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Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT AMENDMENTS FOR APPROVAL
Review Date	
Supersedes	

COURSE SELECTION POLICY

PURPOSE

1. The purpose of this Policy is to outline UOIT's undergraduate-level course selection framework.

DEFINITIONS

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

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

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

"Credit Hours" means a measure used to reflect the relative weight of a given Course toward the fulfilment of degree requirements. Unless otherwise indicated, C 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.

"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 a 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.

SCOPE AND AUTHORITY

3. This Policy applies to all undergraduate-level course selections.
4. This Policy does not apply to graduate-level course selections. For more information regarding graduate-level courses, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. Course selection
 - 6.1. Requirements for programs of study are listed in the faculty sections of the academic calendar. Students should become familiar with the Program requirements and plan their Programs accordingly.
 - 6.2. Academic advice is available to those who experience difficulty when selecting Courses.
 - 6.3. 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. Prerequisites and Corequisites may be waived with the permission of the faculty.
 - 7.3. Any student who requests such a waiver is responsible to ensure that he/she is adequately prepared to proceed with the level of study required in the Course.
 - 7.4. 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. Students are not allowed to repeat the same Course, or its equivalent, more than two times.
 - 8.2. 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.
 - 8.3. Students who have failed a third attempt of a Program required Course will be dismissed from the Program.
9. Auditing courses

- 9.1. Students may audit a Course provided they obtain the permission of the course instructor(s). Students who are auditing a Course are not permitted to write Examinations or receive any form of evaluation.
- 9.2. Students must register formally as auditors with the Registrar's office and pay the full course fee. However, audited courses will not appear on a student's Academic Transcript.

10. Curriculum substitution

- 10.1. 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.

11. Letters of permission

- 11.1. Students wishing to take a Course at another institution must apply for and receive a letter of permission from UOIT 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 UOIT and are applicable to the student's program of study.
- 11.3. For application instructions, eligibility requirements, and restrictions, students should visit uoit.ca/lop.

12. Course changes

- 12.1. The academic schedule for each Academic Year will outline predetermined dates for the following for each Semester and
 - 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 when considering withdrawal.
- 12.2. Students may add Courses within the first two weeks of each Semester up until the predetermined last day to add courses of a Semester as outlined in each Academic Year's academic schedule.
- 12.3. Students may withdraw from any or all Courses up until the predetermined last day to drop courses and receive a 100 per cent refund of tuition fees of a Semester as

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outlined in each Academic Year's academic schedule, within four weeks of the start of Semester. Dropping courses prior to this predetermined date can be done without academic consequences.

12.4. Between four weeks and 45 teaching days. Approximately 75 per cent through a Semester, a W will be placed on the student's record indicating withdrawal.

a) 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.

12.5. Courses may not be dropped after the predetermined last day to withdraw from Semester courses as outlined in each Academic Year's academic schedule. 45th day. Withdrawal deadlines are not the same as the refund deadlines. Students should consult the university's academic schedule when considering withdrawal.

13. Voluntary withdrawal

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

13.2. 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.

13.3. 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.

14. Request for consideration for late withdrawal

14.1. 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.).

14.2. All relevant supporting documentation must accompany the request.

14.3. 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.

15. Course load status

15.1. 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.

15.2. 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.

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

MONITORING AND REVIEW

16. 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

17. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

18. N/A