

ACADEMIC COUNCIL MEETING
Undergraduate Studies Committee - Public

AGENDA

Date: February 18, 2025

Time: 9:00 a.m. – 10:40 a.m.

Join: <https://meet.google.com/hwg-apiz-jvs>

Or dial: (CA) +1 647-735-5882 PIN: 213 892 290#

[Meeting Materials](#)

No.	Topic	Lead	Suggested Start Time
1.	Call to Order and Land Acknowledgement		
2.	<i>Agenda</i> (M)	Chair	9:00 a.m.
3.	Chair's Remarks		
4.	Consultation: LEAP Program – Non-Credit to Credit Based (D)		
5.	Minor Program Adjustments (Approval)		
	5.1 <i>Mitch and Leslie Frazer Faculty of Education: Bachelor of Education - Concurrent option – Primary/Junior and Intermediate/Senior*</i> (M)	W. Barber	9:15 a.m.
	5.2 <i>Mitch and Leslie Frazer Faculty of Education: Bachelor of Arts - Educational Studies*</i> (M)	W. Barber	
	5.3 <i>Faculty of Science: Bachelor of Science (Hons) in Neuroscience*</i> (M)	R. Fortier	
	5.4 <i>Faculty of Social Science and Humanities: Sustainability Studies Minor*</i> (M)	K. Clow	
	5.5 <i>Faculty of Social Science and Humanities: Internship and Practicum*</i> (M)	K. Clow	
	5.6 <i>Faculty of Social Science and Humanities: Diploma in Public Policy*</i> (M)	K. Clow	
6.	Major Program Modifications (Recommendation)		9:45 a.m.

	6.1	<i>Faculty of Health Sciences: Bachelor of Science (Hons.) Collaborative Nursing*</i> (M)	J. McCabe	
	6.2	<i>Faculty of Health Sciences: Bachelor of Health Administration*</i> (M)	J. McCabe	
	6.3	<i>Faculty of Health Sciences: RPN to BScN Advanced Entry*</i> (M)	J. McCabe	
7.		Academic Policy Instruments		
	7.1	<i>Special Considerations Policy and Procedures – Undergraduate and Professional Admissions*</i> (M)	A.Wingate	10:00 a.m.
	7.2	<i>Undergraduate and Professional Admissions Procedures*</i> (M)	A.Wingate	
	7.3	<i>Policy on Auditing an Undergraduate and Graduate Course*</i> (M)	A.Wingate	
	7.4	<i>Registration and Course Selection Amendment Policy*</i> (D)	A.Wingate	
8.		Consent Agenda* (M)		
	8.1	<i>Public Minutes of the January 21, 2025 Meeting*</i> (M)		10:30 a.m.
	8.2	<p>Minor Curricular Changes:</p> <p><i>Course Change:</i> NURS 3150U, HLSC 1701U, KINE 1020U, ESNS 3750U, NUCL 4640U, EDST - 2420U, BUSI - 2700U, BUSI - 3720U, BUSI - 3590U, BUSI - 3503U, BUSI - 3170U, BUSI - 1700U</p> <p>New Courses: BUSI - 2510U</p> <p><i>Memorandum:</i></p> <p>BHSc Human Health Science specialization</p> <p>FBIT - Memo regarding Accelerated Course BUSI 1915U</p> <p><i>Approved Elective List:</i></p> <p>Energy Engineering - Elective Course Placement</p> <p>Nuclear Engineering - Elective Course Placement</p> <p>Political Studies – Elective Course Placement</p>	Chair	
	8.3	<i>2025-2026 Undergraduate Academic Schedule*</i> (I)		
9.		Volunteer for March Land Acknowledgement	Chair	10:35 a.m.
10.		Termination (M)	Chair	10:40 a.m.

Nicola Crow, University Secretary

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation**
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Mitch and Leslie Frazer Faculty of Education

SUBJECT: Minor Program Adjustment – Bachelor of Education – Concurrent option – Primary/Junior and Intermediate/Senior

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 adjust the GPA requirement for the Concurrent option of the Bachelor of Education program and add EDUC 3217U – Indigenous Knowledge, Environmental and Sustainability Education to course offerings.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to reduce the GPA requirement from 3.5 to 3.3 for students enrolled in the Concurrent option to be eligible to transition into the Bachelor of Education program.

Based on feedback from students and staff, the change to the maintenance cGPA for Concurrent Education students will benefit all students, but especially those with intensive academic demands, where the rigorous workload may create additional challenges in maintaining a higher cGPA. This adjustment ensures that high quality prospects are being retained in the Concurrent Education program, while fostering equity and inclusivity by respecting students’ diverse backgrounds. The change will also align the requirement with Ontario Tech’s grading system.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

This change is to take effect in Fall 2025 and will affect applicants to the Fall 2026 intake. Students who enrolled in Fall 2024 that may have a higher cGPA indicated on their offer letter (3.5, coincident with the program change submitted last year, or 3.7 as may have been communicated by the Admissions department) will be given consideration for attaining the new cGPA of 3.3. Students applying for the Fall 2026 intake will be notified of the updated maintenance cGPA in their Concurrent Education offer letters. Current students will be notified of the modified GPA requirements via email.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 8 January 2025
- ✓ Faculty Council: 29 January 2025
- Undergraduate Studies Committee (for approval): 18 February 2025
- Academic Council (for information): 25 March 2025

NEXT STEPS:

Pending the approval of USC, these changes will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Minor Program Adjustment Proposal – Education – Primary/Junior](#)
[Minor Program Adjustment Proposal – Education – Intermediate/Senior](#)

New Course: [EDUC 3217U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Mitch and Leslie Frazer Faculty of Education

SUBJECT: Minor Program Adjustment – Bachelor of Arts – Educational Studies

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 Educational Studies program to add eight new courses to the program.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to add eight new courses to program offerings in order to expand student choice and extend opportunities to explore new and emerging trends in education within specializations and elective offerings.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

Courses will be available to new and continuing students in Fall 2025.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 8 January 2025
- ✓ Faculty Council: 29 January 2025
- Undergraduate Studies Committee (for approval): 18 February 2025

- Academic Council (for information): 25 March 2025

NEXT STEPS:

Pending the approval of USC, these changes will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Minor program Adjustment – Educational Studies](#)

Minor Program Adjustment Proposal – Educational Studies - Advanced Entry

New Courses:

[EDST - 2180U - AI in Education](#)

[EDST - 3520U - The Power of Art: Advancing Equity through the Creative Process](#)

[EDST - 4130U - Pop Culture and Education](#)

[EDST - 4190U - Developing your Educational Technology Portfolio](#)

[EDST - 4540U - Learning in Community](#)

[EDST - 4560U - Supporting Multilanguage Learners in Elementary Schools](#)

[EDST - 4620U - Ecology of Learning: Play, Nature, and Community in Education](#)

[EDST - 4670U - Developing Space and Spatial Reasoning](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Faculty of Science

SUBJECT: Minor Program Adjustment – Bachelor of Science (Hons) in Neuroscience

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 Science (Hons) in Neuroscience to adjust the timing and requirements of cross-listed courses.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty of Health Sciences Kinesiology program made changes to cross-listed courses impacting the Faculty of Science Neuroscience program. The Faculty of Science is proposing changes to allow students to complete the cross-listed courses in the allotted time frame of the degree.

RESOURCES REQUIRED:

No additional resources required.

TRANSITION PLAN:

The Faculty of Health Sciences is making the change to the courses effective Fall 2025 so both incoming and current Neuroscience students who have not completed the course will need to adjust their program maps to account for the change in semester.

Academic advising will follow up with students and make sure off-map students are notified and assisted.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 29 January 2025
- ✓ Faculty Council: 4 February 2025
- Undergraduate Studies Committee (for approval): 18 February 2025
- Academic Council (for information): 25 March 2025

NEXT STEPS:

Pending the approval of USC, this change will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Minor Program Adjustment - BSc Neuroscience](#)
- Course change proposal(s): [NSCI 2400U](#), [NSCI 3470U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation**
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Minor Program Adjustment – Sustainability Studies Minor

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 Minor in Sustainability Studies to add the new course, **POSC 3305U - Energy Policy: Canada in a transitioning world** to the program course offerings.

BACKGROUND/CONTEXT & RATIONALE:

The course will be a valuable addition to the program allowing students to further explore Canada’s rapidly shifting energy policy.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

The course will be available to all new and continuing students in the program starting in 2025.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 8 January 2025
- ✓ Faculty Council: 29 January 2025

- Undergraduate Studies Committee (for approval): 18 February 2025
- Academic Council (for information): 25 March 2025

NEXT STEPS:

Pending the approval of USC, these changes will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Minor Program Adjustment Proposal](#)

New Course: [POSC 3305U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation**
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Minor Program Adjustment – Internship and Practicum Requirements

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 Practicum entry requirements for all FSSH programs as well as the changes to Internship requirements for the Communications and Digital Media Studies, Criminology and Justice, Forensic Psychology, Psychology (BA), Legal Studies, Political Studies, and Sociology, Technology and Innovation programs.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to reduce the CGPA requirement for entry to practicum offered in fourth year from 3.2 to 2.7 for entry to the Practicum component of all majors.

For all programs which include an Internship component, the Faculty is also proposing to reduce the CGPA requirement for entry to the Internship component offered in fourth year from 3.2 to 2.7.

Adjusting the requirements for these program components will reduce barriers and create greater equity, allowing a great number of students to pursue these valuable experiential learning components.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

These changes will be in place effective for Fall 2025 and all students who meet the new criteria will receive due consideration for the limited number of spaces in the Practicum and Internship options.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 8 January 2025
- ✓ Faculty Council: 29 January 2025
- Undergraduate Studies Committee (for approval): 18 February 2025
- Academic Council (for information): 25 March 2025

NEXT STEPS:

Pending the approval of USC, these changes will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Minor Program Adjustment Proposal - Internship](#)

[Minor Program Adjustment Proposal - Practicum](#)

Course Changes: [SSCI 4098U – Practicum](#)
[SSCI 4103U - Internship](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation**
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Faculty of Social Science and Humanities

SUBJECT: Minor Program Adjustment – Diploma in Public Policy

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 Diploma in Public Policy to add the new course (POSC 3305U - Energy Policy: Canada in a transitioning world) to the program course offerings.

BACKGROUND/CONTEXT & RATIONALE:

The course will be a valuable addition to the program allowing students to further explore Canada’s rapidly shifting energy policy.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

The course will be available to all new and continuing students in the program starting in 2025.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 8 January 2025
- ✓ Faculty Council: 29 January 2025

- Undergraduate Studies Committee (for approval): 18 February 2025
- Academic Council (for information): 25 March 2025

NEXT STEPS:

Pending the approval of USC, these changes will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Minor Program Adjustment Proposal](#)

New Course: [POSC 3305U](#)

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: 18 February 2025

FROM: Faculty of Health Sciences

SUBJECT: Major Program Modification – Collaborative BScN

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) Nursing program.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to:

- Adjust the placement of 5 required courses in the program map
- Modify degree requirements (removal and addition of courses)
- Change prerequisites/corequisites for several courses due to the above degree requirement modifications.

These changes will enable students to more fully participate in nursing care requirements in practicum courses, address longstanding challenges to students’ ability to scaffold learning related to skills-based nursing care, address feedback from program partners addressing the provincial need for more practicum experience in specific disciplines, and manage projected enrolment growth and ensure consistency and quality of learning for all students, including students in the associated bridge program. The changes will also allow for more simulation-based learning, which is a common trend across Ontario and there is good evidence to support the efficacy of this approach.

RESOURCES REQUIRED:

Increased use of nursing lab space/time is required as learners in NURS 4600U will complete in-person simulations.

TRANSITION AND COMMUNICATION PLAN:

NURS 4600U implementation will be effective for Spring 2026 for all students and will be communicated to students through the Associate Dean, Nursing. The communication plan will include emails, classroom visits, and information disseminated through the nursing practicum office.

Students entering Year 2 in Fall 2025: transition map will be provided

Students entering Year 3 in Fall 2025: will take new NURS 4600U (simulation)

Students entering Year 4 in Fall 2025: no changes – will follow existing map

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 18 November 2024
- ✓ Faculty Council: 4 December 2024
- Undergraduate Studies Committee (Recommendation): 18 February 2025
- Academic Council (Approval): 25 February 2025

Student and graduate feedback have supported the changes identified in this major program modification. In addition, feedback from a variety of sources has been gathered, including CASN accreditation feedback and feedback from our practicum partners through our bi-annual Nursing Program Advisory meetings.

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 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Major Program Modification Proposal](#)
- New courses Proposals: [NURS 2500U](#), [NURS 2703U](#), [NURS 3702U](#), [NURS 4600U](#), [HLSC 1050U](#)
- Course Change: [NURS 2320U](#), [NURS 2810U](#)

(Additional pre/co-requisite course changes are included in the “MPM Collab BScN combined Course Changes.docx” document attached in the proposal)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Faculty of Health Sciences

SUBJECT: Major Program Modification – Bachelor of Health Administration

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 Administration to deliver the program fully online, and modify degree requirements.

BACKGROUND/CONTEXT & RATIONALE:

After initial recruitment challenges, several activities were undertaken to promote the program to high school students and the Durham community, and the program has experienced small growth in total enrolment over the last three years. Shifting the program delivery mode to online will increase the program’s reach to prospective students and provide further flexibility for students. In addition, modifying the program including the removal of some existing courses (which includes all service courses taught by FBIT), the addition of other courses, and the addition of two new courses, reflect the update that the AUPHA (certifying body) made to their knowledge domains. The changes will also allow for the future development of a bridging program geared specifically towards health workers already in the field seeking to complete an undergraduate degree in health administration (HA) for further career advancement; and/or individuals seeking a continuing learning certificate in HA.

RESOURCES REQUIRED:

No immediate additional resources will be required, however, as the program grows supporting the AUPHA certification requirements may require additional resources due to increased class sizes.

From a non-academic perspective, increasing the online offering of courses and programs within the faculty will necessitate attention to best practices in online only programs. No additional resources are required.

TRANSITION AND COMMUNICATION PLAN:

For students who are already in the program we will maintain the existing program map until the winter of 2028.

Specifically, this will require that our students continue to take the FBIT courses while we transition to an online environment. Students will also be provided opportunity a to transfer into the new program map with the understanding that discontinued courses in BUSI would count towards the open electives and that their time in the program may be extended slightly. The BHA Program Director will be responsible for notifying students under the direction of the Dean. The Director will hold multiple, recorded online information sessions to communicate the changes for students currently enrolled in the program. In addition, email notifications will be sent to students, the Program Director will be available to meet with students one-on-one, and Academic Advising will be made aware of the changes and will reach out individually to students currently enrolled in the program.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 18 November 2024
- ✓ Faculty Council: 4 December 2024
- Undergraduate Studies Committee (Recommendation): 21 January 2025
- Undergraduate Studies Committee (Recommendation): 18 February 2025
- Academic Council (Approval): 25 March 2025

The Faculty of Business and IT (FBIT) was consulted in May 2024 and November 2024. Faculty of Health Sciences students were consulted in October 2024 through an online survey. Results demonstrated an overall interest in an online Bachelor of Health Administration program.

A survey was also distributed to prospective high school students in the Durham Region during a BHA workshop held in October 2024. The majority of these students indicated that they were interested in an online BHA program be it an undergraduate degree, minor, certificate, and/or micro-credential.

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 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

[Major Program Modification Proposal](#)

New Courses:

- [HLSC 4855U - Human Resources Management in Healthcare](#)
- [HLSC 4993U - Bachelor of Health Administration Seminar Series](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation
Decision
Discussion/Direction
Information

DATE: 18 February 2025

FROM: Faculty of Health Sciences

SUBJECT: Major Program Modification - RPN to BScN 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 RPN to BScN Advanced Entry program

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to:

- Remove the Georgian College partnership in the RPN-BScN pathway. The program will continue with the Durham College partnership.
- Remove the program’s bridging requirement. With the removal of these bridge requirements, the program will be renamed RPN to BScN Advanced Entry.
- Adjust the placement of two required courses in the program map.
- Modify degree requirements (removal and addition of courses).

- Change Prerequisites/co-requisites for several courses due to the above degree requirement modifications.

These modifications have been under discussion for many years and are prompted based on additional emerging pressures:

1. The current bridging term two-step admission process is a relic of the original program design which considered the newness of the idea of bridging education in nursing. This admission process was seen as a means to determine if learners “measured up” once admitted to the program, rather than demonstrating confidence in the validity of admission criteria. The two-step admission process is unnecessary and adds additional stress to learners without justification.
2. The change to add a new mental health with virtual simulation course is a response to new CASN accreditation requirements indicating that all learners must have exposure to mental health nursing (currently a deficit in the program)
3. The change from NURS 2600U to NURS 2500U reflects the Nursing Program decision to integrate collaborative and bridging students in the same theory/virtual simulation course focusing on nursing care of children and families.
4. The change from NURS 4700U (synthesis professional practice with 194 precepted clinical hours) to NURS 4600U (advancing clinical judgment with in-person and virtual simulation) reflects a need to:
 - a. ensure the Nursing Program can continue to meet clinical placement requirements with high quality, appropriate placements, and
 - b. provide learners with instruction and experiences that meet the high-level challenges of current practice environments. By integrating evidence-based in-person and virtual simulation, our use of precepted placements will decrease, enabling the program to continue to meet placement demands for the final integrated practicum (an extremely difficult challenge currently) and ensure consistency and quality of learning for all students.

RESOURCES REQUIRED:

Increased use of nursing lab space/time is required as learners in NURS 4600U will complete in-person simulations.

TRANSITION AND COMMUNICATION PLAN:

NURS 4600U implementation will be effective for Spring 2026 for all students and will be communicated to students through the Associate Dean, Nursing. The communication plan will include emails, classroom visits, and information disseminated through the nursing practicum office.

Off-track students will have individual program maps created. The practicum to simulation change will be communicated to students immediately.

Full changes will be implemented for new incoming students beginning in Fall 2025.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 18 November 2024
- ✓ Faculty Council: 4 December 2024
- Undergraduate Studies Committee (Recommendation): 18 February 2025
- Academic Council (Approval): 25 February 2025

The proposed changes to the program structure are based on feedback from a variety of sources, including:

- student consultation through both formal research (2011-2016) and informal town hall meetings typically held annually
- CASN accreditation feedback
- feedback from our practicum partners through our bi-annual Nursing Program Advisory meetings.

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 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Major Program Modification Proposal](#)
- New course proposals: [HLSC 1050U](#), [NURS 2500U](#), [NURS 2822U](#), [NURS 2821U](#), [NURS 3703U](#), [NURS 4600U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

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

DATE: February 18th 2025

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

SUBJECT: Revised Special Considerations Policy and Procedures - Undergraduate and Professional Admissions

COMMITTEE MANDATE:

- Under the Policy Framework and the University's Act and By-laws, Academic Council is responsible for approving Academic Policy and to make recommendations to the Board on "the establishment and terms of reference of committees to exercise the Academic Council's delegated authority" under By-law no. 2. The Undergraduate Studies Committee has a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments and have delegated authority under the Terms of Reference to approve Procedures, Directives, and Guidelines.
- The Office of the Registrar is presenting the following the revised Special Considerations Policy - Undergraduate and Professional Admissions for review and recommendation to Academic Council. We are also presenting the associated revised Procedures to the USC for approval.

MOTION FOR CONSIDERATION:

- That the USC hereby approves the amended Special Consideration Procedure – Undergraduate and Professional Admissions and recommends to Academic Council the approval of the amended Special Consideration Policy – Undergraduate and Professional Admissions.

BACKGROUND/CONTEXT & RATIONALE:

Policy:

- In accordance with our policy instrument review timelines, it is necessary to review these policy instruments as the last major revisions took place in April 2020.
- Upon consultation with the Office of the Registrar, specifically the Admissions team, the following substantive revisions to the policy were made:
 - Removed “President’s Equity Taskforce (PET)” from the list of definitions.
 - Section 8.1: updated language to better align with that stated on the university’s Special Considerations – Equity Admission webpage.
 - Furthermore, the policy language has been updated to reflect that a member of the Student Engagement and Equity team now reviews equity admissions submissions alongside a member from the faculty of application and an admissions representative.

Procedures:

- Upon consultation with the Office of the Registrar, specifically the Admissions team, the following substantive revisions were made to the procedure:
 - Section 8.1: updated language to better align with that stated on the university’s Special Considerations – Equity Admission webpage.

RESOURCES REQUIRED:

- No resources required.

CONSULTATION AND APPROVAL:

- Online Consultation: January 6, 2025 – January 17, 2025
- Undergraduate Studies Committee Deliberation (Policy): February 18, 2025
- Undergraduate Studies Committee Approval (Procedures): February 18, 2025
- Academic Council Approval (Policy): March 25, 2025
- Academic Council for information (Procedures): March 25, 2025

NEXT STEPS:

Pending deliberation of USC, this Policy will be presented to Academic Council for approval and become effective immediately.

Pending the approval of USC, this Procedure will be become effective immediately and will be presented to Academic Council for information

SUPPORTING REFERENCE MATERIALS:

- ACD 1525 Special Considerations Policy - Undergraduate and Professional Admissions AC Approved April 28 2020 - SB updates Oct 25 2024.docx
- ACD 1525 Special Considerations Policy - Undergraduate and Professional Admissions - CLEAN.docx
- ACD 1525.01 Special Considerations Procedures - Undergraduate and Professional Admissions AC Approved April 28 2020 - SB updates Oct 25 2024.docx
- ACD 1525.01 Special Considerations Procedures - Undergraduate and Professional Admissions - CLEAN copy.docx



Classification Number	ACD 1525
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	April 28, 2020 DRAFT FOR APPROVAL
Review Date	May 2023
Supersedes	Academic Regulations, Undergraduate Academic Calendar 2019/2020

Special Considerations Policy - Undergraduate and Professional Admissions

PURPOSE

1. The purpose of this Policy is to outline special considerations under which applicants to undergraduate and professional programs can be considered.

DEFINITIONS

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

“Competitive Grade Point Average” means a grade point average required for admission to university which surpasses the university's minimum 70 per cent average for consideration.

“Disability” (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11) means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

“Indigenous”: A collective name for the original peoples of North America and their descendants (Government of Canada, 2019).

“Indigenous Education and Cultural Services”: Indigenous Education and Cultural Services offers cultural workshops, ceremonies, events and programming to educate Indigenous and non-Indigenous students, faculty, staff members and the broader community about Indigenous culture. They encourage Indigenous students to embrace their culture through the Indigenous self-identification process, and they lead the university in its journey toward reconciliation (Ontario Tech, 2019).

~~“President’s Equity Taskforce” or “PET”: The goal of the PET is to mobilize a diverse movement of people across the university to create and establish equitable and inclusive practices at (Ontario Tech) within a three-year term (Ontario Tech, 2019).~~

Commented [SB1]: Does this still exist?

SCOPE AND AUTHORITY

3. This Policy applies to applicants to undergraduate and professional-level programs.
4. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. Applying for consideration with a disability

- 6.1. Applicants with disabilities who have received disability-related accommodations in high school or during a previous degree or diploma program are expected to have grades that accurately reflect their academic ability. Applicants who were not accommodated for all or part of their high school or degree or diploma program, or who believe that there are extenuating circumstances related to their disability that have negatively impacted on their grades, may be eligible for consideration on the basis of their disability.

7. Indigenous applicants

- 7.1. A student who has self-identified as Indigenous, who does not meet the competitive GPA for admission, but who still meets a minimum 70 per cent high school grade point average, may apply to have a separate assessment conducted by a committee ~~consisting of one member from of each of: which includes a member from~~ the faculty of application, the Admissions office and the Indigenous Education and Cultural Services office (IECS).

8. Equity admissions

- 8.1. Applicants who consider themselves having factors related to discrimination or marginalization that has impacted their opportunities and/or ability to success personally or academically disadvantaged for reasons that are beyond their control, may apply to have a separate assessment conducted by the university's Equity Admissions Committee. This committee consists of one member from each of: includes a member from the faculty of application, the Admissions office and ~~the President's Equity Taskforce~~ the Student Engagement and Equity team. Applicants are required to meet the university's minimum 70 per cent high school grade point average for consideration.

Commented [SB2]: For the past few cycles practice has been someone from the equity office

MONITORING AND REVIEW

9. 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

10. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Special Admissions Considerations Procedure



Classification Number	ACD 1525
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT FOR APPROVAL
Review Date	May 2023
Supersedes	Academic Regulations, Undergraduate Academic Calendar 2019/2020

Special Considerations Policy - Undergraduate and Professional Admissions

PURPOSE

1. The purpose of this Policy is to outline special considerations under which applicants to undergraduate and professional programs can be considered.

DEFINITIONS

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

“Competitive Grade Point Average” means a grade point average required for admission to university which surpasses the university's minimum 70 per cent average for consideration.

“Disability” (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11) means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

“Indigenous”: A collective name for the original peoples of North America and their descendants (Government of Canada, 2019).

“Indigenous Education and Cultural Services”: Indigenous Education and Cultural Services offer cultural workshops, ceremonies, events and programming to educate Indigenous and non-Indigenous students, faculty, staff members and the broader community about Indigenous culture. They encourage Indigenous students to embrace their culture through the Indigenous self-identification process, and they lead the university in its journey toward reconciliation (Ontario Tech, 2019).

SCOPE AND AUTHORITY

3. This Policy applies to applicants to undergraduate and professional-level programs.
4. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. Applying for consideration with a disability

- 6.1. Applicants with disabilities who have received disability-related accommodations in high school or during a previous degree or diploma program are expected to have grades that accurately reflect their academic ability. Applicants who were not accommodated for all or part of their high school or degree or diploma program, or who believe that there are extenuating circumstances related to their disability that have negatively impacted on their grades, may be eligible for consideration on the basis of their disability.

7. Indigenous applicants

- 7.1. A student who has self-identified as Indigenous, who does not meet the competitive GPA for admission, but who still meets a minimum 70 per cent high school grade point average, may apply to have a separate assessment conducted by a committee consisting of one member from each of: the faculty of application, the Admissions office and the Indigenous Education and Cultural Services office (IECS).

8. Equity admissions

- 8.1. Applicants who consider themselves having factors related to discrimination or marginalization that has impacted their opportunities and/or ability to success , may apply to have a separate assessment conducted by the university's Equity Admissions Committee. This committee consists of one member from each of: the faculty of application, the Admissions office and the Student Engagement and Equity team. Applicants are required to meet the university's minimum 70 per cent high school grade point average for consideration.

MONITORING AND REVIEW

9. 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

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RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Special Admissions Considerations Procedure



Classification Number	ACD 1525.01
Parent policy	Undergraduate and Professional Admissions Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	April 28, 2020 DRAFT FOR APPROVAL
Review Date	May 2023
Supersedes	Academic Regulations, Undergraduate Academic Calendar 2019/2020

Special Considerations Procedures - Undergraduate and Professional Admissions

PURPOSE

1. The purpose of these Procedures is to outline the process by which applicants to undergraduate and professional programs can be considered.

DEFINITIONS

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

“**Disability**” means (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11)

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

“**Indigenous**” is a collective name for the original peoples of North America and their descendants (Government of Canada, 2019).

SCOPE AND AUTHORITY

3. This Policy applies to applicants to undergraduate and professional-level programs.
4. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.

5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

PROCEDURE

6. Applying for consideration with a disability

- 6.1. In order to receive consideration, applicants must submit their application and all associated documentation to Student Accessibility Services by the deadlines published on the Ontario Tech website.

7. Indigenous applicants

- 7.1. In order to be considered under the Indigenous Admissions Policy, applicants must self-identify as Indigenous (Status or Non-Status First Nation, Métis and/or Inuit) and complete the Indigenous Admissions Consideration Form by the deadlines published on the university's website.

8. Equity admissions

- 8.1. The purpose of the equity application is to provide equitable admissions process for all applicants. This admissions process will consider various factors that may have impacted a student's opportunities and/or ability to success. These factors include discrimination or marginalization as a result of socioeconomic status, immigration status, age, gender identity, gender expression, sexual orientation, race, religion, disability and/or country of origin. Applicants who consider themselves to be personally and academically disadvantaged for reasons that are beyond their control (e.g. disability, gender identity or visible minority membership) are encouraged to apply under the Equity Admissions Policy. In order to be considered, applicants must complete the Equity Admissions Consideration Form by the deadlines published on the university's website.

MONITORING AND REVIEW

9. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

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RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Special Considerations – Policy
[Extenuating Circumstances Form](#)
[Extenuating Circumstances Request Health Form](#)
[Consent to Release Information Form](#)
[Consideration on the Basis of a Disability Form](#)
[Verification of Accommodations Form](#)
[Indigenous Admissions Consideration Form](#)

[How Indigenous admissions decisions are made](#)
[Equity Admissions Consideration Form](#)



Classification Number	ACD 1525.01
Parent policy	Undergraduate and Professional Admissions Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT FOR APPROVAL
Review Date	May 2023
Supersedes	Academic Regulations, Undergraduate Academic Calendar 2019/2020

Special Considerations Procedures - Undergraduate and Professional Admissions

PURPOSE

1. The purpose of these Procedures is to outline the process by which applicants to undergraduate and professional programs can be considered.

DEFINITIONS

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

“Disability” means (Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11)

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

“Indigenous” is a collective name for the original peoples of North America and their descendants (Government of Canada, 2019).

SCOPE AND AUTHORITY

3. This Policy applies to applicants to undergraduate and professional-level programs.
4. This Policy does not apply to graduate-level applicants, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

PROCEDURE

6. Applying for consideration with a disability

- 6.1. In order to receive consideration, applicants must submit their application and all associated documentation to Student Accessibility Services by the deadlines published on the Ontario Tech website.

7. Indigenous applicants

- 7.1. In order to be considered under the Indigenous Admissions Policy, applicants must self-identify as Indigenous (Status or Non-Status First Nation, Métis and/or Inuit) and complete the Indigenous Admissions Consideration Form by the deadlines published on the university's website.

8. Equity admissions

- 8.1. The purpose of the equity application is to provide equitable admissions process for all applicants. This admissions process will consider various factors that may have impacted a student's opportunities and/or ability to success. These factors include discrimination or marginalization as a result of socioeconomic status, immigration status, age, gender identity, gender expression, sexual orientation, race, religion, disability and/or country of origin. In order to be considered, applicants must complete the Equity Admissions Consideration Form by the deadlines published on the university's website.

MONITORING AND REVIEW

9. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

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RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Special Considerations – Policy
[Extenuating Circumstances Form](#)
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[Verification of Accommodations Form](#)
[Indigenous Admissions Consideration Form](#)
[How Indigenous admissions decisions are made](#)
[Equity Admissions Consideration Form](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation
- Decision
- Discussion/Direction
- Information

DATE: February 18th 2025

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

SUBJECT: Revised Undergraduate and Professional Admissions Procedures

COMMITTEE MANDATE:

- Under the Policy Framework, Policy Owners must present draft policy instruments to the approval authority for approval.
- The Undergraduate Studies Committee (USC) has a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments and have delegated authority under the Terms of Reference to approve Procedures, Directives, and Guidelines.
- The Office of the Registrar is presenting the following revised Procedures to the USC for approval.

MOTION FOR CONSIDERATION:

- That USC hereby approves the amended Undergraduate and Professional Admissions Procedures.

BACKGROUND/CONTEXT & RATIONALE:

- In accordance with our policy instrument review timelines, it is necessary to review these procedures as the last major revisions took place in April 2020.
- Upon consultation with the Office of the Registrar, specifically the Admissions team, the following substantive revisions were made:
 - Section 2: modified the definition of 'Registration Period' for the purpose of clarity.
 - Section 6.1: removal of applicants represented by an agent (these are captured under the international applicants).
 - Section 6.3: removal of references to SAT subject tests (they no longer exist).

- Section 6.7: updates to International Baccalaureate (IB) admissions requirements.
- Section 9.1: removed duplicate information regarding eligibility to defer an application.

RESOURCES REQUIRED:

- No resources required.

CONSULTATION AND APPROVAL:

- Online Consultation: January 6, 2025 – January 17, 2025
- Integrated All Managers Team: February 13, 2025
- Undergraduate Studies Committee Approval: February 18, 2025
- Academic Council for information: March 25, 2025

NEXT STEPS:

Pending approval of USC, this Policy instrument will become effective immediately and be presented to Academic Council for information.

SUPPORTING REFERENCE MATERIALS:

- ACD 1527.01 Undergraduate and Professional Admissions Procedures - SB updated Oct 25 2024.docx
- ACD 1527.01 Undergraduate and Professional Admissions Procedures - CLEAN.docx



Classification Number	ACD 1527.01
Parent Policy	Undergraduate and Professional Admissions Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	April 28, 2020 DRAFT FOR APPROVAL
Review Date	May 2023
Supersedes	Admissions Regulations, Undergraduate Academic Calendar 2019/2020

Undergraduate and Professional Admissions Procedures

PURPOSE

1. The purpose of these Procedures is to outline the rules and regulations which relate to both undergraduate and professional admissions.

DEFINITIONS

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

"Academic standing" means a student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.

"ACT" means American College Testing.

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

"Registration period" means in a semester/session, the period extending from the first day of registration to the ~~tenth lecture day~~ last day to add courses, as stated in the academic schedule. ~~In a session, it is the period extending from the first day of registration to the fifth lecture day.~~

"SAT" means Scholastic Aptitude Test

"Special student" means a student taking courses but not seeking a degree. With the permission of the dean, such a student may subsequently be admitted to a degree program in which case courses already taken may be used to satisfy undergraduate degree requirements. Special students register formally in courses, with the consent of the instructor; such students submit assignments, write examinations, receive grades and may request an official transcript. Such students are charged full course fees.

"Visiting student" means a student admitted to another post-secondary institution, attending the university on a letter of permission.

SCOPE AND AUTHORITY

3. This Policy applies to applicants to undergraduate and professional-level programs.
4. This Policy does not apply to graduate-level applicants; please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. Application procedures

- 6.1. All applicants apply to Ontario Tech University through the Ontario Universities' Application Centre (OUAC) at ouac.on.ca. Students attending an Ontario secondary school are normally informed of OUAC application procedures and deadlines through their schools in September. The following types of applicants apply through specialized electronic applications: non-degree track applicants, special visiting students, international applicants, ~~represented by an agent~~ and international applicants applying to the university's English for Academic Purposes program. Additional application information is available on the [Undergraduate Admissions](#) website.
- 6.2. Ontario secondary school applicants must present an Ontario Secondary School Diploma (OSSD) with a minimum of six 4U or 4M credits (or equivalent), including credits and courses to satisfy the academic prerequisites of specific programs and present a competitive admission average.
- 6.3. Home-schooled applicants will be evaluated on the basis of examinations (~~delivered through distance learning or alternative education centres~~) ~~or a combination of SAT Subject Tests in prerequisite courses and a portfolio~~. Parent-generated transcripts will be accepted as a reflection of courses completed and marks attained, but these transcripts must be submitted in conjunction with standardized test scores. Applicants who have completed courses through distance learning or alternative education centres should include marks from these courses at the time of application. ~~If official transcripts like these indicate completion of specific prerequisite subjects then there is no need to submit SAT Subject Test scores or a portfolio. Alternatively, applicants may write four specific SAT Subject Tests and submit a personal/career portfolio. A minimum score is required to demonstrate sufficient background in each of the subject tests. The portfolio should detail personal and community participation and achievements including academic, volunteering and mentorship. The portfolio should also include an essay detailing future goals and reasoning for application to their program of choice. A letter of reference to support the application should also be submitted. For additional information, including the specific SAT Subject Tests required for each program, please visit the Undergraduate Admissions website or e-mail the admissions team.~~
- 6.4. Applicants from secondary schools in other Canadian provinces must successfully complete secondary school, and present the necessary academic program requirements with a competitive admissions average. Specific information on

admission requirements for students completing secondary school in other provinces can be viewed on the [Undergraduate Admissions website](#).

- 6.5.** Applicants from secondary schools in the United States must achieve high school graduation with a competitive admission average including the prerequisite courses for the intended program of study. Applicants must present a SAT or ACT score, if written. The university's SAT code is 4192 and the ACT code is 5265. The University does not accept scores more than five years after the test date. Grades are the primary basis of admission; SAT scores will not serve to disadvantage an applicant in any capacity.
- 6.6.** Applicants from secondary schools in other international countries must achieve high school graduation with a competitive admission average including prerequisite courses for the intended program of study. Applicants should visit the [Undergraduate Admissions website](#) for admission requirements specific to their country or curriculum.
- 6.7.** International Baccalaureate diploma candidates who achieve passes in six subjects with at least three at the Higher Level, and who ~~accumulative~~ accumulate a grade total of 24 with no score lower than 4 are eligible for admission to first year. All prerequisites can be held at the Standard Level or Higher Level unless otherwise stated on the Undergraduate Admissions website. Students must hold the appropriate prerequisite subjects at the Higher Level. English may be held at either the High or Standard Level. Applicants offering prerequisites at the Standard Level will be given individual consideration. For information on advanced standing, please see the Advanced Standing and Transfer Credit policy and procedures. Students not completing the full IB Diploma may be considered for admission with individual IB courses alongside official transcripts and proof of high school graduation.
- 6.8.** Applicants applying from other post-secondary institutions must present a competitive average in the specific prerequisite subjects for their intended program of study. The prerequisite subjects for each program are listed in the faculty sections of the [Undergraduate Academic Calendar](#). Prerequisite subject requirement may be met by a combination of secondary and post-secondary studies. Applicants must be in good academic standing at their previous post-secondary institution.
- 6.9.** Mature applicants are defined as meeting all of the following criteria: has not completed any post-secondary education, has been away from formal education for at least two years, will have reached the age of 21 by December 31st of the year of application, is a Canadian citizen or permanent resident, and does not qualify for admission as a secondary school graduate. Mature applicants may be admitted upon successful completion of secondary-level courses in the prerequisite subjects for their intended program of study and must present a competitive admission average.
- 6.10.** Visiting students may be allowed to enrol in courses, subject to availability. These students must present a letter of permission from a recognized institution. It is the responsibility of the student to ensure that they have the necessary prerequisites and are academically prepared for the course. In some instances, the letter of permission may be used in lieu of transcripts from their home institutions; however

some faculties require the submission of academic transcripts. These students will be admitted as special students not seeking a degree and will be subject to the applicable application process and letter of permission deadlines.

7. English Language Proficiency

- 7.1. English language proficiency can be satisfied with one of the following criteria:
- a) The applicant's mother tongue or first language is English.
 - b) The applicant has studied full-time for at least three years (or equivalent in part-time studies) or at least six semesters (studying no less than three courses per semester) in secondary school or university where the language of instruction and examination was English. Such applicants are required to provide verification from their school. Please note: the minimum three-year requirement does not include full-time enrolment in an English as a Second Language (ESL) program.
 - c) The applicant has achieved the required proficiency on one of the tests in English language acceptable to the university, including recommended scores. A list of acceptable tests is available on the [Undergraduate Admissions website](#). Students must arrange for original test scores to be sent directly from the testing centre to the Office of the Registrar.
 - d) Applicants who meet all the admission requirements, with the exception of the English language proficiency requirement, can enrol in one of the approved on-campus or off-campus English for Academic Purposes (EAP) program. Upon successful completion of the EAP program, applicants can begin their degree program without further testing. For more information on the university's approved EAP programs, please refer to the [Undergraduate Admissions website](#).

8. Conditional admission

- 8.1. If an applicant is currently completing courses at a secondary or post-secondary institution, a conditional admission decision will be made. This decision will be based upon the applicant's eligibility for admission subject to successful completion of the courses for which they are currently registered. This decision will remain conditional until final results for the applicant's current program of study are available. All courses must be completed by the final document deadline. For more information, please refer the application deadlines published on the [Undergraduate Admissions website](#). The university may, in other circumstances, grant conditional acceptance to a student who is eligible for admission subject to satisfying specified conditions. The conditions will be outlined in the conditional offer of admission.

9. Deferral of application and offers

- 9.1. ~~Applicants who are offered admission may apply to defer their application by one year.~~ In exceptional circumstances, an applicant may defer their offer of admission up to one year. Where an application is deferred, the applicant will not have to re-apply but will be reassessed for admissibility on a competitive basis in the relevant admission period. Where an offer is deferred, the applicant may register in the subsequent session within the one-year period without re-application. A request for

deferral must be made before the end of the regular registration period for the specific application term. Competitive programs may present earlier deadlines. Deferral applications may be submitted via the [Undergraduate Admissions website](#).

10. Program/degree changes

- 10.1.** Students wishing to pursue a program of study other than one to which they were originally admitted must submit a change of program request through the Office of the Registrar. Such requests will be subject to the admission requirements of the new program of study and permitted only if space is available in the destination program. For “change of degrees”, all courses with a grade of D or lower will remain on the transcript, but will be excluded from the grade point calculation. More information, including deadline dates, ~~are~~is available via the [Undergraduate Admissions website](#).

MONITORING AND REVIEW

- 11.** These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

- 12.** This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 13.** Undergraduate and Professional Admissions Policy
Undergraduate Advanced Standing and Transfer Credit Policy
Undergraduate Advanced Standing and Transfer Credit Procedures
[International Application Form](#)
[Non-Degree Track Application Form](#)



Classification Number	ACD 1527.01
Parent Policy	Undergraduate and Professional Admissions Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT FOR APPROVAL
Review Date	May 2023
Supersedes	Admissions Regulations, Undergraduate Academic Calendar 2019/2020

Undergraduate and Professional Admissions Procedures

PURPOSE

1. The purpose of these Procedures is to outline the rules and regulations which relate to both undergraduate and professional admissions.

DEFINITIONS

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

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"ACT" means American College Testing.

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

"Registration period" means in a semester/session, the period extending from the first day of registration to the last day to add courses, as stated in the academic schedule.

"SAT" means Scholastic Aptitude Test

"Special student" means a student taking courses but not seeking a degree. With the permission of the dean, such a student may subsequently be admitted to a degree program in which case courses already taken may be used to satisfy undergraduate degree requirements. Special students register formally in courses, with the consent of the instructor; such students submit assignments, write examinations, receive grades and may request an official transcript. Such students are charged full course fees.

"Visiting student" means a student admitted to another post-secondary institution, attending the university on a letter of permission.

SCOPE AND AUTHORITY

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- 6.2. Ontario secondary school applicants must present an Ontario Secondary School Diploma (OSSD) with a minimum of six 4U or 4M credits (or equivalent), including credits and courses to satisfy the academic prerequisites of specific programs and present a competitive admission average.
- 6.3. Home-schooled applicants will be evaluated on the basis of examinations (delivered through distance learning or alternative education centres). Parent-generated transcripts will be accepted as a reflection of courses completed and marks attained, but these transcripts must be submitted in conjunction with standardized test scores. Applicants who have completed courses through distance learning or alternative education centres should include marks from these courses at the time of application.
- 6.4. Applicants from secondary schools in other Canadian provinces must successfully complete secondary school, and present the necessary academic program requirements with a competitive admissions average. Specific information on admission requirements for students completing secondary school in other provinces can be viewed on the [Undergraduate Admissions website](#).
- 6.5. Applicants from secondary schools in the United States must achieve high school graduation with a competitive admission average including the prerequisite courses for the intended program of study. Applicants must present a SAT or ACT score, if written. The university's SAT code is 4192 and the ACT code is 5265. The University does not accept scores more than five years after the test date. Grades are the primary basis of admission; SAT scores will not serve to disadvantage an applicant in any capacity.
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- 6.7. International Baccalaureate diploma candidates who achieve passes in six subjects with at least three at the Higher Level, and who accumulate a grade total of 24 with no score lower than 4 are eligible for admission to first year. All pre-requisites can be held at the Standard Level or Higher Level unless otherwise stated on the Undergraduate Admissions website. For information on advanced standing, please see the Advanced Standing and Transfer Credit policy and procedures. Students not completing the full IB Diploma may be considered for admission with individual IB courses alongside official transcripts and proof of high school graduation.
- 6.8. Applicants applying from other post-secondary institutions must present a competitive average in the specific prerequisite subjects for their intended program of study. The prerequisite subjects for each program are listed in the faculty sections of the [Undergraduate Academic Calendar](#). Prerequisite subject requirement may be met by a combination of secondary and post-secondary studies. Applicants must be in good academic standing at their previous post-secondary institution.
- 6.9. Mature applicants are defined as meeting all of the following criteria: has not completed any post-secondary education, has been away from formal education for at least two years, will have reached the age of 21 by December 31st of the year of application, is a Canadian citizen or permanent resident, and does not qualify for admission as a secondary school graduate. Mature applicants may be admitted upon successful completion of secondary-level courses in the prerequisite subjects for their intended program of study and must present a competitive admission average.
- 6.10. Visiting students may be allowed to enrol in courses, subject to availability. These students must present a letter of permission from a recognized institution. It is the responsibility of the student to ensure that they have the necessary prerequisites and are academically prepared for the course. In some instances, the letter of permission may be used in lieu of transcripts from their home institutions; however some faculties require the submission of academic transcripts. These students will be admitted as special students not seeking a degree and will be subject to the applicable application process and letter of permission deadlines.

7. English Language Proficiency

- 7.1. English language proficiency can be satisfied with one of the following criteria:
 - a) The applicant's mother tongue or first language is English.
 - b) The applicant has studied full-time for at least three years (or equivalent in part-time studies) or at least six semesters (studying no less than three courses per semester) in secondary school or university where the language of instruction and examination was English. Such applicants are required to provide verification from their school. Please note: the minimum three-year requirement does not include full-time enrolment in an English as a Second Language (ESL) program.
 - c) The applicant has achieved the required proficiency on one of the tests in English language acceptable to the university, including recommended scores. A list of acceptable tests is available on the [Undergraduate](#)

[Admissions website](#). Students must arrange for original test scores to be sent directly from the testing centre to the Office of the Registrar.

- d) Applicants who meet all the admission requirements, with the exception of the English language proficiency requirement, can enrol in one of the approved on-campus or off-campus English for Academic Purposes (EAP) program. Upon successful completion of the EAP program, applicants can begin their degree program without further testing. For more information on the university's approved EAP programs, please refer to the [Undergraduate Admissions website](#).

8. Conditional admission

- 8.1. If an applicant is currently completing courses at a secondary or post-secondary institution, a conditional admission decision will be made. This decision will be based upon the applicant's eligibility for admission subject to successful completion of the courses for which they are currently registered. This decision will remain conditional until final results for the applicant's current program of study are available. All courses must be completed by the final document deadline. For more information, please refer the application deadlines published on the [Undergraduate Admissions website](#). The university may, in other circumstances, grant conditional acceptance to a student who is eligible for admission subject to satisfying specified conditions. The conditions will be outlined in the conditional offer of admission.

9. Deferral of application and offers

- 9.1. In exceptional circumstances, an applicant may defer their offer of admission up to one year. Where an application is deferred, the applicant will not have to re-apply but will be reassessed for admissibility on a competitive basis in the relevant admission period. Where an offer is deferred, the applicant may register in the subsequent session within the one-year period without re-application. A request for deferral must be made before the end of the regular registration period for the specific application term. Competitive programs may present earlier deadlines. Deferral applications may be submitted via the [Undergraduate Admissions website](#).

10. Program/degree changes

- 10.1. Students wishing to pursue a program of study other than one to which they were originally admitted must submit a change of program request through the Office of the Registrar. Such requests will be subject to the admission requirements of the new program of study and permitted only if space is available in the destination program. For "change of degrees", all courses with a grade of D or lower will remain on the transcript, but will be excluded from the grade point calculation. More information, including deadline dates, is available via the [Undergraduate Admissions website](#).

MONITORING AND REVIEW

- 11. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

12. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

13. Undergraduate and Professional Admissions Policy
Undergraduate Advanced Standing and Transfer Credit Policy
Undergraduate Advanced Standing and Transfer Credit Procedures
[International Application Form](#)
[Non-Degree Track Application Form](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation
- Decision
- Discussion/Direction
- Information

DATE: February 18th 2025

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

SUBJECT: Revised Policy on Auditing an Undergraduate and Graduate Course

COMMITTEE MANDATE:

- Under the Policy Framework and the University's Act and By-laws, Academic Council is responsible for approving Academic Policy and to make recommendations to the Board on "the establishment and terms of reference of committees to exercise the Academic Council's delegated authority" under By- law no. 2. The Undergraduate Studies Committee has a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments.
- We present the attached revised Policy on Auditing an Undergraduate and Graduate Course for approval by Academic Council.

MOTION FOR CONSIDERATION:

- That USC hereby recommends to Academic Council the approval of the amended Policy on Auditing an Undergraduate and Graduate Course.

BACKGROUND/CONTEXT & RATIONALE:

- In accordance with our policy instrument review timelines, it is necessary to review this policy as the last major revisions took place in June 2022.
- Upon consultation with the School of Graduate and Postdoctoral Studies, the following substantive revisions were made:
 - Section 7.2(d): expanding the scope of the instrument to allow for undergraduate-level courses to be audited by students in research-based graduate programs.

RESOURCES REQUIRED:

- No resources required.

CONSULTATION AND APPROVAL:

- Online Consultation: January 6, 2025 – January 10, 2025
- Administrative Leadership Team: February 11, 2025
- Undergraduate Studies Committee Deliberation: February 18, 2025
- Graduate Studies Committee Deliberation: February 25, 2025
- Academic Council Approval: March 25, 2025

NEXT STEPS:

Pending deliberation of USC and GSC, this Policy will be presented to Academic Council for approval and become effective immediately.

SUPPORTING REFERENCE MATERIALS:

- AC 1513 - Policy on Auditing an Undergraduate and Graduate Course_Track Changes.docx
- AC 1513 - Policy on Auditing an Undergraduate and Graduate Course_CLEAN.docx

Policy on Auditing an Undergraduate and Graduate Course

Classification number	ACD 1513
Framework category	Academic
Approving authority	Academic Council
Policy owner	Registrar
Approval date	June 28, 2022 DRAFT FOR APPROVAL
Review date	March 2023
Supersedes	Policy on Auditing an Undergraduate and Graduate Course February 25, 2020

Purpose

1. The purpose of this Policy is to outline the categories, registration and fee-payment requirements for Auditors of a Course at the University.

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Definitions

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

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"Auditor" means ~~the people~~ a person who attends a Course without receiving evaluation or a grade.

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"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.

"Non-registered Students" means the non-registered people or employees at the University that are under the age of 65 years.

"Registered Undergraduate Students" means the students registered at the University in an undergraduate program.

"Registered Graduate Students" means the students registered at the University in a graduate program.

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

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"Senior Citizens" means Non-registered Students at the University ~~who~~ that are 65 years of age or older.

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"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.

Scope and authority

3. This Policy applies to the undergraduate and graduate Courses identified by the Faculties as having enrolment capacity and instructor permission.
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.

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Policy

6. General

- ~~1.6.1.~~ Audited Courses will not appear on a student's transcript.
- ~~1.1.~~ Auditors may audit only one Course at a time per semester.
- ~~6.2.~~
- ~~1.2.~~ Audited Courses cannot be re-taken for credit afterwards.
- ~~6.3.~~
- ~~1.3.~~ The University's Student Conduct Policy and Disciplinary Procedures in Non-Academic Matters will apply to Auditors.
- ~~6.4.~~
- ~~1.4.~~ The registration dates and fee payment dates that are outlined in the Academic Schedule will apply to Auditors.
- ~~6.5.~~
- ~~6.6.~~ Graduate Students participating in the Ontario Visiting Graduate Student program are not eligible to register as ~~an Auditor~~ **Auditors** for graduate Courses.

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~~2.~~

7. Categories of Auditors

There are three categories of Auditors: Registered Undergraduate Students, Registered Graduate Students, and Non-registered Students.

Normally, Non-registered Students will not be permitted to audit graduate Courses.

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7.1 Registered Undergraduate Students:

7.1

- ~~a)~~ May audit a Course provided they obtain the permission of the Course instructor(s);

~~a)~~

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~~b)~~ Are not permitted to write examinations or receive any form of evaluation in the course; and,

~~b)~~ _

~~c)~~ Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

~~a-~~

7.2 Registered Graduate Students:

~~2-~~

~~a)~~ May audit Courses provided they have the approval of their supervisor (if applicable), graduate program director, and the Course instructor;

~~a)~~ _

~~b)~~ Are not permitted to write examinations or receive any form of evaluation in the course;

~~b)~~ _

~~e)~~ Must register formally as Auditors with the School of Graduate and Postdoctoral Studies and pay the fees as outlined by the University.

~~c)~~ _

~~d)~~ May be permitted to audit one graduate course or one undergraduate course for free, pending submission of a rationale to the School of Graduate and Postdoctoral Studies by the supervisor and the graduate program director that demonstrates how the requested course contributes to the student's research progress. This option is restricted to students in research-based graduate programs.

~~a-~~

7.3 Non-registered Students (including Senior Citizens):

~~3-~~

~~a)~~ May audit available courses that have been approved by the Faculty and course instructor;

~~a)~~ _

~~b)~~ Are not permitted to write examinations or receive any form of evaluation in the course; and,

~~b)~~ _

~~c)~~ Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

~~a-~~

8) Course fees

There are four categories of Course fees for Auditors:

8.1 Registered Undergraduate Students will pay an auditing fee as per the tuition and fee schedule, as well as university ancillary fees. Students will have access to University Services in accordance with the ancillary services paid as an undergraduate student.

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8.2 Registered Graduate Students will pay an auditing fee as per the tuition and fee schedule as well as ancillary fees, and will have access to University Services in accordance with the ancillary fees paid as a graduate student.

~~8.3 Non-registered Students will pay an auditing fee as per the tuition and fee schedule, and have access to the University Library~~

~~4- 8.4 Senior Citizens will pay fifty percent of the auditing fee as per the tuition and fee schedule and will have access to the University Library.~~

~~2- Non-registered Students will pay an auditing fee as per the tuition and fee schedule, and have access to the University Library:~~

~~3- Senior Citizens will pay fifty percent of the auditing fee as per the tuition and fee schedule and will have access to the University Library:~~

9) Payment deadlines

The Academic Schedule will outline the fee deadline for each Semester and Session.

Monitoring and review

10) 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

11) University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch. 0.

Related policies, procedures & documents

12) Procedure for Auditing an Undergraduate and Graduate Course.
Academic Schedule

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Policy on Auditing an Undergraduate and Graduate Course

Classification number	ACD 1513
Framework category	Academic
Approving authority	Academic Council
Policy owner	Registrar
Approval date	DRAFT FOR APPROVAL
Review date	March 2023
Supersedes	Policy on Auditing an Undergraduate and Graduate Course February 25, 2020

Purpose

1. The purpose of this Policy is to outline the categories, registration and fee-payment requirements for Auditors of a Course at the University.

Definitions

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

“Auditor” means a person who attends a Course without receiving evaluation or a grade.

“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.

“Non-registered Students” means the non-registered people or employees at the University that are under the age of 65 years.

“Registered Undergraduate Students” means the students registered at the University in an undergraduate program.

“Registered Graduate Students” means the students registered at the University in a graduate program.

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

“Senior Citizens” means Non-registered Students at the University who are 65 years of age or older.

“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.

Scope and authority

3. This Policy applies to the undergraduate and graduate Courses identified by the Faculties as having enrolment capacity and instructor permission.
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

6. General

- 6.1. Audited Courses will not appear on a student's transcript.
- 6.2. Auditors may audit only one Course at a time per semester.
- 6.3. Audited Courses cannot be re-taken for credit afterwards.
- 6.4. The University's Student Conduct Policy and Disciplinary Procedures in Non-Academic Matters will apply to Auditors.
- 6.5. The registration dates and fee payment dates that are outlined in the Academic Schedule will apply to Auditors.
- 6.6. Graduate Students participating in the Ontario Visiting Graduate Student program are not eligible to register as Auditors for graduate Courses.

7. Categories of Auditors

There are three categories of Auditors: Registered Undergraduate Students, Registered Graduate Students, and Non-registered Students.

Normally, Non-registered Students will not be permitted to audit graduate Courses.

7.1 Registered Undergraduate Students:

- a) May audit a Course provided they obtain the permission of the Course instructor(s);
- b) Are not permitted to write examinations or receive any form of evaluation in the course; and,
- c) Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

7.2 Registered Graduate Students:

- a) May audit Courses provided they have the approval of their supervisor (if applicable), graduate program director, and the Course instructor;
- b) Are not permitted to write examinations or receive any form of evaluation in the course;
- c) Must register formally as Auditors with the School of Graduate and Postdoctoral Studies and pay the fees as outlined by the University.
- d) May be permitted to audit one graduate course or one undergraduate course for free, pending submission of a rationale to the School of Graduate and Postdoctoral Studies by the supervisor and the graduate program director that demonstrates how the requested course contributes to the student's research progress. This option is restricted to students in research-based graduate programs.

7.3 Non-registered Students (including Senior Citizens):

- a) May audit available courses that have been approved by the Faculty and course instructor;
- b) Are not permitted to write examinations or receive any form of evaluation in the course; and,
- c) Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

8) Course fees

There are four categories of Course fees for Auditors:

8.1 Registered Undergraduate Students will pay an auditing fee as per the tuition and fee schedule, as well as university ancillary fees. Students will have access to University Services in accordance with the ancillary services paid as an undergraduate student.

8.2 Registered Graduate Students will pay an auditing fee as per the tuition and fee schedule as well as ancillary fees, and will have access to University Services in accordance with the ancillary fees paid as a graduate student.

8.3 Non-registered Students will pay an auditing fee as per the tuition and fee schedule, and have access to the University Library

8.4 Senior Citizens will pay fifty percent of the auditing fee as per the tuition and fee schedule and will have access to the University Library.

9) Payment deadlines

The Academic Schedule will outline the fee deadline for each Semester and Session.

Monitoring and review

- 10)** 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

11) University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch. 0.

Related policies, procedures & documents

12) Procedure for Auditing an Undergraduate and Graduate Course.
Academic Schedule

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation
Decision
Discussion/Direction
Information

DATE: February 18, 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 time-status rules for graduate students.

Prior to 2023, the Ontario Council of Graduate Studies (OCGS) endorsed a '10-hour rule' which capped the number of hours graduate students employed by the University could work at 510 hours per calendar year, 255 hours per term, or an average of 10 hours per week. This was enshrined in the Ontario Tech graduate funding guidelines, as well as the PSAC collective agreement. The University has abided by the 10-hour rule since our inception. Last year, the

OCGS moved away from the 10-hour rule and removed any language of work hour caps from provincial documents. The Council of Ontario Universities (COU) indicates that many universities have adopted this change for reasons of increased living costs, static graduate funding and an increase in professional degree programs. In lieu of this rule, the University would simply adhere to Canadian labour standards. Ontario Tech's Senior Academic Team (SAT) supported this change in September 2023; the proposed amendment to the Registration and Course Selection Policy reflects this change.

RESOURCES REQUIRED:

- No resources required.

CONSULTATION AND APPROVAL:

- Online Consultation: November 4, 2024 – November 15, 2024
- Undergraduate Studies Committee (Deliberation): February 18, 2025
- Graduate Studies Committee (Deliberation): February 25, 2025
- Academic Council for approval: March 25, 2025

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)
- Briefing document and motion at OCGS from January 2023
- Memorandum to Senior Academic Team (SAT) regarding SGPS 10 Hour Rule – September 25, 2023

Registration and Course Selection Policy

Classification number	ACD 1508
Framework category	Academic
Approving authority	Academic Council
Policy owner	Registrar
Approval date	June 28, 2022
Review date	January 2026
Last updated	January 25, 2023
Supersedes	Registration and Course Selection Policy, February 25, 2020; Academic Regulations – Undergraduate Academic Calendar 2016-2017, Academic Regulations, Graduate Academic Calendar 2019-20

Purpose

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

Definitions

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.

“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 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) 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) 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 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.
- 16.2) Students 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 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.

~~d. If employed by the University, work no more than an average of 10 hours per week at diversionary employment while they are registered as a full-time student.~~

- ~~• Diversionary employment is work that takes a student's time away from their Program of study and research. For example, teaching assistant positions are diversionary employment, while most graduate research assistantships are not if they directly support students in their Programs of study and research.~~
- ~~• In calculating this diversionary work average, it is recognized that employment opportunities for full-time students may fluctuate throughout the year.~~
- ~~• Students have a diversionary work allocation of 510 hours in any 12-month period and no more than 255 hours in any of each of three Semesters: fall (September to December), winter (January to April) and spring/summer (May to August).~~

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

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

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Related policies, procedures & documents

Undergraduate Fees and Charges Policy

Graduate Fees and Charges Policy

Graduate Academic Calendar

Undergraduate Academic Calendar

Ontario Council on Graduate Studies (OCGS), January 27, 2023

Subject: Ten-Hour Rule: Motion to Amend Resolution 5

Issue

At the December 2022 meeting, members of OCGS discussed revisions to the “ten-hour rule” (Resolution 5 in the [Principles for Graduate Study at Ontario’s Universities](#)). The proposal was made to strike the final sentence from the Resolution:

Resolution 5. (The principle of timely program completion)

OCGS members are committed to student success and timely program completion. Full-time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all program requirements. It is not possible, or desirable, for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is both possible and desirable for the university to ensure that it does not itself create a structural situation that jeopardizes the ability of the graduate student to make full-time progress towards the completion of graduate program requirements. ~~Accordingly, OCGS is committed to the principle that full-time graduate students are employed no more than an average of 10 hours per week on campus.~~

Action Requested

OCGS is asked to vote on the motion to strike the final sentence from the Resolution.

Contact

Katarina Todić
ktodic@cou.ca

January 19, 2023

MEMORANDUM

To:	Senior Academic Team
From:	Joe Stokes
CC:	
Date	September 25, 2023
SUBJECT:	SGPS 10 Hour Rule

Background

Historically the Ontario Council of Graduate Studies (OCGS) has endorsed a “10 hour rule” that caps the number of work hours for graduate students at 510 hours per calendar year or 255 hours per term. This policy approach was enshrined in the Ontario Tech Graduate funding guidelines as well as the PSAC collective agreement, and the university has followed the 10 hour rule since our inception.

Current State

In 2023 the OCGS moved away from the 10 hour rule and removed any language of work hour caps from provincial documents. According to COU, many universities have moved away from continuing to adopt this rule in the spirit of student equity, the increased cost of living, the static condition of graduate funding, and the proliferation of unfunded professional programs. The briefing document and motion at OCGS from January 2023 are appended.

Policy Change

Ontario Tech should not be discordant with the current provincial guidelines, and SGPS is proposing a move away from the 10 hour maximum for university aligned employment. In lieu of a maximum guideline for hours worked, Ontario Tech would simply follow current Canadian labour guidelines.

This move would also require a policy change to the Registration and Course Selection Policy (<https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/registration-and-course-selection-policy.php>) Section 20 of the current policy states:

Time-Status for Graduate Students

1. Students are required to register as full-time or part-time students at the time of admission and registration.
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.
3. A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.
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.
 - d. If employed by the University, work no more than an average of 10 hours per week at diversionary employment while they are registered as a full-time student.
 - Diversionary employment is work that takes a student's time away from their Program of study and research. For example, teaching assistant positions are diversionary employment, while most graduate research assistantships are not if they directly support students in their Programs of study and research.
 - In calculating this diversionary work average, it is recognized that employment opportunities for full-time students may fluctuate throughout the year.
 - Students have a diversionary work allocation of 510 hours in any 12-month period and no more than 255 hours in any of each of three Semesters: fall (September to December), winter (January to April) and spring/summer (May to August).

PSAC Collective Agreement

Section 7 iv of the PSAC collective agreement recognizes the link of the current regulations to provincial and academic governance:

*(vi) Limits on the hours of employment for full-time graduate students are established by **academic regulation and are subject to change by government agencies and academic governance bodies.** Full-time graduate students cannot work more than two-hundred and fifty-five (255) hours in any one (1) Semester and no more than five-hundred and ten (510) hours in any twelve (12) month period. The latest academic regulations on employment hours for full-time graduate students are posted on the Graduate Studies website.*

Although the language seems clear that the academy can make a change, SGPS has followed up with labour relations to ensure that a policy change will not disrupt the current agreement, or bargaining process.

Discussion and Action

If SAT agrees with this above approach, SGPS will work with labour relations and the university governance process to enact the change for the Winter term.

**ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)**

**Minutes of the Public Session of the January 21, 2025 Meeting
via Videoconference
9:00 a.m. – 10:46 a.m.**

[Undergraduate Studies Committee Agenda & Materials 2024-2025](#)

Present: Mary Bluechardt (Chair), Wendy Barber, Kimberley Clow, Ana Duff, Randy Fortier, Janet McCabe, Mehdi Hossein Nejad, Scott Nokleby, Darryl Papke, Jemma Tam, Adam Wingate

Regrets: Tega Ubor

Staff and Guests: Kirstie Ayotte (Secretary), Jessica Boswell, Lindsay Coolidge, Nicola Crow, Michelle Heslip, Andrea Kassaris, Kimberley McCartney, Diane Tepylo

1. Call to Order and Land Acknowledgement

The Chair called the meeting to order at 9:00 a.m. and J. Tam read aloud the Land Acknowledgement, encouraging members to carry the spirit of unity and gratitude forward, inspiring acts of kindness and reconciliation.

2. Approval of Agenda

Upon a motion duly made by K. Clow, and seconded by R. Fortier, the Undergraduate Studies Committee approved the Agenda, as presented.

3. Minutes of the Committee Meeting of December 17, 2024.

Upon a motion duly made by K. Clow and seconded by R. Fortier, the Undergraduate Studies Committee approved the December 17, 2024 Minutes, as presented.

One (1) abstention noted.

4. Business Arising from the Minutes

None Noted.

5. Chair's Remarks

The Chair highlighted an exciting agenda for the Undergraduate Studies Committee (USC) and thanked everyone for their contributions. She expressed gratitude to those who attended the recent Employee Appreciation at the Carriage Cup, a University event recognizing employees while supporting student athletes, and that the event was enjoyed by many faculty, staff and students.

6. Minor Program Adjustments (Approval)

a) Faculty of Business and IT: Entrepreneurship Minor for Students outside FBIT* (M)

M. Hossein Nejad noted that the University-wide Entrepreneurship Minor is being updated by reducing required courses by one and adding more electives for flexibility and choice for students. He clarified that the total number of courses remains the same.

Upon a motion duly made by M. Hossein Nejad and seconded by A. Duff, USC hereby approves the Minor Program Adjustment to the Entrepreneurship minor for students outside FBIT to adjust course requirements.

b) Faculty of Engineering and Applied Science: Bachelor of Engineering (Hons.) in Automotive Engineering* (M)

S. Nokleby noted that the minor program adjustment increases elective opportunities for automotive students by combining two courses into one, freeing up space to add another elective and supporting specialization options.

Upon a motion duly made by S. Nokleby and seconded by W. Barber, USC hereby approves the Minor Program Adjustment to Bachelor of Engineering (Hons) in Automotive Engineering.

c) Faculty of Engineering and Applied Science: Bachelor of Engineering (Hons.) in Manufacturing Engineering* (M)

S. Nokleby advised that this change aligns the program with other engineering programs by offering a course better suited to students' needs. It also enables students to pursue the AI specialization, as the course serves as a prerequisite.

Upon a motion duly made by S. Nokleby and seconded by K. Clow, USC hereby approves the Minor Program Adjustment to the Bachelor of Engineering (Hons) in Manufacturing Engineering.

d) Faculty of Engineering and Applied Science: Electrical Engineering and Electrical Engineering Smart Grid Specialization* (M)

S. Nokleby advised that this change reduces the course load for engineering students by integrating two courses into one, lowering the typical six-course semesters to five where possible while maintaining essential content.

Concerns were raised regarding the reduction of math instruction. S. Nokleby advised that to better focus on students' needs and reduce workload, the content from two math courses was

combined into one, ensuring students still receive the necessary material. The driving force behind this change is workload reduction while maintaining key content.

J. McCabe joined the meeting.

Upon a motion duly made by S. Nokleby and seconded by K. Clow, USC hereby approves the Minor Program Adjustment to Bachelor of Electrical Engineering and Bachelor of Electrical Engineering – Smart Grid Specialization to adjust course requirements.

One (1) Abstention noted.

7. Major Program Modifications (Recommendation)

a) Faculty of Engineering and Applied Science: New Minor in Nuclear Technology* (M)

S. Nokleby noted that the new minor in Nuclear Technology would be available to students in various engineering programs such as mechanical, electrical, and mechatronics, aiming to give students an advantage when applying for jobs in the nuclear sector, a major employer for engineering graduates.

Upon a motion duly made by S. Nokleby and seconded by R. Fortier, USC hereby recommends to Academic Council the approval of the Major Program Modification to add a minor in Nuclear Technology.

b) Faculty of Engineering and Applied Science: Railway Engineering Specialization* (M)

S. Nokleby advised that Ontario Tech is addressing industry needs by developing a railway specialization, the first of its kind in Canada. Major companies, including Alston Railway, Atkins Realis, Metrolinx, TTC, and Canadian Pacific Kansas City (CPKC), support the program and will offer co-op positions for students. He highlighted that this initiative responds to a lack of dedicated railway engineering programs in Canada, aligning with Ontario Tech's mission to meet industry demands.

In response to a question regarding teaching resources, S. Nokleby advised that the specialization will initially be taught by industry experts with some existing professors qualified in rail engineering. The goal is to demonstrate demand for the program to support future dedicated faculty hires. The Committee acknowledged that this was an exciting opportunity for the University.

Upon a motion duly made by S. Nokleby and seconded by R. Fortier, USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Engineering in Automotive, Manufacturing, Mechanical and Mechatronics Engineering programs for the addition of a Railway Engineering Specialization.

c) Mitch and Leslie Frazer Faculty of Education: Bachelor of Arts (Hons.) – Educational Studies – addition of Co-op and GAS Transfer (pathway)* (M)

W. Barber highlighted a minor addendum on the program proposal noting that there is also an existing course change which had been approved with the initial Faculty Council presentation. She confirmed that there would be no change required to the Motion.

D. Tepylo advised that the Faculty has spent one to two years developing a co-op program modeled on existing programs in the Faculty of Business and IT (FBIT) and the Faculty of Engineering and Applied Science (FEAS), creating a structure that fits well with their undergraduate program. She noted that students completing the College program can enter the second year of the University program, needing to make up a few required courses. She confirmed that admission would require a high average, offering another pathway for students.

In response to a question regarding transfer credits, D. Tepylo advised that transfer credits would primarily be generic, except for a possible writing core credit. She noted that required courses such as EDST 1100U should be taken early as it is a co-op prerequisite, and others can be taken at any time.

Upon a motion duly made by R. Fortier and seconded by S. Nokleby, USC hereby recommends to Academic Council the approval of the Major Program Modification to add a Co-operative education (Co-op) option and GAS-Transfer pathway to the Educational Studies program.

d) Faculty of Health Sciences: Bachelor of Health Administration* (M)

J. McCabe noted that this program is currently in person with low enrollment and is proposed to transition to an exclusively online format to attract more students. She advised that the program will mostly use existing courses, adding an HR Management course and a seminar series, with support from FBIT. She advised that there had been lots of consultation with industry partners, and students and this proposed change reflects the results of the consultation and identified student needs.

A member expressed support for this change to test the waters by this program going exclusively online.

From questions arising from the program going to an exclusively online format including the use of AI by students, J. McCabe acknowledged the growing issue in both online and in-person courses, noting that faculty are working on helping students use AI responsibly, including helping build skill-sets in the use of AI, but no universal solution exists. She also acknowledged the possibility of in-person exams for online courses to provide some control.

Frustration was expressed by some Committee members over the lack of an AI and Academic Integrity University-wide policy.

A member raised concern regarding a core course that is to be provided by FBIT being primarily taught in-person and the lack of students in the program to justify creating an additional online section. They noted that there have been ongoing discussions between FBIT and the Faculty of Health Sciences (FHSci) whether the FBIT course is the right fit for the students in an online only program since it may not align with their needs or academic path. They noted that there hasn't been a clear response received on how to address this issue.

After fulsome discussion, the Committee agreed to table the Motion until FBIT and FHSci could finalize the details for the FBIT online delivery section of the program.

*Upon a motion duly made by A. Duff and seconded by R. Fortier, the USC recommendation to Academic Council for the approval of the Major Program Modification to the Bachelor of Health Administration to deliver the program fully online, synchronously and asynchronously was **tabled** to postpone the decision and will be brought back to USC following further considerations and consultations.*

e) Faculty of Health Sciences: Medical Laboratory Science* (M)

J. McCabe advised these changes were made in response to changes in the National Certification Exams as announced by The Canadian Alliance of Medical Laboratory Professionals (CAMLPR). She noted that the Medical Laboratory Science program has worked to align with the new standards, ensuring it meets accreditation and exam requirements. She advised that most of the changes involve course learning outcomes, with content remaining similar but restructured for better representation.

Upon a motion duly made by A. Duff and seconded by R. Fortier, USC hereby recommends to Academic Council the approval of the Major Program Modification to the Medical Laboratory Science program.

f) Faculty of Health Sciences: Bachelor of Health Sciences – Kinesiology - to Durham College – Massage Therapy Pathway* (M)

J. McCabe advised that the changes allow for Kinesiology graduate students to transfer into the massage therapy program at Durham College after graduation. She noted that a course that was previously not provided has been added, making the transfer option available. She acknowledged that it is a unique pathway that will provide students with additional career opportunities and confirmed that the added course is an elective, so students would need to be informed if this was a pathway they would like to pursue.

Upon a motion duly made by S. Nokleby and seconded by R. Fortier, USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Health Sciences – Kinesiology to create a new pathway with Durham College.

g) Faculty of Health Sciences: Physical Education Minor* (M)

J. McCabe advised that this minor is in collaboration with the Faculty of Education (Fed), offering their students the opportunity to gain an additional teachable qualification. She confirmed that this is not open to other University students.

D. Tepylo noted that there have been discussions with other Faculties for the potential to develop other pathway programs like this. This is the first one to be proposed.

Upon a motion duly made by R. Fortier and seconded by K. Clow, USC hereby recommends to Academic Council the approval of the Major Program Modification to create a Physical Education Minor.

h) Faculty of Social Science and Humanities: Bachelor of Arts – Legal Studies* (M)

K. Clow explained that the new Legal Studies and Forensic Psychology double major reduces completion time to four years while maintaining core content. A joint program with a UK university introduces a practical law training approach, which combined with the more theoretical approach offered currently through Ontario Tech programs, helps prepare students for legal practice in Ontario or the UK. She added that this opportunity is doing what is best for students, providing opportunities to expand learning by getting both theoretical and practical learning experiences.

K. Clow also noted that the new four-year option balances core courses, and the existing five-year pathway will remain available for those who prefer it. Academic Advising will promote the streamlined option while continuing to support students choosing the longer route. These changes have strong support from the Legal Studies program.

Upon a motion duly made by A. Duff and seconded by K. Clow, USC hereby recommends to Academic Council the approval of the Major Program Modification to:

- 1. Create a new double major in Legal Studies and Forensic Psychology*
- 2. Establish a new pathway with Teesside LLB, Middlesbrough, UK.*
- 3. Update the names of two Legal Studies specializations*

i) Faculty of Social Science and Humanities: Bachelor of Arts – Liberal Studies* (M)

K. Clow advised that the Liberal Studies program aims to add a three-year general degree for students transitioning from the four-year honours program, aiding retention and accommodating mature professionals seeking shorter programs. She noted that advanced entry options will also be introduced for the honours degree.

In response to a question regarding the program listing on the Ontario Universities' Application Centre (OUAC), K. Clow confirmed that it was intended as a retention pathway and was not aware of any active recruitment plans for the program.

K. Clow acknowledged that three-year programs were historically common in Canadian Universities, many institutions have shifted to four-year degrees. However, the demand for three-year degrees persists in FSSH, especially for Liberal Studies, as a retention option.

M. Bluehardt added that three-year programs are re-emerging due to changing needs, such as professionals seeking shorter degree options to advance their careers.

A. Wingate explained that currently, students who complete a three-year degree cannot later use those credits to re-enroll and pursue an honours degree. Typically, students are encouraged to switch programs while still enrolled, rather than completing a degree and returning later for another credential.

Concerns were raised about the three-year Liberal Studies degree being seen as a path to graduate school. It was emphasized that the program is not designed for further academic progression, and clear communication is needed to avoid misconceptions.

Upon a motion duly made by K. Clow and seconded by A. Duff, USC hereby recommends to Academic Council the approval of the Major Program Modification to establish a 3-year (General) degree in Liberal Studies as well as Advanced-Entry and GAS pathways to the existing program.

j) Faculty of Social Science and Humanities: FSSH Co-operative Education* (M)

K. Clow advised that FSSH has been actively working with Program Directors to establish co-op opportunities in several of their programs. She noted that other faculties have co-op as part of their programs and FSSH would like to do the same. This was acknowledged and a recommendation made by a member to reach out to other faculties for support based on the experiences they have had.

Concerns were raised regarding the reliance on sessional instructors and the overload on teaching for co-op programs, with particular focus on the proposal's lack of clarity regarding staffing needs.

Members emphasized the importance of maintaining high-quality education and ensuring adequate resourcing for sufficient funding for full-time faculty to support workload distribution. Additional resources required for sessional instructors and the uncertainty of student enrollment were also highlighted, along with it was not faculty's responsibility to find funding/resources. A member also noted that within the resource section of the proposal there was no mention that this opportunity would be on a temporary basis pending review of numbers leading to looking at hiring full-time faculty if there was a demonstrated need.

K. Clow noted that to maintain full capacity for programming, wherever faculty was not available, sessional instructors would be brought in. She noted that faculty would have flexibility to teach in Spring or Summer and not in the Fall and/or Winter terms. D. Papke clarified that Spring/Summer courses would depend on enrollment, with resource allocation managed in consultation with the Dean and Provost. Members stressed the need to balance growth with ethical staffing practices and ensuring fair workload distribution to maintain education quality.

In response to a question about the need for Spring/Summer courses in the co-op program, K. Clow explained that the alternating school/work schedule requires students be at school during the Spring/Summer term, making the courses necessary. L. Coolidge added that while the program was originally designed to alternate terms, there is also an eight-month placement option. However, to meet accreditation requirements, students must work across different seasons, which the University is addressing if it moves forward with the accreditation.

In response to a question regarding existing practicum and internship opportunities, K. Clow clarified that the intention is for co-op to run concurrently. Students who don't participate in co-op can still engage in practicum and internships as usual, and while co-op hasn't replaced these programs, students in co-op could still choose to participate in them.

Upon a motion duly made by R. Fortier and seconded by S. Nokleby, USC hereby recommends to Academic Council the approval of the Major Program Modification to add Co-operative education (Co-op) option to the Communication and Digital Media Studies, Criminology and Justice, Legal Studies, Liberal Studies and Political Science programs within the Faculty of Social Science and Humanities.

k) Faculty of Social Science and Humanities: Bachelor of Arts - Criminology and Justice – specialization in Global Crime and Justice* (M)

K. Clow advised that the Criminology program is re-packaging existing courses into a new specialization to attract students. She noted that no new courses are being introduced and that the focus is on creatively presenting current offerings to highlight their appeal and draw interest.

Upon a motion duly made by K. Clow and seconded by S. Nokleby, USC hereby recommends to Academic Council the approval of the Major Program Modification to establish a new specialization in Global Crime and Justice within the Criminology and Justice program.

l) Faculty of Social Science and Humanities: New Minor – Victimology and Victim Studies* (M)

K. Clow presented the new Minor in Victimology and Victim Services.

Upon a motion duly made by K. Clow and seconded by S. Nokleby, USC hereby recommends to Academic Council the approval of the Major Program Modification to add a minor in Victimology and Victim Studies.

8. For Information

8.1 Minor Curricular Change

New Course: [SIMU - 1000U - Foundations of Healthcare Simulation](#)

Course Changes:

[BUSI - 1450U - Statistics for Business](#), [BUSI - 1700U - Introduction to Entrepreneurship](#), [BUSI - 3650U - Innovation Management](#), [BUSI - 3710U - Entrepreneurial growth](#), [EDST - 2110U - Assessment and Evaluation](#), [EDST - 3460U - Working with Clients and Partners](#), [ELEE - 2530U - Electrical Engineering Mathematics: Essentials and Applications](#), [ELEE - 2790U - Electric Circuits](#), [ELEE - 3110U - Signals and Systems](#), [ELEE - 3240U - Applications for Electromagnetics](#), [ENGR - 2100U - Computational Engineering Applications](#), [FSCI - 4410U - Forensic Science Thesis Project I](#), [FSCI - 4420U - Forensic Science Thesis Project II](#), [INFR - 4120U – Grade Mode Error](#), [INFR - 4345U - Game Analytics](#), [INFR - 4350U - Human-Computer Interaction for Games](#), [KINE - 1030U - Quantitative Reasoning](#), [KINE - 4461U - Applied Topics in Sport and Exercise Psychology](#), [LBAT - 4000U - Liberal Studies Capstone](#), [MANE - 4110U - Design for Manufacturing](#), [NUCL - 2240U - Nuclear Engineering Fundamentals](#), [NUCL - 4460U - Nuclear Power Systems](#), [NUCL - 4510U - Nuclear Plant Chemistry](#), [NUCL - 4610U - Corrosion for Engineers](#), [NUCL - 4880U - Principles of Fusion Energy](#)

9. Volunteer for February Land Acknowledgement

J. Tam volunteered to provide the February 2025 meeting's Land Acknowledgement

10. Termination

Upon a motion duly made by S. Nokleby, the January 21, 2025 USC meeting terminated at 10:46 a.m.

Kirstie Ayotte, Assistant University Secretary

DRAFT

Academic schedule

- Fall semester
- Winter semester
- Spring/Summer semester

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	<p>End of regular registration period; last day to add courses, winter semester.</p> <p>Last day to drop courses and receive a 100 per cent refund of tuition and ancillary fees, winter semester.</p> <p>Winter semester fees due.</p>
February 6 , 2026	<p>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.</p> <p>Last day to drop courses and receive a 50 per cent refund of tuition fees, winter semester.</p>
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	<p>Lectures will follow the Friday schedule on this day only. Lectures end, winter semester, except Bachelor of Education.</p> <p>Last day to withdraw from winter semester courses. Active winter semester courses will be graded by instructors.</p>

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 Mitch and Leslie 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, 2026

Spring/Summer academic standing released.

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 Mitch and Leslie Frazer Faculty of Education website for Bachelor of Education important program dates and details.
- Spring convocation will be held in June 2025. Fall convocation will be held in October 2025. For more details, please refer to ontariotechu.ca/convocation.