



ACADEMIC COUNCIL MEETING
Undergraduate Studies Committee

AGENDA

Date: September 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	Chair	9:05 a.m.
	3.1	USC Terms of Reference Review * (I)		
4.		2025-2026 USC Workplan Review * (I)	Kirstie Ayotte	9:15 a.m.
5.		Consent Agenda: (M)	Chair	
	5.1	Minutes of the Meeting of June 17, 2025 * (M)		
	5.2	Minor Curricular Change: Co-op and Internship Course Suffix Changes (FBIT) (I)		
	5.3	2025-2026 Undergraduate Academic Schedule Revision * (I)		
6.		Termination (M)	Chair	9:20 a.m.

Kirstie Ayotte, Assistant University Secretary

Undergraduate Studies Committee (USC)

Work Plan 2025-2026

Meeting	Agenda Item (Lead)	Academic Council (If Applicable)	Board (if Applicable)
September 16, 2025	- Curriculum Items – if Applicable (CIQE) 2025-2026 USC Work Plan (NC/KA) - Annual USC Terms of Reference Review (NC/KA) - Policy deliberation (if applicable)	October 28, 2025	December 4, 2025
October 21, 2025	Curriculum Items – if Applicable (CIQE)	November 25, 2025	December 4, 2025
November 18, 2025	Curriculum Items – if Applicable (CIQE)	January 27, 2026	March 5, 2026
December 16, 2025	Curriculum Items – if Applicable (CIQE)	January 27, 2026	March 5, 2025
January 20, 2026	- Curriculum Items – if Applicable (CIQE) - Policy deliberation (if applicable) Major Program Modification (MPM) Deadline (CIQE) - Target last meeting to accept MPM's (Academic Council deadline April); changes published to calendar in May Academic Policy Changes - Target last meeting to accept Academic Policy changes (Academic Council deadline April); changes published to calendar in May	February 24, 2026	March 5, 2026
February 17, 2026	- Curriculum Items – if Applicable (CIQE) 2026-2027 U/G Academic Schedule - Policy deliberation (if applicable)	March 24, 2025	May 7, 2026

	Minor Program Adjustments (MPA) Deadline (CIQE) - Target last meeting to accept MPA's (Academic Council for information deadline - March); changes published to calendar in May Minor Curriculum Changes (MCC) Deadline (CIQE) - Target last meeting to accept MCC's for information- Does not go to Academic Council; published to calendar in May		
March 17, 2026	- Curriculum Items – if Applicable (CIQE) - Policy deliberation (if applicable)	April 28, 2026	May 7, 2026
April 21, 2026	- Curriculum Items – if Applicable (CIQE) - Policy deliberation (if applicable)	May 26, 2026	June 25, 2026
May 19, 2026	- Curriculum Items – if Applicable (CIQE) - Policy deliberation (if applicable)	June 25, 2026	Sept 2026 TBD
June 16, 2026	- Curriculum Items – if Applicable (CIQE) - Policy deliberation (if applicable)	Sept 2025 TBD	Sept 2026 TBD

ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

Minutes of the Public Session of the June 17, 2025 Meeting
via Videoconference
9:03 a.m. - 9:52 a.m.

Undergraduate Studies Committee Agenda & Materials 2024-2025

Present: M. Bluechardt (Chair), W. Barber, N. Crow, K. Clow, A. Duff,
R. Fortier, M. Hossein-Nejad, J. McCabe, S. Nokleby, D. Papke, J. Tam,
A. Wingate

Regrets: J. Boswell, H. MacPherson, T. Ubor

Staff and Guests: K. Ayotte (Secretary), M. Heslip, K. McCartney, B. Tranter

1. Call to Order and Land Acknowledgement

The Chair called the Public session of the Undergraduate Studies Committee (USC) meeting to order at 9:03 a.m. and R. Fortier read aloud the Land Acknowledgement.

2. Approval of Agenda

A member requested item #s 4.1 and 4.2 be removed from the Consent Agenda for discussion.

The member also requested a follow-up on an earlier inquiry concerning the Undergraduate Academic Schedule add/drop deadlines.

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

3. Chair's Remarks

The Chair thanked members for their contributions over the past year, highlighting progress on new programs and policy discussions. She noted that the Committee has engaged in ongoing discussions, with matters outside its scope referred to the appropriate University departments, such as the Teaching and Learning Centre for questions related to online learning, exams, and AI, to ensure accurate responses and effective follow-up.

4. Consent Agenda* (M)

The Chair confirmed that contents of the Consent Agenda were approved and received under Agenda Item # 2 save for item #s 4.1 and 4.2.

4.3 Suffix Changes:

- i) [Faculty of Education Co-op and Internship Suffix Changes](#) (I)
- ii) [Faculty of Social Science and Humanities Co-op and Internship Suffix Changes](#) (I)
- iii) [Faculty of Science Co-op and Internship Suffix Changes](#) (I)

4.4 Course Changes:

[HLSC 4990U](#), [NURS 2500U](#), [NURS 2605U](#), [NURS 2701U](#), [NURS 2703U](#), [NURS 3700U](#),
[NURS 3702U](#), [NURS 3703U](#), [NURS 4100U](#), [NURS 4600U](#)

4.5 New Course:

[KINE 3300U](#)

Pulled from Consent Agenda:

4.1 Public Minutes of the May 20, 2025 Meeting* (M)

A member requested an amendment to the minutes to reflect that they had raised concerns in relation to how dialogue regarding elements of the report that were non-confidential could be communicated more publicly, rather than solely in a non-public session. The Committee discussed the proposed amendment and agreed to the requested amendment.

Upon a motion duly made by S. Nokleby and seconded by R. Fortier, the Public Minutes of the May 20, 2025 meeting were approved as amended.

4.2 Memos:

- i) Frazer Faculty of Education: Mode of Delivery Flexibility for Undergraduate Courses* (I)
- ii) Faculty of Business and Information Technology: Mode of Delivery Flexibility for Undergraduate Courses* (I)
- iii) Faculty of Health Sciences: Mode of Delivery Flexibility for Undergraduate Courses* (I)

A member raised concerns about compliance with IQAP and procedural steps with respect to recent course delivery changes. A discussion ensued which included confirmation that the changes were considered minor curricular adjustments, appropriately approved by Faculty Councils. N. Crow emphasized that decision-making authority rests with Faculty Councils in this regard and so this is beyond USC's purview. She further noted that the matter had previously been fully discussed at Academic Council and suggested that further questions be directed to the appropriate bodies to ensure alignment with governance processes.

5. Volunteer for September Land Acknowledgement

The Chair advised that a call for a volunteer for the September 2025 meeting's Land Acknowledgement will be issued in August.

In response to a member's question about the add/drop deadlines in the Undergraduate Academic Schedule, A. Wingate reiterated information shared at prior USC meetings that the review of course withdrawal dates, covering three academic years, including Spring/Summer 2025, will be shared with USC in the fall. Any resulting changes are planned to take effect in the 2026-27 academic year to allow sufficient time for implementation.

6. 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 9:52 a.m.

Kirstie Ayotte, Assistant University Secretary

DRAFT

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	☐
Information	☒
Discussion/Direction	☐
Decision	☐

DATE: September 16, 2025

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

SUBJECT: Revisions to the Undergraduate Academic Schedule

OVERVIEW:

- The information herein falls under the Administrative Guidelines for Determining the Academic Schedule.
- The Office of the Registrar is presenting the following revisions to the Undergraduate Academic Schedule, published in the Academic Calendar, for information.

BACKGROUND/CONTEXT & RATIONALE:

- The revisions to the Undergraduate Academic Schedule reflect that Fall Convocation will take place on one day instead of the previously reported two dates.

RESOURCES REQUIRED:

- No resources required.

PRESENTATION DATES:

- Undergraduate Studies Committee for information: September 16, 2025.
- Academic Council for information: September 23, 2025

NEXT STEPS:

The calendar revisions will be published immediately.

Ontario Tech University 2025-2026 Undergraduate Academic Calendar

Academic schedule

- [Fall semester](#)
 - [Winter semester](#)
 - [Spring/Summer semester](#)
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Fall semester

July 31, 2025	Last day to submit an application for Readmission or Change of Program for the fall semester through the portal.
August 10, 2025	Last day to submit an online application for graduation for students completing degree requirements at the end of the summer semester.
August 30 to September 1, 2025	Fall semester orientation.
September 1, 2025	Labour Day.
September 2, 2025	Lectures begin for all programs, fall semester.
September 15, 2025	End of regular registration period; last day to add courses, fall semester.
	Last day to drop courses and receive a 100 per cent refund of tuition and ancillary fees, fall semester.
	Fall semester fees due.
September 29, 2025	Last day to withdraw from fall semester courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.
	Last day to drop courses and receive a 50 per cent refund of tuition fees, fall semester.
October 13, 2025	Thanksgiving Day, no scheduled academic activities.
October 14 to 19, 2025	Fall study week, no scheduled academic activities.
October 16, 2025	Fall Convocation.
November 30, 2025	Last day to submit an application for Readmission or Change of Program for the winter semester through the portal.

December 1, 2025	Lectures end, fall semester, except Bachelor of Education.
	Last day to withdraw from fall semester courses. Active fall semester courses will be graded by instructors.
December 2, 2025	Study break, no scheduled academic activities.
December 3 to 13, 2025	Fall semester final examination period. Students are advised not to make commitments during this period (i.e., vacation, travel plans).
December 12, 2025	Lectures end, Bachelor of Education.
December 18, 2025	Fall semester grades released.
December 22, 2025	Fall academic standing released.
December 24, 2025 to January 2, 2026	University closed.
December 31, 2025	Last day to submit online application for graduation for students completing degree requirements at the end of the fall semester.

Winter semester

January 5, 2026	University reopens.
January 12, 2026	Lectures begin for all programs, winter semester.
January 23, 2026	End of regular registration period; last day to add courses, winter semester.
	Last day to drop courses and receive a 100 per cent refund of tuition and ancillary fees, winter semester.
	Winter semester fees due.
February 6, 2026	Last day to withdraw from winter semester courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.
	Last day to drop courses and receive a 50 per cent refund of tuition fees, winter semester.
February 16, 2026	Family Day, no scheduled academic activities.

February 17 to 22, 2026	Winter study week, no scheduled academic activities.
February 28, 2026	Last day to submit online application for graduation for the spring session of convocation for students completing degree requirements at the end of the winter semester.
March 31, 2026	Last day to submit an application for Readmission or Change of Program for the spring/summer semester through the portal.
April 3, 2026	Good Friday, no scheduled academic activities.
April 5, 2026	Easter Sunday, no scheduled academic activities.
April 13, 2026	Lectures will follow the Friday schedule on this day only. Lectures end, winter semester, except Bachelor of Education. Last day to withdraw from winter semester courses. Active winter semester courses will be graded by instructors.
April 14, 2026	Study break, no scheduled academic activities.
April 15 to 25, 2026	Winter semester final examination period. Students are advised not to make commitments during this period (i.e., vacation, travel plans).
April 30, 2026	Winter semester grades released.
May 1, 2026	Lectures end, Bachelor of Education.
May 4, 2026	Winter academic standing released.

Spring/Summer semester

May 4, 2026	Start date, Bachelor of Education (see Frazer Faculty of Education's Field Experience Handbook).
May 11, 2026	Lectures begin, six-week spring session and 12-week summer semester.
May 15, 2026	Last day to add six-week spring session courses. Last day to drop six-week spring session courses and receive a 100 per cent refund of tuition and ancillary fees.

Six-week spring session and 12-week summer semester fees due. Fees are due at the time of registration for any six-week spring session or 12-week summer semester courses registered after this date.

May 18,
2026

Victoria Day, no scheduled academic activities.

May 25,
2026

Last day to add courses, 12-week summer semester.

Last day to drop 12-week summer semester courses and receive a 100 per cent refund of tuition and ancillary fees.

Last day to withdraw from six-week spring session courses and receive a 50 per cent refund of tuition fees.

Last day to withdraw from six-week spring session courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.

June 3 to
5, 2026

Spring Convocation.

June 8,
2026

Last day to drop 12-week summer semester courses and receive a 50 per cent refund of tuition fees.

Last day to withdraw from 12-week summer semester courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.

June 22,
2026

Lectures end, six-week spring session.

Last day to withdraw from six-week spring session courses. Active six-week spring session courses will be graded by instructors.

Last day to submit online application for graduation for students completing degree requirements at the end of the spring session.

June 23,
2026

Spring six-week session study break, no scheduled academic activities.

June 23 to
27, 2026

Study break, 12-week summer semester, except Bachelor of Education.

June 24 to
27, 2026

Spring session final examination period. Students are advised not to make commitments during this period (i.e., vacation, travel plans).

June 29,
2026

Lectures begin, six-week summer session.

Lectures resume, 12-week summer semester.

Six-week summer session fees due. Fees are due at the time of registration for any six-week summer session courses registered after this date.

July 1,
2026

Canada Day, no scheduled academic activities.

July 2,
2026

Spring session grades released.

July 3,
2026

Lectures end, Bachelor of Education nine-week session.

July 6,
2026

Last day to add courses, six-week summer session.

Last day to drop six-week summer session courses and receive a 100 per cent refund of tuition and ancillary fees.

July 13,
2026

Last day to drop six-week summer session courses and receive a 50 per cent refund of tuition fees.

Last day to withdraw from six-week summer session courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.

August 3,
2026

Civic holiday, no scheduled academic activities.

August 10,
2026

Last day to submit online application for graduation for students completing degree requirements at the end of the summer session.

August 11,
2026

Lectures will follow the Wednesday schedule on this day only. Lectures end, 12-week summer semester and six-week summer session.

Last day to withdraw from 12-week summer semester and six-week summer courses. Active 12-week summer semester and six-week summer session courses will be graded by instructors.

August 12,
2026

Study break, no scheduled academic activities.

August 13
to 16, 2026

Summer semester final examination period (includes six-week and 12-week courses). Students are advised not to make commitments during this period (i.e., vacation, travel plans).

August 21,
2026

Six-week summer session and 12-week summer semester grades released.

August 25, Spring/Summer academic standing released.
2026

Notes:

- Fourth-year students in the Medical Laboratory Science program will have program start dates prior to the first week of lectures stated in this academic schedule. See [Medical Laboratory Science](#) program start dates for details.
 - See the [Frazer Faculty of Education](#) website for Bachelor of Education important program dates and details.
 - Fall convocation will be held in October 2025. Spring convocation will be held in June 2026. For more details, please refer to ontariotechu.ca/convocation.
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