ACADEMIC COUNCIL MEETING
Graduate Studies Committee - Public

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AGENDA
Date: February 25, 2025
Time: 9:00 a.m. – 10:10 a.m.
Join: https://meet.google.com/cqx-oqam-fad
Or dial: (CA) +1 778-746-8746 PIN: 209 917 155#
Meeting Materials

No.		Topic	Lead	Suggested Start Time
		Public Session		
1.		**Call to Order**	Chair	9:00 a.m.
2.		*Agenda* (M)		
3.		*Chair's Remarks**		
4.		**Minor Program Adjustments (Approval)**		9:15 a.m.
	4.1	*Faculty of Science: PhD in Materials Science** (M)	F. Gaspari	
	4.2	*Faculty of Engineering and Applied Science: MEng, MASc and PhD in Electrical and Computer Engineering** (M)	A. Azim	
5.		**Academic Policy Instruments (Recommendation)**		9:30 a.m.
	5.2	*Revised Policy on Auditing and Undergraduate and Graduate Course** (M)	J. Boswell	
	5.3	*Registration and Course Selection Amendment** (M)	J. Boswell	
6.		**Cyclical Program Reviews**		9:45 a.m.
	6.1	*Master of Health Sciences – 18 Month Follow-up** (M)	D. Papke	

7.		**Consent Agenda* (M)**		
	7.1	*Public Minutes of the January 28, 2025 Meeting** (M)		
	7.2	Minor Curricular Changes **Course Changes:** PSYC 6940G **New Courses:** INFR 6010G		
	7.3	Faculty Reports* (I) a) *Faculty Reports* b) *Graduate Student Report* c) *Library Report*		
	7.4	*2025-2026 Graduate Academic Schedule** (I)		
	7.5	**Associate Graduate Faculty** • Health Sciences, Agnes Grudniewicz, Faculty of Health Sciences • Health Sciences, Carolina Cancelliere, Faculty of Health Sciences • Health Sciences, Michael Jeffrey, Faculty of Health Sciences • Health Sciences, Ellen Vogel, Faculty of Health Sciences • Health Sciences, Andrew Hogue, Faculty of Health Sciences • Forensic Psychology, Christopher O'Connor, Faculty of Social Science and Humanities • Forensic Psychology, Shannon Vettor, Faculty of Social Science and Humanities • Forensic Psychology, Andrea Slane, Faculty of Social Science and Humanities • Forensic Psychology, Angela Eke, Faculty of Social Science and Humanities • Mechanical Engineering, Marianna Braza, Faculty of Engineering and Applied Science • Mechanical Engineering, Farrokh Janabi-Sharifi, Faculty of Engineering and Applied Science • Mechanical Engineering, Marwan Hassan, Faculty of Engineering and Applied Science • Mechanical Engineering, Ali Khalvati, Faculty of Engineering and Applied Science	Chair 9:50 a.m.	

		• Mechanical Engineering and Mechatronics Engineering, Yunhua Luo, Faculty of Engineering and Applied Science • Mechanical Engineering, Hassan Peerhossaini, Faculty of Engineering and Applied Science • Computer Science, Miriam Sturdee, Faculty of Science • Computer Science, Theresa Stotesbury, Faculty of Science • Computer Science, Ruth Stock-Homburg, Faculty of Business and Information Technology		
8.		**Volunteer for March Land Acknowledgement**	Chair	9:55 a.m.
9.		**Adjournment (M)**	Chair	10:00 a.m.
		Non – Public Session		
10.		**Call to Order**	Chair	10:05 a.m.
11.		**Consent Agenda (M):**	Chair	10:05 a.m.
	11.1	Non-Public Minutes of the January 28, 2025 Meeting* (M)		
12.		**Termination (M)**	Chair	10:10 a.m.

Nicola Crow, University Secretary

Graduate Studies Committee

Report of the Chair – Pejman Mirza-Babaei, Ph.D.,
Associate Dean, School of Graduate and Postdoctoral Studies

Land Acknowledgement

Ontario Tech University acknowledges the lands and people of the Mississaugas of Scugog Island First Nation. We are thankful to be welcomed on these lands in friendship. The lands we are situated on are covered under the Williams Treaties and the traditional territory of the Mississaugas, a branch of the greater Anishinaabeg Nation, including Algonquin, Ojibway, Odawa and Pottawatomi. These lands remain home to a number of Indigenous nations and people.

We acknowledge this land out of respect for the Indigenous nations who have cared for Turtle Island, also called North America, from before the arrival of settler peoples until this day. Most importantly, we remember the history of these lands has been tainted by poor treatment and a lack of friendship with the First Nations who call them home.

This history is something we are all affected by as we are all treaty people in Canada. We all have a shared history to reflect on, and each of us is affected by this history in different ways. Our past defines our present, but if we move forward as friends and allies, then it does not have to define our future.

Chair's Remarks – February 2025

SGPS Updates and Events

Nominations are now open for the **SGPS Graduate Excellence Awards**. Nominations will be accepted until March 7, 2025. These awards recognize the outstanding contributions of faculty and postdoctoral fellows in the following categories:

- **Award of Excellence in Graduate Supervision** – Honours faculty members who have demonstrated exceptional mentorship and supervision of graduate students.
- **Postdoctoral Fellow Excellence Award** – Recognizes postdoctoral fellows for outstanding achievements in research, professional development, and/or service during their appointment at Ontario Tech.

Full details can be found on the SGPS Graduate Excellence Awards webpage.

Please share with colleagues and graduate students.

Postdoctoral Fellows Coffee with the Deans was held on Tuesday, February 4 in the Dixon/Alger Fireside Reading Room. This event gave our postdocs an opportunity to meet with SGPS Associate Deans, Dr. Carla Cesaroni and Dr. Pejman Mirza-Babaei, to discuss their research and share experiences in an informal setting.

Scholarship Updates

Canada Graduate Scholarship - Master's (CIHR, NSERC and SSHRC) - selection stage

Ontario Graduate Scholarship (OGS) - selection stage

Base Camp, Grad Pro Skills and Graduate Engagement

Grad Pro Skills - February

Generating Confidence - February 4th
Building your Resume - February 12th
Presenting with Confidence - February 21st

3MT Dates - March 19 & March 20
- 22 Participants for Heats

Graduate Student and Postdoc Celebrations!

The following students submitted their final thesis packages and successfully completed their program during the past month:

Student: Nicholas Somer
Program: PhD in Nuclear Engineering
Thesis Title: A Study of the Dose Reduction Benefits of Electrostatic Precipitation in the Capture of Radionuclide Aerosols Produced During Decommissioning Processes
Supervisor: Glenn Harvel
Faculty: Engineering and Applied Science
Completed: January 12, 2025

Student: Jessica Bieniak
Program: MA in Criminology
Thesis Title: Undergraduate Students' Understanding of Sexual Consent
Supervisor: Christopher O'Connor
Faculty: Social Science and Humanities
Completed: January 24, 2025

GRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	☐
Decision	☒
Discussion/Direction	☐
Information	☐

DATE: **25 February 2025**

FROM: **Faculty of Science**

SUBJECT: **Minor Program Adjustment – PhD in Materials Science**

COMMITTEE MANDATE:
In accordance with the Graduate Studies Committee (GSC) Terms of Reference, GSC has the responsibility "to approve minor program adjustments" and report them to Academic Council for information.

MOTION FOR CONSIDERATION:
That GSC hereby approves the Minor Program Adjustment to the Doctor of Philosophy in Materials Science program, to adjust degree requirements.

BACKGROUND/CONTEXT & RATIONALE:
The Faculty is proposing to remove MTSC 6010G and MTSC 6020G (or MTSC 6140G) as required courses for the PhD program. Students will be required to choose two courses from a list, where these courses will be included.

This change will align with Trent University's requirements (partner institution), so that all students in the program will have standardization in their degree requirements.

RESOURCES REQUIRED:
No additional resources required.

TRANSITION PLAN:
Effective for Fall 2025. Current students will be made aware of this change through their supervisors.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 10 September 2024
- ✓ Faculty Council: 14 January 2025
- • Graduate Studies Committee (Approval): 25 February 2025
- • Academic Council (Information): 25 March 2025

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

SUPPORTING REFERENCE MATERIALS:
[Minor Program Adjustment Proposal](#)

GRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation	☐
Decision	☒
Discussion/Direction	☐
Information	☐

DATE: 25 February 2025

FROM: Faculty of Engineering and Applied Science

SUBJECT: Minor Program Adjustment – MEng, MASc and PhD in Electrical and Computer Engineering

COMMITTEE MANDATE:
In accordance with the Graduate Studies Committee (GSC) Terms of Reference, GSC has the responsibility "to approve minor program adjustments" and report them to Academic Council for information.

MOTION FOR CONSIDERATION:
That GSC hereby approves the Minor Program Adjustment to the MEng, MASc and PhD in Electrical and Computer Engineering program.

BACKGROUND/CONTEXT & RATIONALE:
The faculty is proposing to add a new course, ENGR 5980G Digital Devices and Techniques for Smart Grid Automation and Protection, to the course listing options for the MEng, MASc and PhD programs.

The course content has been taught as a special topics course previously during summer terms and had interest among students.

RESOURCES REQUIRED:
No additional resources required.

TRANSITION PLAN:
Effective for Fall 2025.

CONSULTATION AND APPROVAL:

- ✓ FEAS Curriculum Committee: 16 January 2025
- ✓ FEAS Faculty Council: 23 January 2025
- ● Graduate Studies Committee (Approval): 25 February 2025
- ● Academic Council (Information): 25 March 2025

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

SUPPORTING REFERENCE MATERIALS:
- ● [Minor Program Adjustment Proposal - MASc](#)
- ● [Minor Program Adjustment Proposal - MEng](#)
- ● [Minor Program Adjustment Proposal - PhD](#)

- ● [New Course Proposal - ENGR 5980G](#)

GRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation   ☒
Decision   ☐
Discussion/Direction ☐
Information   ☐

DATE: February 25th 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 Graduate Studies Committee has a mandate of maintaining the academic standards set by Academic Council and to serve as a deliberative body 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 GSC 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 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.

Definitions

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

"Auditor" means ~~the people~~a person who attend~~s~~ 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~~that~~ 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**

    ~~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.
    ~~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.

    ~~7.1~~**Registered Undergraduate Students:**
    7.1

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

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)

c) 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.

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

1. 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

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

GRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation ☒
Decision ☐
Discussion/Direction ☐
Information ☐

DATE: **February 25, 2025**

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

SUBJECT: **Registration and Course Selection Policy Amendments**

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 Graduate Studies Committee has a mandate of maintaining the academic standards set by Academic Council and to serve as the deliberative body for academic policy instruments.

- We present the attached amended Registration and Course Selection Policy for approval by Academic Council.

MOTION:
That GSC hereby recommends to Academic Council the approval of the amended Registration and Course Selection Policy.

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 is 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 recommendation by GSC, this policy will be presented to Academic Council for approval and become effective as of the date of approval.

SUPPORTING REFERENCE MATERIALS:
- ACD 1508 Registration and Course Selection Policy (Tracked Changes)

- ACD 1508_Registration and Course Selection Policy_Clean Copy.docx

- Briefing document and motion at OCGS from January 2023

- Memorandum to Senior Academic Team (SAT) regarding SGPS 10 Hour Rule – September 25, 2023

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

This section intentionally left blank

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.

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

This Policy applies to all Course selections for undergraduate and graduate students.

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

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.

Course Selection

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.

2. Academic advice is available to undergraduate students who experience difficulty when selecting Courses.

3. All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study.

4. Graduate students must consult with their graduate program director, faculty advisor or research supervisor as part of the planning process.

5. All Courses in the student's Program must be approved by the graduate program director.

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.

7. Graduate students cannot take Courses for credit in addition to the Course requirements for their graduate Program.

8. Not all Courses are offered in any one Semester, Session, or Academic Year. Elective offerings may vary from Semester to Semester.

Prerequisites and Corequisites

1. Some Courses have Prerequisites or Corequisites.

2. An undergraduate student may have Prerequisites and Corequisites waived with the permission of the faculty.

3. A graduate student may have Prerequisites or Corequisites waived with the permission of the graduate program director.

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.

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.

Repeating Courses

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.

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".

Auditing Courses

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

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

Curriculum Substitution

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.

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

Letters of Permission for Undergraduate Students

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.

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.

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

Graduate Student Course and Research Exchanges

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.

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.

3. For application instructions, eligibility requirements, and restrictions, students should review the relevant section of the Graduate Academic Calendar or policy.

Registration Changes

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.

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

Voluntary Withdrawal

1. Withdrawal from a Course can have implications for a student's academic Program, student aid and awards eligibility and full-time status.

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.

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.

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

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.).

2. All relevant supporting documentation must accompany the request.

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.

Continuous Registration for Graduate Students

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.

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.

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.

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.

5. If the student fails to register for three consecutive Semesters, their file is closed and the student is withdrawn from the Program.

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.

Concurrent Registration

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.

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

Absences from Studies for Graduate Students

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.

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.

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.

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.

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.

Time Status for Undergraduate Students

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.

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.

3. Students are considered part-time status if they are registered in a Course load of less than nine Credit Hours.

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.

c.   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).

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

This section intentionally left blank

Related policies, procedures & documents

Undergraduate Fees and Charges Policy

Graduate Fees and Charges Policy

Graduate Academic Calendar

Undergraduate Academic Calendar

Registration and Course Selection Policy

Classification number	ACD 1508
Framework category	Academic
Approving authority	Academic Council
Policy owner	Registrar
Approval date	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

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

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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.

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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.

"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

This Policy applies to all Course selections for undergraduate and graduate students.

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

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.

Course Selection

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.

2. Academic advice is available to undergraduate students who experience difficulty when selecting Courses.

3. All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study.

4. Graduate students must consult with their graduate program director, faculty advisor or research supervisor as part of the planning process.

5. All Courses in the student's Program must be approved by the graduate program director.

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.

7. Graduate students cannot take Courses for credit in addition to the Course requirements for their graduate Program.

8. Not all Courses are offered in any one Semester, Session, or Academic Year. Elective offerings may vary from Semester to Semester.

Prerequisites and Corequisites

1. Some Courses have Prerequisites or Corequisites.

2. An undergraduate student may have Prerequisites and Corequisites waived with the permission of the faculty.

3. A graduate student may have Prerequisites or Corequisites waived with the permission of the graduate program director.

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.

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.

Repeating Courses

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.

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".

Auditing Courses

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

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

Curriculum Substitution

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.

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

Letters of Permission for Undergraduate Students

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.

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.

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

Graduate Student Course and Research Exchanges

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.

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.

3. For application instructions, eligibility requirements, and restrictions, students should review the relevant section of the Graduate Academic Calendar or policy.

Registration Changes

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.

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

Voluntary Withdrawal

1. Withdrawal from a Course can have implications for a student's academic Program, student aid and awards eligibility and full-time status.

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.

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.

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

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.).

2. All relevant supporting documentation must accompany the request.

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.

Continuous Registration for Graduate Students

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.

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.

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.

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.

5. If the student fails to register for three consecutive Semesters, their file is closed and the student is withdrawn from the Program.

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.

Concurrent Registration

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.

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

Absences from Studies for Graduate Students

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.

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.

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.

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.

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.

Time Status for Undergraduate Students

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.

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.

3. Students are considered part-time status if they are registered in a Course load of less than nine Credit Hours.

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.

c. ~~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).~~

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

This section intentionally left blank

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.

GRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation ☐
Decision ☒
Discussion/Direction ☐
Information ☐

DATE: **25 February 2025**

FROM: **Centre for Institutional Quality Enhancement**

SUBJECT: **Cyclical Program Review - 18-Month Follow-up – Master of Health Sciences**

COMMITTEE MANDATE:
In accordance with Article 8 of the Ontario Tech University Institutional Quality Assurance Process (IQAP) Cyclical Review and Auditing Procedures, eighteen months following the completion of a program review the Dean will prepare a brief follow up report and "A summary of the progress report will be approved by the appropriate standing committee of Academic Council". This summary report will be reported to Academic Council for information and subsequently posted to the Ontario Tech corporate website.

MOTION FOR CONSIDERATION:
That GSC hereby approves the 18-Month Follow-Up Report from the Master of Health Sciences Cyclical Program Review, as presented.

BACKGROUND/CONTEXT & RATIONALE:
Eighteen months after the completion of a program review the Faculty is asked to report on the progress to date in implementing the agreed upon plans for improvement. The report is sent to the Academic Resource Committee for review and further follow-up, if required.

RESOURCES REQUIRED:
The Faculty's plans to address any remaining resource needs are outlined in the 18-Month report. Information and support will be required from various areas of the University in order to implement the plan as originally agreed.

COMPLIANCE WITH POLICY/LEGISLATION:
The Ontario Universities Council on Quality Assurance (Quality Council), established by the Council of Ontario Universities in July 2010, is responsible for oversight of the Quality Assurance Framework processes for Ontario Universities. The Council operates at arm's length from both Ontario's publicly assisted universities and Ontario's government. Under the Quality Assurance Framework, academic programs must undergo a cyclical review at least every eight years

following their implementation. The purpose of the cyclical program review is to critically examine the components of a program with the assistance of outside reviewers with the goal of continuous improvement. A program review's purpose is not solely to demonstrate the positive aspects of the program, but also to outline opportunities that will lead to improvements for the future.

NEXT STEPS:
Following the approval of GSC, the report will be sent to Academic Council for information and posted to the University's website.

SUPPORTING REFERENCE MATERIALS:
- 18-Month Report Summary

18-Month Follow-Up
SUMMARY REPORT
February 2025
Master of Health Sciences
Dean: Dr. Carol Rodgers

Under Ontario Tech University's Institutional Quality Assurance Process (IQAP) and the Ontario Quality Assurance Framework (QAF), all programs are subject to a comprehensive review at least/at minimum every eight years to ensure that they continue to meet provincial quality assurance requirements and to support their ongoing rigour and coherence. Program reviews involve several stages, including:

1. A comprehensive and analytical self-study brief developed by members of the program under review.
2. A site visit by academic experts who are external to and arm's length from the program. The visit involves discussions with senior academic administrators, faculty, staff, and students.
3. Submission of an external reviewers' report including recommendations on ways the program may be improved based on a review of the program's self-study brief, discussions during the site visit and supporting material.
4. Internal responses to the external review and recommendations prepared separately by the Program and Dean.
5. Development of an Implementation Plan prepared by the Dean including resource requirements and a timeline for acting on and monitoring the implementation of the recommendations.

All programs that undergo a review must provide a report eighteen months after the completion of the review to gather information on the progress that has been made implementing the agreed upon plans for improvement.

In 2021-2023, a review was scheduled for the Master of Health Sciences with a site visit on April 25-27, 2023. The program has submitted to the Provost's Office a report outlining the progress they have made relative to the implementation plan resulting from the review. A summary of this progress is provided on the following pages.

	Implementation Plan Action Item(s) (corresponding recommendation # from reviewers' report)	Timeline	Status*	Comments from Dean on progress of implementation
1.	Revisit the three fields of study to ensure that they align with faculty expertise and are each viable focus areas to retain. Where appropriate, rebrand field(s).	Begin Fall, 2023 - this will ultimately be linked to the course-based degree. Unlikely that finalized focus areas will be confirmed until Winter 2025.	In progress	The Kinesiology (KINE) and Community Public and Population Health (CPPH) fields of study align strongly with faculty expertise. Consultation on potential revision to the title of the CPPH field is ongoing (to more clearly reflect the content of the field and the expertise of faculty). Intake to the Health Informatics (HI) field has been paused for the Fall 2025 (i.e., 2025-2026) intake while consultation continues for how to modify this field. The majority of students currently in the HI stream are not conducting research within HI, and questions remain about the sustainability of the field due to limited number faculty members within the field. Comparison of the MHSc HI field to comparative programs in HI at other institutions suggests that the FHS MHSc HI significantly lacks HI course content. We aim to finalize the modifications to the title of the CPPH field and the future of the HI field Spring/Summer 2025-Fall 2025.
3	Reduce the current MHSc thesis route course requirement by one course.	Fall, 2023 – course reduction process initiated [complete for 2024 entry cohort]	Complete	Major Program Modification (MPM) were approved by the Graduate Studies Committee (GSC) and Academic Council in Fall 2024, and will take effect starting Fall 2025.

	Explore the development of a course-based Masters' degree with a capstone experience/practicum requirement [vs. research project pathway]	Course-work based degree – ideal 1st cohort Fall 2026.		The MPM included course reductions to the KINE, HI and CPPH fields in the MHSc-Thesis program. KINE and HI were reduced by two courses, and CPPH was reduced by one course. One core course common to all fields was removed as a result of course mapping exercise (see below). The MPM also changed our previous MHSc-Project option into a course-based MHSc for all our existing fields. Applications to the course-based MHSc are being accepted for a 1st cohort in Fall 2025 (pending review and suitability of applications).
4.	Continue to stress the importance of effective program marketing to central communication and other senior administration officials	Ongoing	Continuous	Initial meetings have been held with Associate Deans and staff of SGPS to identify opportunities and strategies for enhancing marketing of FHS Graduate Programs (with a particular focus on course-based options). Within FHS, the Associate Deans of Undergraduate Studies and Graduate Studies have begun to coordinate graduate program marketing with undergraduate program marketing to raise awareness about opportunities early. We have also begun raising awareness of graduate program opportunities within internal 2nd to 4th year undergraduate courses, as well Ridgeback Varsity Athletes. We are also in the process of creating a revised FHS Strategic Research Plan, which will include outward facing material/web content that can be used to enhance marketing of our graduate programs. Similarly, we are in the process of creating the first FHS Annual Research Report, which we can also

				plan to use to generate marketing material for our graduate programs (i.e., web content, promotional materials and social media content).
6.	Re-format the graduate seminar	Currently in progress. Implementation of graduate research conference, planned for spring 2024. Altered seminar content – pilot modules (Fall/Winter 2023/2024)/discussions related to student issues impacting mental health (balancing TAships, etc; supervisor expectations). Fall 2023 – will be F2F format to create more opportunities for engagement/socializatio n.	In progress	Implementation of a graduate research conference has been delayed to plan a possible coordination with our undergraduate research practicum poster day, and to assess graduate student involvement in planning and coordination. We are assessing feasibility for spring 2026. There have been significant changes to the graduate seminar. Seminar content since Fall 2023 has been significantly modified to address a range of student experiences. Specific seminars have been added to: i) better prepare and train students to manage TA responsibilities and expectations, ii) navigate student-supervisor expectations and inter-personal dynamics, with an emphasis on the progress report process, and iii) prepare students for the final thesis examination process. We have also incorporated multiple seminars where SGPS staff have attended to present: i) resources available to graduate students, and ii) introduce students to the Graduate Academic Affairs Specialist. Seminars have moved face-to-face to increase engagement and opportunities for better

				interaction with ADRGS and the Graduate Program Assistant.
7.	Conduct a course mapping exercise – assess overlap between courses; learning outcome attainment. Revise current required course to reduce overlap and reflect broader overview of research process, etc.	Fall 2023 – completed by Spring 2024. Revised required course delivery Fall 2024.	Complete	This has been completed as part of the MPM to the MHsc - Reduction of courses in KINE and HI - Removal of Health Research Approaches from all MHSc fields to reduce overlap between field-specific core courses. - Addition of Statistics or Qual RM as core course(s) to all field to better reflect research process. - Change in course codes to 6000-level to increase grad electives options for students. Additional course mapping exercises may be needed as changes to other programs (MScN) and fields emerge.

Process Status Legend:

Complete: *Accomplished action item; no further steps required.*
Continuous: *Initial action item complete but requires ongoing monitoring and/or enhancement.*
In Progress: *Progress on the action item has been initiated but is not complete at this time. Outline all steps taken in the comment's column.*
On Hold: *Unable to complete due to other dependent factor(s).*
Cancelled: *Item no longer relevant or resources unavailable.*

This summary report will be sent for approval to the appropriate standing committee of Academic Council (USC or GSC), and will subsequently be reported to Academic Council. It will then be posted on the Ontario Tech corporate website.

Next Scheduled Program Review: 2029-2031

Academic Council Graduate Studies Committee
Tuesday, January 28, 2025
9:01 a.m. - 9:28 a.m.
Via Google Meet

PUBLIC SESSION

[Graduate Studies Committee Agendas, Materials and Minutes 2024-2025](#)

MINUTES

Present: C. Cesaroni (Chair), J. Abbas Dick, J. Arcand, A. Azim, R, Bailey, D.
                  Bonetta, K. Clarke , A. Cooper, C. Davidson, F. Gaspari, L. Harkins, S.
                  Jackson, L. Jacobs, O. Marques, S. Marsh, C. McGregor, P. Mirza-Babaei,
                  D. Papke, F. Quereshi, A. Slane, J. Stokes, A. Tokuhiro,
                  R. Van Oostveen, N. Wattie, K. Wilson, A. Wingate

Staff & Guests: K. Ayotte (Secretary), N. Crow, M. Heslip, A. Kassaris,
                     K. McCartney, J. Pereira, B. Tranter

Regrets: A. Kiani, L. Livingston, L. VanVeen,

C. Cesaroni called the meeting to order at 9:01 a.m. and read aloud the Land
Acknowledgement.

1. **Approval of the Agenda**
   *Upon a motion duly made by O. Marques and seconded by N. Wattie, the Public Session
   of the January 28, 2025, GSC agenda was approved as presented.*

2. **Approval of the Minutes of the Meeting of November 26, 2024***
   *Upon a motion duly made by F. Gaspari and seconded by R. Van Oostveen, the
   November 26, 2024, Minutes were approved as presented.*

   4 Abstentions noted.

3. **Business Arising from the Minutes**
   None.

4. **Comments from the Chair**
   The Chair highlighted the Winter Orientation that was held on January 7, 2025, noting
   an unexpectedly high student turnout. This event provided an opportunity to introduce
   students to University services and resources following a successful Fall Orientation.

She also outlined several upcoming events:

- **Postdoctoral Fellows Coffee with the Deans** on February 4 (10–11:30 AM) at the Dixon/Alger Fireside Reading Room, providing a networking opportunity.
- **National Community of Practice on Graduate Supervision** inaugural meeting on January 31 (11–12:30 PM), focusing on best practices and professional connections.
- **3MT (Three-Minute Thesis) Competition** registration is open until January 31, with heats on March 19 and finals on March 20. Faculty are encouraged to promote student participation.

Additionally, she noted that the Graduate Professional Skills program is undergoing a revamp to offer expanded personal development opportunities throughout students' academic journeys.

5. Minor Program Adjustments (Approval)

a) Faculty of Health Sciences: Master of Science in Nursing (MScN)* (M)

N. Wattie noted that the MScN program's shift to a capstone model eliminates the need for supervisors, leading to the removal of independent courses requiring supervision.
J. Abbass Dick added that students can take courses from their faculty or the Mitch and Leslie Frazer Faculty of Education (FEd), including online options, to provide more flexibility since project course students will not have a supervisor.

In response to a question about opportunities for international students, N. Wattie confirmed that Capstone students are unfunded and considered non-research. While opening the program to international students has been discussed, concerns persist regarding its alignment with Canadian nursing practice and the ability to provide sufficient support. The idea is being considered but requires further evaluation.

J. Abbass Dick explained that the program has shifted to a course-based project model, overseen by a course instructor rather than requiring direct faculty supervision. She clarified that this change ensures students still receive supervision, with the elective course taken before the project course. She also confirmed that the change is not due to a lack of faculty resources.

Upon a motion duly made by A. Tokuhiro and seconded by N. Wattie, GSC hereby approves the Minor Program Adjustment to the Master of Science in Nursing (MScN) program.

b) Faculty of Social Science and Humanities: Forensic Psychology Master of Science, Doctor of Philosophy – Direct Entry* (M)

L. Harkins noted that the program is reducing the requirement from three reference letters to two, as two has become more common.

Upon a motion duly made by L. Harkins and seconded by O. Marques, GSC hereby approves the Minor Program Adjustment to the Master of Science, Doctor of Philosophy (including Direct Entry option) in Forensic Psychology to adjust admissions requirements.

6. Major Program Modifications (Recommendation)

a) Faculty of Engineering and Applied Science: Master of Engineering (MEng) Nuclear Engineering* (M)

A. Tokuhiro explained that aligning the MEng in Nuclear Engineering with other engineering programs standardizes courses like Project Management and Advanced Engineering Mathematics to improve enrollment and consistency. While industry partners were likely consulted indirectly through the advisory board, the changes were not directly influenced by industry input. He highlighted that these core courses remain relevant despite the evolving nuclear industry.

Upon a motion duly made by A. Azim and seconded by A. Tokuhiro, GSC hereby recommends to Academic Council the approval of the Major Program Modification to the Master of Engineering (MEng), Nuclear Engineering program.

b) Faculty of Engineering and Applied Science: Master of Engineering (MEng) Software Engineering* (M)

A. Azim noted that the program is being aligned with other engineering programs to include common core courses and move existing ones to electives, offering students a wider range of course choices.

In response to a question, A. Azim explained that students in the course-based Master's program must take ten courses, or eight with a project. Core courses for MEng in Electrical and Computer Engineering (ECE) and Software Engineering will be aligned, but each program retains distinct electives. He confirmed that there is some overlap, Software Engineering has unique courses that are not shared with other MEng programs.

Upon a motion duly made by A. Azim and seconded by P. Mirza-Babaei, GSC hereby recommends to Academic Council the approval of the Major Program Modification to the Master of Engineering (MEng) Software Engineering program to adjust course requirements.

c) Faculty of Social Science and Humanities: Master of Arts in Social Practice and Innovation* (M)

A. Slane noted that the program is introducing a part-time option, allowing students to

complete the degree in seven terms instead of four, while maintaining the full-time cohort size. This change aims to support professionals better who are balancing work and studies.

Upon a motion duly made by A. Slane and seconded by L. Harkins, GSC hereby recommends to Academic Council the approval of the Major Program Modification to the Master of Arts in Social Practice and Innovation program to establish a part-time option for the program.

One (1) Abstention.

7. **For Information**

   a) **Minor Curricular Changes**
   Course Change –HLSC - 5305G
   New Course - INFR - 7000G, INFR - 7100G, INFR - 7200G

   b) **Faculty Reports – Nothing reported.**
   It was requested that reminders are sent to support submission of these Reports.
   - i.   Faculty Reports
   - ii. Graduate Student Report
   - iii. Research Report
   - iv. Library Report

   c) **Graduate, Associate Graduate, and Emeriti Faculty: Appointments**
   - i. **Associate Graduate Faculty**
   - Electrical and Computer Engineering, Mehran Ebrahimi, Faculty of Science
   - Electrical and Computer Engineering, Moustafa El-Gindy, Faculty of Engineering and Applied Science
   - Electrical and Computer Engineering, Martin Agelin-Chaab, Faculty of Engineering and Applied Science
   - Electrical and Computer Engineering, Farhan Ghaffar, Faculty of Engineering and Applied Science
   - Electrical and Computer Engineering, Alaa Khamis, Faculty of Engineering and Applied Science
   - Education, Ann LeSage, Mitch and Leslie Frazer Faculty of Education
   - Education, Jozef Colpaert, Mitch and Leslie Frazer Faculty of Education
   - Health Sciences, Amer Burhan, Faculty of Health Sciences
   - Health Sciences, Dale Button, Faculty of Health Sciences
   - Health Sciences, Andrea Tricco, Faculty of Health Sciences
   - Health Sciences, Eva Skillgate, Faculty of Health Sciences
   - Health Sciences, Jennifer Copeland, Faculty of Health Sciences
   - Health Sciences, Jennifer Crawford, Faculty of Health Sciences
   - Health Sciences, Jessica Wong, Faculty of Health Sciences
   - Health Sciences, Joel Cort, Faculty of Health Sciences

- Health Sciences, Kelly Kay, Faculty of Health Sciences
- Health Sciences, Louis Rachid Salmi, Faculty of Health Sciences
- Health Sciences, Judith Andersen, Faculty of Health Sciences
- Health Sciences, Michael Williams-Bell, Faculty of Health Sciences
- Health Sciences, Marco Zaccagnini, Faculty of Health Sciences
- Health Sciences, Shirley Quach, Faculty of Health Sciences
- Health Sciences, Vincy Chan, Faculty of Health Sciences
- Health Sciences, Sheilah Hogg-Johnson, Faculty of Health Sciences
- Health Sciences, Stefano Negrini, Faculty of Health Sciences
- Health Sciences, Mary L'Abbe, Faculty of Health Sciences
- Health Sciences, Taryn Eickmeier, Faculty of Health Sciences
- Health Sciences, Sara Guilcher, Faculty of Health Sciences
- Health Sciences, Denina Simmons, Faculty of Science

ii. Graduate Faculty
- Health Sciences, Michelle Solomon, Faculty of Health Sciences

8. Adjournment
There being no other business, upon a motion duly made by L. Jacobs the January 28, 2025, public meeting was adjourned.

Kirstie Ayotte, Assistant University Secretary

Graduate Studies Committee Report Template

Faculty / Unit / Society Represented: FSSH- Forensic Psychology

Submitted By: Leigh Harkins

Section 1: Departmental Highlights and Achievements

We've made offers to 9 MSc and 4 PhD applicants. We're going to be holding a visiting day for the applicants to come for a campus tour, meeting with faculty and current grad students and have a more informal meet and greet lunch.

Section 2: Collaborative Efforts and Interdisciplinary Activities

Section 3: Strategic Development and Future Plans

Section 4: Additional Information

Preamble

This report template is designed for use by the members of the Graduate Studies Committee (GSC) at Ontario Tech University to facilitate focused and strategic discussions in the Graduate Studies Committee meetings. Reports will support understanding of developments and discussions across Faculties and Departments. The purpose of this template is to:

- Showcase achievements and innovative initiatives.
- Share collaborative efforts within and outside the university.
- Outline strategic goals and plans for graduate studies.

The template guides the presentation of information in a structured and concise manner, enabling productive dialogue and strategic planning.

Graduate Studies Committee Report

Faculty / Unit / Society Represented: *Health Sciences*

Submitted By: *Krystina Clarke, PhD(c), Graduate Student Representative*

Section 1: Departmental Highlights and Achievements

- Major Achievements:
  - *Establishment of Hann-Kelly Family Chair in Disability and Rehabilitation Research*
  - *Institute for Disability and Rehabilitation Research at Ontario Tech designated as WHO Collaborating Centre*
  - *Established Partnership for Advanced Technology in Health Care (PATH) with Lakeridge Health*
- Innovative Initiatives:
  - *Health-care simulation research*
  - *Research exploring the use of VR in dementia care*

Section 2: Collaborative Efforts and Interdisciplinary Activities

- Internal Collaborations:
  - *Varsity Athletics*
  - *Faculty of Science*
  - *Faculty of Education*

- External Partnerships
  - *Ontario Shores*
  - *Lakeridge Health*
  - *Canadian Coaching Association*
  - *Safe Sport*
  - *Special Olympics*
  - *Grandview Kids*
  - *City of Oshawa*

- *Durham Region*

Section 3: Strategic Development and Future Plans

- Strategic Goal Setting / Open Meetings:
  - *Creation of Course-based master's program (Active Fall 2025)*

- Upcoming Projects/Initiatives:
  - *Creation of Simulation Technologies, Educational Principles, and Safety (STEPS) Minor program (in development)*

Section 4: Additional Information

- Noteworthy Mentions / Shoutouts:
  - *Faculty Members awarded Teaching Excellence Awards (Dr. Syed Qadri)*
  - *Research Excellence Chair: Dr. JoAnne Arcand*
  - *Research Excellence Chair: Dr. Winnie Sun*
  - *2024 SGPS Research Poster Showcase winners for best overall poster*
    - *Jayda Hylton-Pelaia (Faculty of Health Sciences)*
    - *Sarah Kirkpatrick (Faculty of Social Science and Humanities)*

- Graduate courses or events requiring support or amplification:
  - *3MT for master's and PhD students scheduled for March 19-20*

Save the Date & Upcoming Events

- *Next Graduate Studies/Faculty Council meeting:*

- *Upcoming consultation on programs or initiatives:*

Event 1: Date/Brief

Description Event 2:

Date/Brief Description

Graduate Studies Committee

Monthly Library Report

Date: February 14, 2025

We have three news items to showcase this month.

a.*Library Research Skills for Knowledge Synthesis* Canvas catalogue course.

Our librarians field many questions from graduate students working on comprehensive search strategies for their systematic reviews, scoping reviews, and other types of knowledge synthesis. To further prepare students who are working on these types of reviews, two of our librarians, **Lydia Thorne** and **Chelsie Lalonde**, have developed a Canvas Catalog course called ***Library Research Skills for Knowledge Synthesis***, in collaboration with colleagues from the Teaching and Learning Centre.

The course is comprised of 3 modules that are related to research related aspects of these types of projects:

- Planning the Review
- Identifying Studies & Other Sources
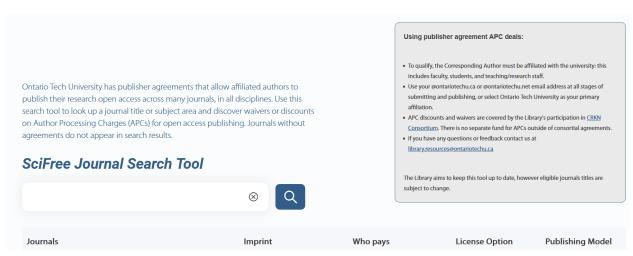- Managing & Documenting Results.

Examples and exercises throughout the modules are multidisciplinary and cover many subject areas. The course is licensed under a Creative Commons CC-BY license and can be accessed using the link below:

https://ontariotechu.instructure.com/enroll/HWFM78

Questions? Want to learn more? Don't hesitate to reach out to Lydia at Lydia.Thorne@ontariotechu.ca or Chelsie at Chelsie.Lalonde@ontariotechu.ca

b.Looking to publish Open Access? Introducing the [SciFree Journal Search Tool](#)!

SciFree is a searchable database of journals with which Ontario Tech University Library has publisher agreements, enabling affiliated researchers, including faculty and students, to publish their research Open Access with reduced or waived Author Processing Charges (APCs). You can search by journal title or subject area and see licensing options, pay and publishing models, and journal overviews.

Questions about SciFree or Open Access Publishing? Please contact Amelia Clarkson, Scholarly Communications and Copyright librarian: amelia.clarkson@ontariotechu.ca

c. Grad Pro Skills session on *Making an Impact: Sharing and Protecting Your Research Identity* well attended February 3, 2025

Nadya Lim Douglas, our Business Liaison Librarian, conducted a webinar with 22 graduate students in attendance. She talked about how to manage your research identity as well as how to measure the impact of publications and research activities. They worked through using research metric tools (Scopus, Web of Science, Journal Citation Reports and ORCID) and were provided practical checklists for evaluating journals and conferences as potential platforms for sharing research.

Designed specifically for graduate students, this session touched on strategies to increase the visibility of research, maximize its impact, and ensure contributions are accessible to a wider audience.

Academic schedule

- Fall semester
- Winter semester
- Spring/Summer semester

Fall semester

August 10, 2025   Last day to submit an online application for graduation for students completing degree requirements at the end of the summer semester.

September 1, 2025   Labour Day, no lectures.

September 2, 2025   Lectures begin, fall semester.

Last day to submit for reinstatement, fall semester.

Last day to submit return from leave of absence form, fall semester.

Deadline for payment of fees or submission of the Graduate Student Promissory Note, fall semester.

Last day to submit a program change request, fall semester.

Last day to change full-time/part-time status, fall semester.

Last day to submit a leave of absence form, fall semester.

September 15, 2025   End of regular registration period; last day to add courses, fall semester.

Last day to drop courses in fee-per-credit graduate programs and receive a 100 per cent refund of tuition and ancillary fees, fall semester.

Last day to withdraw from a flat-fee graduate program and receive a 100 per cent refund of tuition and ancillary fees, fall semester.

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 in fee-per-credit graduate programs and receive a 50 per cent refund of tuition fees, fall semester. Last day to withdraw from a flat-fee graduate program and receive a 50 per cent refund of tuition fees, fall semester.
October 13, 2025	Thanksgiving Day, no lectures.
October 14 to 19, 2025	Fall study week, no lectures.
October 16 to 17, 2025	Fall Convocation.
November 3, 2025	Last day to withdraw from fall semester courses. Active fall semester courses will be graded by instructors.
December 1, 2025	Lectures end, fall semester.
December 2, 2025	Study break, no lectures.

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 15, 2025	Last day to submit final thesis package to program office to ensure graduation by end of fall semester.
	Last day for faculty to submit Certificate of Approval for project/paper to the School of Graduate and Postdoctoral Studies to ensure graduation by end of fall semester.
December 18, 2025	Fall Semester Grades 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, winter semester.
	Last day to submit a return from leave of absence form, winter semester.

Last day to request reinstatement, winter semester.

Deadline for payment of fees or submission of Graduate Student Promissory Note, winter semester.

Last day to submit a program change request, winter semester.

Last day to change full-time/part-time status, winter semester.

Last day to submit a leave of absence form, winter semester.

January 23, 2025   End of regular registration period; last day to add courses, winter semester.

Last day to drop courses in fee-per-credit graduate programs and receive a 100 per cent refund of tuition and ancillary fees, winter semester.

Last day to withdraw from a flat-fee graduate program and receive a 100 per cent refund of tuition and ancillary fees, winter semester.

February 6, 2026   Last day to withdraw from winter semester courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.

Last day to drop courses in fee-per-credit graduate programs and receive a 50 per cent refund of tuition fees, winter semester.

Last day to withdraw from a flat-fee graduate program and receive a 50 per cent refund of tuition fees, winter semester.

February 16, 2026	Family Day, no lectures.
February 17 to 22, 2026	Winter study week, no lectures.
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 20, 2026	Last day to withdraw from winter semester courses. Active winter semester courses will be graded by instructors.
April 3, 2026	Good Friday, no scheduled academic activities.
April 5, 2026	Easter Sunday, no scheduled academic activities.
April 13, 2026	Lectures will follow the Friday schedule on this day only.
April 14, 2026	Study break, no lectures.
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 22, 2026	Last day to submit final thesis package to program office to ensure graduation by end of winter semester.
	Last day for faculty to submit Certificate of Approval for project/paper to the School of Graduate and Postdoctoral Studies to ensure graduation by end of winter semester.

April 30, 2026

Winter Semester grades released.

Spring/Summer semester

May 11, 2026   Lectures begin, six-week spring session and 12-week summer semester.

Last day to submit a return from leave of absence form, summer semester.

Last day to request reinstatement, summer semester.

Deadline for payment of fees or submission of Graduate Student Promissory Note, six-week spring session and 12-week summer semester.

Last day to submit a program change request, summer semester.

Last day to change full-time/part-time status, summer semester.

Last day to submit a leave of absence form, summer semester.

May 15, 2026   Last day to add six-week spring session courses.

Last day to drop six-week spring session courses in fee-per-credit programs and receive a 100 per cent refund of tuition and ancillary fees.

May 18, 2026   Victoria Day, no lectures.

May 25, 2026   Last day to add courses, 12-week summer semester.

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

Last day to withdraw from a flat-fee graduate program and receive a 100 per cent refund of tuition and ancillary fees, summer semester.

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.

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

June 3-5, 2026   Spring Convocation.

June 8, 2026   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.

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

Last day to withdraw from a flat-fee graduate program and receive a 50 per cent refund of tuition fees, summer semester.

June 22, 2026	Lectures end, six-week spring session.
	Last day to submit an 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 lectures.
June 23 to 27, 2026	Study break, 12-week summer semester, no lectures.
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.
	Deadline for payment of fees or submission of Graduate Student Promissory Note (fee-per-credit programs only), six-week summer session.
	Lectures resume, 12-week summer semester.
July 1, 2026	Canada Day, no scheduled academic activities.

July 2, 2026	Spring session grades released.
July 6, 2026	Last day to add courses, six-week summer session.
	Last day to drop six-week summer session courses in fee-per-credit graduate programs and receive a 100 per cent refund of tuition and ancillary fees.
July 13, 2026	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.
	Last day to drop six-week summer session courses in fee-per-credit graduate programs and receive a 50 per cent refund of tuition fees.
July 20, 2026	
	Last day to withdraw from twelve-week summer semester courses. Active summer semester courses will be graded by instructors.
August 3, 2026	Civic Holiday, no lectures.
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.
August 12, 2026	Study break, no lectures.
August 13 to 16, 2026	Six-week summer session and 12-week summer semester final examination period. Students are advised not to make commitments during this period (i.e., vacation, travel plans).
August 21, 2026	Last day for faculty to submit Certificate of Approval for project/paper to the School of Graduate and Postdoctoral Studies to ensure graduation by end of summer semester. Summer session and Spring/Summer semester grades released
August 22, 2026	Last day to submit final thesis package to program office to ensure graduation by end of summer semester.

Notes:

- The Summer session and Spring/Summer semester grade release date is not necessarily inclusive of grades associated with final thesis package submissions ahead of the August 22, 2026 deadline.

- Courses offered outside the normal teaching timeframe will have add/drop deadlines pro-rated accordingly. In such cases, faculties will advise students of appropriate deadline dates during the first meeting of the class.
- It is expected that students in a fee-per-credit program will register before the beginning of classes. If you register in a fee-per-credit course after the tuition payment deadline, your tuition fees are due immediately and you may be assessed a late payment fee. Visit gradstudies.ontariotechu.ca/tuitionandfees for a list of fee-per-credit programs.
- Deadlines related to the following can be found on the Graduate Studies website: application deadlines for admission to graduate programs; deadlines for the submission of projects and major papers; deadlines for the submission of theses/dissertations and defences; tuition refund deadlines for thesis completion during a term; and deadlines for scholarships, awards and bursaries.
- Spring/summer session courses in Education may run on a schedule that varies from the above. Consult the Mitch and Leslie Frazer Faculty of Education's website for specific start and end dates.
- Fall convocation will be held in October 2025. Spring convocation will be held in June 2026. For more details, please refer to ontariotechu.ca/convocation.