



OFFICE OF THE REGISTRAR

Memorandum

TO: CPRC

FROM: Brad MacIsaac, AVP Planning & Analysis, and Registrar

RE: **Change to the Academic Calendar**

DATE: **January 18, 2016**

The Policy Framework outlines two types of changes:

- “Minor Amendment” means an amendment that is essentially editorial in nature or does not change the purpose, scope or substantive content of the Policy Instrument.
- “Major Amendment” means an amendment that substantially change the purpose, scope or content of the Policy Instrument.

From a governance perspective, a minor amendment should at least be shared as information with the approving bodies in order to ensure there are no objections to the change that have not been considered. Major amendments require approval by the approval authority as set out in the Framework. Therefore, prior to finalizing the edits to the academic calendar the following motions are being brought forward:

Motion 1: the creation of a new standing level titled “Program Dismissal”.

Rational: The addition provides a formal definition of program dismissal as a type of standing. The creation of “Program Dismissal” permits the university to move a student out of a program where they are not meeting certain requirements without formally removing them from the university. For example if a student is found professionally unsuitable or unable to pass clinical/ practicum placements our only standing would be suspension. This will enable students who are in good standing in other courses to move to other degrees where those clinical courses are not required. Similarly, when we introduced the course repeat policy we assumed all students would be suspended; but, the practice for those in otherwise good standing has been to remove them from the degree (or major) where they are failing the required course and give them the opportunity to switch to another program were the course is not required.

Program Dismissal

Students who have been dismissed from a program may be eligible to move into another degree or major provided that they are not on suspension and are not prohibited from taking required courses pursuant to any academic regulation or university policy.

Motion 2: clarifying the definition of “dismissal” to mean permanent removal from all future courses at the institution.

Rationale: The original intent of dismissal was that students would be given a second attempt after they sat out at least eight months from suspension and then if they were not able to meet conditions they were be asked to leave permanently. After a few years a revocation clause was added in to the admissions section. This has caused confusion as a number of students are asking for reinstatement after sitting out another eight months. By adding the word “permanent” into the dismissal definition and removing a process to be reinstated we are assuming fewer students will attempt this route. Should a dean have an outstanding case then they would still have the ability to provide an exception to this regulation. The revisions to the calendar would be:

Dismissal

Students readmitted after a period of suspension will be readmitted on probation. Students who fail to comply with the conditions of reinstatement or whose performance would result in suspension for a second time will be permanently dismissed.

~~Students who exceed the prescribed time limit for completion of a degree program will not be permitted to continue in that program, and hence will be dismissed.~~

~~See Section 4.5.10 for more information regarding reinstatement of a UOIT student following dismissal.~~

Motion 3: revision to the program change process and addition of programmatic GPA

Rationale: through the Retention Report 2014 the committee recommended a review of a number of policies and procedures which they felt were acting as barriers to student success. By using all course attempts in the calculation of a CGPA it negatively effects a student who is approved to change from a program where they may have a number of poor grades on their record. We have students who continue to get above 2.0 in semester GPAs who are not able to achieve a 2.0 CGPA due to the fact the first year failures are still part of the calculation. By treating these program changes similar to transfers from other institutions, such that only those courses that are at least a “C” grade are to be included, we will be more equitable and solve the issue noted above. As per current practice all attempts will remain on the official transcript but they will not be part of the degree audit. Therefore the new definition and Calendar change would be:

GPA:

The abbreviation for grade point average. A semester GPA is the weighted average of the grade points awarded on the basis of academic performance during a single semester. A cumulative grade point average (CGPA or cumulative GPA) is the weighted average of the grade points awarded in all courses completed and included.

4.11 Program Changes

Students wishing to pursue a program of study other than the one to which they were originally admitted must submit a change of program request through the Registrar’s office. Such requests will be subject to the admission requirements of the new program of study and permitted only if space is available in the destination program. All courses with grade of D or lower will remain on the transcript but will be excluded from the grade point calculation. For more information, including deadline dates, visit uoit.ca.

For Information the following minor adjustments have also been made for the 2016-17 calendar:

| Section | Section Title | Notes |
|-----------|--|---|
| | Protection of Privacy | Changes required by MTCU |
| 4.1 | Application procedures | Change to contact information |
| 4.2 | Application deadlines | Change to contact information |
| 4.3 | Assessment of eligibility | Removes reference to timing of release of information on transfer credits as UOIT is working to earlier but does not want to state specific dates |
| 4.4 | Admission requirements for post-degree programs | Removes reference to another section of calendar as it is a circular reference |
| 4.5 | Admission requirements for undergraduate students | grammar and change to contact information |
| 4.5.2 | Home-schooled applicants | grammar and change to contact information |
| 4.5.7 | Mature applicants | clarification and addition of section reference |
| 4.5.9 | Readmission of former UOIT students | Change to contact information |
| 4.6.2 | Students transferring from other post-secondary institutions | Admission process change |
| 4.7 | English language proficiency | Transfers detailed information to website; generalizes information regarding english language programs |
| 4.8 | Conditional admission | Refers to website for detailed dates |
| 4.9 | Deferral of application and offers | Refers to website for detailed process; first two sentences are now repetitive |
| 4.11 | Program changes | Process change for approval of program transfers (removes the detailed steps for approval by Dean) as approved from SAT |
| 5.3 | Auditing courses | grammar |
| 5.4 | Letters of permission | refers students to website for detailed process; and streamlines process through RO as approved by SAT |
| 5.8 | Repeating courses | section moves from 5.9; rewording for clarity |
| 5.12.2 | Request for consideration of grade review | provides further detail to explain the application of the existing process |
| 5.16 | Academic conduct | grammar |
| 5.23 | Time limits | intended to affirm current process outcome |
| 5.26/5.27 | Policies | Removal of specific policies as it was not listing all just a few. |
| 5.28.1 | Decisions eligible for appeal | List updated to reflect/align with existing process |
| 5.28.3 | Status during an appeal | Clarifies intent of existing wording |