:55 a.m.
	11.1	Non-Public Minutes of the Meeting of November 18, 2025* (M)		
12.		Termination (M)	Chair	11:00 a.m.

Kirstie Ayotte, Assistant University Secretary

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Business and Information Technology

SUBJECT: Major Program Modification – Bachelor of Commerce

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to add a new specialization in Economics to the Bachelor of Commerce program.

BACKGROUND/CONTEXT & RATIONALE:

The specialization will be integrated into the Bachelor of Commerce (BCom) program within FBIT and the Political Science (POSC) program within FSSH. While this is a joint and coordinated effort by both Faculties, the structure of the specialization, admission requirements, and course options are proposed as unique and separate documents.

Augmenting BCOM with POSC: The Bachelor of Commerce program at Ontario Tech already provides foundational economics knowledge to students in the microeconomics and macroeconomics courses. This proposed specialization allows interested students to take additional courses at FBIT on energy economics and environmental economics, and/or pursue exciting courses through the Political Science (POSC) program at FSSH. Some of the topics covered in these courses include the political economy of growth, the legal and political foundations of economic systems, the role of government in managing economic activity, and the relationship between globalization, colonization, and inequality. Additionally, these courses explore how corporations engage with their workers, the promises and limitations of technological innovation, the nature of modern money, and the role of private enterprise in

promoting sustainable and equitable development.

The proposed Economics Specialization will complement the BCom program by offering a unique interdisciplinary curricular opportunity that deepens and expands its existing offerings in economics. This new specialization will formally integrate the complementary research and teaching expertise of the Faculty of Social Science and Humanities (FSSH) and the Faculty of Business and Information Technology (FBIT), through collaboration between the Political Science and Bachelor of Commerce (BCom) programs. It will offer students an innovative and coherent curricular option that blends approaches from business and economics with critical perspectives from political science, equipping them with the interdisciplinary knowledge and skills required to engage with complex economic and political challenges in both public and private sector contexts.

A New Specialization for BCom / Growth Strategy: This specialization will be a new addition to BCom's growing list of specializations that give students the opportunity to target their available elective courses towards a particular subject matter. The Economics specialization will introduce a distinctive and interdisciplinary offering to Ontario Tech University, providing a unique option for prospective students seeking a curriculum that bridges political economy, economics, economic history, and business. Its joint appeal is expected to positively influence student recruitment across both the Faculty of Social Science and Humanities (FSSH) and the Faculty of Business and Information Technology (FBIT) and give BCom students more options to tailor their degree with targeted electives with a specialization.

Aligned with Ontario Tech's mission of "tech with a conscience" and "learning re-imagined," this specialization will enrich the University's academic landscape by offering a hybrid curriculum that integrates applied economics and political economy with critical analysis of the technological foundations of economic growth. It will also examine the social, political, and environmental dimensions of economic development, equipping students with the interdisciplinary tools necessary to understand and address complex global challenges.

A Unique Specialization: This Economics specialization will provide BCom students with a more nuanced and accessible approach to the study of the economy—distinct from the mathematically intensive curriculum that dominates most stand-alone economics programs in Ontario. Unlike those programs, which typically prioritize formal modeling and statistical methods, the proposed specialization will not require proficiency in advanced mathematics beyond what is offered in the BCom program, nor will it centre on quantitative model-building. Instead, it will focus on the workings of the economy, with particular attention to the social and institutional foundations of economic activity.

The program will emphasize the central role of state policy, technological innovation, energy, and institutions in shaping patterns of economic growth. It will explore the complex processes through which new waves of capital accumulation emerge, spread, and are sustained. In doing so, the specialization significantly broadens the theoretical and methodological scope of economic inquiry and introduces students to a variety of economics topics through available course options.

BCom graduates who also complete the requirements of this specialization will be well-positioned for careers in policy, international development, business, non-profit, and public

service. Their ability to think critically about economic systems, combined with a strong foundation in business, will be highly valued in both the public and private sectors.

RESOURCES REQUIRED:

As student interest and enrollment to the specialization grow, additional instructional support may be needed through limited-term faculty appointments, academic associates, and sessional instructors.

TRANSITION AND COMMUNICATION PLAN:

The program will be available to incoming students effective Fall 2026. Once the program is launched and an implementation plan and course availability schedule is finalized, some existing students may be able to access the courses in the specialization and enroll in it. The overall degree requirements and curricular pathways for both new and existing BCom students remain unchanged. Academic Advising will be informed of the specialization details so they are prepared to provide advice and information to interested students.

The program will be widely promoted in recruitment materials and events and via the university website.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 18 November 2025
- ✓ Faculty Council: 2 December 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

Students in the Faculty of Business and Information Technology (FBIT) already take a variety of Political Science courses as electives and have expressed interest in opportunities to delve further.

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Major Program Modification proposal](#)
- New Course proposals: [BUSI 3998U](#), [BUSI 3999U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Business and Information Technology

SUBJECT: Major Program Modification – Bachelor of Information Technology in Game Development and Interactive Media

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to add a new specialization in Video Games, Creative Industries and Society to the Bachelor of Information Technology in game Development and Interactive Media program.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing the addition of a new specialization in Video Games, Creative Industries and Society. This new specialization will augment the BIT program by adding a unique interdisciplinary curricular option for students. It will formally integrate the complementary researching and teaching strengths of both the Faculty of Social Science and Humanities’ (FSSH) Communication and Digital Media Studies (CDMS) program and the Faculty of Business and IT’s (FBIT) Games Development and Interactive Media (GDIM) program. This will enhance the GDIM program by augmenting one of its core areas of focus in the creative industries with CDMS’s game studies, digital/social media, and communications expertise. It will provide students with an innovative curricular map that blends the strengths of both CDMS and GDIM.

RESOURCES REQUIRED:

As student interest and enrollment to the specialization grow, additional instructional support may be needed through limited-term faculty appointments, academic associates, and sessional instructors.

TRANSITION AND COMMUNICATION PLAN:

The program will be available to new students effective Fall 2026. It will be widely promoted in recruitment materials and events and via the university website.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 18 November 2025
- ✓ Faculty Council: 2 December 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

Students in the Faculty of Business and Information Technology (FBIT) already enroll in a number of Communication and Digital Media Studies (CDMS) courses as electives, and Game Development and Interactive Media (GDIM) students have frequently expressed interest in greater integration between the two programs. Similarly, CDMS students have expressed a strong desire to take more GDIM courses and to see increased curricular flexibility that would allow them to combine the strengths of both faculties—merging the creative, critical, and sociocultural focus of CDMS with the entrepreneurial and design expertise of GDIM. Current students will not be impacted by the new specialization.

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Major Program Modification proposal](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Health Sciences

SUBJECT: Major Program Modification – Bachelor of Health Science (Hons) in Medical Laboratory Science and Medical Laboratory Science – Bridge – Advanced Diploma in Biotechnology

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Health Science (Hons) in Medical Laboratory Science and Medical Laboratory Science – Bridge – Advanced Diploma in Biotechnology programs.

BACKGROUND/CONTEXT & RATIONALE:

The Bachelor of Health Science (Hons) in Medical Laboratory Science and Medical Laboratory Science – Bridge – Advanced Diploma in Biotechnology is proposing to make the following changes:

- add six (6) new required courses and delete a number of required courses
- change pre-requisite and co-requisite courses, contact hours, credit restrictions and/or equivalency(s), and update the program maps
- increase the simulated clinical practicum and correspondingly reduce the clinical practicum time from 25 to 16 weeks to be more in line with industry changes and ensure the viability of future clinical practicum placement capacity within the program

- expand the bridge program admission requirements to include graduates from any Ontario College with priority for graduates of Durham College
- add MLSC 3141U as a required course in the bridge program

The Medical Laboratory Science program at Ontario Tech, a leading and unique degree-based program in Canada, seeks strategic updates to maintain excellence and meet emerging standards. Recent Undergraduate Program Reviews (2015, 2023), student and faculty feedback, and regulatory changes highlight key priorities: reducing student workload, expanding simulation-based learning, and addressing structural challenges. Additionally, new national certification requirements and the introduction of molecular biology as a distinct field create an opportunity for Ontario Tech to become the only program in Canada offering training in six fields of practice, positioning graduates as leaders in the profession.

RESOURCES REQUIRED:

Program revisions reorganize courses and expand simulation without requiring significant new human resources, aside from minor sessional support and faculty allocation for simulation delivery.

Increased access to BIT3075 to ensure effective student learning and a slight increase in laboratory operations costs associated with the delivery of simulation courses.

TRANSITION AND COMMUNICATION PLAN:

Students admitted in Fall 2026 will follow the revised program map, while current on-track students will complete their studies under the existing structure without impact. Off-map students admitted prior to Fall 2026 will be offered the option to transition to the new program map, with individualized plans developed in consultation with academic advisors to ensure no additional credit burden. Those who choose not to transition may complete the program under the current structure. Given the anticipated benefits of reduced clinical practicum duration and associated financial relief, most students are expected to adopt the revised map. Clear communication will be provided through the MLSc Course Hub and direct email from program directors to minimize confusion.

CONSULTATION AND APPROVAL:

- ✓ Program Committee: 12 May 2025
- ✓ Curriculum Committee: 15 September 2025
- ✓ Faculty Council: 5 November 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

The program review committee gathered extensive student input through four focus groups across all years and over five years of historical feedback, supplemented by institutional research and UPR documentation. Additionally, a PAC focus group assessed the impact on prospective students, ensuring stakeholder perspectives were considered.

Discussions with FSci have been underway with respect to the utilization of BIT3075. In addition, the DPO of FHS and FHSc have been in contact regarding this change. Importantly, this change results in only a small reduction in the number of students who will participate in CHEM1020 as the MLSc student pool is relatively small (approximately 30-40 students annually).

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Major Program Modification – Medical Laboratory Science](#)

[Major Program Modification - Medical Laboratory Science – Bridge – Advanced Diploma in Biotechnology](#)

Course changes: [MLSC 1010U](#), [MLSC 2111U](#), [MLSC 2121U](#), [MLSC 2130U](#), [MLSC 2131U](#),
[MLSC 3111U](#), [MLSC 3121U](#), [MLSC 3131U](#), [MLSC 3141U](#), [MLSC 3200U](#),
[MLSC 3210U](#), [MLSC 3230U](#), [MLSC 3300U](#), [MLSC 4400U](#), [MLSC 4401U](#)

New courses: [MLSC 3501U](#), [MLSC 3502U](#), [MLSC 4201U](#), [MLSC 4202U](#), [MLSC 4203U](#),
[MLSC 4405U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Science

SUBJECT: Major Program Modification – Bachelor of Science (Hons) in Computer Science

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Science (Hons) in Computer Science.

BACKGROUND/CONTEXT & RATIONALE:

The Bachelor of Science (Hons) in Computer Science is proposing to make the following changes:

- Addition of two (2) new specializations—Artificial Intelligence and Software Development
- Change the name of an existing specialization (Digital Media) to Games and Interactive Computing
- Introduction of four (4) new courses that will serve as elective options in the major and all specializations
- Addition of one (1) new course—STAT 3020U—to the Data Science specialization
- Separate out third- and fourth-year requirements with smaller, concise group lists in third-year and removal of groupings in fourth-year for specializations
- Course code and course title changes to more accurately match the content
- Updates to course descriptions, prerequisite courses and learning outcomes

- Minor housekeeping updates

The proposed addition of and changes to the specializations reflect modernization efforts in the Computer Science program and leverage recent faculty growth and expanded course offerings. By broadening the specializations in both name and content to include a wider range of contemporary topics, the revisions better prepare students for current market demands.

The proposed changes simplify degree requirements, reduce unnecessary complexity, and align the specializations with updates to the main Computer Science major. They enhance flexibility and clarity for students, support breadth in third year and depth in fourth year, and strengthen technical and mathematical foundations for careers or graduate studies.

RESOURCES REQUIRED:

Course and tutorial instructors will be required for the new STAT 3020U course, which will serve as part of the Data Science specialization in Computer Science.

There will be no change to faculty assignments for existing and new specializations, as they will continue to use current courses. The new course will be offered on a rotating basis with other electives, minimizing the need for additional resources.

TRANSITION AND COMMUNICATION PLAN:

The proposed changes will primarily impact new students enrolling in the degree. The Faculty of Science will work with Advising to add flexibility reflecting these updates to existing students, wherever possible. Since no courses are being removed or significant changes made to the structure, all students following original program maps will still be able to complete their requirements as written when they began their program.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 20 October 2025
- ✓ Faculty Council: 4 November 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

Consultation has occurred with the program directors and department chairs of related programs (FEAS Specialization in AI, FBIT Specialization in AI in Business, Game Development and Interactive Media, and Software Engineering) to make them aware of the new CSCI specializations and changes within the program. These discussions are ongoing and focus on potential areas of overlap in subject matter, naming conventions, and opportunities for collaboration. Any feedback received from these programs will be incorporated where appropriate prior to advancing these proposals further to ensure alignment and minimize duplication.

Consultation with students has occurred indirectly through Advising, as well as some conversations with 4th year students who have gone through the existing degree program. Discussions with admin staff supporting the program have also occurred.

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Major Program Modification – Computer Science](#)

[Major Program Modification – Computer Science – Artificial Intelligence Specialization](#)

[Major Program Modification – Computer Science – Software Development Specialization](#)

[Major Program Modification – Computer Science – Data Science Specialization](#)

[Major Program Modification – Computer Science – Games and Interactive Computing Specialization](#)

[Major Program Modification –Thesis Project or Senior Computer Science electives](#)

Course changes: [CSCI 1050U](#), [CSCI 3000U](#), [CSCI 3052U](#), [CSCI 3101U](#), [CSCI 3240U](#),
[CSCI 3620U](#), [CSCI 4080U](#), [CSCI 4160U](#), [CSCI 4220U](#)

New courses: [CSCI 4450U](#), [CSCI 4470U](#), [CSCI 4480U](#), [CSCI 4490U](#), [STAT 3020U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Science

SUBJECT: Major Program Modification – Bachelor of Science (Hons) in Physics –
Computational Physics specialization

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Science (Hons) in Physics program to add a new specialization in Computational Physics.

BACKGROUND/CONTEXT & RATIONALE:

The addition of a Computational Physics specialization includes the creation of a new course—PHY4110U Computational Physics—and a prerequisite change to the existing PHY 4910U course.

This new specialization is designed to modernize the physics curriculum by integrating advanced computational skills alongside traditional physics knowledge. This approach addresses a gap in current offerings, which often lack applied computational training essential for research and industry. Graduates will develop expertise in programming, modeling physical systems, running simulations, analyzing complex datasets, visualizing high-dimensional results, and applying machine learning in physics contexts. These enhancements aim to attract students who might otherwise choose computing or traditional physics programs, while signaling to employers that graduates possess both subject matter expertise and practical skills to solve

complex problems. The specialization also complements related minors, creating additional interdisciplinary opportunities.

RESOURCES REQUIRED:

No new resource requirements.

TRANSITION AND COMMUNICATION PLAN:

The changes will take effect in Fall 2026. First-year students in 2025–2026 can transfer into the new specialization without adjustments, as all first-year requirements are identical. Students in second year or beyond will generally not be eligible due to missing prerequisite courses. Incoming students can transfer by Fall 2027, and future applicants will apply directly to the new specialization. Current students will be informed through regular communications from the Physics Undergraduate Program Director.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 17 November 2025
- ✓ Faculty Council: 2 December 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

Discussions regarding the proposed specialization were held with both current and prospective students and were uniformly well received. Parents of prospective students expressed particular enthusiasm, recognizing the value of a skill-based specialization.

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Major Program Modification – Physics – Computational Physics specialization](#)

Course change(s): [PHY 4910U](#)

New course(s): [PHY 4110U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Major Program Modification – Bachelor of Arts (Hons) in Communications and Digital Media Studies

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to add two new specializations - Video Games, Creative Industries and Society, and *AI for Professional Communicators to the Communications and Digital Media Studies program – and to update elective options in the program.*

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing:

- the addition of a new specialization in Video Games, Creative Industries and Society to the CDMS program. This new specialization will augment the CDMS program by adding a unique interdisciplinary curricular option for students. It will formally integrate the complementary researching and teaching strengths of the Faculty of Social Science and Humanities’ (FSSH) Communication and Digital Media Studies (CDMS) program and the Faculty of Business and IT’s (FBIT) Games Development and Interactive Media (GDIM) program. This will enhance the CDMS program by augmenting one of its core areas of focus in the creative industries with GDIM’s video game expertise. It will provide students with an innovative curricular map that blends the strengths of CDMS and GDIM.

- The addition of a new *AI for Professional Communicators* specialization to the CDMS program. This new specialization meets Ontario Tech University's vision for helping students develop professional AI skills. CDMS students are the ideal cohort to create AI content, analyze it, assess it, and help mitigate its potential ethical harms in professional industries as professional communicators.
- Additional updates to elective options for students including an opportunity for high achieving 4th year students to take a graduate seminar in the Master of Arts in Social Practice and Innovation (MSPI) to fulfill one of the program requirements.

RESOURCES REQUIRED:

As student interest and enrollment in the specializations grow, additional instructional support may be needed through limited-term faculty appointments, academic associates, and sessional instructors.

TRANSITION AND COMMUNICATION PLAN:

These new options will be widely promoted through recruitment materials and events, online through the website and social media as well as through Academic Advising. New and continuing students will be able to consider these options effective Fall 2026.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 22 October 2025
- ✓ Faculty Council: 29 October 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

Feedback from new and current students has indicated a keen interest in both new specializations.

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Major Program Modification proposal](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Major Program Modification – Bachelor of Arts (Hons) in Criminology and Justice – Advanced Entry

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to create a fully online option of the Advanced Entry pathway of the Criminology and Justice program.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing the addition of an online option of the advanced entry pathway. The Criminology and Justice program already provides a substantial number of online courses and this new stream seeks to take advantage of those offerings by simply formalizing a stream that ensures that students can meet the degree requirements.

The modified map retains the core structure of the existing program but makes a few adjustments to the option blocks as some course options. Practicum will not be available through this online stream. but students will have access to other experiential learning opportunities such as Internship and CRMN 4100U - Doing Criminology.

This proposed change will also be used to create a major or cohort code that will be used to prioritize students enrolled in this stream in online or hybrid criminology courses. Students in our typical stream will still be able to access those online courses when space is available.

This option will be appealing to non-local students and students whose life circumstance make in-person attendance a significant barrier to pursuing a UG degree.

RESOURCES REQUIRED:

No additional resource requirements.

TRANSITION AND COMMUNICATION PLAN:

Although not formally available to existing students, a large number of online course options will still be available for students in our typical stream.

Students will be communicated via our website, academic advising and at other university events such as open house. The new online stream will be made available on the OUAC website.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 19 November 2025
- ✓ Faculty Council: 26 November 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Major Program Modification proposal](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Major Program Modification – Bachelor of Arts and Bachelor of Arts (Hons)
- Liberal Studies including Advanced Entry and GAS Transfer options,
Liberal Studies minor

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to change the name of all Liberal Studies program options to General Arts including the three-year and Honours programs and all related pathways, to make related adjustments to the program requirements, Program Learning Outcomes, and course prefixes, and to add two new specializations to the Honours program. USC further recommends the related name change of the Liberal Studies minor to Social Science, Humanities and Arts.

BACKGROUND/CONTEXT & RATIONALE:

The existing program was intended to provide (a) a more open, less discipline-based program similar to existing Liberal Studies programs in other universities around the world; (b) provide an opportunity for students struggling in other programs across the university to successfully complete a degree at Ontario Tech. Recently, a new 3-year general BA path was created to further support student retention.

Due to the low enrolment in the Liberal Studies program since its launch, a review was conducted. We propose a name change because (a) “Liberal Studies” is not the standard name for degrees of this kind in the Canadian higher education landscape; (b) the Bachelor of Arts,

General degree umbrella may allow for more flexibility in creating retention pathways and pathways for non-direct entry students (e.g., students who are mature, those without a high school diploma, those with significant care-giving responsibilities, and the like), as “Arts” has greater currency among the public when it comes to social science and humanities-based university study.

Two specializations will be available for the 4-year Honours BA. These specializations will serve a dual purpose as both a direct entry option and as an off-ramp retention opportunity for students in other programs to be able to successfully complete a degree without losing the credits already successfully completed.

- Science, Technology and Society: this specialization may be especially appealing to those in Engineering or Science based programs to transfer their credits and successfully complete a BA degree without adding more time to their degree. This specialization may also appeal to direct entry students who wish to study science and technology related issues but do not have the grades or desire to take a Science or Engineering program.
- Social Innovation and Entrepreneurship: this specialization is currently available as a Minor. By making it a specialization, it may afford students in Business programs an alternative pathway to successfully completing a degree at Ontario Tech. The minor has attracted students from across the university.

RESOURCES REQUIRED:

No additional resource requirements.

TRANSITION AND COMMUNICATION PLAN:

The changes will not impact current students beyond a name change of the program. Students will be notified with the updated academic calendar, information on the FSSH website, and through academic advising as well as via recruitment materials and events.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 19 November 2025
- ✓ Faculty Council: 26 November 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- Major Program Modification proposals:
 - [Bachelor of Arts, General](#)
 - [Bachelor of Arts, \(three year\)](#)
 - [Bachelor of Arts, General - Advanced Entry](#)
 - [Bachelor of Arts, General - GAS Transfer](#)
 - [Liberal Studies Minor](#)
- Course Change Proposals: [SSCI 2000U](#), [SSCI 2413U](#), [SSCI 2414U](#), [SSCI 3400U](#), [SSCI 3500U](#), [SSCI 3999U](#), [SSCI 4001U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input checked="" type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Major Program Modification – Bachelor of Arts (Hons) in Political Science

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to add a new specialization in Economics to the Bachelor of Arts (Hons) in Political Science program and to update program requirements by requiring students to select one of POSC 4000U or POSC 4800U, and by replacing an inactive elective course with LGLS 1000U as a recommended elective.

BACKGROUND/CONTEXT & RATIONALE:

The specialization will be integrated into the Bachelor of Commerce (BCom) program within FBIT and the Political Science (POSC) program within FSSH. While this is a joint and coordinated effort by both Faculties, the structure of the specialization, admission requirements, and course options are proposed as unique and separate documents.

Augmenting POSC with BCom: The Political Science (POSC) program at Ontario Tech University already offers specialized streams in *Business and Society* and *Global Studies*, in which students critically examine the political economy of growth, the legal and political foundations of economic systems, the role of government in managing economic activity, and the relationship between globalization, colonization, and inequality. Additionally, these specializations explore how corporations engage with their workers, the promises and limitations of technological innovation, the nature of modern money, and the role of private enterprise in

promoting sustainable and equitable development.

The proposed *Economics Specialization* will augment the POSC program by offering a unique interdisciplinary curricular pathway that deepens and expands its existing strengths. This new specialization will formally integrate the complementary research and teaching expertise of the Faculty of Social Science and Humanities (FSSH) and the Faculty of Business and Information Technology (FBIT), through collaboration between the Political Science and Bachelor of Commerce (BCom) programs. This partnership will enhance the POSC program by further developing one of its core areas of focus: the intersection of politics, economics, and society. It will offer students an innovative and coherent curricular option that blends critical approaches from political science with applied perspectives from business and economics, equipping them with the interdisciplinary knowledge and skills required to engage with complex economic and political challenges in both public and private sector contexts.

A New POSC Enrollment Option / Growth Strategy: This specialization will serve as a new enrollment pathway within the Political Science program, supporting its strategic goals for renewal and growth. It will introduce a distinctive and interdisciplinary offering to Ontario Tech University, providing a unique option for prospective students seeking a curriculum that bridges political economy, economics, economic history, and business. Its joint appeal is expected to positively influence student recruitment across both the Faculty of Social Science and Humanities (FSSH) and the Faculty of Business and Information Technology (FBIT), with the potential to increase enrollment in both faculties.

Aligned with Ontario Tech's mission of "tech with a conscience," this Bachelor of Arts specialization will enrich the University's academic landscape by offering a hybrid curriculum that integrates applied economics and political economy with critical analysis of the technological foundations of economic growth. It will also examine the social, political, and environmental dimensions of capitalist economic development, equipping students with the interdisciplinary tools necessary to understand and address complex global challenges.

A Uniquely Differentiated BA Specialization: This Bachelor of Arts specialization addresses a significant gap in Ontario's higher education landscape. Few programs currently offer integrated courses in political economy, economics, economic history, and money and banking. Moreover, to our knowledge, there are no economics programs in the province that analyze economic theory and practice from such a diverse range of intellectual traditions, with a sustained focus on the institutional, historical, and empirical conditions that shape economic outcomes. Indeed, the dominant model in economics education relies heavily on the construction of abstract mathematical models intended to represent individual and market behavior. In this context, the proposed specialization would be the first of its kind in the Greater Toronto Area, offering a uniquely comprehensive and interdisciplinary approach that bridges orthodox economics, political economy, economic history, and socio-cultural analysis.

This arts-based economics specialization will provide students with a more nuanced and accessible approach to the study of the economy—distinct from the mathematically intensive curriculum that dominates most economics programs in Ontario. Unlike those programs, which typically prioritize formal modeling and statistical methods, the proposed specialization will not require proficiency in advanced mathematics, nor will it centre on quantitative model-building. Instead, it will focus on the real workings of the economy, with particular attention to the social

and institutional foundations of economic activity.

The program will emphasize the central role of state policy, technological innovation, and institutions in shaping patterns of economic growth. It will explore the complex processes through which new waves of capital accumulation emerge, spread, and are sustained. In doing so, the specialization significantly broadens the theoretical and methodological scope of economic inquiry and introduces students to a much wider body of economic literature than is typically covered in undergraduate economics programs.

While such an interdisciplinary and critical approach to economics remains uncommon in Canadian universities, it is characteristic of programs at internationally recognized institutions, including The New School for Social Research and City University of London. The proposed specialization will appeal to students interested in understanding the economy through a historical, social, political, and institutional lens and who wish to engage with the real-world complexities and power dynamics that shape market transactions, wealth distribution, and economic development. Graduates of the program will be well-positioned for careers in policy, research, international development, business, and public service. Their ability to think critically about economic systems, combined with a strong foundation in interdisciplinary analysis, will be highly valued in both the public and private sectors.

RESOURCES REQUIRED:

As student interest and enrollment to the specialization grow, additional instructional support may be needed through limited-term faculty appointments, academic associates, and sessional instructors.

TRANSITION AND COMMUNICATION PLAN:

The program will be available to incoming students effective Fall 2026. No major communication plan is required, as the addition of the new program specialization will not impact current students. The overall degree requirements and curricular pathways for both new and existing students remain unchanged. The specialization functions primarily as an enrollment mechanism within the existing program structure. Academic Advising will be informed of the students enrolled in the specialization and will ensure that their annual course planning aligns with the specialization's requirements.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 19 November 2025
- ✓ Faculty Council: 26 November 2025
- Undergraduate Studies Committee (Recommendation): 16 December 2025
- Academic Council (Approval): 27 January 2026

NEXT STEPS:

Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Major Program Modification proposal](#)
- [Minor Program Adjustment proposal – Advanced Entry](#)
- New Course proposals: [POSC 4800U](#)

- Course Change Proposals: [POSC 2000U](#), [POSC 2100U](#), [POSC 2200U](#), [POSC 3000U](#), [POSC 3102U](#), [POSC 3501U](#), [POSC 3750U](#), [POSC 3800U](#), [POSC 4000U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input type="checkbox"/>
Decision	<input checked="" type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Science

SUBJECT: Minor Program Adjustment – Bachelor of Science (Hons) in
Mathematics for Science and Industry

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to approve minor program adjustments and report them to Academic Council for information.”

MOTION FOR CONSIDERATION:

That USC hereby approves the Minor Program Adjustment to the BSc (Hons) Mathematics for Science and Industry program, including reclassification of certain required courses as electives, an increase in the number of required electives, and the addition of new elective options.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty of Science is proposing that MATH 4010U – Dynamical Systems and Chaos and MATH 4060U – Industrial Mathematics be reclassified from required courses to Mathematics for Science and Industry electives, and that the number of required electives in this category increase from four (4) to six (6), with at least two (2) at the 4000-level. Further, that STAT 3020 – Applied Statistical Methods for Data Science and MATH 4080 – Advanced Projects in Applied Mathematics be added to the elective list. These changes do not alter the total credit hours or overall program length.

This change increases flexibility for students to customize their mathematical training while preserving depth through the requirement for 4000-level electives. Students can

focus on computational or analytical aspects depending on career or graduate study interests.

RESOURCES REQUIRED:

No additional resources required.

TRANSITION PLAN:

Students entering Fall 2026 will follow the revised requirements, while current students may complete either the existing or new structure. Advising staff will support off-map students with credit substitutions and individualized plans as needed.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 17 November 2025
- ✓ Faculty Council: 2 December 2025
- Undergraduate Studies Committee (for approval): 16 December 2025
- Academic Council (for information): 27 January 2026

NEXT STEPS:

Pending the approval of USC, this change will be presented for information to Academic Council and included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Minor Program Adjustment](#)
- New course proposal(s): [MATH 4080U](#), [STAT 3020U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	<input type="checkbox"/>
Decision	<input checked="" type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 16 December 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Minor Program Adjustment – Bachelor of Arts (Hons) in Sociology, Technology and Innovation

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to approve minor program adjustments and report them to Academic Council for information.”

MOTION FOR CONSIDERATION:

That USC hereby approves the Minor Program Adjustment to the Bachelor of Arts (Honours) in Sociology, Technology and Innovation program (including the Advanced Entry option) to add additional courses with a technology focus and update elective offerings accordingly.

BACKGROUND/CONTEXT & RATIONALE:

To be consistent with the technology focus of the Sociology, Technology and Innovation program (and the priorities of the university), the Faculty is proposing the addition of a new required 2000-level course in Technology and Society to replace SOCI 2025 Youth Cultures – which will become choice item, allowing the program to maintain the current number of required 2000-level courses while adding the core Tech & Society requirement. The requirement for three FSSH 1000-level electives has been reduced to two.

SSCI 1470U *Impact of Science and Technology on Society* will also be added as a first year required course, adding one required course to the program. As the title suggests, this course involves real-world examples and analysis of the impacts technological

change has on society. This makes it a good pairing for the more complete critical sociological examination of technology offered by SOCI 2030U *Technology and Society*. As the topic of economy and society is already supported by POSC 2800 *Introduction to Business, Economy & Society* and POSC 3800 *Business, Politics and the Macroeconomy*, SOCI 3001 *Economy & Society* will become an elective, resulting in no change to the total number of required courses.

RESOURCES REQUIRED:

No additional resources required.

TRANSITION PLAN:

These changes would be implemented before accepting any students to the new Sociology, Technology and Innovation program, so there are no transition implications.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 19 November 2025
- ✓ Faculty Council: 26 November 2025
- Undergraduate Studies Committee (for approval): 16 December 2025
- Academic Council (for information): 27 January 2026

NEXT STEPS:

Pending the approval of USC, this change will be presented for information to Academic Council and included in the 2026-2027 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Minor Program Adjustment](#)
- [Minor Program Adjustment – Advanced Entry](#)
- New course proposal: [SOCI 2030U](#)
- Course Change proposal: [SOCI 1470U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation ☐
Decision ☐
Discussion/Direction ☒
Information ☐

DATE: December 16, 2025

PRESENTED BY: Adam Wingate, Associate Registrar and Director, Records and Scheduling

SUBJECT: Registration and Course Selection Policy Amendments

COMMITTEE MANDATE:

Under the University's Act and By-Law no. 2 and the Policy Framework, Academic Council is responsible for approving Academic Policy. The Undergraduate Studies Committee has a mandate "to review and recommend to Academic Council changes to *undergraduate* academic, admissions, and scholarship policy".

We present the attached amended Registration and Course Selection Policy for information, noting that although the attached amended Registration and Course Selection Policy applies to both undergraduate and graduate studies, the amendments pertain solely to graduate studies.

We seek USC's comments on the proposed amendment and its direction that in accordance with its terms of reference, USC has no purview to recommend to Academic Council policy changes pertaining to graduate studies.

BACKGROUND/CONTEXT & RATIONALE:

The Registration and Course Selection Policy establishes the requirements regarding registration and course selection for undergraduate and graduate students. The proposed amendments are specifically focused on differentiating flat-fee and fee-per-credit programs and the expectation of continuous registration for graduate students.

The policy instrument currently specifies that all graduate students must maintain continuous registration. The proposed amendments seek to clarify the differences between students enrolled in flat-fee versus fee-per-credit programs with respect to expectations regarding continuous registration. Specifically, students enrolled in flat-fee programs must be registered in each

semester commencing with the semester specified in their letter of offer and continuing until graduation. Conversely, students enrolled in fee-per-credit programs are not necessarily expected to maintain continuous registration; rather they are expected to follow their course requirements as outlined in the Graduate Academic Calendar. For example: some professional Master's programs such as the Master of Financial Data Analytics (MFDA), Master of Business Analytics and Artificial Intelligence (MBAI) and Master of Education (MEd) do not require their students to pursue spring/summer courses to complete their degree on time. Students in fee-per-credit programs should consult with their program office and/or their Graduate Program Director regarding the expectations for continuous registration in their program.

In addition to these changes, editorial amendments were made to section 8.2 of the policy instrument.

RESOURCES REQUIRED:

- No resources required.

CONSULTATION AND APPROVAL:

- Online Consultation: November 10, 2025 – November 14, 2025
- Undergraduate Studies Committee (Discussion/Direction): December 16, 2025
- Graduate Studies Committee (Deliberation): December 18, 2025
- Academic Council for approval: January 27, 2026

NEXT STEPS:

Pending deliberation by Graduate Studies Committee, this policy will be presented to Academic Council for approval and become effective as of the date of approval.

SUPPORTING REFERENCE MATERIALS:

- ACD 1508 Registration and Course Selection Policy (Tracked Changes)
- ACD 1508_Registration and Course Selection Policy_Clean Copy.docx

Registration and Course Selection Policy

Classification number	ACD 1508
Framework category	Academic
Approving authority	Academic Council
Policy owner	Registrar
Approval date	March 25, 2025 <u>DRAFT FOR APPROVAL</u>
Review date	March 2028 <u>TBD</u>
Last updated	November 2025 <u>March 25, 2025</u>
Supersedes	Registration and Course Selection Policy, February 25, 2020; Academic Regulations – Undergraduate Academic Calendar 2016-2017, Academic Regulations, Graduate Academic Calendar 2019-20

Purpose

1. The purpose of this Policy is to outline the University's Registration and Course selection Framework.

Definitions

2. For the purposes of this Policy the following definitions apply:

"Academic Transcript" means the complete report of a student's academic record.

"Academic Year" means the period from September 1 to August 31.

"Credit Hours" means a measure used to reflect the relative weight of a given Course toward the fulfillment of degree requirements. Unless otherwise indicated, a Course normally has a Credit Hour value of three.

"Corequisite" means a Course that must be taken concurrently with the Course for which it is required.

"Course" means a unit of work in a particular subject normally extending through one Semester or Session, the completion of which carries credit toward the requirements of a degree or diploma.

"Examination" means a form of testing intended to assess the level of students' knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a Course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations. This does not include doctoral candidacy, master's or doctoral thesis examinations.

"Fee-Per-Credit Program" refers to a graduate program in which students are charged tuition based on the number of credits in which they are registered in a given term.

"Flat-Fee Program" refers to a graduate program in which all students in the same program are charged the same tuition fee for course loads at or above a certain threshold of the normal course load.

"Grade Point Average (GPA)" means the weighted average of the grade points awarded on the basis of academic performance during a single Semester.

"Prerequisite" means a Course that must be successfully completed prior to commencing a second Course for which it is required.

"Program" means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

"Semester" means sixty days of lectures and a final Examination period.

"Session" means a period of approximately six consecutive weeks in the summer Semester consisting of 30 days of lectures and a final Examination period. The first half of summer Semester is designated as spring Session; the second half is designated as summer Session.

"Time-Status" means the declared registration status of a graduate student. Graduate students can be registered full-time or part-time regardless of the number of courses in which they are registered. Time-status means full or part-time status for an Undergraduate student,

which is defined by the student's registered course load.

Scope and authority

3. This Policy applies to all Course selections for undergraduate and graduate students.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.
5. The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of this Policy as they pertain to graduate students.

Policy

The following outlines the requirements regarding registration and Course selection for undergraduate and graduate students.

6. Course Selection

- 6.1 Requirements for Programs of study are listed in the faculty or Program sections of the academic calendar. Students should become familiar with the Program and/or degree requirements and plan their Programs accordingly.
- 6.2 Academic advice is available to undergraduate students who experience difficulty when selecting Courses.
- 6.3 All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study.
- 6.4 Graduate students must consult with their graduate program director, faculty advisor or research supervisor as part of the planning process.
- 6.5 All Courses in the student's Program must be approved by the graduate program director.
- 6.6 Graduate students may take graduate Courses outside their Program with permission from the student's supervisor (if applicable), graduate program director for the Program and the graduate program director for the Course. Graduate students may be charged fees in addition to their regular Program fee for such Courses.
- 6.7 Graduate students cannot take Courses for credit in addition to the Course requirements for their graduate Program.
- 6.8 Not all Courses are offered in any one Semester, Session, or Academic Year. Elective offerings may vary from Semester to Semester.

7. Prerequisites and Corequisites

- 7.1 Some Courses have Prerequisites or Corequisites.
- 7.2 An undergraduate student may have Prerequisites and Corequisites waived with the permission of the faculty.
- 7.3 A graduate student may have Prerequisites or Corequisites waived with the permission of the graduate program director.
- 7.4 Any student who requests such a waiver is responsible to ensure that they are adequately prepared to proceed with the level of study required in the Course.
- 7.5 Inadequate preparation is not a basis for appeal of a final grade in a Course

for which a student requested a waiver of Prerequisite or Corequisite.

8. Repeating Courses

8.1 Undergraduate students

- a. Undergraduate students are not allowed to repeat the same Course, or its equivalent, more than two times.
- b. All instances of a Course will appear on the Academic Transcript. Only the grade achieved on the most recent attempt will be included in the calculation of the student's Grade Point Average.
- c. Students who have failed a third attempt of a Program required Course will be dismissed from the Program.

8.2 Graduate students

- a) Graduate students who fail a course are required to repeat the Course or an approved alternate within three active semesters after receiving the final grade.
- b) Students who do not successfully complete the Course within three active semesters or fail a second Course will be eligible for dismissal from the University.

~~a- Graduate students who fail one Course are required to repeat the Course or an approved alternative within 12 months of receiving the failing grade.~~

- ~~If the failed Course is designated as a mandatory Course in the Program, students must retake the same Course.~~
- ~~If the failed Course is an elective Course, students may be able to take an alternative elective Course approved by the graduate program director.~~
- ~~Students who have a second failure are dismissed from the University.~~

~~b-~~ c) All instances of a Course appear on the Academic Transcript. Only the _____ grade achieved on the most recent attempt, or an approved alternative _____ Course, is used to calculate the student's GPA.

~~c-d) Repeating Courses impacts graduate student academic standing. This is outlined in "Graduate Student Grading System, Research Progress and Academic Standing Policy".~~

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9. Auditing Courses

9.1 Undergraduate and graduate students may audit a Course(s) in accordance with the Policy on Auditing an Undergraduate and Graduate Course

9.2 Audited Courses will not appear on a student's Academic Transcript.

10. Curriculum Substitution

- 10.1 Undergraduate students wishing to substitute one Course for another in a set of Program requirements may request permission to do so from the dean of the faculty or designate. Requests are referred to the appropriate Faculty Council for decision.
- 10.2 Any changes to a graduate student's Program must be approved by the graduate program director.

11. Letters of Permission for Undergraduate Students

- 11.1 Students wishing to take a Course at another institution must apply for and receive a letter of permission from the University in advance of their application to the visiting institution.
- 11.2 A letter of permission ensures that the Courses to be taken at the host institution will be recognized for credit at the University and are applicable to the student's Program of

study.

- 11.3 For application instructions, eligibility requirements, and restrictions, students should visit ontariotechu.ca/lop.

12. Graduate Student Course and Research Exchanges

- 12.1 Graduate students may apply to take Courses at other universities within and outside Canada and may request for credits earned to be transferred to their graduate Program at the University.
- 12.2 Graduate students from other universities within and outside Canada may apply to take Courses at the University that can be applied to their graduate work at the institution at which they are registered.
- 12.3 For application instructions, eligibility requirements, and restrictions, students should review the relevant section of the Graduate Academic Calendar or policy.

13. Registration Changes

13.1 Course Changes

The academic schedule for each Academic Year will outline predetermined dates for the following for each Semester and/or Session:

- a. Last day to add Courses.
- b. Last day to drop Courses and receive a 100 per cent refund of tuition fees.
- c. Last day to drop Courses and receive a 50 per cent refund of tuition fees. Dropping Courses on or prior to this date can be done without academic consequences.
 - Dropping Courses after this date, and up to the last day to drop Courses, will result in a W being placed on the student's record indicating withdrawal.
 - The W will not affect the Grade Point Average (GPA). However, a large number of W grades may affect the way an Academic Transcript is viewed by graduate schools or potential employers.
- d. Last day to drop Courses.
 - Withdrawal deadlines are not the same as the refund deadlines. Students should consult the University's academic schedule and Fees and Charges policies when considering withdrawal.

13.2 Graduate Student Registration Change Requests

The academic schedule for each Academic Year will outline predetermined dates for graduate students to submit:

- a. Request for Program change;
- b. Request to change Time-Status; or
- c. Requests for Leave of Absence

14. Voluntary Withdrawal

- 14.1 Withdrawal from a Course can have implications for a student's academic Program, student aid and awards eligibility and full-time status.
- 14.2 A dropped Course does not count toward degree requirements and cannot be used to satisfy Prerequisites for further Courses. In addition, the Course that is dropped may not be available in the next Semester or Session. Students are advised to consider all Course changes carefully or consult an advisor or graduate program director.
- 14.3 Students are reminded that non-attendance in a Course is not equivalent to withdrawal. Students who cease to attend a Course but do not formally withdraw will be academically and financially responsible for that Course.

15. Request for Consideration for Late Withdrawal from a Course(s) for Undergraduate Students

- 15.1 Students may submit a request to the Registrar's office to consider a late withdrawal from a Course(s) due to extenuating circumstances beyond their control (such as medical reasons, death in the family, etc.).
- 15.2 All relevant supporting documentation must accompany the request.
- 15.3 Such requests must be submitted in writing no later than 10 working days after the commencement of the subsequent Semester (including fall, winter or summer Semester) in which the student is enrolled.

16. Continuous Registration for Graduate Students

- 16.1 Students enrolled in flat-fee programs must be registered in each Semester (including fall, winter and summer Semester) commencing with the Semester specified in their letter of offer and continuing until graduation. Students enrolled in fee-per-credit programs must consult with their program office or graduate program director regarding the expectations for continuous registration in their program.
- 16.2 Students enrolled in flat-fee programs are automatically registered in a graduate continuance Course until graduation, withdrawal or Program termination. Students must actively register for all other Program Courses. Students who do not formally register in a course cannot attend classes, access Course materials on the learning management system, submit assignments for evaluation or be assigned a grade in that Course.

- 16.3 If a student enrolled in a flat-fee program fails to maintain continuous registration in a Program or to register after the expiry of an approved leave of absence, the student's status is changed to inactive for up to one year.
- 16.4 Students who wish to re-register within the one year period may apply for reinstatement. If reinstatement is approved, students are required to pay all fees owing as well as any reinstatement fees that are in effect at the time of reinstatement.
- 16.5 If the student fails to register for three consecutive Semesters, their file is closed and the student is withdrawn from the Program.
- 16.6 Should a student who has been withdrawn wish to continue their graduate studies, the student must apply for readmission. Readmission to the University and/or the student's

original Program is not guaranteed.

17. Concurrent Registration

17.1 Undergraduate students may not be enrolled concurrently in more than one Program at any institution unless the Programs are formally structured and approved for concurrent registration.

17.2 Graduate students may not be enrolled concurrently in two Programs unless the Programs are formally structured and approved for concurrent registration.

18. Absences from Studies for Graduate Students

18.1 Graduate students are expected to be uninterruptedly registered in their designated Program of study in order to support the timely completion of their degree. However, the University recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with the University.

18.2 Such circumstances must have sufficient cause and an official leave of absence must be requested through the School of Graduate and Postdoctoral Studies and approved by the Dean of Graduate and Postdoctoral Studies.

18.3 Acceptable circumstances include the following:

- a. Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
- b. Maternity leave, which is available to students during or following a pregnancy.
- c. Parental leave, which is available to students who face extraordinary demands in parental responsibilities or whose duties require that they be absent from their studies for a period of time.

18.4 A leave normally begins on the first day of the Semester for a period of one, two or three academic Semesters. Normally, retroactive leaves of absences will not be granted.

18.5 During the period of leave, the following conditions apply:

- a. Students are not registered or required to pay fees.
- b. Students may not undertake any academic or research work, or use any of the University's facilities.

- c. Students are not eligible to receive scholarships or assistantships from the University. In the case of other graduate student awards, the regulations of the particular granting agency apply.
- d. 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. The time limits for completing the degree Program will be extended by the duration of the leave taken (i.e., one, two or three Semesters, as appropriate).
- e. Leave of absence forms will not be processed for students who have outstanding fees. Students must inform the University immediately upon return.

19. Time Status for Undergraduate Students

- 19.1 Each Program has associated with it a number of Credit Hours that constitute a full Course load. In many Programs, this number is 15 per Semester or 30 per Academic Year.
- 19.2 Students will be considered full-time if they are registered in a Course load of nine Credit Hours or more.
 - a. Full-time status may have an impact on such things as student aid and awards eligibility, fees, income tax credits, athletic eligibility and other areas.
- 19.3 Students are considered part-time status if they are registered in a Course load of less than nine Credit Hours.

20. Time-Status for Graduate Students

- 20.1 Students are required to register as full-time or part-time students at the time of admission and registration.
- 20.2 With permission from the graduate program director, students may change their status from full-time to part-time, or vice versa, by completing a Change in Full-time or Part-time Status form and submitting it to the School of Graduate and Postdoctoral Studies for approval by the Dean of Graduate and Postdoctoral Studies.
- 20.3 A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.
- 20.4 Full-time status
Graduate students are considered full-time if they meet the following criteria:
 - a. Pursue their studies as a full-time occupation.
 - b. Formally identify themselves as full-time students on all documentation.
 - c. Maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly.
- 20.5 Part-time status

Graduate students who do not meet the above criteria are deemed part-time students. Part-time students may have Course load restrictions. Students should consult the individual faculty with regard to the availability of part-time studies within their Program.

Monitoring and review

21. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

Relevant legislation

22. This section intentionally left blank

Related policies, procedures & documents

23. Undergraduate Fees
and Charges Policy
Graduate Fees and
Charges Policy
Graduate Academic
Calendar
Undergraduate
Academic Calendar

Registration and Course Selection Policy

Classification number	ACD 1508
Framework category	Academic
Approving authority	Academic Council
Policy owner	Registrar
Approval date	DRAFT FOR APPROVAL
Review date	TBD
Last updated	November 2025
Supersedes	Registration and Course Selection Policy, February 25, 2020; Academic Regulations – Undergraduate Academic Calendar 2016-2017, Academic Regulations, Graduate Academic Calendar 2019-20

Purpose

1. The purpose of this Policy is to outline the University's Registration and Course selection Framework.

Definitions

2. For the purposes of this Policy the following definitions apply:

“Academic Transcript” means the complete report of a student's academic record.

“Academic Year” means the period from September 1 to August 31.

“Credit Hours” means a measure used to reflect the relative weight of a given Course toward the fulfilment of degree requirements. Unless otherwise indicated, a Course normally has a Credit Hour value of three.

“Corequisite” means a Course that must be taken concurrently with the Course for which it is required.

“Course” means a unit of work in a particular subject normally extending through one Semester or Session, the completion of which carries credit toward the requirements of a degree or diploma.

“Examination” means a form of testing intended to assess the level of students' knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a Course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations. This does not include doctoral candidacy, master's or doctoral thesis examinations.

“Fee-Per-Credit Program” refers to a graduate program in which students are charged tuition based on the number of credits in which they are registered in a given term.

“Flat-Fee Program” refers to a graduate program in which all students in the same program are charged the same tuition fee for course loads at or above a certain threshold of the normal course load.

“Grade Point Average (GPA)” means the weighted average of the grade points awarded on the basis of academic performance during a single Semester.

“Prerequisite” means a Course that must be successfully completed prior to commencing a second Course for which it is required.

“Program” means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

“Semester” means sixty days of lectures and a final Examination period.

“Session” means a period of approximately six consecutive weeks in the summer Semester consisting of 30 days of lectures and a final Examination period. The first half of summer Semester is designated as spring Session; the second half is designated as summer Session.

“Time-Status” means the declared registration status of a graduate student. Graduate students can be registered full-time or part-time regardless of the number of courses in which they are registered. Time-status means full or part-time status for an Undergraduate student,

which is defined by the student's registered course load.

Scope and authority

3. This Policy applies to all Course selections for undergraduate and graduate students.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.
5. The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of this Policy as they pertain to graduate students.

Policy

The following outlines the requirements regarding registration and Course selection for undergraduate and graduate students.

6. Course Selection

- 6.1 Requirements for Programs of study are listed in the faculty or Program sections of the academic calendar. Students should become familiar with the Program and/or degree requirements and plan their Programs accordingly.
- 6.2 Academic advice is available to undergraduate students who experience difficulty when selecting Courses.
- 6.3 All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study.
- 6.4 Graduate students must consult with their graduate program director, faculty advisor or research supervisor as part of the planning process.
- 6.5 All Courses in the student's Program must be approved by the graduate program director.
- 6.6 Graduate students may take graduate Courses outside their Program with permission from the student's supervisor (if applicable), graduate program director for the Program and the graduate program director for the Course. Graduate students may be charged fees in addition to their regular Program fee for such Courses.
- 6.7 Graduate students cannot take Courses for credit in addition to the Course requirements for their graduate Program.
- 6.8 Not all Courses are offered in any one Semester, Session, or Academic Year. Elective offerings may vary from Semester to Semester.

7. Prerequisites and Corequisites

- 7.1 Some Courses have Prerequisites or Corequisites.
- 7.2 An undergraduate student may have Prerequisites and Corequisites waived with the permission of the faculty.
- 7.3 A graduate student may have Prerequisites or Corequisites waived with the permission of the graduate program director.
- 7.4 Any student who requests such a waiver is responsible to ensure that they are adequately prepared to proceed with the level of study required in the Course.
- 7.5 Inadequate preparation is not a basis for appeal of a final grade in a Course

for which a student requested a waiver of Prerequisite or Corequisite.

8. Repeating Courses

8.1 Undergraduate students

- a. Undergraduate students are not allowed to repeat the same Course, or its equivalent, more than two times.
- b. All instances of a Course will appear on the Academic Transcript. Only the grade achieved on the most recent attempt will be included in the calculation of the student's Grade Point Average.
- c. Students who have failed a third attempt of a Program required Course will be dismissed from the Program.

8.2 Graduate students

- a) Graduate students who fail a course are required to repeat the Course or an approved alternate within three active semesters after receiving the final grade.
- b) Students who do not successfully complete the Course within three active semesters or fail a second Course will be eligible for dismissal from the University.
- c) All instances of a Course appear on the Academic Transcript. Only the grade achieved on the most recent attempt, or an approved alternative Course, is used to calculate the student's GPA.
- d) Repeating Courses impacts graduate student academic standing. This is outlined in "Graduate Student Grading System, Research Progress and Academic Standing Policy".

9. Auditing Courses

9.1 Undergraduate and graduate students may audit a Course(s) in accordance with the Policy on Auditing an Undergraduate and Graduate Course

9.2 Audited Courses will not appear on a student's Academic Transcript.

10. Curriculum Substitution

10.1 Undergraduate students wishing to substitute one Course for another in a set of Program requirements may request permission to do so from the dean of the faculty or designate. Requests are referred to the appropriate Faculty Council for decision.

10.2 Any changes to a graduate student's Program must be approved by the graduate program director.

11. Letters of Permission for Undergraduate Students

- 11.1 Students wishing to take a Course at another institution must apply for and receive a letter of permission from the University in advance of their application to the visiting institution.
- 11.2 A letter of permission ensures that the Courses to be taken at the host institution will be recognized for credit at the University and are applicable to the student's Program of

study.

- 11.3 For application instructions, eligibility requirements, and restrictions, students should visit ontariotechu.ca/lop.

12. Graduate Student Course and Research Exchanges

- 12.1 Graduate students may apply to take Courses at other universities within and outside Canada and may request for credits earned to be transferred to their graduate Program at the University.
- 12.2 Graduate students from other universities within and outside Canada may apply to take Courses at the University that can be applied to their graduate work at the institution at which they are registered.
- 12.3 For application instructions, eligibility requirements, and restrictions, students should review the relevant section of the Graduate Academic Calendar or policy.

13. Registration Changes

13.1 Course Changes

The academic schedule for each Academic Year will outline predetermined dates for the following for each Semester and/or Session:

- a. Last day to add Courses.
- b. Last day to drop Courses and receive a 100 per cent refund of tuition fees.
- c. Last day to drop Courses and receive a 50 per cent refund of tuition fees. Dropping Courses on or prior to this date can be done without academic consequences.
 - Dropping Courses after this date, and up to the last day to drop Courses, will result in a W being placed on the student's record indicating withdrawal.
 - The W will not affect the Grade Point Average (GPA). However, a large number of W grades may affect the way an Academic Transcript is viewed by graduate schools or potential employers.
- d. Last day to drop Courses.
 - Withdrawal deadlines are not the same as the refund deadlines. Students should consult the University's academic schedule and Fees and Charges policies when considering withdrawal.

13.2 Graduate Student Registration Change Requests

The academic schedule for each Academic Year will outline predetermined dates for graduate students to submit:

- a. Request for Program change;
- b. Request to change Time-Status; or
- c. Requests for Leave of Absence

14. Voluntary Withdrawal

- 14.1 Withdrawal from a Course can have implications for a student's academic Program, student aid and awards eligibility and full-time status.
- 14.2 A dropped Course does not count toward degree requirements and cannot be used to satisfy Prerequisites for further Courses. In addition, the Course that is dropped may not be available in the next Semester or Session. Students are advised to consider all Course changes carefully or consult an advisor or graduate program director.
- 14.3 Students are reminded that non-attendance in a Course is not equivalent to withdrawal. Students who cease to attend a Course but do not formally withdraw will be academically and financially responsible for that Course.

15. Request for Consideration for Late Withdrawal from a Course(s) for Undergraduate Students

- 15.1 Students may submit a request to the Registrar's office to consider a late withdrawal from a Course(s) due to extenuating circumstances beyond their control (such as medical reasons, death in the family, etc.).
- 15.2 All relevant supporting documentation must accompany the request.
- 15.3 Such requests must be submitted in writing no later than 10 working days after the commencement of the subsequent Semester (including fall, winter or summer Semester) in which the student is enrolled.

16. Continuous Registration for Graduate Students

- 16.1 Students enrolled in flat-fee programs must be registered in each Semester (including fall, winter and summer Semester) commencing with the Semester specified in their letter of offer and continuing until graduation. Students enrolled in fee-per-credit programs must consult with their program office or graduate program director regarding the expectations for continuous registration in their program.
- 16.2 Students enrolled in flat-fee programs are automatically registered in a graduate continuance Course until graduation, withdrawal or Program termination. Students must actively register for all other Program Courses. Students who do not formally register in a course cannot attend classes, access Course materials on the learning management system, submit assignments for evaluation or be assigned a grade in that Course.

- 16.3 If a student enrolled in a flat-fee program fails to maintain continuous registration in a Program or to register after the expiry of an approved leave of absence, the student's status is changed to inactive for up to one year.
- 16.4 Students who wish to re-register within the one year period may apply for reinstatement. If reinstatement is approved, students are required to pay all fees owing as well as any reinstatement fees that are in effect at the time of reinstatement.
- 16.5 If the student fails to register for three consecutive Semesters, their file is closed and the student is withdrawn from the Program.
- 16.6 Should a student who has been withdrawn wish to continue their graduate studies, the student must apply for readmission. Readmission to the University and/or the student's

original Program is not guaranteed.

17. Concurrent Registration

- 17.1 Undergraduate students may not be enrolled concurrently in more than one Program at any institution unless the Programs are formally structured and approved for concurrent registration.
- 17.2 Graduate students may not be enrolled concurrently in two Programs unless the Programs are formally structured and approved for concurrent registration.

18. Absences from Studies for Graduate Students

- 18.1 Graduate students are expected to be uninterruptedly registered in their designated Program of study in order to support the timely completion of their degree. However, the University recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with the University.
- 18.2 Such circumstances must have sufficient cause and an official leave of absence must be requested through the School of Graduate and Postdoctoral Studies and approved by the Dean of Graduate and Postdoctoral Studies.
- 18.3 Acceptable circumstances include the following:
 - a. Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
 - b. Maternity leave, which is available to students during or following a pregnancy.
 - c. Parental leave, which is available to students who face extraordinary demands in parental responsibilities or whose duties require that they be absent from their studies for a period of time.
- 18.4 A leave normally begins on the first day of the Semester for a period of one, two or three academic Semesters. Normally, retroactive leaves of absences will not be granted.
- 18.5 During the period of leave, the following conditions apply:
 - a. Students are not registered or required to pay fees.
 - b. Students may not undertake any academic or research work, or use any of the University's facilities.

- c. Students are not eligible to receive scholarships or assistantships from the University. In the case of other graduate student awards, the regulations of the particular granting agency apply.
- d. 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. The time limits for completing the degree Program will be extended by the duration of the leave taken (i.e., one, two or three Semesters, as appropriate).
- e. Leave of absence forms will not be processed for students who have outstanding fees. Students must inform the University immediately upon return.

19. Time Status for Undergraduate Students

- 19.1 Each Program has associated with it a number of Credit Hours that constitute a full Course load. In many Programs, this number is 15 per Semester or 30 per Academic Year.
- 19.2 Students will be considered full-time if they are registered in a Course load of nine Credit Hours or more.
 - a. Full-time status may have an impact on such things as student aid and awards eligibility, fees, income tax credits, athletic eligibility and other areas.
- 19.3 Students are considered part-time status if they are registered in a Course load of less than nine Credit Hours.

20. Time-Status for Graduate Students

- 20.1 Students are required to register as full-time or part-time students at the time of admission and registration.
- 20.2 With permission from the graduate program director, students may change their status from full-time to part-time, or vice versa, by completing a Change in Full-time or Part-time Status form and submitting it to the School of Graduate and Postdoctoral Studies for approval by the Dean of Graduate and Postdoctoral Studies.
- 20.3 A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.
- 20.4 Full-time status
Graduate students are considered full-time if they meet the following criteria:
 - a. Pursue their studies as a full-time occupation.
 - b. Formally identify themselves as full-time students on all documentation.
 - c. Maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly.
- 20.5 Part-time status

Graduate students who do not meet the above criteria are deemed part-time students. Part-time students may have Course load restrictions. Students should consult the individual faculty with regard to the availability of part-time studies within their Program.

Monitoring and review

21. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

Relevant legislation

22. This section intentionally left blank

Related policies, procedures & documents

23. Undergraduate Fees
and Charges Policy
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Graduate Academic
Calendar
Undergraduate
Academic Calendar



OFFICE OF THE REGISTRAR

To: Undergraduate Studies Committee

From: Adam Wingate, Associate Registrar and Director, Records and Scheduling

Re: Impact Assessment – change to undergraduate deadline to withdraw from courses

Date: December 16, 2025

Background:

In fall 2022, in accordance with the Administrative Guidelines for Determining the Academic Schedule, the Office of the Registrar modified the last day to drop a course for a semester/session to align with the last day of lectures. Prior to this, this date aligned with week eleven of a semester or week five of a session. This change was made to empower students and to support institutional retention efforts. Upon implementation, some concerns were raised by some of the USC membership regarding the broader and lasting impacts of the change (e.g. increased withdrawal activity, enablement, encouraging a lack of persistence and a negative impact on group work). Based on this, there were suggestions that we should revert to our former practice. At that time, a recommendation was made that we wait for three academic years' worth of data to drive an informed decision.

Key Findings:

- 1) Withdrawal activity has increased following the change in practice.**
 - a. This is consistent with the expectation that students would use the extra time to self-select out of courses to avoid earning a failing grade(s).
- 2) Late withdrawals have decreased substantially.**
 - a. There were 841 in fall 2021, 497 in fall 2022, and 482 in fall 2024. This reduction is compounded by the fact that these are real numbers coupled with the fact that we have experienced a significant increase in student enrolment over this

period. This significantly reduces the amount of work by both staff and faculty related to the investigation and adjudication of appeals.

3) Normalization of drop activity timing.

- a. When the change of practice was first introduced, a significant proportion of drop activity occurred during the final week of instruction (47.5% of all drop activity in fall 2022). This proportion falls to 30.7% by fall 2024. The trend holds true for the winter terms (52.2% of all drop activity in winter 2023 falling to 41.3% in winter 2025). This suggests a trend of normalization of drop activity across the term.

4) Decline in failing grades.

- a. We have witnessed a decline in failing grades since implementing this change. The percentage of 'F' grades has decreased from 6% in fall 2021 to 4.7% in fall 2024. A similar trend can be seen in the winter terms. Finally, this downtrend is also evident among first-year students, a group which tends to be at the highest academic risk. Specifically, the mean 'F' grade rate pre-policy change is 7.71%. This drops to 6.90% post-policy change.

5) Reduction in probation rates.

- a. Since the deadline change, there has been a reduction in first-year probation rates: 22% in fall 2021, 20% in fall 2022 and 21% in fall 2023. This trend is more pronounced in specific faculties with a drop from 22.7% in fall 2021 to 19.7% in fall 2024 for the Faculty of Engineering and Applied Science. Furthermore, first year probation rates for the Faculty of Health Sciences dropped from 14.5% in fall 2021 to 12.6% in fall 2024.

6) Improved student retention.

- a. Since the deadline change, we have witnessed an improvement to our year one to year two student retention rates (both CSRDE and non-CSRDE methodologies). Specifically, the overall institutional rate has increased from 81.9% in 2021-22 to 84.6% in 2023-24. Some individual faculties have exceeded these institutional numbers. While there are likely many contributing factors, given the changes we've witnessed to failure and probation rates, it's reasonable to believe that the deadline change has, in part, contributed to this improvement.

7) Sector alignment.

- a. A review of province-wide practices indicates that a quarter of Ontario universities have undergraduate drop dates that align with the last day of classes. Apart from Ontario Tech, these institutions include Queen's University, Western University, University of Guelph, York University and Lakehead University. This positions well within the sector as an institution which prioritizes flexibility resulting in improved student retention.

While we recognize that an earlier drop date is the preferred option of some faculty members, based on these key findings, our intention is to continue to align the undergraduate drop deadline with the last day of lectures. While drop activity has increased, it has resulted in a significant reduction in late withdrawals and the workload associated with that process. Furthermore, it has ultimately contributed to a decline in failing grades and a reduction in first year probation rates; ultimately driving increased student retention.

ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

Minutes of the Public Session of the November 18, 2025 Meeting
via Videoconference
9:01 a.m. - 9:38 am
10:03 a.m. - 10:17 a.m.

Undergraduate Studies Committee Agenda & Materials 2025-2026

Present:

Mary Bluechardt, Chair
Wendy Barber
Jessica Boswell
Nicola Crow
Ana Duff

Christian Elia
Randy Fortier
Holly MacPherson
Janet McCabe
Kimberley McCartney

Thomas McMorrow
Mehdi Hossein-Nejad
Scott Nokleby
Jemma Tam

Regrets:

Adam Wingate

Staff and Guests:

Kirstie Ayotte (Secretary)

1. Call to Order and Land Acknowledgement

The Chair called the Public session of the Undergraduate Studies Committee (USC) meeting to order at 9:01 a.m. and A. Duff provided the Land Acknowledgement.

2. Approval of Agenda

In response to a Member's questions, N. Crow clarified the process for managing USC agenda items, reaffirming the previous request that proposed additions are submitted to the Secretariat in advance and must fall within the Committee's established mandate to be considered as an addition to a USC agenda. She further noted that the Secretariat monitors outstanding items within the Committee's purview and brings them forward when appropriate. In addressing the Member's concerns related to the minutes, public access to USC materials, and the Add/Drop Deadline update, N. Crow emphasized that no amendments to the June minutes had been submitted for review as requested at the September USC meeting, that questions regarding public access had already been addressed at previous Academic Council meetings, and that agenda setting is governed by the Committee's Terms of Reference.

A. Duff moved to amend the agenda by:

1. Removing item 7.1 (Minutes of the June 17, 2025, meeting) from the Consent Agenda;
2. Adding a discussion on the Community's access to USC materials;
3. Include an update on the previously discussed Add/Drop Deadline; and
4. Consideration given to moving the Non-Public Session items to the Public Session.

The proposed motion to amend the Agenda did not receive a seconder and therefore did not proceed.

Upon a motion duly made by W. Barber and seconded by R. Fortier, the USC Agenda was approved as presented, including approving and receiving the Consent Agenda and its contents.

One (1) Abstention noted.

3. Chair's Remarks

The Chair reminded members of the USC's defined purview and noted that items outside its scope are not included on agendas. It was emphasized that deferred or follow-up matters within the Committee's purview are tracked by the Secretariat and brought forward at the appropriate time. The Committee was also reminded of the need to respect the decisions of other governance bodies and to remain focused on issues within its mandate to support the University's strategic priorities. Members were asked for their cooperation so that essential work for students and programs can continue and required approvals can proceed efficiently.

4. Minor Program Adjustments (Approval)

4.1 Faculty of Engineering and Applied Science: Engineering Year 1* (M)

S. Nokleby reported that in response to accreditation feedback, the Technical Communications course be consolidated with another first year course, reducing the program's first year from eleven to 10 courses. He advised that the change supports student success and meets the accrediting body's requirements.

Some Members expressed concerns about limited consultation on revisions to long standing service courses and emphasized the value of maintaining collegial collaboration across faculties. They questioned why alternative solutions had not been explored that would preserve the existing service relationship while meeting accreditation requirements. In response, S. Nokleby advised that it was his understanding consultation had occurred at the Dean level and that external reviewers had recommended bringing the course within Engineering for improved oversight.

Upon a motion duly made by S. Nokleby and seconded by M. Hossein-Nejad, the USC hereby approves the Minor Program Adjustment to the Engineering year 1 courses to in response to recommendations following a recent Canadian Engineering Accreditation Board (CEAB) visit.

One (1) Objection noted.

Two (2) Abstentions noted.

4.2 Faculty of Social Science and Humanities: Indigenous Studies Minor* (M)

T. McMorro explained that the proposal provides additional flexibility within the required course to help secure instructors. The two new courses formalize existing special topics courses, recognizing current practice rather than introducing substantive changes.

Upon a motion duly made by R. Fortier and seconded by J. Tam, the USC hereby approves the Minor Program Adjustment to the Indigenous Studies minor to adjust the required courses.

4.3 Faculty of Social Science and Humanities: Bachelor of Arts (Hons) in Political

Science* (M)

T. McMorrow advised that the proposed changes allow for high achieving, fourth year Political Science students to enroll in a course from the Master's in Social Practice and Innovation (MSPI) program, providing early exposure to graduate level study and potentially encouraging interest in the program. He also confirmed that students would need to maintain the policy GPA requirements for MSPI.

Upon a motion duly made by J. McCabe and seconded by R. Fortier, the USC hereby approves the Minor Program Adjustment to the Bachelor of Arts (Honours) in Political Science program.

5. Major Program Modifications (Recommendation)**5.1 Faculty of Social Science and Humanities: Bachelor of Arts (Hons) in Legal Studies* (M)**

T. McMorrow explained that similar to the earlier agenda item regarding the MSPI, these modifications enable fourth year students to take the MSPI course. In addition, prerequisites for a number of Legal Studies courses have been updated to reduce heavy doctrinal research requirements, making the courses more accessible to students across programs and enhancing overall student choice.

Upon a motion duly made by J. McCabe and seconded by S. Nokleby, the USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Arts (Hons) in Legal Studies program

5.2 Faculty of Social Science and Humanities: Bachelor of Arts (Hons) in Legal Studies Minor Name Change* (M)

T. McMorrow advised that this update brings the names of the Legal Studies minors into alignment with the recently revised specializations, changing the minors' titles to Human Rights and Advocacy, and, Law, Technology, and Society.

Upon a motion duly made by R. Fortier and seconded by S. Nokleby, the USC hereby recommends to Academic Council the approval of the Major Program Modification to change the name of two minors in the Bachelor of Arts (Honours) in Legal Studies program.

6. Cyclical Program Review (Approval)**6.1 18 Month Follow Up – Bachelor of Health Sciences (Hons) in Medical Laboratory Science* (M)**

K. McCartney presented the 18 Month Follow up report for the 2021-2023 Bachelor of Health Sciences (Hons) in Medical Laboratory Science program review, noting ongoing progress on several items. She highlighted that alignment with the current accreditation review has influenced the timing of some actions and reported that no major concerns were identified.

Some Members raised general concern about the duplication of effort for programs with external accreditation, suggesting the University could recognize external reviews to reduce faculty workload. K. McCartney acknowledged the concern, noting that while some alignment is possible, differences in requirements and timing between accrediting bodies and the University's Quality Council often necessitate separate reviews. She emphasized that ongoing discussions and advocacy are underway to improve efficiency and minimize duplication wherever possible.

Upon a motion duly made by J. McCabe and seconded by R. Fortier, the USC hereby approves the 18-Month Follow-Up Report from the Bachelor of Health Sciences (Hons) in Medical Laboratory Science, as presented.

7. Consent Agenda* (M)

The Chair confirmed that contents of the Consent Agenda were approved and received under Agenda Item # 2.

7.1 Minutes of the Meeting of June 17, 2025 * (M)

7.2 Minutes of the Meeting of September 16, 2025* (M)

7.3 Bachelor of Arts-Legal Studies-New Pathway with Teesside LLB, Middlesbrough, UK Articulation Agreement* (I)

7.4 Minor Curricular Changes:

Course changes: [AUTE 2010U](#), [AUTE 3500U](#), [CHEM 3410U](#), [CHEM 4510U](#), [ENGR 0998U](#), [ENGR 0999U](#), [ENGR 1015U](#), [ENGR 1025U](#), [FPSY 3210U](#), [FSCI 4050U](#), [HLSC 4998U](#), [HLSC 4999U](#), [KINE 4998U](#), [KINE 4999U](#), [METE 2010](#), [METE 2020U](#), [METE 2030U](#), [METE 3100U](#), [NURS 1700U](#), [SSCI 1911U](#), [CHEM 3510U](#), [CHEM 4041U](#), [EDUC 2403U](#), [EDST 4470U](#)

7.5 Reinstate Closed Course: [LGLS 4050U](#)

7.6 Memoranda:

- i) [FEAS Co-op and Internship Course Suffix](#)
- ii) [BScN Second Entry Proposal - update to NRSE 3050U](#)
- iii) [RPN-BScN Advanced Entry - credit hour update](#)

7.7 Approved Elective List: [Nuclear Technology minor](#)

8. Adjournment (M)

There being no other business, and upon a motion duly made by S. Nokleby, the Public session of the USC meeting adjourned at 9:38 a.m.

Following the Non-Public Session, the Committee moved to return to the Public Session at 10:02 a.m. to address a Member's question from Item # 3.

12. Call To Order

The Chair reconvened the Public Session of the USC at 10:03 a.m.

A Member raised concerns about discrepancies between the September Academic Council minutes and their recollection of the Chair's report, particularly regarding add/drop deadline updates and whether a related Registrar's Office report had been completed or shared. The Member sought clarification on the accuracy of the Academic Council minutes, the status of the promised report, and why no response had been received to earlier email queries.

N. Crow cautioned that the September Academic Council minutes had been approved and USC had no purview to discuss. She reiterated that items within the purview of the Committee that are noted for follow-up, including add/drop deadlines, are monitored and brought forward when appropriate. It was noted that the Registrar's Office report on add/drop deadlines is still in progress and has not yet been presented to the Committee.

Some Members expressed concern over prolonged procedural discussions and emphasized that it was belaboring minor details and diverting attention from the substantive business of the meeting and the Committee.

13. Termination

There being no other business, and upon a motion to terminate by S. Nokleby, the USC meeting terminated at 10:17 a.m.

Kirstie Ayotte, Assistant University Secretary

DRAFT