



ACADEMIC COUNCIL REPORT

SESSION:

Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

DATE: February 26, 2019

PRESENTED BY: Glenn Harvel, Associate Dean, Quality Enhancement

SUBJECT: Editorial Changes to the Graduate and Undergraduate Academic Calendars

COUNCIL MANDATE:

The attached non-substantive editorial amendments were made in order to update the language used in sections of the academic calendars for 2019-2020 and are being reported to Academic Council in accordance with the University’s Academic Policy Framework.

BACKGROUND/CONTEXT & RATIONALE:

The Centre for Institutional Quality Enhancement, the Office of the Registrar, and the School of Graduate and Postdoctoral Studies have collaborated to update the academic calendars and align the publications with the current practices and updates to the institution’s Editorial Style Guide.

These amendments align with those reported at the January 2019 meeting of Academic Council, limiting the use of the UOIT abbreviation and using gender-neutral language.

NEXT STEPS:

- These changes will be incorporated into the academic calendars for 2019-2020.

SUPPORTING REFERENCE MATERIALS:

- UG Academic Calendar Edits
- GR Academic Calendar Edits

Admissions

Application procedure

All applicants apply to the University of Ontario Institute of Technology (~~UOIT~~) through the Ontario Universities' Application Centre (OUAC) at ouac.on.ca. Students attending an Ontario secondary school are normally informed of OUAC application procedures and deadlines through their schools in September. Part-time and special visiting students' applications are electronic. Additional application information is available at admissions.uoit.ca.

Application deadlines

Specific dates pertaining to the specific applicant type and the current year are provided ~~on the university website~~ at admissions.uoit.ca. Applications submitted after published deadlines will be considered on an individual basis.

Assessment of eligibility

The actual cut-off levels for admission cannot be determined until applications and grades are received. Preference will be given to students presenting the strongest admission averages. Students whose grades have been affected by exceptional circumstances that can be documented should refer to ~~applicants with disabilities~~ [the university website's Special Considerations section](#) ~~of the admissions website at admissions.uoit.ca~~. Ontario universities support the full disclosure of all marks achieved in all attempts at secondary and postsecondary school courses (see honesty in applications). ~~UOIT-The university~~ will use the highest grade obtained in a course in the calculation of averages.

Applicants seeking information on the applicability of their educational backgrounds may seek informal guidance from the ~~Registrar's office~~ [Office of the Registrar](#) if their circumstances are straightforward. Applicants who want a formal assessment of their credentials prior to application should contact a credential evaluation service. Official determination of admissibility cannot be made until the point of application. Transfer credit assessments will only be made available once a student has received an offer of admission.

Admission requirements for post-degree programs

Admission requirements for Bachelor of Education program (consecutive)

Primary/Junior (P/J) — see Education (Consecutive) – Primary/Junior for details.
 Intermediate/Senior (I/S) — see Education (Consecutive) – Intermediate/Senior for details.

Admission requirements for undergraduate programs

Regardless of educational background, all applicants to undergraduate programs must have specific prerequisite subject knowledge for their intended program of study. The prerequisite subjects for each program and other program specific requirements are listed under the specific program.

Current students and graduates of secondary schools (no post-secondary education) will be evaluated based on their secondary school courses. Students who have followed a secondary school curriculum other than those listed below are encouraged to visit admissions.uoit.ca, or contact the ~~Registrar's office~~[Office of the Registrar](#) for further information.

The specific average or standing required for admission varies from year-to-year. Students are selected by taking into consideration a wide range of criteria including school marks, distribution of subjects taken, relevance to the academic program and supplementary assessment mechanisms such as CASPer™. Possession of the minimum requirements does not guarantee acceptance. Preference will be given to applicants with the best qualifications.

Note: Admission requirements are subject to change. The admission requirements listed in this Undergraduate Academic Calendar and Course Catalogue were the requirements for admission to ~~UOIT~~[The University of Ontario Institute of Technology](#) for the 201~~87~~-201~~98~~ academic year. Applicants seeking admission to ~~UOIT~~[the university](#) for a different academic year should visit admissions.uoit.ca for specific admission requirements. The university reserves the right to accept or deny students based on overall performance through the variety of measures listed below.

Applicants from Ontario secondary schools

Applicants must have an Ontario Secondary School Diploma with a minimum of six 4U or 4M credits or equivalent, including credits and courses to satisfy the academic prerequisites of specific programs and present a competitive admission average.

Home-schooled applicants

Home-schooled applicants will be evaluated on the basis of examinations (through distance learning or alternative education centres) or on a combination of SAT Subject

Tests in prerequisite courses and a portfolio. Parent-generated transcripts will be accepted as a reflection of courses completed and marks attained, but these transcripts must be submitted in conjunction with standardized test scores. Applicants who have completed courses through distance learning or alternative education centres should include marks from these courses at the time of application. If official transcripts like these indicate completion of specific prerequisite subjects then there is no need to submit SAT Subject Test scores or a portfolio.

Alternatively, applicants may write four specific SAT Subject Tests and submit a personal/career portfolio. A minimum score is required to demonstrate sufficient background each of the Subject Tests. The portfolio should detail personal and community participation and achievements including academic, volunteering and mentorship. The portfolio should also include an essay detailing future goals and reasoning for application to their program of choice. A letter of reference to support the application should also be submitted. For additional information, including the specific SAT Subject Tests required for each program, please visit admissions.uoit.ca or email connect@uoit.ca.

Applicants from secondary schools in other Canadian provinces

Specific information on admission requirements for students completing high school in other provinces can be viewed [online](https://uoit.ca/outofprovince) at uoit.ca/outofprovince. The normal minimum requirement consists of meeting the necessary academic program requirements, presenting a competitive admission average and completion of secondary school.

Applicants from secondary schools in other countries

Applicants from the United States must achieve high school graduation with a competitive admission average including the prerequisite courses for the intended program of study. All applicants must present a SAT or an ACT score. [UOIT-The University of Ontario Institute of Technology](https://uoit.ca) does not accept scores more than five years after the test date. [UOIT's-The university's](https://uoit.ca) SAT code is 4192.

Applicants from other countries should visit uoit.ca/internationalrequirements for admission requirements specific to their curriculum.

International Baccalaureate students

Full diploma candidates who achieve passes in six subjects with at least three at the Higher Level, and who accumulate a grade total of 24 with no score lower than 4 are eligible for admission to first year. Students must hold the appropriate prerequisite subjects at the Higher Level. English may be held at either Higher or Standard Level.

Applicants offering prerequisites at Standard Level will be given individual consideration. See advanced standing for information on advanced standing for International Baccalaureate students.

Students applying from other colleges and universities

Transfer students must present a competitive average in the specific prerequisite subjects for their intended program of study. The prerequisite subjects for each program are listed in the faculty sections of this calendar. Prerequisite subject requirements may be met by a combination of secondary and post-secondary studies. Applicants must be in good academic standing at their previous post-secondary institution.

Mature applicants

A mature applicant is defined as one who meets all of the following criteria:

- Has not completed any post-secondary education
- Has been away from formal education for at least two years
- Will have reached the age of 21 by December 31 of the year of application
- Is a Canadian citizen or permanent resident
- Does not qualify for admission as a secondary school graduate

Mature applicants may be admitted upon successful completion of secondary-level courses in the prerequisite subjects for their intended program of study and must present a competitive admission average.

Visiting students

With a letter of permission from a recognized institution, a student studying elsewhere may be allowed to enrol in [UOIT-University of Ontario Institute of Technology](#) courses, subject to availability. In some instances the letter of permission may be used in lieu of transcripts from their home institution; however, some faculties require the submission of academic transcripts. As a result, it is the responsibility of the student to ensure they have the necessary prerequisites and are academically prepared for the course. These students will be admitted as special students not seeking a degree and will be subject to the applicable application process and letter of permission deadlines.

Readmission of former [UOIT-University of Ontario Institute of Technology](#) students

Students previously admitted to [UOIT-the university](#) who have not been in attendance for two consecutive semesters and have not received a deferral will be required to apply

for readmission to the university. Applications for readmission are submitted directly to the Registrar's office and adhere to specific deadlines.

For admission following suspension, see academic standing.

Advanced standing

Secondary school students

Applicants who have completed Advanced Placement (AP) examinations, International Baccalaureate (IB) examinations, Caribbean Advanced Proficiency Examinations (CAPE) or General Certificate of Education (Advanced Level) courses may be granted up to a maximum of 18 credit hours toward their ~~UOIT~~ degree. Other university-level courses taken while in high school/ secondary school will be considered on a case-by-case basis. Official documents must be supplied directly from the issuing institution to the ~~Registrar's office~~[Office of the Registrar](#) to ensure granting of credit. Minimum subject scores of 4 in the Advanced Placement examinations, 5 in the International Baccalaureate examinations, 3 in CAPE examinations and a grade of C or better in Advanced Level (A Level) courses are required for advanced standing; minimum subject scores may vary by subject.

Credit and exemption will not be given for completion of high school Advanced Placement, International Baccalaureate, Caribbean Advanced Proficiency Examinations, or Advanced Level (A Level) courses unless an acceptable score is attained on the examination administered by the appropriate board. Students in the Faculty of Engineering and Applied Science and the Faculty of Energy Systems and Nuclear Science are not eligible for advanced standing for core or professional engineering courses.

Students transferring from other post-secondary institutions

Credits from other post-secondary institutions within and outside Canada will be evaluated on an individual basis following issuance of an offer. Credit is subject to the university's residency policy (residency requirements) and to faculty-specific regulations. Transfer credits will be indicated by a T on the student's transcript and will not be used in the GPA calculation. Transfer credit assessments will be considered final one year after the date of admission to the university, after which, no further requests for transfer credit will be accepted.

Challenge for credit

Faculties may offer examinations that allow students to demonstrate their competence in a subject for the purpose of advance standing. Please consult the appropriate dean's office. The fee for such examinations is 50 per cent of the applicable course fee. Unsuccessful attempts are counted as failures on the transcript.

English language proficiency

All applicants are required to give evidence of their oral and written proficiency in English. This requirement can be satisfied with one of the following criteria:

1. Your mother tongue or first language is English.
2. You have studied full-time for at least three years (or equivalent in part-time studies) or at least six semesters (studying no less than three courses per semester) in a secondary school or university where the language of instruction and examination was English. If this applies to you, please provide verification from your school that the language of instruction and examination was English. Please note: The minimum three-year requirement does not include full-time enrolment in an ESL program.
3. You have achieved the required proficiency on one of the tests in English language acceptable to ~~UOIT~~the university. For more detailed information, including recommended scores, visit uoit.ca/englishproficiency. Students must arrange for original test scores to be sent directly from the testing centre to the ~~Registrar's office~~Office of the Registrar.

Applicants who meet all the admission requirements, with the exception of the English language proficiency requirement, can enrol in one of the approved on-campus or off-campus English for Academic Purposes (EAP) programs. Upon successful completion of the EAP program, applicants can begin their ~~UOIT~~degree program without further testing. For more information on ~~UOIT's~~the university's approved EAP programs, visit uoit.ca/englishproficiency.

Conditional admission

If an applicant is currently completing courses at a secondary or post-secondary institution, a conditional admission decision will be made. This decision will be based upon the applicant's eligibility for admission subject to successful completion of the courses for which he/she is currently registered. This decision will remain conditional until final results for the applicant's current program of study are available. All courses must be complete by the final document deadline. [For more information, please visit Please see application deadlines.](#)

Commented [MM1]: Specific URL required vs. directing users to "see application deadlines"

The university may, in other circumstances, grant conditional acceptance to a student who is eligible for admission subject to satisfying specified conditions. These conditions will be outlined in the conditional offer of admission.

Deferral of application and offers

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

A request for deferral must be made before the end of the regular registration period for the specific application term. Competitive programs may present earlier deadlines. Visit uoit.ca/deferral to apply.

Applicants with disabilities

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

Indigenous applicants

A student who has self-identified as Indigenous, who does not meet the competitive GPA for admission, but who still meets a minimum 70 per cent high school grade point average, may apply to have a separate assessment conducted by a committee which includes a member from the faculty of application, the Admissions office and the Indigenous Education and Cultural Services office (IECS). The committee will consider student history, cultural knowledge, work experience, educational goals and other achievements in delivering a recommendation for admissibility. For information, please contact the Admissions office.

Program/degree 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~~[Office of the Registrar](#). Such requests will be subject to the admission requirements of the new program of study and permitted only if space is available in the destination program. For "changes of degrees" all courses with a grade of D or lower will remain on the transcript, but will be excluded from the grade point calculation. For more information, including deadline dates, visit uoit.ca.

Honesty in applications

Students must fully declare their educational history when applying to the university. Students must also advise the ~~Registrar's office~~[Office of the Registrar](#) should they attend another post-secondary institution while a student at ~~UOIT~~[the University of Ontario Institute of Technology](#). Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the university, including possible revocation of degrees awarded.

Review of admission decisions

Individuals may request a review of their admission decision by submitting a formal written request for review to the ~~Registrar's office~~[Office of the Registrar](#) within 10 days of the original decision. Reviews will only be considered on the grounds of procedural irregularity and the decision of the Registrar shall be final. There is a charge for the review of admission decisions, which is refundable if the original decision is overturned on review.

Academic regulations

Information regarding a student's academic performance including, but not limited to, information relating to grades, academic standing, academic misconduct professional unsuitability and graduation shall be communicated to students via their official UOITnet email addresses. Information sent to a student's UOITnet account shall be deemed to have been received by the student on the day it was sent. Under no circumstance shall failure to monitor this email account constitute grounds for appeal of an academic regulation.

Selecting courses

Requirements for programs of study are listed in the faculty sections of this calendar. Students should become familiar with the program requirements and plan their programs accordingly. Academic advice is available to those who experience difficulty when selecting courses. Not all courses are offered in any one semester or academic year. Elective offerings may vary from semester to semester.

Course changes and voluntary withdrawal

The academic schedule for each Academic Year will outline predetermined dates for the following for each ~~Semester~~semester:

- Last day to add courses.
- Last day to drop courses and receive a 100 per cent refund of tuition fees.
- 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.
- 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.

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

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.

Auditing courses

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. They must register formally as auditors with the Office of the Registrar and pay the full course fee. However, audited courses will not appear on a student's transcript.

Letters of permission

Students wishing to take a course at another institution must apply for and receive a letter of permission from [UOIT-the university](#) in advance of their application to the visiting institution. A letter of permission ensures that the courses to be taken at the host institution will be recognized for credit at [UOIT-the university](#) and are applicable to the student's program of study. For application instructions, eligibility requirements, and restrictions, students should visit uoit.ca/lop.

Prerequisites/corequisites

Some courses have prerequisites or corequisites. Where a prerequisite is specified, the prerequisite must be taken prior to the course in question. Where a corequisite is specified, the corequisite must be taken at the same time or prior to the course in question. Prerequisites and corequisites may be waived with the permission of the faculty. 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. 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.

Full-time/part-time status

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. Students will be considered full-time if they are taking [9 nine](#) credit hours or more

in a semester. 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.

Grading

Final grades for all courses will be submitted to the Office of the Registrar on a letter grade scale. Credit will be granted only for those courses completed with a grade of D or better. Faculties may require higher grades in some courses to meet degree requirements. For further information regarding specific degree requirements, students should refer to the appropriate faculty website. The following descriptions outline the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion.

A failing grade of WF may be assigned if a student is administratively withdrawn for non-attendance.

Courses designated for pass/fail grading will be assigned a grade of PAS or FAL. For such courses, only failing grades will be included in the calculation of the grade point average. If a student's grade is not available when final grades are approved at the end of a semester, special designation will be temporarily added to his/her/their record. If a deferred examination has been granted, a grade of DEF will be assigned. If a portion of the work required for the course is incomplete, a grade of INC may be recorded. These grades may satisfy prerequisites for further courses on a temporary basis, but not beyond the end of the subsequent semester after which these grades revert to F.

Grade	Percentage	Grade points	Grade points description
A+	90-100	4.3	Excellent. Strong evidence of originality and independence of thought; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate.
A	85-89	4	
A-	80-84	3.7	
B+	77-79	3.3	Good. Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently.
B	73-76	3	
B-	70-72	2.7	

C+	67-69	2.3	Adequate. Student is profiting from his/her <u>their</u> university experience; an acceptable understanding of the subject matter; ability to develop solutions to simple problems in the material; some ability to organize and analyze ideas; an ability to communicate adequately.
C	60-66	2	
D	50-59	1	Marginal. Some evidence that critical and analytic skills have been developed; rudimentary knowledge of the subject matter; significant weakness in the ability to communicate.
F	0-49	0	Inadequate. Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature; failure to complete required work; an inability to communicate.

Repeating courses

Students are not allowed to repeat the same course, or its equivalent, more than two times. 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. Students who have failed a third attempt of a program required course will be dismissed from the program.

Academic standing

Academic standing is calculated and recorded on academic transcripts at the end of each semester for every full-time student. Academic standing regulations are applied to part-time students after completion of ~~9~~nine credit hours.

Academic standing is determined by the semester and cumulative grade point averages and the student's academic standing in the previous semester. The minimum cumulative grade point average required for graduation is 2.00.

Clear standing Students are required to maintain a minimum cumulative grade point average of 2.00 to remain in clear standing.

Probation Students whose cumulative grade point average falls below 2.00 will be placed on probation. Students on probation will be required to contact an academic advisor.

Students on probation may continue their studies as long as they achieve at least a semester grade point average of 2.00. Students placed on probation remain on probation until their cumulative grade point average is 2.00 or higher.

Suspension Students will be suspended if they fail to fulfil the conditions of probation.

Following a period of at least two semesters, a suspended student may apply for readmission to the university through the Office of the Registrar. Students may be required to agree to conditions for reinstatement.

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.

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.

Review of academic standing

Students may request a faculty-level review of their academic standing if their academic performance was affected by significant extenuating circumstances beyond their control. Such requests must be submitted in writing to the appropriate faculty within 10 working days of the notification of the student's academic standing. The request must include the grounds upon which the review is requested and any relevant supporting documentation. If the outcome of the faculty-level review is favourable to the student, the student's academic standing will be adjusted appropriately and the student may be required to satisfy certain academic conditions. It is expected that the student will normally receive the faculty's decision in writing within 10 working days of filing the request for review.

Grade changes

After grades have been officially approved and released, any grade changes must be submitted in writing to the ~~registrar~~[Office of the Registrar](#). Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors, or an approved examination re-read. All grade changes must be approved by the course instructor and the dean or designate.

Grade reappraisals

Matters concerning term work normally fall within the authority of the instructor. If a student has a concern regarding course work, the student should make an appointment, as soon as possible, with the instructor so that any issues can be resolved quickly and informally. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents reasons of illness, etc., with appropriate documentation. Extensions beyond the last day of the examination period can only be granted by the dean of the relevant faculty.

Prior to engaging in a formal reappraisal process, students are expected to contact the instructor to discuss the grade received and to request a review of their course work. Students should be aware that a request for a formal or informal grade reappraisal may result in the original grade being raised, lowered or confirmed.

Requesting a formal grade reappraisal

Students may make a formal request to the Office of the Registrar to have a final grade in a course reappraised.

Such requests for reappraisal must be submitted in writing and must include:

- The specific academic grounds on which the request for reappraisal is based.
- Any relevant supporting documentation.
- The remedy being sought; and
- Proof of \$30.00 payment (accounting receipt).

Requests received more than 10 working days following the release of final grade reports for the relevant semester shall not be processed. Grade reappraisals of academic work for which there is no tangible record, such as an oral presentation, a performance, an internship, placement or practicum, will normally not result in a change of grade. If the instructor or reappraiser is persuaded that there is some doubt about the accuracy or fairness of the grade in such work, the only available remedy may require the student to repeat the work.

Once the above materials are received, the Office of the Registrar will contact the relevant dean who will determine that the academic grounds relied upon by the student are sufficient and, if so, will commence the reappraisal process. The dean will be responsible for ensuring that the work is reappraised by an appropriate faculty member and for ensuring anonymity of both the student and the reappraiser. Prior to commencing the reappraisal, the dean will provide the reappraiser with information regarding the nature of the assignment and the rationale for the original grade. The student's request will be acknowledged by his or her faculty upon receipt. The dean will communicate the results of the reappraisal (including the reappraiser's comments) in writing to the student, the course instructor and the Office of the Registrar. The student will normally be informed of such results within 20 working days of the reappraiser having received the work.

Request for consideration of grade review (non-academic grounds)

Students may submit a formal request to the Office of the Registrar for a review of a final grade if their academic performance in a course was affected by significant extenuating circumstances beyond their control. Extenuating circumstances normally involve a significant physical or psychological event that is beyond a student's control and debilitating to his or her academic performance. Evidence of these kinds of extraordinary situations should include official documentation from an appropriate professional.

This route of reappraisal is intended to deal with those limited circumstances in which a request for deferral is not possible. A student who is aware that extenuating circumstances may affect performance will, wherever possible, seek Consideration of Missed In-term Course Work and Examinations as outlined in the procedures. Failure to do so may jeopardize the student's reappraisal.

The formal request for review must be submitted in writing within 10 working days of the notification of the student's final grade.

In all cases, the formal request must include:

- Specific details concerning the extenuating circumstances on which the grade reappraisal is requested and, where applicable, official supporting documentation from the appropriate professional.
- Any other relevant supporting documentation.
- The remedy being sought.

The student's request will be acknowledged by the relevant faculty upon receipt. It is expected that the student will normally be informed of the decision by the dean of the relevant faculty in writing within 20 working days of submitting the request for review.

Request for consideration for late withdrawal

Students may submit a request to the Office of the Registrar 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.). All relevant supporting documentation must accompany the request. 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.

Dean's List and President's List

Students in clear standing with a semester GPA of 3.5 to 3.79 on at least 80 per cent of a full course load at the end of a semester will receive the designation Dean's List on their transcripts. Students in clear standing with a semester GPA of 3.8 or higher on at least 80 per cent of a full course load will receive the designation President's List on their transcripts.

Documents and student files

Documents submitted pursuant to these regulations become the property of the university and are protected under applicable privacy legislation. Original copies of documents are the property of the university and will not be returned to the student.

Official student academic records deemed to have archival value and preserved in the university archives shall be made available to researchers authorized by the university in accordance with applicable privacy legislation.

Curriculum substitution

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.

Academic conduct and professional suitability

Faculty members and students share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aims and principles of the pursuit of education, as well as the intellectual property of others. Academic misconduct impedes these goals, disrupts the activities of the university community and is punishable by appropriate disciplinary action.

It is the responsibility of students to be aware of the actions that constitute academic misconduct, the procedures for launching and resolving complaints, and the penalties for commission of acts of misconduct. A lack of familiarity with the university's policy on academic conduct and misconduct on the part of a student does not constitute a defence against its application.

Academic misconduct

Academic misconduct includes, but is not limited to:

- Unreasonable infringement on the freedom of other members of the academic community (e.g., disrupting classes or examinations, harassing, intimidating, or threatening others);
- Violation of health and safety regulations in a laboratory or other setting.
- Cheating on examinations, assignments, reports, or other work used to evaluate student performance. Cheating includes, among other things, copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, use of unauthorized aids, or submitting work prepared in collaboration with other member(s) of a class, when collaborative work on a project has not been authorized by the instructor.
- Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments.
- Plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own, including images, designs, processes, computer software, digital, audio and video files, Internet resources and other works without appropriate attribution or credit. The use of other people's work must be properly acknowledged and referenced in all written material.
- Obtaining by improper means examination papers, tests, or similar materials; use or distribution of such materials to others.
- Falsifying academic records, including tests and examinations, or submitting false credentials for purpose of gaining admission to a program or course, or for any other purpose.
- Misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretences, or altering certificates for the purpose of misrepresentation.
- Submission of work when a major portion has been previously submitted or is being submitted for another course, without the expressed permission of all instructors involved.

Professional unsuitability

Students in programs leading to professional certification must demonstrate behaviour appropriate to practice in those professions. Where a dean determines that behaviour inconsistent with the norms and expectations of the profession has been exhibited by a student, that student may be immediately withdrawn from the program by the dean or subject to one or more of the sanctions described below.

A student demonstrating professional unsuitability may be immediately suspended from any practicum, field work or similar activity at the discretion of the dean pending a final decision.

Sanctions

If a student is deemed to have committed academic misconduct or are alleged to have demonstrated behaviour inconsistent with professional suitability, one or more of the following disciplinary sanctions may be imposed. The severity of the sanction will be determined by the nature of the misconduct or professional unsuitability and the student's past record of conduct. Students found guilty of successive acts of misconduct will receive increasingly severe sanctions, not limited to the following:

- Resubmission of the piece of academic work in respect of which the misconduct was committed, for evaluation.
- A written reprimand, warning the student that the behaviour was unacceptable and that further misconduct will lead to additional sanctions. A copy of the reprimand will be placed in the student's file, but no notation will appear on the transcript.
- Submission of a failing grade in an examination, test, assignment or course.
- Disciplinary probation for the remainder of the student's registration in ~~his/her~~ their -current program of study. A note to this effect will be placed in the student's file, and a notation may appear on ~~his/her~~ their transcript. Any further offence will lead to a more severe sanction.
- Expunging of grades or revoking of degrees.
- Restraining orders or monetary restitution where appropriate in the case of threats, harassment, or damage to property.
- Suspension from attendance in a course, a program, a faculty, or the university, for a period not less than one term (fall or winter) and not exceeding three years as deemed appropriate. While suspended, a student may not register, and loses the right to attend lectures, write examinations, and receive payment from university sources. Courses taken elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's

file and will appear on ~~his/her~~ their transcript. The conditions of suspension will specify the length of time such notice will remain on the student's transcript.

- Permanent expulsion from the university. A note to this effect will be placed in the student's file and will remain on ~~his/her~~ their transcript.
- Such other sanctions as deemed appropriate.

Launching and resolving complaints

With respect to all accusations of academic misconduct or professional unsuitability, students are presumed innocent until the contrary has been established. Decisions regarding the commission of academic misconduct or professional unsuitability shall be determined using the balance of probabilities as the standard of proof. A record of all allegations of misconduct, along with details of the resolution, will be entered into the central transcript kept by the Office of the Registrar.

Faculty and staff who have reason to believe that an act of academic misconduct or professional unsuitability has been committed should report the matter promptly based on the determination of the act being a lesser or major offence.

- Lesser academic offences include assignments and tests that are worth ~~25% per cent~~ or less of the total possible grade for the course that are first offences. In other words, if an assignment or test is worth ~~20% per cent~~ but it is a ~~2nd~~ second offence, then the case should be treated as a major (or more serious) academic offence.
- Major academic offences include assignments and tests that are worth more than ~~25% per cent~~ of the final grade or is a repeat offence, or the nature of the offence is severe, or the offence is related to a Final Examination.

Students who have reason to believe that an act of academic misconduct has been committed should report the matter promptly to the instructor responsible for the course in which the act was committed.

Alleged acts of professional unsuitability should be reported to the dean or dean's designate of the faculty in which the student is enrolled.

Dealing with lesser academic offences

In the following circumstances, the course instructor may choose to deal with allegations of academic misconduct:

- The offence relates to a piece of academic work representing 25 per cent or less of the final grade in the course.
- The student has committed no other academic offence before.

- The student admits to having committed the offence.
- The student consents to the sanction proposed by the course instructor.

In such circumstances, the sanction proposed by the course instructor will consist of resubmission of a piece of academic work, a written reprimand, or submission of a failing grade for the piece of work. The course instructor may also choose to deal with these cases personally or to refer them to the course dean or dean's designate for action. The student may also elect to have the matter referred to the course dean or dean's designate. Before acting, the course instructor must check with the Office of the Registrar to see whether any record of any previous academic offence(s) had been deposited in the student's file. For a first lesser academic offence, the course instructor is responsible for notifying the student of the offence and securing the student's written acknowledgement that they had committed the offence, that they agree to the sanction, and that they agree that no appeal may be taken from this sanction. Upon notification, the student will have five working days in which to respond to the allegation. If no response is received within the time period, the instructor will refer the matter to the course dean or dean's designate for formal resolution. In any event, the course instructor shall notify the Office of the Registrar of the offence. This material will be placed in the student's file for future reference but no notation will appear on the academic record. Lesser academic offences resolved by agreement between the course instructor and the student may not be appealed.

Complaints resolved by the dean or dean's designate

If a complaint of academic misconduct cannot be resolved by a course instructor, or if the course instructor or the student refers the complaint to the course dean or dean's designate, the dean or dean's designate shall be responsible for addressing the complaint.

A student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and sanction imposed. Once notified of an unresolved complaint relating to academic misconduct and/or professional unsuitability, the dean or dean's designate shall notify the Office of the Registrar to put the student's account on hold and refer the matter to an academic integrity committee comprised of the dean's designate and two members of the academic staff to investigate the complaint and recommend a resolution. In cases where the resolution may result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled, the deans or dean's designates of both the faculty responsible for the course in which the offence was committed and the faculty in which the student is enrolled must consult and agree on the sanctions coming from the offence. If the deans or dean's designates cannot agree on the sanctions, the final resolution will rest with the Provost or Provost's designate. Once a final resolution has

been determined, the course dean or dean's designate will notify the parties and the Office of the Registrar in writing.

Dealing with professional unsuitability

All allegations of professional unsuitability must be addressed by the student's home dean or dean's designate.

Procedures for formal resolution

The dean or dean's designate must inform the student, in writing, of the allegations, the possible sanctions and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The academic integrity committee will meet with the student to hear the response. The student is entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advance written notice is given of the identity of the advisors.

The academic integrity committee shall conduct an investigation of the allegations and response, and make its recommendation to the dean or dean's designate within 10 further working days. The dean or dean's designate will notify the parties and the Office of the Registrar of the decision in writing.

Transcript notations and appeal process

Transcript notations for academic misconduct will include the following range of notations: grade of F assigned for [course number] for academic misconduct; suspended for academic misconduct for [dates of suspension]; suspended for professional unsuitability; and permanently expelled for academic misconduct. Transcript notations will normally be recorded on the academic transcript for a minimum of two years.

A student may apply to the academic appeals committee to have the notice of suspension and/or transcript notation expunged from ~~his/her~~ their academic record after a minimum of two years from the last offence. If the appeal is granted, the Office of the Registrar will be notified to remove the notation.

Transcript notations for students who are suspended for professional unsuitability or permanently expelled for academic misconduct will remain on their academic record and cannot be appealed.

Academic accommodation for students with disabilities

Students with disabilities may request to be considered for formal academic accommodation in accordance with the Ontario Human Rights Code. Students seeking accommodation can find more information about Student Accessibility Services at uoit.ca.

Residency requirements

At least half of a student's courses must be from among ~~the university's UOIT~~ course offerings in order to meet the residency requirements for graduation. In exceptional circumstances, with sufficient advance notice, or in the case of special agreements with other universities, a dean may reduce this requirement to 25 per cent. Such cases are reported to Academic Council for information.

Conferral of degrees

Degrees will be deemed conferred at the time of Academic Council approval, and notation of the degrees awarded will be entered on the students' records. All students who are awarded a degree are eligible to attend the session of convocation that immediately follows the date of conferral.

Graduation with distinction

At the time of graduation, students who have achieved a cumulative GPA of 3.50 to 3.79 will have the words "with distinction" added to the degree parchment and to the degree notation on the transcript. Students who achieve a cumulative GPA of 3.80 or higher will have the words "with highest distinction" added to the degree parchment and to the degree notation on the transcript.

Graduation notwithstanding a deficiency

In exceptional circumstances, a dean may recommend to Academic Council that a student receive a degree or other qualification notwithstanding the fact that the student has not completed all normal academic requirements.

Time limits

Generally, students must complete a degree program within a number of years equal to twice the length of time it would take to complete the program on a full load basis. Students unable to complete the degree within the time limit must apply for an extension of the degree program to ensure continued eligibility to graduate. Applications for extension will be considered at the discretion of the dean and will normally be granted

only in exceptional circumstances. If an extension is not granted, a student will be dismissed.

Second degrees

Students holding a ~~UOIT~~ degree with the university may pursue a second degree providing there is no substantial overlap in degree requirements. A Second Degree requires the completion of all required courses for both degree programs. The maximum advanced standing that can be awarded towards a second degree is 50 percent of the credits from the first degree. No more than 12 credit hours of the second degree can be taken at another institution.

Examination and grading policy

This policy provides a framework to guide the effective administration and scheduling of in-term course work and examinations and the submission and release of final grades.

Appeals to the Academic Appeals Committee

Decisions eligible for appeal

An exhaustive list of formal decisions eligible for appeal to the Academic Appeals Committee is set out below. All other decisions shall be deemed final.

- Decisions of the dean/delegate relating to:
 - Academic Standing (review of academic standing);
 - Grade Reappraisals and Appeals; or
 - Time Limits; or
 - The imposition of disciplinary penalties during an appeal.
- Decisions of the Academic Integrity Committee relating to academic conduct/misconduct or professional suitability
- On the basis of procedural irregularity only, any other decision for which the Academic Appeals Committee grants leave to appeal.

Process for submitting an appeal

Appeals submitted to the Academic Appeals Committee must be submitted within 10 working days of the original faculty-level decision and must contain:

- The specific decision which is being appealed;
- The form of redress requested;
- The specific grounds on which the appeal is made;

- A summary of the evidence in support of these grounds;
- The complete text of the decision being appealed; and
- The text of the relevant procedural regulations (if any) allegedly violated or otherwise deemed applicable to the case.

Appeals to the Academic Appeals Committee will be permitted only on the grounds of:

- New evidence, i.e., evidence relevant to the decision made at the faculty level, but through no fault of the appellant not presented at that level. Generally speaking, events or performance subsequent to the faculty-level decision are not to be construed as new evidence; or
- Evidence of procedural irregularity in the original consideration of the case.

Status during an appeal

Under normal circumstances, disciplinary penalties will not be enforced before an appeal is decided, nor will official transcripts be issued. In cases where continued attendance by the student would have a detrimental effect on the student or others (including, but not limited to circumstances where issues of safety and security to the individuals or property are involved), the dean of the relevant faculty may determine that the penalty imposed by the faculty will stay in effect until the completion of the appeal proceedings. If the appeal is granted, formal registration will be reinstated or the matter remitted back to the dean or provost for reconsideration as appropriate.

Glossary

Academic standing:	A student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.
Academic year:	The period from September 1 to August 31.
Appeal:	The request for review of a judgment regarding the application of regulations.
Auditing student:	A student attending classes but not receiving credit for courses. Auditing students will be charged full course fees. No indication of an audited course is given on an official transcript.
Award:	A general term used to mean any presentation, monetary or otherwise, made to a student.
Bridge:	A prescribed set of courses, and/or other units of study, research and practice that leads to qualification for entry into a degree program. It is comprised of a maximum of 72 credit hours, including up to 15 credit hours of bridging courses that may be credited toward the completion of a particular degree.
Bursary:	A monetary award given to a student where the primary criterion is financial need.
Calendar day:	Any day of the week, including Saturdays and Sundays, on which business can be conducted.
Certificate program:	A stand-alone program of study consisting of a prescribed set of non-degree, non-credit courses.
Challenge for credit:	The request for academic credit resulting from experience or knowledge gained elsewhere for which transfer credit cannot be awarded.

- Cooperative education:** A program of three or more alternating work term periods that is integrated with an undergraduate degree program. It is comprised of at least 9 nine credit hours of work placement that are each at least four months in duration and must meet the requirements of the Canadian Association for Cooperative Education Accreditation Council. The cooperative education program appears on the academic transcript and on the degree parchment.
- Corequisite:** A course that must be taken concurrently with the course for which it is required.
- Course:** 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.
- Credit hour:** The 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.
- Credit restriction:** Where two or more courses are closely related, credit may be limited to one of the courses.
- Cross-listings:** The practice of offering a single course under two different course codes.
- Degree:** An academic credential awarded upon successful completion of a prescribed set and sequence of requirements as specified by a program that meet a standard of performance consistent with university and provincial degree level expectations.
- Diploma:** An academic credential awarded upon the successful completion of a prescribed set of degree credit courses as specified by a program. UOIT-University of Ontario Institute of Technologyw2 diplomas are classified as concurrent and/or direct entry.
- Double major:** A strictly defined pair of majors attached to a single degree. It requires satisfactory completion of all required courses in both the primary and secondary major. A minimum of 24 additional credit

hours in the second major is required. Both majors appear on the academic transcript and on the degree parchment.

Examination: 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.

Exchange student: A student participating in a formalized exchange program with another university. Such students normally pay fees at their home institution and take courses at the host institution.

Final examination: An examination scheduled during the final examination period.

Final examination period: The period of calendar days stated in the Academic Schedule that is set aside in each semester and/or session for the administration of final examinations.

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 for the achievement of the degree and/or major the student is registered in.

Honours undergraduate degree: An undergraduate degree with increased depth in a particular area of study. It can be completed as a first degree requiring a minimum of 120 credit hours.

Major: A prescribed set of courses, and/or other units of study, research and practice in an area of disciplinary or interdisciplinary study within an honours undergraduate degree. It requires at least 36 credit hours of study. The major appears on the academic transcript and on the degree parchment.

Minor: An optional secondary area of study requiring a minimum of 18 and a maximum of 24 credit hours (including all prerequisites). A student

may not declare a major and a minor in the same discipline. The minor appears on the academic transcript, but does not appear on the degree parchment.

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

Program: 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.

Registration: The process of selecting, enrolling in, and being assessed fees for courses.

Registration period: In a semester, the period extending from the first day of registration to the tenth lecture day, as stated in the academic schedule. In a session, it is the period extending from the first day of registration to the fifth lecture day.

Scholarship: A monetary award to a student based primarily on academic merit, although other criteria may be considered based on donors' requirements.

Second degree: A second degree program pursued after the first. It requires the completion of all required courses for both degree programs. The maximum advanced standing that can be awarded towards a second degree is 50 percent of the credits from the first degree. No more than 12 credit hours of the second degree can be taken at another institution.

Semester: ~~Sixty~~ 60 days of lectures and a final examination period.

Session: 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.

Special student:	A student taking courses but not seeking a degree. With the permission of the dean, such a student may subsequently be admitted to a degree program in which case courses already taken may be used to satisfy undergraduate degree requirements. Special students register formally in courses, with the consent of the instructor; such students submit assignments, write examinations, receive grades and may request an official transcript. Such students are charged full course fees.
Specialization:	A focus in a particular area of a major requiring a minimum of 9 and a maximum of 15 credit hours. A specialization appears on the academic transcript, but does not appear on the degree parchment.
Transcript:	The complete report of a student's academic record.
Transfer credit:	Academic credit granted for work completed at an institution other than UOIT the university .
Undergraduate degree:	A degree that can be completed as a first degree, requiring a minimum of 90 credit hours of study.
Undergraduate diploma:	<p>A prescribed set of degree credit courses and/or other forms of study that can be undertaken as a stand-alone program or to complement an undergraduate degree program. An undergraduate diploma is comprised of 18-30 credit hours of undergraduate level study.</p> <p>a) A concurrent undergraduate diploma is offered in conjunction with an undergraduate degree, which requires that the candidate be already admitted to an undergraduate degree.</p> <p>b) A direct-entry undergraduate diploma is a stand-alone, direct-entry program, developed by a unit already offering a related undergraduate or graduate degree.</p>
Visiting student:	A student admitted to another post-secondary institution, attending UOIT the university on a letter of permission.
Waiver:	Permission granted by the appropriate authority for exemption from a particular program requirement and/or a particular university regulation.

Working day: Any day, excluding Saturdays, Sundays, statutory holidays and university closures, on which business can be conducted.

Admissions

Application procedure

All applicants apply to the University of Ontario Institute of Technology (~~UOIT~~) through the Ontario Universities' Application Centre (OUAC) at ouac.on.ca. Students attending an Ontario secondary school are normally informed of OUAC application procedures and deadlines through their schools in September. Part-time and special visiting students' applications are electronic. Additional application information is available at admissions.uoit.ca.

Application deadlines

Specific dates pertaining to the specific applicant type and the current year are provided ~~on the university website~~ at admissions.uoit.ca. Applications submitted after published deadlines will be considered on an individual basis.

Assessment of eligibility

The actual cut-off levels for admission cannot be determined until applications and grades are received. Preference will be given to students presenting the strongest admission averages. Students whose grades have been affected by exceptional circumstances that can be documented should refer to ~~applicants with disabilities~~ [the university website's Special Considerations section](#). ~~of the admissions website at admissions.uoit.ca~~. Ontario universities support the full disclosure of all marks achieved in all attempts at secondary and postsecondary school courses (see honesty in applications). ~~UOIT-The university~~ will use the highest grade obtained in a course in the calculation of averages.

Applicants seeking information on the applicability of their educational backgrounds may seek informal guidance from the ~~Registrar's office~~ [Office of the Registrar](#) if their circumstances are straightforward. Applicants who want a formal assessment of their credentials prior to application should contact a credential evaluation service. Official determination of admissibility cannot be made until the point of application. Transfer credit assessments will only be made available once a student has received an offer of admission.

Admission requirements for post-degree programs

Admission requirements for Bachelor of Education program (consecutive)

Primary/Junior (P/J) — see Education (Consecutive) – Primary/Junior for details.
 Intermediate/Senior (I/S) — see Education (Consecutive) – Intermediate/Senior for details.

Admission requirements for undergraduate programs

Regardless of educational background, all applicants to undergraduate programs must have specific prerequisite subject knowledge for their intended program of study. The prerequisite subjects for each program and other program specific requirements are listed under the specific program.

Current students and graduates of secondary schools (no post-secondary education) will be evaluated based on their secondary school courses. Students who have followed a secondary school curriculum other than those listed below are encouraged to visit admissions.uoit.ca, or contact the ~~Registrar's office~~[Office of the Registrar](#) for further information.

The specific average or standing required for admission varies from year-to-year. Students are selected by taking into consideration a wide range of criteria including school marks, distribution of subjects taken, relevance to the academic program and supplementary assessment mechanisms such as CASPer™. Possession of the minimum requirements does not guarantee acceptance. Preference will be given to applicants with the best qualifications.

Note: Admission requirements are subject to change. The admission requirements listed in this Undergraduate Academic Calendar and Course Catalogue were the requirements for admission to ~~UOIT~~ [the University of Ontario Institute of Technology](#) for the 201~~87~~-201~~98~~ academic year. Applicants seeking admission to ~~UOIT~~ [the university](#) for a different academic year should visit admissions.uoit.ca for specific admission requirements. The university reserves the right to accept or deny students based on overall performance through the variety of measures listed below.

Applicants from Ontario secondary schools

Applicants must have an Ontario Secondary School Diploma with a minimum of six 4U or 4M credits or equivalent, including credits and courses to satisfy the academic prerequisites of specific programs and present a competitive admission average.

Home-schooled applicants

Home-schooled applicants will be evaluated on the basis of examinations (through distance learning or alternative education centres) or on a combination of SAT Subject

Tests in prerequisite courses and a portfolio. Parent-generated transcripts will be accepted as a reflection of courses completed and marks attained, but these transcripts must be submitted in conjunction with standardized test scores. Applicants who have completed courses through distance learning or alternative education centres should include marks from these courses at the time of application. If official transcripts like these indicate completion of specific prerequisite subjects then there is no need to submit SAT Subject Test scores or a portfolio.

Alternatively, applicants may write four specific SAT Subject Tests and submit a personal/career portfolio. A minimum score is required to demonstrate sufficient background each of the Subject Tests. The portfolio should detail personal and community participation and achievements including academic, volunteering and mentorship. The portfolio should also include an essay detailing future goals and reasoning for application to their program of choice. A letter of reference to support the application should also be submitted. For additional information, including the specific SAT Subject Tests required for each program, please visit admissions.uoit.ca or email connect@uoit.ca.

Applicants from secondary schools in other Canadian provinces

Specific information on admission requirements for students completing high school in other provinces can be viewed [online](https://uoit.ca/outofprovince) at uoit.ca/outofprovince. The normal minimum requirement consists of meeting the necessary academic program requirements, presenting a competitive admission average and completion of secondary school.

Applicants from secondary schools in other countries

Applicants from the United States must achieve high school graduation with a competitive admission average including the prerequisite courses for the intended program of study. All applicants must present a SAT or an ACT score. [UOIT-The University of Ontario Institute of Technology](https://uoit.ca) does not accept scores more than five years after the test date. [UOIT's-The university's](https://uoit.ca) SAT code is 4192.

Applicants from other countries should visit uoit.ca/internationalrequirements for admission requirements specific to their curriculum.

International Baccalaureate students

Full diploma candidates who achieve passes in six subjects with at least three at the Higher Level, and who accumulate a grade total of 24 with no score lower than 4 are eligible for admission to first year. Students must hold the appropriate prerequisite subjects at the Higher Level. English may be held at either Higher or Standard Level.

Applicants offering prerequisites at Standard Level will be given individual consideration. See advanced standing for information on advanced standing for International Baccalaureate students.

Students applying from other colleges and universities

Transfer students must present a competitive average in the specific prerequisite subjects for their intended program of study. The prerequisite subjects for each program are listed in the faculty sections of this calendar. Prerequisite subject requirements may be met by a combination of secondary and post-secondary studies. Applicants must be in good academic standing at their previous post-secondary institution.

Mature applicants

A mature applicant is defined as one who meets all of the following criteria:

- Has not completed any post-secondary education
- Has been away from formal education for at least two years
- Will have reached the age of 21 by December 31 of the year of application
- Is a Canadian citizen or permanent resident
- Does not qualify for admission as a secondary school graduate

Mature applicants may be admitted upon successful completion of secondary-level courses in the prerequisite subjects for their intended program of study and must present a competitive admission average.

Visiting students

With a letter of permission from a recognized institution, a student studying elsewhere may be allowed to enrol in [UOIT-University of Ontario Institute of Technology](#) courses, subject to availability. In some instances the letter of permission may be used in lieu of transcripts from their home institution; however, some faculties require the submission of academic transcripts. As a result, it is the responsibility of the student to ensure they have the necessary prerequisites and are academically prepared for the course. These students will be admitted as special students not seeking a degree and will be subject to the applicable application process and letter of permission deadlines.

Readmission of former [UOIT-University of Ontario Institute of Technology](#) students

Students previously admitted to [UOIT-the university](#) who have not been in attendance for two consecutive semesters and have not received a deferral will be required to apply

for readmission to the university. Applications for readmission are submitted directly to the Registrar's office and adhere to specific deadlines.

For admission following suspension, see academic standing.

Advanced standing

Secondary school students

Applicants who have completed Advanced Placement (AP) examinations, International Baccalaureate (IB) examinations, Caribbean Advanced Proficiency Examinations (CAPE) or General Certificate of Education (Advanced Level) courses may be granted up to a maximum of 18 credit hours toward their ~~UOIT~~ degree. Other university-level courses taken while in high school/ secondary school will be considered on a case-by-case basis. Official documents must be supplied directly from the issuing institution to the ~~Registrar's office~~[Office of the Registrar](#) to ensure granting of credit. Minimum subject scores of 4 in the Advanced Placement examinations, 5 in the International Baccalaureate examinations, 3 in CAPE examinations and a grade of C or better in Advanced Level (A Level) courses are required for advanced standing; minimum subject scores may vary by subject.

Credit and exemption will not be given for completion of high school Advanced Placement, International Baccalaureate, Caribbean Advanced Proficiency Examinations, or Advanced Level (A Level) courses unless an acceptable score is attained on the examination administered by the appropriate board. Students in the Faculty of Engineering and Applied Science and the Faculty of Energy Systems and Nuclear Science are not eligible for advanced standing for core or professional engineering courses.

Students transferring from other post-secondary institutions

Credits from other post-secondary institutions within and outside Canada will be evaluated on an individual basis following issuance of an offer. Credit is subject to the university's residency policy (residency requirements) and to faculty-specific regulations. Transfer credits will be indicated by a T on the student's transcript and will not be used in the GPA calculation. Transfer credit assessments will be considered final one year after the date of admission to the university, after which, no further requests for transfer credit will be accepted.

Challenge for credit

Faculties may offer examinations that allow students to demonstrate their competence in a subject for the purpose of advance standing. Please consult the appropriate dean's office. The fee for such examinations is 50 per cent of the applicable course fee. Unsuccessful attempts are counted as failures on the transcript.

English language proficiency

All applicants are required to give evidence of their oral and written proficiency in English. This requirement can be satisfied with one of the following criteria:

1. Your mother tongue or first language is English.
2. You have studied full-time for at least three years (or equivalent in part-time studies) or at least six semesters (studying no less than three courses per semester) in a secondary school or university where the language of instruction and examination was English. If this applies to you, please provide verification from your school that the language of instruction and examination was English. Please note: The minimum three-year requirement does not include full-time enrolment in an ESL program.
3. You have achieved the required proficiency on one of the tests in English language acceptable to ~~UOIT~~the university. For more detailed information, including recommended scores, visit uoit.ca/englishproficiency. Students must arrange for original test scores to be sent directly from the testing centre to the ~~Registrar's office~~Office of the Registrar.

Applicants who meet all the admission requirements, with the exception of the English language proficiency requirement, can enrol in one of the approved on-campus or off-campus English for Academic Purposes (EAP) programs. Upon successful completion of the EAP program, applicants can begin their ~~UOIT~~degree program without further testing. For more information on ~~UOIT's~~the university's approved EAP programs, visit uoit.ca/englishproficiency.

Conditional admission

If an applicant is currently completing courses at a secondary or post-secondary institution, a conditional admission decision will be made. This decision will be based upon the applicant's eligibility for admission subject to successful completion of the courses for which he/she is currently registered. This decision will remain conditional until final results for the applicant's current program of study are available. All courses must be complete by the final document deadline. [For more information, please visit Please see application deadlines.](#)

Commented [MM1]: Specific URL required vs. directing users to "see application deadlines"

The university may, in other circumstances, grant conditional acceptance to a student who is eligible for admission subject to satisfying specified conditions. These conditions will be outlined in the conditional offer of admission.

Deferral of application and offers

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

A request for deferral must be made before the end of the regular registration period for the specific application term. Competitive programs may present earlier deadlines. Visit uoit.ca/deferral to apply.

Applicants with disabilities

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

Indigenous applicants

A student who has self-identified as Indigenous, who does not meet the competitive GPA for admission, but who still meets a minimum 70 per cent high school grade point average, may apply to have a separate assessment conducted by a committee which includes a member from the faculty of application, the Admissions office and the Indigenous Education and Cultural Services office (IECS). The committee will consider student history, cultural knowledge, work experience, educational goals and other achievements in delivering a recommendation for admissibility. For information, please contact the Admissions office.

Program/degree 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~~[Office of the Registrar](#). Such requests will be subject to the admission requirements of the new program of study and permitted only if space is available in the destination program. For "changes of degrees" all courses with a grade of D or lower will remain on the transcript, but will be excluded from the grade point calculation. For more information, including deadline dates, visit uoit.ca.

Honesty in applications

Students must fully declare their educational history when applying to the university. Students must also advise the ~~Registrar's office~~[Office of the Registrar](#) should they attend another post-secondary institution while a student at ~~UOIT~~[the University of Ontario Institute of Technology](#). Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the university, including possible revocation of degrees awarded.

Review of admission decisions

Individuals may request a review of their admission decision by submitting a formal written request for review to the ~~Registrar's office~~[Office of the Registrar](#) within 10 days of the original decision. Reviews will only be considered on the grounds of procedural irregularity and the decision of the Registrar shall be final. There is a charge for the review of admission decisions, which is refundable if the original decision is overturned on review.

Academic regulations

Information regarding a student's academic performance including, but not limited to, information relating to grades, academic standing, academic misconduct professional unsuitability and graduation shall be communicated to students via their official UOITnet email addresses. Information sent to a student's UOITnet account shall be deemed to have been received by the student on the day it was sent. Under no circumstance shall failure to monitor this email account constitute grounds for appeal of an academic regulation.

Selecting courses

Requirements for programs of study are listed in the faculty sections of this calendar. Students should become familiar with the program requirements and plan their programs accordingly. Academic advice is available to those who experience difficulty when selecting courses. Not all courses are offered in any one semester or academic year. Elective offerings may vary from semester to semester.

Course changes and voluntary withdrawal

The academic schedule for each Academic Year will outline predetermined dates for the following for each ~~Semester~~semester:

- Last day to add courses.
- Last day to drop courses and receive a 100 per cent refund of tuition fees.
- 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.
- 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.

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

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.

Auditing courses

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. They must register formally as auditors with the Office of the Registrar and pay the full course fee. However, audited courses will not appear on a student's transcript.

Letters of permission

Students wishing to take a course at another institution must apply for and receive a letter of permission from [UOIT-the university](#) in advance of their application to the visiting institution. A letter of permission ensures that the courses to be taken at the host institution will be recognized for credit at [UOIT-the university](#) and are applicable to the student's program of study. For application instructions, eligibility requirements, and restrictions, students should visit uoit.ca/lop.

Prerequisites/corequisites

Some courses have prerequisites or corequisites. Where a prerequisite is specified, the prerequisite must be taken prior to the course in question. Where a corequisite is specified, the corequisite must be taken at the same time or prior to the course in question. Prerequisites and corequisites may be waived with the permission of the faculty. 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. 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.

Full-time/part-time status

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. Students will be considered full-time if they are taking [9 nine](#) credit hours or more

in a semester. 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.

Grading

Final grades for all courses will be submitted to the Office of the Registrar on a letter grade scale. Credit will be granted only for those courses completed with a grade of D or better. Faculties may require higher grades in some courses to meet degree requirements. For further information regarding specific degree requirements, students should refer to the appropriate faculty website. The following descriptions outline the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion.

A failing grade of WF may be assigned if a student is administratively withdrawn for non-attendance.

Courses designated for pass/fail grading will be assigned a grade of PAS or FAL. For such courses, only failing grades will be included in the calculation of the grade point average. If a student's grade is not available when final grades are approved at the end of a semester, special designation will be temporarily added to his/her/their record. If a deferred examination has been granted, a grade of DEF will be assigned. If a portion of the work required for the course is incomplete, a grade of INC may be recorded. These grades may satisfy prerequisites for further courses on a temporary basis, but not beyond the end of the subsequent semester after which these grades revert to F.

Grade	Percentage	Grade points	Grade points description
A+	90-100	4.3	Excellent. Strong evidence of originality and independence of thought; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate.
A	85-89	4	
A-	80-84	3.7	
B+	77-79	3.3	Good. Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently.
B	73-76	3	
B-	70-72	2.7	

C+	67-69	2.3	Adequate. Student is profiting from his/her <u>their</u> university experience; an acceptable understanding of the subject matter; ability to develop solutions to simple problems in the material; some ability to organize and analyze ideas; an ability to communicate adequately.
C	60-66	2	
D	50-59	1	Marginal. Some evidence that critical and analytic skills have been developed; rudimentary knowledge of the subject matter; significant weakness in the ability to communicate.
F	0-49	0	Inadequate. Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature; failure to complete required work; an inability to communicate.

Repeating courses

Students are not allowed to repeat the same course, or its equivalent, more than two times. 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. Students who have failed a third attempt of a program required course will be dismissed from the program.

Academic standing

Academic standing is calculated and recorded on academic transcripts at the end of each semester for every full-time student. Academic standing regulations are applied to part-time students after completion of ~~9~~nine credit hours.

Academic standing is determined by the semester and cumulative grade point averages and the student's academic standing in the previous semester. The minimum cumulative grade point average required for graduation is 2.00.

Clear standing	Students are required to maintain a minimum cumulative grade point average of 2.00 to remain in clear standing.
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Probation Students whose cumulative grade point average falls below 2.00 will be placed on probation. Students on probation will be required to contact an academic advisor.

Students on probation may continue their studies as long as they achieve at least a semester grade point average of 2.00. Students placed on probation remain on probation until their cumulative grade point average is 2.00 or higher.

Suspension Students will be suspended if they fail to fulfil the conditions of probation.

Following a period of at least two semesters, a suspended student may apply for readmission to the university through the Office of the Registrar. Students may be required to agree to conditions for reinstatement.

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.

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.

Review of academic standing

Students may request a faculty-level review of their academic standing if their academic performance was affected by significant extenuating circumstances beyond their control. Such requests must be submitted in writing to the appropriate faculty within 10 working days of the notification of the student's academic standing. The request must include the grounds upon which the review is requested and any relevant supporting documentation. If the outcome of the faculty-level review is favourable to the student, the student's academic standing will be adjusted appropriately and the student may be required to satisfy certain academic conditions. It is expected that the student will normally receive the faculty's decision in writing within 10 working days of filing the request for review.

Grade changes

After grades have been officially approved and released, any grade changes must be submitted in writing to the ~~registrar~~[Office of the Registrar](#). Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors, or an approved examination re-read. All grade changes must be approved by the course instructor and the dean or designate.

Grade reappraisals

Matters concerning term work normally fall within the authority of the instructor. If a student has a concern regarding course work, the student should make an appointment, as soon as possible, with the instructor so that any issues can be resolved quickly and informally. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents reasons of illness, etc., with appropriate documentation. Extensions beyond the last day of the examination period can only be granted by the dean of the relevant faculty.

Prior to engaging in a formal reappraisal process, students are expected to contact the instructor to discuss the grade received and to request a review of their course work. Students should be aware that a request for a formal or informal grade reappraisal may result in the original grade being raised, lowered or confirmed.

Requesting a formal grade reappraisal

Students may make a formal request to the Office of the Registrar to have a final grade in a course reappraised.

Such requests for reappraisal must be submitted in writing and must include:

- The specific academic grounds on which the request for reappraisal is based.
- Any relevant supporting documentation.
- The remedy being sought; and
- Proof of \$30.00 payment (accounting receipt).

Requests received more than 10 working days following the release of final grade reports for the relevant semester shall not be processed. Grade reappraisals of academic work for which there is no tangible record, such as an oral presentation, a performance, an internship, placement or practicum, will normally not result in a change of grade. If the instructor or reappraiser is persuaded that there is some doubt about the accuracy or fairness of the grade in such work, the only available remedy may require the student to repeat the work.

Once the above materials are received, the Office of the Registrar will contact the relevant dean who will determine that the academic grounds relied upon by the student are sufficient and, if so, will commence the reappraisal process. The dean will be responsible for ensuring that the work is reappraised by an appropriate faculty member and for ensuring anonymity of both the student and the reappraiser. Prior to commencing the reappraisal, the dean will provide the reappraiser with information regarding the nature of the assignment and the rationale for the original grade. The student's request will be acknowledged by his or her faculty upon receipt. The dean will communicate the results of the reappraisal (including the reappraiser's comments) in writing to the student, the course instructor and the Office of the Registrar. The student will normally be informed of such results within 20 working days of the reappraiser having received the work.

Request for consideration of grade review (non-academic grounds)

Students may submit a formal request to the Office of the Registrar for a review of a final grade if their academic performance in a course was affected by significant extenuating circumstances beyond their control. Extenuating circumstances normally involve a significant physical or psychological event that is beyond a student's control and debilitating to his or her academic performance. Evidence of these kinds of extraordinary situations should include official documentation from an appropriate professional.

This route of reappraisal is intended to deal with those limited circumstances in which a request for deferral is not possible. A student who is aware that extenuating circumstances may affect performance will, wherever possible, seek Consideration of Missed In-term Course Work and Examinations as outlined in the procedures. Failure to do so may jeopardize the student's reappraisal.

The formal request for review must be submitted in writing within 10 working days of the notification of the student's final grade.

In all cases, the formal request must include:

- Specific details concerning the extenuating circumstances on which the grade reappraisal is requested and, where applicable, official supporting documentation from the appropriate professional.
- Any other relevant supporting documentation.
- The remedy being sought.

The student's request will be acknowledged by the relevant faculty upon receipt. It is expected that the student will normally be informed of the decision by the dean of the relevant faculty in writing within 20 working days of submitting the request for review.

Request for consideration for late withdrawal

Students may submit a request to the Office of the Registrar 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.). All relevant supporting documentation must accompany the request. 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.

Dean's List and President's List

Students in clear standing with a semester GPA of 3.5 to 3.79 on at least 80 per cent of a full course load at the end of a semester will receive the designation Dean's List on their transcripts. Students in clear standing with a semester GPA of 3.8 or higher on at least 80 per cent of a full course load will receive the designation President's List on their transcripts.

Documents and student files

Documents submitted pursuant to these regulations become the property of the university and are protected under applicable privacy legislation. Original copies of documents are the property of the university and will not be returned to the student.

Official student academic records deemed to have archival value and preserved in the university archives shall be made available to researchers authorized by the university in accordance with applicable privacy legislation.

Curriculum substitution

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.

Academic conduct and professional suitability

Faculty members and students share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aims and principles of the pursuit of education, as well as the intellectual property of others. Academic misconduct impedes these goals, disrupts the activities of the university community and is punishable by appropriate disciplinary action.

It is the responsibility of students to be aware of the actions that constitute academic misconduct, the procedures for launching and resolving complaints, and the penalties for commission of acts of misconduct. A lack of familiarity with the university's policy on academic conduct and misconduct on the part of a student does not constitute a defence against its application.

Academic misconduct

Academic misconduct includes, but is not limited to:

- Unreasonable infringement on the freedom of other members of the academic community (e.g., disrupting classes or examinations, harassing, intimidating, or threatening others);
- Violation of health and safety regulations in a laboratory or other setting.
- Cheating on examinations, assignments, reports, or other work used to evaluate student performance. Cheating includes, among other things, copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, use of unauthorized aids, or submitting work prepared in collaboration with other member(s) of a class, when collaborative work on a project has not been authorized by the instructor.
- Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments.
- Plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own, including images, designs, processes, computer software, digital, audio and video files, Internet resources and other works without appropriate attribution or credit. The use of other people's work must be properly acknowledged and referenced in all written material.
- Obtaining by improper means examination papers, tests, or similar materials; use or distribution of such materials to others.
- Falsifying academic records, including tests and examinations, or submitting false credentials for purpose of gaining admission to a program or course, or for any other purpose.
- Misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretences, or altering certificates for the purpose of misrepresentation.
- Submission of work when a major portion has been previously submitted or is being submitted for another course, without the expressed permission of all instructors involved.

Professional unsuitability

Students in programs leading to professional certification must demonstrate behaviour appropriate to practice in those professions. Where a dean determines that behaviour inconsistent with the norms and expectations of the profession has been exhibited by a student, that student may be immediately withdrawn from the program by the dean or subject to one or more of the sanctions described below.

A student demonstrating professional unsuitability may be immediately suspended from any practicum, field work or similar activity at the discretion of the dean pending a final decision.

Sanctions

If a student is deemed to have committed academic misconduct or are alleged to have demonstrated behaviour inconsistent with professional suitability, one or more of the following disciplinary sanctions may be imposed. The severity of the sanction will be determined by the nature of the misconduct or professional unsuitability and the student's past record of conduct. Students found guilty of successive acts of misconduct will receive increasingly severe sanctions, not limited to the following:

- Resubmission of the piece of academic work in respect of which the misconduct was committed, for evaluation.
- A written reprimand, warning the student that the behaviour was unacceptable and that further misconduct will lead to additional sanctions. A copy of the reprimand will be placed in the student's file, but no notation will appear on the transcript.
- Submission of a failing grade in an examination, test, assignment or course.
- Disciplinary probation for the remainder of the student's registration in ~~his/her~~ their -current program of study. A note to this effect will be placed in the student's file, and a notation may appear on ~~his/her~~ their transcript. Any further offence will lead to a more severe sanction.
- Expunging of grades or revoking of degrees.
- Restraining orders or monetary restitution where appropriate in the case of threats, harassment, or damage to property.
- Suspension from attendance in a course, a program, a faculty, or the university, for a period not less than one term (fall or winter) and not exceeding three years as deemed appropriate. While suspended, a student may not register, and loses the right to attend lectures, write examinations, and receive payment from university sources. Courses taken elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's

file and will appear on ~~his/her~~ their transcript. The conditions of suspension will specify the length of time such notice will remain on the student's transcript.

- Permanent expulsion from the university. A note to this effect will be placed in the student's file and will remain on ~~his/her~~ their transcript.
- Such other sanctions as deemed appropriate.

Launching and resolving complaints

With respect to all accusations of academic misconduct or professional unsuitability, students are presumed innocent until the contrary has been established. Decisions regarding the commission of academic misconduct or professional unsuitability shall be determined using the balance of probabilities as the standard of proof. A record of all allegations of misconduct, along with details of the resolution, will be entered into the central transcript kept by the Office of the Registrar.

Faculty and staff who have reason to believe that an act of academic misconduct or professional unsuitability has been committed should report the matter promptly based on the determination of the act being a lesser or major offence.

- Lesser academic offences include assignments and tests that are worth ~~25% per cent~~ or less of the total possible grade for the course that are first offences. In other words, if an assignment or test is worth ~~20% per cent~~ but it is a ~~2nd~~ second offence, then the case should be treated as a major (or more serious) academic offence.
- Major academic offences include assignments and tests that are worth more than ~~25% per cent~~ of the final grade or is a repeat offence, or the nature of the offence is severe, or the offence is related to a Final Examination.

Students who have reason to believe that an act of academic misconduct has been committed should report the matter promptly to the instructor responsible for the course in which the act was committed.

Alleged acts of professional unsuitability should be reported to the dean or dean's designate of the faculty in which the student is enrolled.

Dealing with lesser academic offences

In the following circumstances, the course instructor may choose to deal with allegations of academic misconduct:

- The offence relates to a piece of academic work representing 25 per cent or less of the final grade in the course.
- The student has committed no other academic offence before.

- The student admits to having committed the offence.
- The student consents to the sanction proposed by the course instructor.

In such circumstances, the sanction proposed by the course instructor will consist of resubmission of a piece of academic work, a written reprimand, or submission of a failing grade for the piece of work. The course instructor may also choose to deal with these cases personally or to refer them to the course dean or dean's designate for action. The student may also elect to have the matter referred to the course dean or dean's designate. Before acting, the course instructor must check with the Office of the Registrar to see whether any record of any previous academic offence(s) had been deposited in the student's file. For a first lesser academic offence, the course instructor is responsible for notifying the student of the offence and securing the student's written acknowledgement that they had committed the offence, that they agree to the sanction, and that they agree that no appeal may be taken from this sanction. Upon notification, the student will have five working days in which to respond to the allegation. If no response is received within the time period, the instructor will refer the matter to the course dean or dean's designate for formal resolution. In any event, the course instructor shall notify the Office of the Registrar of the offence. This material will be placed in the student's file for future reference but no notation will appear on the academic record. Lesser academic offences resolved by agreement between the course instructor and the student may not be appealed.

Complaints resolved by the dean or dean's designate

If a complaint of academic misconduct cannot be resolved by a course instructor, or if the course instructor or the student refers the complaint to the course dean or dean's designate, the dean or dean's designate shall be responsible for addressing the complaint.

A student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and sanction imposed. Once notified of an unresolved complaint relating to academic misconduct and/or professional unsuitability, the dean or dean's designate shall notify the Office of the Registrar to put the student's account on hold and refer the matter to an academic integrity committee comprised of the dean's designate and two members of the academic staff to investigate the complaint and recommend a resolution. In cases where the resolution may result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled, the deans or dean's designates of both the faculty responsible for the course in which the offence was committed and the faculty in which the student is enrolled must consult and agree on the sanctions coming from the offence. If the deans or dean's designates cannot agree on the sanctions, the final resolution will rest with the Provost or Provost's designate. Once a final resolution has

been determined, the course dean or dean's designate will notify the parties and the Office of the Registrar in writing.

Dealing with professional unsuitability

All allegations of professional unsuitability must be addressed by the student's home dean or dean's designate.

Procedures for formal resolution

The dean or dean's designate must inform the student, in writing, of the allegations, the possible sanctions and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The academic integrity committee will meet with the student to hear the response. The student is entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advance written notice is given of the identity of the advisors.

The academic integrity committee shall conduct an investigation of the allegations and response, and make its recommendation to the dean or dean's designate within 10 further working days. The dean or dean's designate will notify the parties and the Office of the Registrar of the decision in writing.

Transcript notations and appeal process

Transcript notations for academic misconduct will include the following range of notations: grade of F assigned for [course number] for academic misconduct; suspended for academic misconduct for [dates of suspension]; suspended for professional unsuitability; and permanently expelled for academic misconduct. Transcript notations will normally be recorded on the academic transcript for a minimum of two years.

A student may apply to the academic appeals committee to have the notice of suspension and/or transcript notation expunged from ~~his/her~~ their academic record after a minimum of two years from the last offence. If the appeal is granted, the Office of the Registrar will be notified to remove the notation.

Transcript notations for students who are suspended for professional unsuitability or permanently expelled for academic misconduct will remain on their academic record and cannot be appealed.

Academic accommodation for students with disabilities

Students with disabilities may request to be considered for formal academic accommodation in accordance with the Ontario Human Rights Code. Students seeking accommodation can find more information about Student Accessibility Services at uoit.ca.

Residency requirements

At least half of a student's courses must be from among ~~the university's UOIT~~ course offerings in order to meet the residency requirements for graduation. In exceptional circumstances, with sufficient advance notice, or in the case of special agreements with other universities, a dean may reduce this requirement to 25 per cent. Such cases are reported to Academic Council for information.

Conferral of degrees

Degrees will be deemed conferred at the time of Academic Council approval, and notation of the degrees awarded will be entered on the students' records. All students who are awarded a degree are eligible to attend the session of convocation that immediately follows the date of conferral.

Graduation with distinction

At the time of graduation, students who have achieved a cumulative GPA of 3.50 to 3.79 will have the words "with distinction" added to the degree parchment and to the degree notation on the transcript. Students who achieve a cumulative GPA of 3.80 or higher will have the words "with highest distinction" added to the degree parchment and to the degree notation on the transcript.

Graduation notwithstanding a deficiency

In exceptional circumstances, a dean may recommend to Academic Council that a student receive a degree or other qualification notwithstanding the fact that the student has not completed all normal academic requirements.

Time limits

Generally, students must complete a degree program within a number of years equal to twice the length of time it would take to complete the program on a full load basis. Students unable to complete the degree within the time limit must apply for an extension of the degree program to ensure continued eligibility to graduate. Applications for extension will be considered at the discretion of the dean and will normally be granted

only in exceptional circumstances. If an extension is not granted, a student will be dismissed.

Second degrees

Students holding a ~~UOIT~~ degree with the university may pursue a second degree providing there is no substantial overlap in degree requirements. A Second Degree requires the completion of all required courses for both degree programs. The maximum advanced standing that can be awarded towards a second degree is 50 percent of the credits from the first degree. No more than 12 credit hours of the second degree can be taken at another institution.

Examination and grading policy

This policy provides a framework to guide the effective administration and scheduling of in-term course work and examinations and the submission and release of final grades.

Appeals to the Academic Appeals Committee

Decisions eligible for appeal

An exhaustive list of formal decisions eligible for appeal to the Academic Appeals Committee is set out below. All other decisions shall be deemed final.

- Decisions of the dean/delegate relating to:
 - Academic Standing (review of academic standing);
 - Grade Reappraisals and Appeals; or
 - Time Limits; or
 - The imposition of disciplinary penalties during an appeal.
- Decisions of the Academic Integrity Committee relating to academic conduct/misconduct or professional suitability
- On the basis of procedural irregularity only, any other decision for which the Academic Appeals Committee grants leave to appeal.

Process for submitting an appeal

Appeals submitted to the Academic Appeals Committee must be submitted within 10 working days of the original faculty-level decision and must contain:

- The specific decision which is being appealed;
- The form of redress requested;
- The specific grounds on which the appeal is made;

- A summary of the evidence in support of these grounds;
- The complete text of the decision being appealed; and
- The text of the relevant procedural regulations (if any) allegedly violated or otherwise deemed applicable to the case.

Appeals to the Academic Appeals Committee will be permitted only on the grounds of:

- New evidence, i.e., evidence relevant to the decision made at the faculty level, but through no fault of the appellant not presented at that level. Generally speaking, events or performance subsequent to the faculty-level decision are not to be construed as new evidence; or
- Evidence of procedural irregularity in the original consideration of the case.

Status during an appeal

Under normal circumstances, disciplinary penalties will not be enforced before an appeal is decided, nor will official transcripts be issued. In cases where continued attendance by the student would have a detrimental effect on the student or others (including, but not limited to circumstances where issues of safety and security to the individuals or property are involved), the dean of the relevant faculty may determine that the penalty imposed by the faculty will stay in effect until the completion of the appeal proceedings. If the appeal is granted, formal registration will be reinstated or the matter remitted back to the dean or provost for reconsideration as appropriate.

Glossary

Academic standing:	A student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.
Academic year:	The period from September 1 to August 31.
Appeal:	The request for review of a judgment regarding the application of regulations.
Auditing student:	A student attending classes but not receiving credit for courses. Auditing students will be charged full course fees. No indication of an audited course is given on an official transcript.
Award:	A general term used to mean any presentation, monetary or otherwise, made to a student.
Bridge:	A prescribed set of courses, and/or other units of study, research and practice that leads to qualification for entry into a degree program. It is comprised of a maximum of 72 credit hours, including up to 15 credit hours of bridging courses that may be credited toward the completion of a particular degree.
Bursary:	A monetary award given to a student where the primary criterion is financial need.
Calendar day:	Any day of the week, including Saturdays and Sundays, on which business can be conducted.
Certificate program:	A stand-alone program of study consisting of a prescribed set of non-degree, non-credit courses.
Challenge for credit:	The request for academic credit resulting from experience or knowledge gained elsewhere for which transfer credit cannot be awarded.

- Cooperative education:** A program of three or more alternating work term periods that is integrated with an undergraduate degree program. It is comprised of at least 9 nine credit hours of work placement that are each at least four months in duration and must meet the requirements of the Canadian Association for Cooperative Education Accreditation Council. The cooperative education program appears on the academic transcript and on the degree parchment.
- Corequisite:** A course that must be taken concurrently with the course for which it is required.
- Course:** 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.
- Credit hour:** The 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.
- Credit restriction:** Where two or more courses are closely related, credit may be limited to one of the courses.
- Cross-listings:** The practice of offering a single course under two different course codes.
- Degree:** An academic credential awarded upon successful completion of a prescribed set and sequence of requirements as specified by a program that meet a standard of performance consistent with university and provincial degree level expectations.
- Diploma:** An academic credential awarded upon the successful completion of a prescribed set of degree credit courses as specified by a program. UOIT-University of Ontario Institute of Technologyw2 diplomas are classified as concurrent and/or direct entry.
- Double major:** A strictly defined pair of majors attached to a single degree. It requires satisfactory completion of all required courses in both the primary and secondary major. A minimum of 24 additional credit

hours in the second major is required. Both majors appear on the academic transcript and on the degree parchment.

Examination: 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.

Exchange student: A student participating in a formalized exchange program with another university. Such students normally pay fees at their home institution and take courses at the host institution.

Final examination: An examination scheduled during the final examination period.

Final examination period: The period of calendar days stated in the Academic Schedule that is set aside in each semester and/or session for the administration of final examinations.

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 for the achievement of the degree and/or major the student is registered in.

Honours undergraduate degree: An undergraduate degree with increased depth in a particular area of study. It can be completed as a first degree requiring a minimum of 120 credit hours.

Major: A prescribed set of courses, and/or other units of study, research and practice in an area of disciplinary or interdisciplinary study within an honours undergraduate degree. It requires at least 36 credit hours of study. The major appears on the academic transcript and on the degree parchment.

Minor: An optional secondary area of study requiring a minimum of 18 and a maximum of 24 credit hours (including all prerequisites). A student

may not declare a major and a minor in the same discipline. The minor appears on the academic transcript, but does not appear on the degree parchment.

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

Program: 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.

Registration: The process of selecting, enrolling in, and being assessed fees for courses.

Registration period: In a semester, the period extending from the first day of registration to the tenth lecture day, as stated in the academic schedule. In a session, it is the period extending from the first day of registration to the fifth lecture day.

Scholarship: A monetary award to a student based primarily on academic merit, although other criteria may be considered based on donors' requirements.

Second degree: A second degree program pursued after the first. It requires the completion of all required courses for both degree programs. The maximum advanced standing that can be awarded towards a second degree is 50 percent of the credits from the first degree. No more than 12 credit hours of the second degree can be taken at another institution.

Semester: ~~Sixty~~ 60 days of lectures and a final examination period.

Session: 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.

- Special student:** A student taking courses but not seeking a degree. With the permission of the dean, such a student may subsequently be admitted to a degree program in which case courses already taken may be used to satisfy undergraduate degree requirements. Special students register formally in courses, with the consent of the instructor; such students submit assignments, write examinations, receive grades and may request an official transcript. Such students are charged full course fees.
- Specialization:** A focus in a particular area of a major requiring a minimum of 9 and a maximum of 15 credit hours. A specialization appears on the academic transcript, but does not appear on the degree parchment.
- Transcript:** The complete report of a student's academic record.
- Transfer credit:** Academic credit granted for work completed at an institution other than ~~UOIT~~ [the university](#).
- Undergraduate degree:** A degree that can be completed as a first degree, requiring a minimum of 90 credit hours of study.
- Undergraduate diploma:** A prescribed set of degree credit courses and/or other forms of study that can be undertaken as a stand-alone program or to complement an undergraduate degree program. An undergraduate diploma is comprised of 18-30 credit hours of undergraduate level study.
- a) A **concurrent undergraduate diploma** is offered in conjunction with an undergraduate degree, which requires that the candidate be already admitted to an undergraduate degree.
- b) A **direct-entry undergraduate diploma** is a stand-alone, direct-entry program, developed by a unit already offering a related undergraduate or graduate degree.
- Visiting student:** A student admitted to another post-secondary institution, attending ~~UOIT~~ [the university](#) on a letter of permission.
- Waiver:** Permission granted by the appropriate authority for exemption from a particular program requirement and/or a particular university regulation.

Working day: Any day, excluding Saturdays, Sundays, statutory holidays and university closures, on which business can be conducted.

Administration of Graduate Studies

Dean of Graduate Studies

The role of the Dean of Graduate Studies is central to all major academic and administrative graduate study activities.

Responsibilities

The responsibilities of the Dean of Graduate Studies include the following:

- Provide leadership, strategic planning and vision, particularly in the growth and development of graduate programs and activities.
- Administer all regulations relating to graduate studies.
- Chair the Graduate Studies Committee of Academic Council.
- Represent graduate studies at Academic Council.
- Represent the university's graduate studies to internal and external individuals and groups.

Graduate program directors

Each faculty and/or program has a graduate program director. This role is of critical importance to ensuring the success of the program and its students.

Graduate program directors should have a strong interest in students and their success, thoroughly understand [the university UOIT's](#) policies and procedures for graduate studies and be available on a regular basis to assist students seeking advice on issues related to their studies.

The graduate program director is accountable to the dean of the faculty and, with respect to graduate activities, to the Dean of Graduate Studies.

Appointment

The graduate program director is appointed by the dean of the home faculty, in consultation with the Dean of Graduate Studies. The duration of the appointment may be two or three years, at the discretion of the home faculty dean, with opportunity for reappointment.

Responsibilities

Each graduate program director has a formal role and responsibilities relating to the Graduate Studies Committee of Academic Council, including nominations, supervisory committees, student awards and similar matters.

The main duties of the graduate program director include the following:

- Ensure that all graduate studies policies and procedures are administered fairly and correctly and are communicated to students in their program.
- Chair the academic committee for the program and make recommendations to the Dean of Graduate Studies regarding the admission of applicants.
- Approve a program of study for each student and provide advice regarding changes to a student's status or program.
- Appoint a faculty advisor or research supervisor for each student.
- Where applicable, work with the student and research supervisor to form a supervisory committee and appoint a committee chair.
- Recommend external examiners to the Dean of Graduate Studies.
- Consider requests from students to defer an examination.
- Consider the approval of changes to a student's grade.
- Liaise regularly with the Dean of Graduate Studies and, as needed, with the Registrar.
- Maintain student records and forward to the appropriate ~~UOIT~~ office(s), as required.
- Provide advice, as needed, to units and bodies such as the Graduate Studies Committee of Academic Council.
- Help ensure that graduate students have the necessary resources, facilities and support.
- Co-ordinate financial assistance (including assistantships and fellowships) for graduate students.
- Help monitor the progress of graduate students.
- Provide input and assistance, as requested, for the creation and review of graduate programs.
- Mediate, as needed, in conflicts or disputes between a graduate student and ~~their~~~~his or her~~ research supervisor.
- Co-ordinate graduate student recruitment activities for the program.

Graduate faculty appointments

Graduate faculty must have an academic appointment at [The University of Ontario Institute of Technology](#)~~UOIT~~.

All faculty members listed in the new proposal briefs are automatically considered for a graduate appointment as determined by the criteria set out below. Faculty members wishing to become graduate faculty are normally nominated by the graduate program director in consultation with the home dean(s) for the program and/or the faculty member's home dean(s) if applicable.

The updated graduate faculty list is published annually in the Graduate Calendar. It is the responsibility of the graduate program director to keep an up-to-date list of eligible faculty members who participate in a graduate program.

Categories of graduate teaching and supervision privileges

There are three categories of graduate teaching and supervision privileges: graduate faculty, associate graduate faculty and emeritus graduate faculty.

Graduate faculty

Graduate faculty are ~~UOIT~~ tenured and tenure-track faculty members at the university who are authorized to participate in a graduate program on a regular and sustained basis. These privileges are renewable for a program whenever it is appraised or audited. Graduate faculty are authorized to perform a variety of activities, including serving as a research supervisor or co-supervisor or as a member of a student's supervisory committee, participating in an examining committee, teaching graduate-level courses, acting as a faculty advisor, and mentoring and advising graduate students in all aspects of their program. Graduate faculty have a research program that includes externally refereed publication and experience that is appropriate for the graduate program. Being the sole supervisor of a PhD thesis student is restricted to graduate faculty who have advanced experience as appropriate for the graduate program.

Associate graduate faculty

Associate graduate faculty may be tenured, tenure-track, definite-term or continuing appointments. They may also be adjunct appointments.

Associate graduate faculty may be appointed to serve on a supervisory committee. They may also be allowed to teach graduate courses and participate on an examining committee. Associate graduate faculty may be restricted in their privileges.

Associate graduate faculty appointments do not exceed three years and are renewable.

In no case may associate graduate faculty serve as the sole thesis supervisor of a graduate student. Individuals with associate graduate teaching and supervision privileges may assist with the direction of a graduate student's research, following approval by the graduate program director, through appointment as a thesis co-supervisor. In this case, however, one of the co-supervisors must be a member of the graduate faculty for that graduate program.

Emeritus/emerita graduate faculty

Retired tenured ~~UOIT~~ faculty members of the university may be appointed as emeritus/emerita graduate faculty. Emeritus/emerita graduate faculty may be appointed to serve on a supervisory committee. They may also be allowed to teach graduate courses and participate on any examining committee. Emeritus/emerita graduate faculty may be restricted in their privileges.

In no case may an emeritus/emerita graduate faculty serve as the sole thesis supervisor of a graduate student. They may assist with the direction of a graduate student's research, following approval by the graduate program director, through appointment as a thesis co-supervisor. In this case, however, one of the co-supervisors must be a member of the graduate faculty for that graduate program.

Emeritus/emerita graduate faculty appointments do not exceed three years and are renewable.

Review of graduate faculty appointments

A graduate faculty appointment is normally effective until the program is subject to an external appraisal or internal audit, at which point all faculty members are re-evaluated for graduate teaching and supervision privileges. However, it is expected that faculties will continually review the standing of all individuals holding a graduate faculty appointment.

Graduate faculty membership may be changed, restricted or removed based on factors such as:

- The graduate faculty member has not demonstrated adequate scholarly contributions within the last three years.
- The graduate faculty member has been deemed not to have performed adequately and appropriately in their/her/his role.
- The graduate faculty member has not taught at the graduate level or served as the primary supervisor over the past three years.
- The graduate faculty member has departed from the university.

Depending on the circumstances, the review may be initiated at various times and in consultation with the graduate program director, home and program dean and the Dean of Graduate Studies.

Appeals

Faculty members who are denied a graduate faculty appointment may appeal their case to the Graduate Studies Committee of Academic Council for a final decision.

Program

Program format

In some master's programs ~~at UOIT~~, students may choose between one or more formats such as a thesis, project or a course work option. The program format and options are specified in this academic calendar and in other program information.

Some master's programs require students to write a thesis, while other programs require a project, major paper or other work. The thesis, project or major paper is a central part of the student's program and helps fulfill one of [the universityUOIT](#)'s mandates: to promote the generation of knowledge through scholarly research of the highest quality.

A thesis is an original work that is overseen by a research supervisor and a supervisory committee. The thesis is worth at least nine credits and involves an oral examination that includes an assessment by an external examiner. A project or major paper for a master's degree is an original work that is supervised by a research supervisor and includes a second reader. Projects and major papers are worth at least six credits and do not require an oral examination or an external examiner.

A PhD student must prepare a written research proposal and pass an oral candidacy exam. Each PhD candidate's research and dissertation are overseen by a research supervisor and a supervisory committee. The dissertation must be defended before an examining committee. A PhD dissertation involves intensive research and constitutes a new contribution to the field of study.

New graduate programs and review of existing programs

When developing new graduate programs or reviewing existing ones, the university~~UOIT~~ follows the Quality Assurance Framework of the Ontario Universities Council on Quality Assurance.

Admission policies and regulations

Application procedure

Applications for admission to graduate studies programs are submitted online through the Graduate Studies website at gradstudies.uoit.ca/applynow.

Supporting documentation shall be submitted to the following address:

School of Graduate and Postdoctoral Studies
University of Ontario Institute of Technology ~~(UOIT)~~
Campus Corners, Suite 1400
2000 Simcoe Street North
Oshawa, Ontario L1H 7K4
Canada

Application deadline dates

Prospective students should refer to gradstudies.uoit.ca/deadlines for application deadlines. Applications submitted after published deadlines may be considered on an individual basis.

Assessment of eligibility

Stated grade requirements are normal minimum requirements. The actual cut-off levels for admission cannot be determined until applications are received. Preference is given to students presenting the strongest admission averages. Students whose grades have been affected by exceptional circumstances that can be documented are encouraged to write to the School of Graduate and Postdoctoral Studies with appropriate information.

The School of Graduate and Postdoctoral Studies ~~at UOIT~~ requires full disclosure of all marks achieved in all attempts at post-secondary courses.

Applicants seeking information on the applicability of their educational backgrounds may seek informal guidance from the School of Graduate and Postdoctoral Studies, if their circumstances are straightforward. Applicants wanting a formal assessment of their credentials prior to application should

contact a credential evaluation service. Official determination of admissibility and transfer of credit cannot be made until the point of application.

Regardless of educational background, all applicants to graduate programs must have specific prerequisite subject knowledge for their intended program of study. The prerequisite subjects for each program and other program-specific requirements are listed in the faculty sections of this calendar and on the Graduate Studies website. Normally, courses taken more than eight years prior to application will not be accepted. Individuals in this situation may apply as non-standard applicants. They may also be required to upgrade the prerequisite courses for their intended program of study. See non-standard applicants for more information.

Honesty in applications

Students must declare fully their educational history when applying to the university. Students must also advise the School of Graduate and Postdoctoral Studies should they attend another post-secondary institution while registered as a student at [the university-UOIT](#). Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the university, including possible revocation of degrees awarded.

Admission requirements

Academic requirements

The academic requirements listed in this section have been established by the School of Graduate and Postdoctoral Studies and are the minimum required for entry into a graduate program [at UOIT](#). Some programs may have additional requirements, which could include higher GPA requirements than those listed. Applicants should refer to the Graduate Studies website for program-specific requirements. Please note that satisfaction of minimum entry conditions does not ensure admission.

Master's programs

Minimum academic requirements for [UOIT](#) master's programs:

- Hold a four-year honours degree or equivalent from a recognized institution in the area of graduate study or a closely related subject.

- Overall academic standing of at least a B average (GPA: 3.0 on a 4.3 scale), with a minimum B average in the last two full-time years (four semesters) of undergraduate work or equivalent.

Doctoral programs

Minimum academic requirements for ~~UOIT~~ doctoral programs:

- Completion of a research project or thesis-based master's level degree from a recognized institution in the same area of graduate study or a closely related subject.
- A minimum B+ average (GPA: 3.3 on a 4.3 scale).

Graduate diplomas

Minimum academic requirements for ~~UOIT~~ graduate diploma programs:

- Hold a four-year honours degree or its equivalent from a recognized institution in the area of graduate study or a closely related subject.
- A minimum B-minus average (GPA: 2.7 on a 4.3 scale).

Supporting document requirements

A number of supporting documents must be submitted to the School of Graduate and Postdoctoral Studies to complete an application for admission. Some programs may have additional requirements than those listed. Applicants should refer to the Graduate Studies website for program-specific requirements and for specific instructions related to the submission of documents.

Applicants must submit the following supporting documentation with their application:

- A minimum of two letters of recommendation must be completed by individuals having direct knowledge of the applicant's academic and/or relevant professional competence. Some programs may have additional requirements.
- Proof of English proficiency if the first language is not English. See the policy on English language proficiency.
- One official or certified copy (certified by the institution) of each previous undergraduate and graduate transcript.
- A one- to two-page statement of academic intent outlining the applicant's objectives in undertaking graduate study.
- A photocopy of the applicant's degree parchment(s).
- Any required program-specific documentation.

Applicants may also be asked to submit a brief description of the courses listed on the official transcripts or provide a copy of the relevant calendar in which they are listed.

Transfer from a thesis-based master's to a PhD program

This transfer option is for exceptional students who have demonstrated superior academic credentials and outstanding research potential in their master's degree program. Applicants are considered on a case-by-case basis and may not be considered at all in some programs. If a transfer from a master's degree to a PhD degree is allowed in a program, the following criteria must be met before a transfer from a master's to a PhD program can be considered:

1. Completion of a full master's program of course work with at least an A-minus average.
2. Significant progress in the student's master's research project.
3. Strong evidence of ability for advanced independent research.
4. Approval of the transfer by the research supervisor(s), supervisory committee, the graduate program director and the Dean of Graduate Studies.
5. Satisfactory completion of the PhD candidacy exam.

A judgment of satisfactory in the candidacy exam allows the student to transfer from a master's to a PhD. Upon transferring, the student must fulfill all other requirements for the PhD. If the judgment is unsatisfactory, the student will continue in the master's program. There will be only one examination allowed for the transfer from a master's to a PhD.

Some faculties may have specific requirements pertaining to transfer from a thesis-based master's to a PhD program. Please refer to the following sections: Applied Bioscience, Electrical and Computer Engineering, Materials Science, Mechanical Engineering, Modelling and Computational Science, and Nuclear.

Transfer from a PhD to a master's program

Graduate students may apply to transfer from PhD to master's programs. Transfers are only permitted if they are appropriate for the graduate student's personal and/or professional goals. PhD students who are not performing at a satisfactory level in their doctoral program normally will not be considered for transfer to a master's program.

Transfer credits

~~The university~~ ~~UOIT~~ adheres to the General Policy on the transfer of course credits, as adopted by the Council of Ontario Universities. While learning experiences may differ in a variety of ways, course substance may be virtually equivalent in terms of course content and rigour. When possible, acceptance of transfer credit should allow maximum recognition of previous learning experiences in university-level courses.

Credits from other universities within and outside Canada are evaluated on an individual basis. Credit is subject to the university's residency requirement and to faculty-specific regulations.

All course credit transfers into graduate programs require the approval of the graduate program director of the faculty delivering the equivalent course. Graduate courses are not considered for transfer credit if they were completed more than eight years prior to admission or if the grade received in the course is below B-minus (70 per cent). Transfer credits are indicated by a T on the student's transcript and are not included in the calculation of the GPA ~~at UOIT~~.

Students may request to have the outcome of an application for transfer credits re-evaluated on the basis of new information or additional clarification. The request should be directed to the Dean of Graduate Studies who will refer the case back to the appropriate admissions committee for a final decision. The request must be lodged in the academic term in which the application for transfer credit is made.

Normally, transfer credits must not have been credited towards an acquired degree or other academic credential.

English language proficiency

All applicants are required to give evidence of their oral and written proficiency in English. This regulation outlines the standard ways that applicants must use to satisfy the English language proficiency requirement. If an individual program requires higher levels of proficiency or a difference in what is needed to demonstrate English language proficiency, this is listed in the individual program requirements.

The English language proficiency requirement may be satisfied with one of the following:

- Your mother tongue or first language is English.
- You have studied full-time for at least three years (or equivalent in part-time studies) in a university degree program where the language of

instruction and examination was English or you have completed a university degree program where the language of instruction and examination was English. You may be asked UOIT may ask you to provide official verification from your university that the language of instruction and examination was English. Please note: The minimum three-year requirement does not include full-time enrolment in English as a Second Language (ESL) programs.

- You have successfully completed all levels of an approved ESL program that has been designed for university preparation. Information on whether a particular program is approved as satisfying the English proficiency requirement can be obtained from the School of Graduate and Postdoctoral Studies.
- You have achieved the required proficiency as listed below on one of the tests in English language acceptable to the university UOIT. Test results dated more than 24 months prior to the date of the application for admission to the university UOIT will not be considered. An official test score is required.

Please note: If you take an approved English language proficiency test, then its score shall prevail as the determining evidence of your English language proficiency.

The following table includes the minimum acceptable scores for English language proficiency tests at the university UOIT. If higher scores are required by a particular program, these are specified in the individual program requirements. It is also important to note that English language proficiency requirements may be higher for employment, including teaching assistant duties.

TOEFL (iBT)	83-87 (Minimum sub-scores: Listening 20, Reading 20, Speaking 19, Writing 20)
TOEFL (paper-based)	560
IELTS*	6.5
MELAB	85

CAEL	70 (with no sub-score below 60)
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*[TheUOIT's](#) School of Graduate and Postdoctoral Studies only accepts IELTS scores in the Academic testing format.

Scores from the IELTS General Training format will not be accepted.

Applicants are advised to consult the Graduate Studies website for the most current requirements for their program.

Applicants must arrange for original test scores to be sent directly from the testing centre to the School of Graduate and Postdoctoral Studies. [The universityUOIT's](#) TOEFL Code is 7178. Applicants need to provide this code to TOEFL at the time of testing in order for test scores to be forwarded to [the universityUOIT](#).

Notwithstanding the above, individual applicants may be able to establish their spoken and written English language proficiency through some other combination of education, work experience or testing. Individual candidates who wish to establish their English language proficiency other than the ways outlined in this section should contact the School of Graduate and Postdoctoral Studies. Despite the possibility of other options, please note that a test score from an approved English language proficiency test still prevails as the determining evidence of your English language proficiency.

The only exception to the English language proficiency admission requirement is if you are a Canadian citizen who has completed a degree at a Canadian university where the language of instruction is French.

[The universityUOIT](#) reserves the right to test the English language proficiency of all students and to require further English language training.

Types of graduate students and offers of admission

Regular student: Applicants meeting the minimum admission requirements are considered for admission as a regular student. Regular student offers of admission are either firm offers with no conditions, conditional offers or offers with additional requirements.

Conditional admission: Conditional offers of admission may include, but are not limited to, requirements for submitting full official documentation, completing a previous degree or attaining a minimum score on an ESL test. Conditional offers

of admission have time limits for the completion of conditions. The offer of admission will be rescinded if these conditions are not met.

Admission with additional requirements: Applicants who have some minor deficiency may be offered admission as a regular student with additional requirements. Offers of admission with additional requirements may include, but are not limited to, taking additional courses to make up for minor deficiencies or meeting other minor requirements or standards of performance. Offers of admission with additional requirements may have time limits. Meeting additional requirements are required for successful completion or continuation in a program.

Qualifying student: Applicants who do not meet the minimum admission requirements may be considered for admission to a qualifying term or terms. Applicants must be approved by the graduate program director who will prescribe a program of study to meet the admission requirements. During this time, the qualifying applicant will be admitted as a non-degree student until the qualifications outlined have been met and the qualifying student can be moved into regular student status. Courses taken and other work done during this qualifying period cannot be transferred for credit to the graduate degree or diploma.

All offers of admission for regular and qualifying graduate students are based on the recommendation of the graduate admissions committee for each program.

Special graduate student: Applicants who are non-degree or non-diploma seeking students may apply to take graduate-level courses for professional upgrading or personal interest. Applicants must apply through the School of Graduate and Postdoctoral Studies and successful students must receive faculty consent prior to registering for the course. Normally, courses taken as a special student cannot be transferred for credit to a graduate degree or diploma.

Classification of graduate students

Regular and qualifying students may be classified as full- or part-time.

Full-time status

Graduate students are considered full-time if they meet the following criteria:

- Pursue their studies as a full-time occupation.
- Formally identify themselves as full-time students on all documentation.

- Maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly.
- If employed by [the university](#)UOIT, 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](#)his/~~her~~ 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 terms: fall (September to December), winter (January to April) and spring/summer (May to August).

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.

Deferral of applications and offers

A request for a deferral of application or offer must be made in writing to the School of Graduate and Postdoctoral Studies.

Deferral of applications

A deferral of application is normally made after an application has been received by the university and before an offer has been made. Applicants may defer their application for up to one year. Where an application is deferred, the applicant will not have to reapply but will be reassessed for admissibility on a competitive basis in the relevant admission period.

Deferral of offers

Applicants who are offered admission may apply to defer their offer of admission for up to one year. The deferral must be requested before the start of the term in which the student is scheduled to begin. The deferral of offer specifies the new start-time(s) for the offer; this cannot be more than one year. Deferrals of offer

include a reassessment of scholarships, research assistantships, teaching assistantships and other funding commitments. An application for deferral of offer may be rejected. In such cases, an applicant will be given the option of a deferral of application for a specified start-time when it will be reassessed for admissibility on a competitive basis in the relevant admission pool.

Refusal of admission

Due to enrolment limitations and additional requirements in some programs, meeting the minimum requirements does not guarantee admission to the program. [The universityUOIT](#) may, at its sole discretion, refuse admission to an applicant even if the minimum admission criteria have been met.

Applicants who do not meet the minimum admission requirements and who are refused admission may be advised by the graduate program director to complete a prescribed set of undergraduate courses to upgrade their credentials in the hope of a more favourable consideration of the student's application at a later date. Students who successfully complete the prescribed set of undergraduate courses are not guaranteed admission to a graduate program. They must resubmit an application to the program in question and this will be considered with all other applications submitted for that application period.

Courses taken and other work done to upgrade a student's credentials cannot be transferred for credit to a graduate degree or diploma.

Students completing this undergraduate work apply and register as special students as defined in [the universityUOIT's](#) Undergraduate Academic Calendar and Course Catalogue.

Students with disabilities

The university welcomes supporting documentation from applicants with disabilities. Any documentation should be forwarded directly to the appropriate department by the application deadline. Applicants planning to study at either [university campusUOIT](#) location should submit documentation to [the universityUOIT's](#) Student Accessibility Services. The School of Graduate and Postdoctoral Studies, in co-operation with Student Accessibility Services, ensures that each applicant is treated in a fair and equitable manner.

Indigenous applicants

~~The university~~UOIT is dedicated to accessible education and recognizes that Indigenous people make valuable contributions to learning and discovery. An applicant who has self-identified as Indigenous to Canada, who has completed an undergraduate degree, but does not meet the minimum GPA for admission to a graduate diploma or master's program, may be considered for admission by the program and School of Graduate and Postdoctoral Studies based on additional factors such as the student history, cultural knowledge, work experience, educational goals and other achievements. For more information, contact gradstudies@uoit.ca.

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 form to the School of Graduate and Postdoctoral Studies. Such requests are subject to the admission requirements of the new program of study and final approval rests with the graduate admissions committee of the program. Changes are permitted only if space is available and all academic requirements are met. Students may be required to complete another application for admission. Program change requests must be submitted to the School of Graduate and Postdoctoral Studies before September 1 for the fall term, January 1 for the winter term and May 1 for the spring/summer term.

Non-standard applicants

Non-standard applicant status allows individuals the opportunity to demonstrate academic potential by other than conventional academic means.

Four years after completion of a baccalaureate degree in a relevant discipline, applicants who do not meet the normal minimum admission requirements may apply as a non-standard applicant to a master's level program. Non-standard applicants with a degree must have a minimum of four years of relevant professional experience.

Applicants who have not earned a baccalaureate degree but who have other relevant academic credentials and normally 10 or more years of extensive and relevant workplace experience may also be considered as a non-standard applicant for a master's level program.

Non-standard applicants must submit references that specifically make a case that the applicant has an aptitude for research and graduate education.

Non-standard applicants normally cannot receive transfer credit for any courses. In addition to meeting all university and program-specific admission documentation requirements, non-standard applicants must provide a resumé, a one- or two-page statement of academic intent and a qualification portfolio.

The statement of intent should cover the following points:

- Reasons for wanting to pursue graduate studies.
- Future career goals.

The qualification portfolio should include the following components:

- An explanation of how activities that they have engaged in, including work or volunteer experience, professional development activities, personal study and interests, have prepared them for success in graduate studies at university.
- Explanations/documentation for any previous poor academic performance.
- Samples of writing within a professional context (e.g., company reports) that demonstrate their academic potential.

In addition, non-standard applicants without a degree must demonstrate how they have satisfied the equivalent of the bachelor's degree-level expectations that have been established by the Council of Ontario Universities. By doing this, non-standard applicants without a degree must show how they have the equivalent of a relevant degree at an appropriate level of performance. These degree-level expectations are available from the School of Graduate and Postdoctoral Studies. Only a few programs will consider non-standard applicants without degrees, so please check with the School of Graduate and Postdoctoral Studies as to whether this is an option for a particular program. Non-standard applicants without degrees may be admitted into a qualifying program as a transition into full admission.

The format guidelines for non-standard applicants are available from the School of Graduate and Postdoctoral Studies.

Individual programs may request additional requirements and materials from non-standard applicants.

Visiting students

If certain conditions are met, ~~UOIT~~ 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~~UOIT~~.

Similarly, students from other universities within and outside Canada may apply to take courses at [the universityUOIT](#) that can be applied to their graduate work at the institution at which they are registered.

Visiting students within Canada - Ontario Visiting Graduate Student Plan and Canadian University Graduate Transfer Agreement

The Ontario Visiting Graduate Student Plan (OVGSP) permits a graduate student to take courses at other Ontario universities while remaining a registered student at ~~their~~[his or her](#) home institution. ~~S-UOIT~~ students must complete the OVGSP form and provide an outline of the course they wish to take, desired term and the reason for requesting such permission. The course must be a requirement of the student's program and the request must be formally approved by the graduate program director, as well as the student's faculty advisor or research supervisor, before it can be submitted to the School of Graduate and Postdoctoral Studies. Students from other universities wishing to register for graduate-level courses at [the universityUOIT](#) should contact the graduate studies office at their home institution for more information regarding the process.

Similarly, ~~UOIT~~ students wishing to take courses at institutions outside Ontario but within Canada may do so through the Canadian University Graduate Transfer Agreement (CUGTA). This agreement provides students in good standing enrolled in a graduate degree or diploma program at a Canadian Association of Graduate Studies member university the opportunity to take courses offered at another member institution (host) for transfer credit to the program at their institution (home). The conditions for eligibility, documentation and process are similar to those of OVGSP. The CUGTA agreement requires students to pay tuition for the course(s) concerned and applicable incidental fees at the host institution.

The minimum mark a student must achieve to have the course transferred is B-minus (70 per cent). The grade from the transfer credit is not included in the calculation of the GPA at [the universityUOIT](#). Once the course is completed, students are responsible for having copies of the final transcript from the host institution forwarded to ~~the~~[the UOIT](#) School of Graduate and Postdoctoral Studies for award of transfer credit.

Details and forms for OVGSP and CUGTA are available from the School of Graduate and Postdoctoral Studies or at gradstudies.uoit.ca/formsandpublications.

Only students who have been admitted without conditions or who have fully satisfied any conditions specified at the time of admission will be approved to apply for graduate courses at other universities through OVGSP, CUGTA or on a letter of permission (see visiting students outside Canada - letters of permission).

Visiting students outside Canada - letters of permission

~~UOIT~~ Students wishing to take courses at universities outside Canada may do so on a letter of permission. Such an arrangement must be approved in advance by the student's graduate program director in consultation with the student's faculty advisor or research supervisor, as applicable. 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 at the university. This allows the student to attend the host institution without formal admission. If the student is in clear academic standing and has the necessary prerequisite courses, the student shall complete a Letter of Permission Request form and submit the course outline(s) to the School of Graduate and Postdoctoral Studies. Students are required to meet any application requirements specified by the host institution.

Once the course is completed, students are responsible for having copies of the final transcript from the host institution forwarded to the ~~UOIT~~ School of Graduate and Postdoctoral Studies for award of transfer credit. The minimum mark a student must achieve to have the course transferred is B-minus (70 per cent). The grade from the transfer credit will not be included in the calculation of the GPA ~~at UOIT~~.

~~SUOIT~~ students at the university must apply for a letter of permission before taking a course elsewhere. Failure to do so could result in revocation of admission.

Students completing graduate programs at universities outside Canada can apply to complete individual courses at the university~~UOIT~~ on a letter of permission from their home university. Such students shall be admitted to the university~~UOIT~~ as non-degree students. Letter of permission students are required to submit a letter from the dean of graduate studies at their home university to the School of Graduate and Postdoctoral Studies at the university~~UOIT~~. This letter should confirm that the student is registered in a graduate program at the home university, approve the student's request to take the ~~UOIT~~ course and outline the expectations of work to be completed while at the university~~UOIT~~.

It is the responsibility of the students to ensure they have the necessary prerequisites and are academically prepared for the course. Students are responsible for any applicable application and letter of permission fees.

Readmission of former ~~UOIT~~ graduate students

Students previously admitted to the university~~UOIT~~, who have withdrawn from their program, are required to apply for readmission ~~to the university~~.

Graduate students who have been dismissed from the university~~UOIT~~ are not eligible to apply for readmission.

Registration policies and regulations

Session dates

Graduate students normally register for three academic semesters per year: fall (September to December), winter (January to April) and summer (May to August).

Degree requirements

All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study approved by the graduate program director of the program in which the student is registered.

Prerequisites/corequisites

Some courses have prerequisites or corequisites. Where a prerequisite is specified, the prerequisite must be taken prior to the course in question. Where a corequisite is specified, the corequisite must be taken at the same time or prior to the course in question. Prerequisites and corequisites may be waived with the permission of the graduate program director. Any student who requests such a waiver is responsible to ensure that they are~~he/she is~~ adequately prepared to proceed with the level of study required in the course. Inadequate preparation is not a basis for appeal of a final grade in a course for which a student has requested a waiver of prerequisite or corequisite.

Full-time/part-time status

Students are required to register as full-time or part-time students at the time of admission and registration. 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 Studies.

A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.

For definitions of full-time and part-time students, see classification of graduate students.

Selecting courses

Requirements for programs of study are listed in the program sections of this calendar. Students should become familiar with the degree requirements and plan their programs accordingly. Not all courses are offered in any one term or academic year. Elective offerings may vary from semester to semester. Students are advised to consult with their graduate program director, faculty advisor or research supervisor as part of the planning process. All courses in the student's program must be approved by the graduate program director.

Students cannot take courses for credit in addition to the course requirements for their graduate program.

Registration

Students must be registered in each term commencing with the term specified in their letter of offer and continuing until graduation.

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.

Inactivity and reinstatement

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. 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.

Inactivity and involuntary withdrawal

If the student fails to register for three consecutive terms, ~~their file his/her file~~ is closed and the student is withdrawn from the program. 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

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

Auditing courses

Graduate students are permitted to audit courses provided they have the approval of their supervisor (if applicable), graduate program director and the course instructor. Students who are auditing courses cannot submit assignments for evaluation or receive a grade for the course.

Taking graduate courses outside the program

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. Students may be charged fees in addition to their regular program fee for such courses.

Cotutelle

The purpose of the cotutelle policy is to enrich the research experience of doctoral candidates and encourage increased international research collaboration, thus enhancing ~~the university~~UOIT's international profile and reputation.

Any full-time student registered in a PhD program ~~at the university at UOIT~~ is eligible for a cotutelle agreement.

The cotutelle policy and cotutelle procedure can be found in the university's policy library.

Course changes and voluntary withdrawal

Students may add courses with the approval of the graduate program director within the first two weeks of lectures in any given semester. Students may drop courses without academic penalty within the first 75 per cent of the semester. Withdrawal from courses within this time frame will be noted on the student's record with W. The W will not affect the GPA. However, a large number of W grades may affect the way a transcript is viewed by other post-secondary institutions or potential employers. Students should see the academic schedule for specific add and drop deadlines. Financial deadlines may differ from these dates.

Withdrawal from a course can have implications for the student's academic program. Students are advised to consider all course changes carefully. 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, are academically and financially responsible for that course.

Program changes

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

Second degrees

A student holding a ~~UOIT~~ graduate degree from the university may pursue a second degree in another discipline as long as the admission requirements of the program to which the student is applying are met.

Residency requirements

At least half of a graduate student's courses must be from the university's~~UOIT~~ course offerings in order to meet the residency requirements for graduation. Some master's programs may also have an on-campus residency requirement of up to 12 months. Some PhD programs may also have an on-campus residency requirement of up to 24 months. On-campus residency requirements, if any, are specified in the regulations for the particular program.

Time limits

Master's students

The minimum time allowed for full-time students to complete all requirements for a master's program is one year, and the maximum time is three years from the

time of initial registration as a full-time student. Students registering on a part-time basis have a maximum of six years to complete the degree.

Doctoral students

The minimum time allowed for full-time students to complete all requirements for a doctoral program is two years, and the maximum time is six years from the time of initial registration as a full-time student. Students registering on a part-time basis have a maximum of eight years to complete the degree.

Graduate diploma students

The minimum time allowed for full-time students to complete all requirements for a graduate diploma is one term, and the maximum time is one year from the time of initial registration as a full-time student. Students registering on a part-time basis have a maximum of three years to complete the graduate diploma.

Terms for which a student is granted a leave of absence shall not be included in these time limits.

Extensions

Students needing to exceed the normal allotted time for completion of their program must formally request an extension to their program. Extension requests are to be made after the normal program length to the Dean of Graduate Studies.

Students who do not complete degree requirements within the allotted time and have not been granted an extension will be withdrawn from the program. Under exceptional circumstances and on the recommendation of the graduate program director, a student who did not complete the degree requirements within the allotted time and has been withdrawn may be readmitted for one semester only to complete those requirements. Final approval for readmission must be granted by the Dean of Graduate Studies.

Absences from studies

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-UOIT](#).

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 Studies.

Acceptable circumstances include the following:

- Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
- Maternity leave, which is available to students during or following a pregnancy.
- 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.

A leave normally begins on the first day of term for a period of one, two or three academic terms. Normally, retroactive leaves of absences will not be granted.

During the period of leave, the following conditions apply:

- Students are not registered or required to pay fees.
- Students may not undertake any academic or research work, or use any of the university's facilities.
- Students are not eligible to receive ~~UOIT~~ scholarships or assistantships from the university. In the case of other graduate student awards, the regulations of the particular granting agency apply.
- 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 terms, as appropriate).
- Leave of absence forms will not be processed for students who have outstanding fees.
- Students must inform the university immediately upon return.

Repeating courses

Students who fail one course are required to repeat the course or an approved alternative. 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. The approved alternative course or the second attempt of the failed course must be completed within 12 months of

receiving the failing grade. Students who have a second failure are dismissed from the university.

All instances of a course appear on the academic transcript. The highest grade earned for the same course, or an approved alternative course, is used to calculate the student's GPA.

Students who fail one course are assigned probationary status and remain on probation until such time as they successfully complete the required course (within a maximum period of 12 months). They are required to maintain good standing (minimum B-minus grade) in all course work and satisfactory performance in all project/thesis work undertaken during this probationary period. The graduate program director or designate provides progress reports to the School of Graduate and Postdoctoral Studies each term for the duration of the probation. Once the course in question has been completed successfully, the probationary status is removed.

Students who fail two courses, whether in the same term or in different terms, students who do not repeat their failed course, or approved alternative, within 12 months, and/or students who do not receive a satisfactory performance in all projects/thesis work during their probation status are dismissed from the university.

Examinations

For information on examinations, please see the university's examination and grading policy.

Supplemental examinations

In some circumstances, students may be allowed to write one supplemental examination. The mark from a supplemental examination may replace or otherwise augment a mark previously obtained in an examination in the same course. Students should contact their graduate program director for regulations concerning supplemental examinations.

Grading, research progress and academic standing

Grading

Final grades for all courses are submitted to the Registrar's office on a letter grade scale. Credit is granted only for those courses completed with a grade of

B-minus or better. Faculties may require higher grades in some courses to meet degree requirements. The grading scheme outlines the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion. A failing grade of WF may be assigned if a student is administratively withdrawn for non-attendance. Courses designated for pass/fail grading will be assigned a grade of PAS or FAL. For such courses, only failing grades are included in the calculation of the GPA. The grade of FAL has a weighting of 0.0 grade points.

Graduate continuance courses are assigned a grade of CO (continuance) and are not included in GPA calculations.

If a student's grade is not available when final grades are approved at the end of a term, special designation is temporarily added to ~~their~~his/her record. If a deferred examination has been granted, a grade of DEF is assigned. If a portion of the work required for the course is incomplete, a grade of INC may be recorded. These grades may satisfy prerequisites for further courses on a temporary basis, but not beyond the end of the subsequent term after which these grades revert to F.

Grading scheme

Grade	Percentage	Grade point	Description
A+	90-100	4.3	Very Good to Excellent. Student demonstrated mastery of the course material.
A	85-89	4.0	
A-	80-84	3.7	
B+	77-79	3.3	Acceptable to Good. Student demonstrated adequate knowledge of course material.
B	73-76	3.0	
B-	70-72	2.7	
F	0-69	0	Inadequate. Student did not perform to academic expectations.

For graduate students taking a standard undergraduate course, the minimum grade required for a pass is B-minus.

For undergraduate students taking a course at a graduate level, the student's work should be graded according to the existing undergraduate grading scheme.

Exceptional undergraduates who enrol in a graduate-level course should have a minimum 3.7 GPA in their last two years of undergraduate studies.

Undergraduate students must be enrolled in their fourth year of undergraduate studies in order to be eligible for consideration to enrol in a graduate-level course.

Research progress

Student research progress is evaluated at the end of each semester for every student in programs with a thesis, project or major paper, starting when the student is engaged in their research.

The student's research supervisory committee is responsible for evaluating ~~their~~his/her research progress in relation to the student's overall research plan. Students may receive an evaluation of Satisfactory Research Progress, Difficulties with Research Progress or Unsatisfactory Research Progress.

Satisfactory Research Progress means that the student is developing their research adequately relative to the stage in their research program. There may be minor problems with progress in an overall evaluation of satisfactory progress.

Difficulties with Research Progress indicates that a student has some important issue or issues that need to be addressed in order for the student to attain reasonable progress relative to the stage in the student's research program.

Unsatisfactory Research Progress indicates that a student has some fundamental problem or problems with their research progress relative to the stage in the student's research program.

Normally, students who are not progressing well will be given an evaluation of Difficulties with Research Progress as their first indication of serious lack of progress. Students with an evaluation of Difficulties with Research Progress must subsequently receive a satisfactory evaluation on their next research progress report in order to remain in clear standing.

Students with an evaluation of Difficulties with Research Progress who do not achieve a satisfactory evaluation on their next research progress report will receive an Unsatisfactory Research Progress evaluation. Clear and significant cases of lack of research progress may result in an Unsatisfactory Research

Progress evaluation without first receiving an evaluation of Difficulties with Research Progress.

Students who receive an Unsatisfactory Research Progress evaluation will be assigned probationary status and remain on probation until such time as they successfully achieve a satisfactory evaluation on their research progress report. A student who receives a second Unsatisfactory Research Progress evaluation shall be dismissed. Student research progress reports are submitted to the School of Graduate and Postdoctoral Studies to determine academic standing.

Academic standing

Academic standing is determined by the semester. The minimum cumulative GPA required for graduation is 2.7 and satisfactory completion of thesis, project or major paper, where applicable.

<p>Clear standing</p>	<p>Students are required to maintain a minimum grade of B-minus (GPA: 2.7) in all graded components of the program as well as satisfactory research progress in programs with a thesis, project or major paper.</p>
<p>Probation</p>	<p>Students are placed on probation if they receive a failing grade in a course or if they receive an evaluation of unsatisfactory on a research progress report.</p> <p>Students placed on probation for failing a course will remove this reason for probation when they have successfully completed the failed course or an approved alternative course, as outlined by their graduate program director.</p> <p>Students on probation for unsatisfactory research progress remove this reason for probation when they receive a satisfactory evaluation on a research progress report.</p>
<p>Dismissal</p>	<p>Students will be dismissed for lack of academic progress. Lack of academic progress includes, but is not limited to: an evaluation of Not Acceptable in a thesis, project, major paper, or a second unsatisfactory evaluation in a PhD candidacy examination for students in a doctoral degree program; or any of the following:</p>

	two failed courses; two unsatisfactory research progress reports; or one failed course and one unsatisfactory research progress report.
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Graduate students who have been dismissed from [the university UOIT](#) are not eligible to apply for readmission.

Grade changes

After grades have been officially approved and released, any grade changes must be submitted in writing to the School of Graduate and Postdoctoral Studies. Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors or an approved examination reread. All grade changes must be approved by the course instructor and the graduate program director or designate.

Grade reappraisals and appeals

Matters concerning term work normally fall within the authority of the instructor. If a student has a concern regarding course work, the student should make an appointment as soon as possible to meet with the instructor so that any issues can be resolved quickly and informally. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents valid reasons of illness, etc., with appropriate documentation.

Requesting a grade reappraisal

In the event that a student wishes a grade on a piece of tangible work to be reappraised, [they he or she](#) should, in the first instance, bring the disputed piece of work directly to the course instructor to seek informal resolution. If this course of action does not satisfy the student, [they he or she](#) may seek a final grade appeal.

Grade appeals

Students may, with sufficient academic grounds, request that a final grade in a course be appealed. This will comprise only the review of specific pieces of

tangible, but not oral, work. Grounds not related to academic merit are not relevant for grade appeals.

Students are normally expected to contact the course instructor first to discuss the grade received and to request that their tangible work be reviewed. Students should be aware that a request for a grade appeal may result in the original grade being raised, lowered or confirmed. The deadline for submitting grade appeals is three weeks after the release of final grade reports in any term.

If the student wishes to formally appeal the grade, the student shall lodge a request with the School of Graduate and Postdoctoral Studies, who will contact the graduate program director and collect fees from the student for the appeal. Students must specify the rationale for their appeal by making clear the component of the final grade upon which they seek appeal. The graduate program director is responsible for ensuring that the work is reappraised by an appropriate faculty member, ensuring anonymity of both the student and the reappraiser, and communicating the result of the appeal (including the reappraiser's comments) and the route of appeal to both the student and the course instructor. The reappraiser is given the nature of the assignment and the rationale for the original grade. It is expected that every effort will be made to render the decision within 30 days of the reappraiser's receipt of the work.

In the event that a student feels that the appeal procedures have not been followed appropriately, the student may submit, in writing, a formal request for a grade appeal to the Graduate Studies Committee. Such appeals can only be considered on the grounds of procedural irregularity.

Appeals must be submitted within 15 working days of notification of the decision. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate Studies, including at least one student and at least two faculty members. The appeal hearing shall be chaired by the Dean of Graduate Studies or designate, who shall be counted as a panel member.

At the discretion of the relevant appeals panel, the student and/or the faculty member may be invited to meet with the panel to present their case(s) orally. The panel's decision is taken in camera and it is expected that parties will be informed of the decision in writing within 20 working days of the filing of the appeal.

Appeal of unsatisfactory research progress evaluation

Students may, with sufficient academic grounds, request that an unsatisfactory research progress evaluation be appealed. Students are normally expected to contact their research supervisor to discuss their evaluation and seek an informal

resolution. If the concern is not resolved, ~~the student~~the student ~~or she~~ may request a research progress evaluation appeal. The student shall lodge the appeal with the supervisor's dean(s), specifying the rationale for the request and making clear the components to be re-evaluated. The deadline for appealing a research progress evaluation is the last day of the final examination period or three weeks after receiving the evaluation, whichever is later.

The appeal will be reviewed by a research progress appeal committee. This committee will be established by the supervisor's dean(s) and the program dean(s), should these be different. Should there be more than one dean involved, the deans will establish which dean(s) shall be responsible for managing the appeal. The research progress appeal committee will be comprised of the dean(s) delegate as chair and two graduate faculty members. In reviewing the appeal, the committee shall meet with the student, who is entitled to be accompanied by a campus advisor at this meeting, provided 48 hours' notice is given as to the identity of the advisor. The committee may also meet with the research supervisor and the supervisory committee involved in the assessment. The committee will then conduct a thorough review of the matter and recommend a resolution to the dean. The dean will notify the student of the decision in writing. It is expected that every effort will be made to render the decision within 30 days of the committee having received the request.

In the event that a student feels that the procedures have not been followed appropriately, the student may submit, in writing, a formal request for an appeal to the Graduate Studies Committee. Such appeals can only be considered on the grounds of procedural irregularity. Appeals must be submitted within 15 working days of notification of the decision. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate Studies, including at least one student and at least two faculty members. The appeal hearing shall be chaired by the Dean of Graduate Studies or designate, who shall be counted as a panel member. At the discretion of the relevant appeals panel, the student and/or the faculty member may be invited to meet with the panel to present their case(s) orally. The panel's decision is taken in camera, and it is expected that the parties will be informed of the decision in writing within 20 working days of the filing of the appeal.

Documents and student files

Documents submitted to the Registrar's office and the School of Graduate and Postdoctoral Studies become the property of the university and are protected under provincial privacy legislation. Original copies of documents are kept on file

at the Registrar's office and the School of Graduate and Postdoctoral Studies and may not be returned to the student. Official student academic records deemed to have archival value and preserved in the university archives shall be made available to researchers authorized by the university for 75 years after the student ceases to be registered.

Conferral of degrees

Students expecting to graduate in any given term are required to contact the Registrar's office for application to graduate deadlines and information about the necessary forms and processes.

Degrees are deemed conferred at the time of Academic Council approval, and notation of the degrees awarded are entered on the students' records. All students who are awarded a degree are eligible to attend the session of convocation that immediately follows the date of conferral.

Provision for waiver of regulations

Waivers of course prerequisites/corequisites may be granted by the graduate program director. Waivers of faculty, degree or general regulations may be granted by the Dean of Graduate Studies.

Student supervision

Each master's and doctoral student has a faculty advisor or research supervisor to provide guidance throughout the program. In programs that do not require a thesis, project or major paper, the student is guided by a faculty advisor throughout the program.

A student registered in a program that requires a thesis, project or major paper may initially have a faculty advisor but will be assigned a research supervisor when the student begins ~~their~~his or her research. In some cases, a student may have co-supervisors, with the terms established through an agreement for co-supervision and made clear at the outset to all involved.

Faculty advisor appointment

The graduate program director is responsible for assigning faculty advisors.

Faculty advisor responsibilities

The faculty advisor is a member of the student's home faculty. The main responsibilities of the faculty advisor include the following:

- Consult with the student, recommend a program of study and submit it to the graduate program director for approval.
- Help the student choose an appropriate area of research, if applicable.
- Ensure that the student understands all degree requirements and regulations, as well as applicable policies.
- Be knowledgeable about, and inform the student of, key deadlines and related information.
- Be reasonably available to the student to discuss the program of study, as well as any academic concerns.
- If requested, advise the student on academic or personal student services or resources.
- Monitor the student's academic progress.

Research supervisor appointment

The relationship between the student and the research supervisor is most important to the student's successful completion of a graduate degree. The graduate program director will seek input from the student before assigning a research supervisor.

All research supervisory appointments must be approved in the first instance by the dean of the home faculty in which the student is registered. Except in extraordinary circumstances, approved on an individual basis by the Dean of Graduate Studies, research supervisors must be members of the [university's UOIT](#) core faculty. Associate graduate faculty, including adjunct professors, may serve as co-supervisors with the approval of the dean of the home faculty. See categories of graduate teaching and supervision privileges for definitions.

Before approving the appointment of a research supervisor, the dean should give careful consideration to the faculty member's research activities, supervisory experience and training, previous performance in graduate student supervision, the number of graduate students already being supervised, any imminence of leave (i.e., research, maternity or administrative) or retirement and any other relevant factors.

Since continuity of supervision is important in all graduate work, a change of research supervisor may be made only for strong reasons and after extensive consultation with all involved. A request for a change may come from the student,

the research supervisor, the graduate program director or the dean. It should normally be sent, in writing, to the graduate program director accompanied by the reasons for the proposed change. If the home faculty dean concurs with the request, the recommendation for change should be sent to the Dean of Graduate Studies for final approval.

Research supervisor responsibilities

Specific responsibilities of the research supervisor include the following:

- Be sufficiently familiar with the field of research to provide guidance and/or be willing to gain that familiarity before agreeing to act as a research supervisor.
- Be accessible to the student for consultation and discussion of the student's academic progress and research.
- Help the student select and plan a suitable, timely and manageable research topic.
- Co-operate with the student and graduate program director to establish a supervisory committee to convene meetings, normally at least once annually, to evaluate the student's progress.
- Respond in a timely, consistent and thorough manner to written work submitted by the student, with constructive and well-informed suggestions for improvement and continuation.
- Provide a research environment that is safe, healthy, tolerant and free from harassment, discrimination and conflict.
- Within the norms appropriate to the discipline, provide financial support and/or help the student obtain financial support from all reasonable sources.
- Endeavour to achieve consensus and resolve differences in the best interests of all involved when there is conflicting advice, or when there are different expectations on the part of co-supervisors or members of a student's supervisory committee.
- Appropriately acknowledge the contributions of the student in presentations and published material, in many cases via joint authorship.
- Be sensitive to cultural factors which may influence the individual student's learning and research behaviour and experience.
- Make arrangements for continuity of the student's supervision before beginning an extended leave of absence.

Student responsibilities

Students have the following responsibilities:

- Make a commitment and show substantial effort, initiative and dedication to gain the background knowledge and skills needed to pursue the research project successfully.
- Work with their research supervisor to develop a plan and a timetable for completion of all stages of the research project and work assiduously to adhere to a schedule and to meet appropriate deadlines.
- Meet regularly with their research supervisor and report fully and regularly on progress and results.
- Keep their graduate program director fully informed regarding any matter relevant to their status in the program and seek advice from their research supervisor, as appropriate.
- Meet agreed-upon performance standards and deadlines of funding organizations to the extent possible when financing has been provided by [the universityUOIT](#), funding agency or through a contract or grant.
- Adhere to the standards of research ethics, health and safety, and respect the requirements of academic integrity, honesty and professionalism. This includes, but is not limited to, acknowledging and crediting any source of ideas, assistance, materials and/or data provided by others.

Student-research supervisor conflicts

It is the responsibility of [the universityUOIT](#) and its faculties to ensure that all graduate students receive appropriate and fair supervision. Due to the nature of the relationship between the student and research supervisor, conflicts may arise. In such instances, the first step must be to attempt to resolve the conflict informally between the student and research supervisor. It is the responsibility of the graduate program director to act as a mediator.

A student who believes the conflict has not been resolved should contact the dean of the student's home faculty. If the conflict persists, the student may pursue appropriate resolution through the Dean of Graduate Studies.

Supervisory committee

Each graduate student in a program that requires a thesis has a supervisory committee. Early formation of a supervisory committee, along with regular meetings and formal meeting records, help ensure higher completion rates.

Appointment

The supervisory committee is appointed by the graduate program director after consultation with the research supervisor and the student. The appointment of committee members is made no later than eight months after the student begins their program.

The first meeting

The supervisory committee must have at least one scheduled meeting in the first year of study.

Composition

Master's candidates

Normally, each supervisory committee for a master's level candidate consists of the candidate's research supervisor(s) and at least one other ~~UOIT~~ faculty member from the university. The chair, who may be someone other than the candidate's research supervisor, is appointed by the graduate program director of the candidate's home faculty.

Doctoral candidates

The supervisory committee for a doctoral candidate consists of the candidate's research supervisor(s) and at least two other ~~UOIT~~ faculty members from the university. The chair, who may be someone other than the candidate's research supervisor, is appointed by the graduate program director of the candidate's home faculty.

Responsibilities

The supervisory committee's main responsibilities include the following:

- Advise the student and help define the course of study.
- Assess and approve the student's research proposal.
- Provide support to the student and research supervisor by broadening and deepening the range of expertise and experience available.
- Be reasonably accessible to the student to discuss and suggest other sources of information.
- Offer comments when requested on written work submitted by the student.
- Review the student's progress toward successful completion of the thesis with scheduled meetings at least once per year.
- Provide constructive feedback and provocative discussion of the student's program of study, thereby exposing the student to a wider range of

expertise and ideas than can be provided by the research supervisor alone.

- Report progress to the graduate program director and recommend continuation in the program based on satisfactory performance (in the case of reports of unsatisfactory progress, the student may be required to withdraw from the graduate program).
- Recommend to the graduate program director and the Dean of Graduate Studies whether a thesis should move to oral examination. This recommendation must be made no less than three months prior to the date set for examination.

Chair's responsibilities

The main responsibilities of the chair of the supervisory committee include the following:

- Convene and run supervisory committee meetings.
- Keep the graduate program director informed of the student's progress.
- Recommend potential external examiners to the Dean of Graduate Studies.
- Forward a copy of the student's thesis to members of the examining committee at least four weeks before the oral examination.

Thesis, project or major paper

Many master's programs require students to write a thesis or major paper, or produce a project or portfolio. All written work must be in English and in correct, concise and scholarly language.

PhD candidacy examinations

Each student in a doctoral program is required to prepare a written thesis proposal and pass a candidacy exam. Full-time students are expected to do so within 18 months of their initial registration in the program. The examination is to determine whether the candidate has the appropriate knowledge and expertise to undertake a thesis in the selected field of study.

A candidacy committee conducts the examination. This committee consists of the following members:

- The student's supervisor(s).

- At least two additional members from the student's supervisory committee (the student's supervisory committee must be established prior to the oral examination).
- Graduate program director (or delegate) as chair. The chair cannot be a member of the student's supervisory committee.
- The external examiner for a candidacy exam has expertise that is relevant to the thesis subject matter and normally is a faculty member at [the universityUOIT](#), although examiners external to the university may be appointed.
- Examiners should not have been an examiner for another PhD student's candidacy exam with the same supervisor within the last year.
- The conflict of interest regulations for external and university examiners in thesis defences also apply to candidacy external examiners (see conflicts of interest policy).
- The external examiner is appointed by the Dean of Graduate Studies in consultation with the graduate program director. A curriculum vitae for the recommended examiner and a written rationale for the choice must be provided to the Dean of Graduate Studies.

All members of the committee are voting members. In the case of co-supervision, co-supervisors collectively have one vote.

The candidacy committee must be established at least four weeks prior to the exam. The candidacy examination comprises the following:

1. A written thesis proposal which must be distributed to the candidacy committee at least four full weeks prior to the examination date. The thesis proposal demonstrates:
 - i. The student's mastery of the relevant background knowledge, including an appropriate breadth of knowledge in the discipline.
 - ii. A coherent and achievable research plan that will result in an original contribution.
2. An oral presentation of the PhD thesis proposal (preferably 20 minutes and not to exceed 30 minutes), followed by open questioning of the candidate by the candidacy committee to ascertain the readiness of the candidate to carry out the proposed research.

At the end of the oral exam, the chair asks the candidate to leave and the candidacy committee meets in closed session. The candidacy committee deliberates and makes a judgment of satisfactory or unsatisfactory. A written report is prepared by the chair, signed by all committee members and submitted to the School of Graduate and Postdoctoral Studies with copies to the members

of the candidacy committee. The results are communicated to the student by the chair of the committee.

Students who change their research area after successfully passing a candidacy examination must consult with their supervisory committee and may be required to pass another candidacy exam.

Outcomes of PhD candidacy examination

A judgment of satisfactory allows the student to proceed with PhD studies.

If the judgment is unsatisfactory, the student is required to retake the exam within four months. For a second exam, the examination team must include an additional member of the graduate faculty who was not involved in the original examination.

A judgment of satisfactory in a second exam allows the student to proceed with ~~their~~ ~~his/her~~ studies. If a student receives an unsatisfactory judgment in a second attempt at a candidacy exam, or if a student does not retake the candidacy exam within four months after an unsatisfactory first attempt, the student shall receive a grade of Fail and be dismissed from the PhD program.

For those students taking the candidacy exam to transfer from a master's to a PhD, a judgment of satisfactory allows the student to transfer. For further details, see transfer from a thesis-based master's to a PhD program.

Permission to begin

Permission to begin the thesis is given by the student's supervisory committee when there is general agreement that sufficient research has been done. If the student's program requires a project or major paper, the student's research supervisor authorizes the student to begin the project or major paper.

Students should seek guidance from their research supervisor regarding the use of a style manual appropriate to the academic discipline in which they are working, as well as other available guides to assist in effective writing. See gradstudies.uoit.ca/thesis for deadlines, guidelines and procedures for thesis preparation and submission.

Students are also expected to be aware of and observe copyright requirements and to follow standards as outlined in [the universityUOIT's](#) policies on Research Ethics and Research Involving Animals. Further details are available at research.uoit.ca.

Use of copyright material in student work

When preparing a thesis, major paper or other program work, students may include some copyright material, typically in the form of excerpts from books or articles, charts, diagrams or similar previously published materials. It is the student's responsibility to acknowledge properly any copyright materials used, strictly following the citation guidelines and rules of the faculty and/or program.

As well, students who use extensive selections of copyright work may need to seek advance written permission from the author and must append the letter to their work. Students should contact the copyright holder well in advance of their deadline as obtaining permission to use copyright materials may take considerable time. In addition, students may be required to pay a fee to obtain such permission. Questions regarding the use of copyright materials should be discussed with the faculty advisor or research supervisor, as appropriate.

Students may be required to submit their work to Turnitin.com. Further information can be obtained online from [the universityUOIT](#)'s policy on the Use of Turnitin.com's Plagiarism Detection System at academicintegrity.uoit.ca.

Oral examination for master's and doctoral candidates

Master's candidates whose programs require a thesis and doctoral candidates are required to defend their completed thesis/dissertation orally in front of an examining committee. Candidates are expected to follow the advice of their research supervisor(s) and their supervisory committee in establishing when their work is ready for examination. In exceptional circumstances, candidates may request that the Dean of Graduate Studies arrange for an examination of the thesis/dissertation or other work without the support of the research supervisor(s) and supervisory committee.

It is the candidate's responsibility to ensure that all materials are prepared and assembled appropriately. Candidates should consult their research supervisor(s) for specific regulations on the preparation and presentation of thesis/dissertation materials.

Examining committee

The examining committee evaluates the academic merit of each student who defends a thesis and decides whether the candidate has satisfactorily passed the oral examination.

Master's candidates

For master's candidates, the examining committee consists of all members of the supervisory committee plus one external examiner (see external and university examiners). The committee is chaired by the graduate program director or designate.

Doctoral candidates

For doctoral candidates, the examining committee consists of the external examiner, one university examiner (see external and university examiners) and all members of the candidate's supervisory committee (including the research supervisor(s)). The committee is chaired by the graduate program director or designate.

External and university examiners

Conflicts of interest

Conflicts of interest must be avoided for all examiners. A conflict of interest is a conflict between a person's duties and responsibilities with regard to the examination process, and that person's private, professional, business or public interests. Conflicts of interest include real, perceived or potential conflicts. Examiners must not be closely linked with either the candidate or the research supervisor in a personal, financial or research capacity. Key examples of conflicts of interest are set out below.

Examiners should not have had any direct contact with the candidate as a graduate student, nor have any plans to collaborate with or employ the candidate in the immediate future.

Examiners must not have been teaching or supervising a spouse, family member or relative of the candidate or of the supervisor within the last six years. Correspondingly, supervisors also must not have been teaching or supervising a spouse, family member or relative of examiners within the last six years.

Examiners should not have been closely professionally affiliated with a supervisor, as a result of having been a supervisor or a trainee of the supervisor; or having collaborated, published or shared funding with the supervisor within the last six years; or having plans to collaborate in the immediate future.

Should the candidate's dissertation contain chapters or sections of previously published works, an examiner shall not have been involved in the review or editing of this material in any capacity.

Master's candidates

The master's external examiner has expertise that is relevant to the thesis subject matter and normally is a faculty member at [the universityUOIT](#), although examiners external to the university may be appointed. External examiners should not have been an external examiner for another master's student with the same supervisor within the last year.

The external examiner is appointed by the Dean of Graduate Studies upon recommendation of the graduate program director. A curriculum vitae for the recommended examiner and a written rationale for the choice must be provided to the Dean of Graduate Studies.

Doctoral candidates

Both university and external examiners should hold the rank of full or associate professor (or equivalent) if they are at a university, or of comparable expertise and standing if not at a university. The university examiner has expertise that is relevant to the thesis subject matter and normally is a faculty member at [the universityUOIT](#), although examiners external to the university may be appointed. An external examiner for a PhD dissertation is a well-qualified, objective and experienced individual who has considerable direct knowledge in the field of study of the subject matter.

University examiners may have been the external for the same student's candidacy exam. University examiners should not have been a university examiner for another PhD student with the same supervisor within the last year.

External examiners will not have been associated or affiliated with [the universityUOIT](#) during the last six years through any type of employment or adjunct or visiting position nor have any plans to do so in the immediate future. External examiners should not have been an external examiner for another PhD student with the same supervisor within the last two years.

The university and external examiners are appointed by the Dean of Graduate Studies upon recommendation of the graduate program director. A curriculum vitae for each recommended examiner and a written rationale for the choice must be provided to the Dean of Graduate Studies.

External examiner's report for master's and doctoral candidates

The external examiner shall prepare a report of [theirhis/her](#) assessment of the candidate's thesis and send it to the Dean of Graduate Studies or designate no less than one week before the scheduled exam date. The Dean of Graduate

Studies may postpone the final examination if the external examiner's report is not received by this deadline.

The dean or designate will distribute copies of the report to all other members of the examining committee. The content of the report is confidential and must not be discussed with the candidate prior to the final examination. Depending on the content of the report, the examining committee and the Dean of Graduate Studies may meet to determine whether or not to proceed with the final examination.

University examiner's report for doctoral candidates

The university examiner shall prepare a report of ~~their~~his/her assessment of the candidate's dissertation and send it to the Dean of Graduate Studies or designate no less than one week before the scheduled exam date. The Dean of Graduate Studies may postpone the final examination if the university examiner's report is not received by this deadline.

The dean or designate will distribute copies of the report to all other members of the examining committee. The content of the report is confidential and must not be discussed with the candidate prior to the final examination. Depending on the content of the report, the examining committee and the Dean of Graduate Studies may meet to determine whether or not to proceed with the final examination.

Approval for the oral examination

Before an oral examination can be held, the supervisory committee must approve the thesis for examination (no more than one negative vote and/or abstention). The student's work must be submitted at least four weeks prior to the proposed oral examination.

Examination procedure

Once the thesis has been deemed ready for examination, the chair of the examining committee is responsible for ensuring that all necessary arrangements are made. This includes sending the thesis to the external examiner, setting the examination date and preparing the relevant documents needed at the time of the examination. The chair of the examining committee must be physically present during the oral examination.

If a member of the examining committee finds that ~~they-he-or-she~~ areis unable to attend the oral examination in person or remotely via synchronous participation, the graduate program director should secure a suitable replacement. Should a suitable replacement not be found, the member is asked to submit ~~their~~ his-or-her questions or concerns to be read by the examining committee chair at the defence. Normally, no more than two members of the examining committee, including the external examiner, may attend the defence remotely. At least one member of the supervisory committee must be physically present. In extraordinary circumstances, the examination will be rescheduled if one or more members of the examining committee are unable to attend. In the case of online programs, alternate arrangements will be permitted.

There are three main phases to the thesis defence: the presentation phase, the question phase and the deliberation phase.

The presentation phase is the oral presentation by the candidate. This short presentation, of approximately 20 minutes, summarizes the main arguments and findings of the work.

Normally, the presentation is an open event that can be attended by all interested parties; however, extraordinarily, the presentation may be closed to a restricted audience, or no audience, for reasons of confidentiality, safety or intellectual property. In some cases, committee and audience members may be asked to sign a non-disclosure agreement. The chair of the examining committee, in consultation with the graduate program director and the research supervisor, will determine whether the defence is open or closed. The reasons for closing a defence are to be provided in the chair's report to the School of Graduate and Postdoctoral Studies.

The question phase is the second component of the defence. In all cases, the candidate must answer questions from the examining committee. The chair will determine whether the audience is allowed to stay for the question phase of the examination and, if they do stay, whether they are permitted to participate in questioning the candidate. The chair shall limit the amount of time for questions from the audience, if applicable, and may continue with questions from the examining committee after the audience has left the room. Questions must be related to the work done by the student for the thesis and be based on knowledge directly related to the material. Only speakers recognized by the chair may ask questions, and the chair controls the order and flow of questioning. The chair can also ask questions.

The deliberation phase is the third major part of the defence. When the question phase is over, the student is asked to leave the room and members of the examining committee determine the outcome of the oral examination. All decisions of the examining committee are made by majority vote. The chair of the examining committee is a non-voting member, unless the chair's vote is needed to break a tie.

Outcomes of completion of the oral examination

A thesis is ultimately graded as a Pass or a Fail and these are the only grades that are on the transcript. In addition, there are possibilities for revision available as part of the process leading to a final grade of Pass or Fail. The examining committee renders one of the following four evaluations:

1. Acceptable without Required Revisions

An evaluation by the committee of Acceptable without Required Revisions means that the thesis is acceptable without any further editorial work. A thesis that is so evaluated is given a grade of Pass, subject only to the reproduction of the thesis and its submission to the School of Graduate and Postdoctoral Studies. Any minor discretionary edits (e.g., spelling, grammar, table numbering) that are made before the final thesis is submitted must be approved by the research supervisor and cannot alter the thesis in any substantial way.

2. Acceptable with Minor Revisions

An evaluation by the committee of Acceptable with Minor Revisions means that there are no fundamental changes to the thesis required by the committee. Minor revision requirements are changes or additions that normally should be able to be accomplished within four weeks. The supervisor will normally be tasked with approving these revisions, but the chair may designate other member(s) of the committee to supervise the edit if this will expedite the process. A maximum of two examiners can supervise minor revisions. A thesis that is Acceptable with Minor Revisions will be given a grade of Pass when the revisions have been approved and when the completed thesis is reproduced and submitted to the School of Graduate and Postdoctoral Studies.

3. Major Revisions Required

A thesis that has the potential to be acceptable after major revisions will be evaluated as Major Revisions Required. Any revisions so mandated must be able to be completed within a maximum of six months. A thesis can be evaluated as Major Revisions Required only once. The committee shall decide how the

revised thesis will be examined. Re-examination options include the following: a full repeat of the oral exam; an oral defence without an audience in front of the examining committee, or a subset of the examining committee; or editorial supervision by the supervisor and a second reader. There must always be two examiners at minimum (normally including the supervisor) for major revisions. Although a subset of the examining committee can approve major revisions, a full examining committee (optionally including an external examiner) must determine that a revised thesis is not acceptable and receives a grade of Fail.

4. Not Acceptable

The examining committee may evaluate a thesis as Not Acceptable if it does not meet the standards for the discipline or the area of study. A thesis can be evaluated as Not Acceptable in the first attempt at a defence if it is found to be fundamentally flawed and beyond revision in six months. In this type of case, the committee will have decided that there is no reasonable prospect of success with a revision.

Detailed reasons for failure must be submitted by the chair of the examining committee to the Dean of Graduate Studies, the graduate program director and the candidate within two weeks. The thesis is given a final grade of Fail.

Project or major paper evaluation

The research supervisor or co-supervisors and at least one other reader shall evaluate the project or major paper. Readers are appointed by the graduate program director from among the graduate faculty or associate graduate faculty for the program. All evaluations must be accompanied by a report that outlines the reasons for the decision.

The supervisor(s) and reader(s) will assign one of the following four evaluations:

- Acceptable without Required Revisions.
- Acceptable with Minor Revisions.
- Major Revisions Required.
- Not Acceptable.

In cases where all the submitted evaluations are Acceptable without Required Revisions, a grade of Pass will be given.

In cases where at least one evaluation is Acceptable with Minor Revisions and there are no Major Revisions Required or Not Acceptable evaluations, the research supervisor ensures that the student's work is revised to respond to the recommended minor revisions. Normally, these revisions must be completed

within four weeks. Minor revisions must not fundamentally change the content of the project or major paper. Upon the satisfactory completion of the revisions, a grade of Pass will be submitted for the student.

In cases where at least one evaluation is Major Revisions Required and there are no Not Acceptable evaluations, the research supervisor ensures that the student's work is revised to respond to the recommended changes. These revisions must be completed within six months. After these revisions are complete, the student's project or major paper is circulated a second time for evaluation by the research supervisor or co-supervisor and at least one other reader appointed by the graduate program director. Any evaluation of Major Revisions Required or Not Acceptable from the second reading results in a grade of Fail. Any evaluation of Acceptable without Revisions or Acceptable with Minor Revisions will be processed accordingly and the student will be given a grade of Pass.

In cases where there are at least two Not Acceptable evaluations, the student will be given a grade of Fail.

In cases where there is only one Not Acceptable evaluation, the graduate program director will meet with the research supervisor and the student within two weeks. The graduate program director chooses one of two options after this consultation:

- The graduate program director sends the project or major paper to another reader within four weeks. The project or major paper may incorporate only minor revisions. If the new reader determines that the project or major paper is either Acceptable without Revisions, Acceptable with Minor Revisions or Major Revisions Required, the evaluation of the student's work will continue with the appropriate level of response as outlined above for the decision that requires the greatest revision. If the new reader evaluates the work as Not Acceptable, the student will have then received a second Not Acceptable and is given a grade of Fail.
- The graduate program director follows the procedures associated with Major Revisions Required.

Thesis, project or major paper notation

Upon acceptance of the student's thesis, project or major paper, the title of the work and date of approval are recorded on the transcript.

Permission to withhold thesis from public domain

If, at the time of submitting ~~their~~his/her thesis, the student elects to protect any rights to immediate commercial publication, or to obtain a patent which may arise from ~~their~~his/her research, or to keep ~~their~~his/her thesis out of circulation for other reasons, ~~the student~~he/she may apply in writing to the Dean of Graduate Studies requesting that the thesis be withheld from the public domain for a period of up to 12 months from the date of successful defence.

The student must submit any request for extension of the restriction of circulation one month prior to the termination of the previous period. The student and ~~their~~his/her supervisor are required to justify the extension of the restriction.

Subsequent requests must follow the same procedure.

This request must be made when the thesis is first submitted to the School of Graduate and Postdoctoral Studies.

Submission of student work

Once a student's thesis, project or major paper has been approved, the student must submit the work formally. The following procedures and conditions apply:

1. One bound copy and one electronic copy of the original thesis, project or major paper become ~~UOIT~~ property of the university.
2. The student grants ~~the university~~UOIT a royalty-free, non-exclusive license to make copies of the work for academic purposes at ~~the university~~UOIT and upon request from other universities or bona fide institutions.
3. The international copyright symbol (©) is displayed prominently on the title page of the thesis or displayed with similar prominence on other types of work.
4. The site licence, signed by the student at the start of the program, takes effect; the site licence permits the ~~university~~UOIT library to circulate as part of its collection and/or copy the work for academic purposes only (the university's copyright notice is placed on all copies made under the authority of the licence).
5. While the site licence excludes the sale of authorized copies for profit, ~~the university~~UOIT may recover duplication costs through a fee.
6. Every copy made available under the licence clearly states that the copy is being made available in this form with full consent of the copyright owner and only for the purposes of private study or research.
7. ~~The university~~UOIT may submit the work to the National Library of Canada, which is permitted to reproduce and lend copies for educational or research use only.

Intellectual property

Intellectual property comprises original work which often takes various forms such as research data, books, journal papers, theses, projects, photographs, computer programs, websites, equipment, devices or audio recordings.

Students and ownership of intellectual property

Students, as well as faculty members and researchers, may create intellectual property. This may be done individually or in collaboration with one or more students, the student's research supervisor or faculty advisor, or other faculty members.

The university~~UOIT~~'s Intellectual Property policy generally states that creators own their work. As a result, student rights are treated as equivalent to those of all other academic personnel, including faculty members.

When a student works collaboratively with other students, the student's research supervisor, or other ~~UOIT~~ faculty members or researchers at the university, credit for the work is generally shared among the research collaborators. To be considered for joint authorship, all collaborators must have made a significant contribution to the concept, design, collection, analysis or interpretation of the data and helped write and revise the draft publication for intellectual content.

In addition, as the Student Contributors section of the university~~UOIT~~'s Research Guidelines states, "A student should be granted due prominence on the list of co-authors for any multiple-authored article or report that is based primarily on the student's own work, according to the commonly accepted practice in the field."

Students and ownership of externally funded research

While jointly created intellectual property is owned jointly, other ownership rules may apply when a student participates in a project that is funded by externally sponsored contracts or grants. In such cases, the sponsoring organization or any contractual agreement with the university~~UOIT~~ may determine ownership and control of intellectual property.

Students should discuss with their research supervisor or faculty advisor whether any such conditions apply to the student's work. Nevertheless, an external organization or agency may not delay completion of a student's thesis, project or major paper. Only in special circumstances may an outside organization or agency be permitted to temporarily delay public dissemination of such student work.

If the work has commercial value, the student, in conjunction with other co-creators of the work, may wish to apply for a patent or other intellectual property protection. Upon request, [the universityUOIT](#) will assess the commercial value of the work and may agree to pay for these costs and manage the intellectual property commercialization process on behalf of the creators. In all cases, commercialization activities require authorization from the Vice-President, Research, Innovation and International to confirm that obligations to [the universityUOIT](#) and any research sponsors have been met and will continue to be satisfied.

Academic conduct

Graduate students and faculty members share an important responsibility to maintain the highest standards of quality, integrity and honesty in their academic work. These standards are founded on the principles of mutual trust, rigorous scholarly exchange and respect for the intellectual property of others. Academic misconduct at the graduate level is an offence against the integrity of the university community and is punishable by appropriate disciplinary action.

It is presumed that graduate students appreciate the fundamental principles of good scholarship, are aware of the actions that constitute academic misconduct and understand the seriousness of the consequences that may result from acts of misconduct when they are found to exist. A lack of familiarity with the university's policy on academic conduct on the part of a student does not constitute a defence against its application.

Academic misconduct

Academic misconduct includes, but is not limited to, the following:

- Unreasonable infringement on the freedom of other members of the academic community (e.g., disrupting classes or examinations, harassing, intimidating or threatening others).
- Cheating on examinations, assignments, reports or other work used to evaluate student performance. Cheating includes, but is not limited to, copying from another student's work or allowing one's own work to be copied; submitting another person's work as one's own; consulting with an unauthorized person during an examination; using unauthorized aids; submitting work prepared in collaboration with other member(s) of a class when collaborative work on a project has not been authorized by the instructor; and improperly obtaining examination papers, tests or similar materials, and/or using or distributing such materials.

- Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations or carrying out laboratory or other assignments.
- Plagiarism, which is the act of presenting the ideas, words or other intellectual property of another as one's own. The use of other people's work must be properly acknowledged and referenced in all written material. The work of others may include, but is not limited to, images, designs, processes, computer software, digital, audio and video files, and Internet resources.
- Submission of work for evaluative purposes when a major portion has been previously submitted or is being submitted for evaluation by another instructor without the express permission of all instructors involved.
- Aiding and abetting others in acts of academic misconduct.
- Fabrication or falsification of information, citation or result in an academic exercise. Falsification does not include those factors intrinsic to the process of academic research such as honest error, conflicting data, or differences in interpretation or assessment of data or experimental design.
- Deliberate destruction of or tampering with one's own research data or that of others, or other practices that deviate significantly from those which are commonly accepted as appropriate within scholarly communities.
- Failure to comply with university policy or with relevant federal or provincial statutes or regulations for the protection of researchers, human participants or the health and safety of the public or the welfare of animals.
- Violation of health and safety regulations in laboratory or other setting.
- Falsification of academic records, submission of false credentials or misrepresentation of facts for the purpose of gaining academic advantage or for any other purpose.
- Professional unsuitability, such as behaviour inconsistent with the norms and expectations of the profession.

Procedures

With respect to all accusations of academic misconduct, students are presumed innocent until the contrary has been established. Decisions regarding the commission of academic misconduct or professional unsuitability are based on the balance of probabilities. A record of all allegations of misconduct, along with details of the resolution, will be entered into the central academic records kept by the School of Graduate and Postdoctoral Studies.

Faculty, staff or students who have reason to believe that an academic offence has been committed should report the matter promptly to the appropriate dean(s)

responsible. If the alleged academic offence occurs within a course, then the initial dean(s) for the allegation is/are the course dean(s). There also may be separate deans for the program in which the student is enrolled or for the student's supervisor. Should there be more than one dean involved, they will establish which dean(s) shall be responsible for addressing the complaint. In the case of allegations of misconduct in research and scholarship, there shall be an appropriate level of inquiry into the matter prior to the submission of a report on the offence, consistent with [the universityUOIT's](#) policy on Integrity in Research and Scholarship.

The dean(s) shall establish a graduate integrity committee comprised of a dean's delegate and two members of the graduate faculty to investigate the complaint and recommend resolution. A student will not be permitted to withdraw from [theirhis/her](#) courses or program until the matter is resolved and sanction imposed, if applicable.

The dean or [theirhis/her](#) delegate must inform the student in writing of the allegations, the possible sanctions and provide the student with a copy of the pertinent policy statement. The student will be given 10 working days to prepare a response. The Graduate Integrity Committee will then meet with the student to hear the response. The student is entitled to be accompanied by up to two advisors at this meeting, provided the identity of the advisors is given no less than 48 hours before the meeting.

The committee shall then conduct a thorough investigation of the allegations and response, and make its recommendation to the dean within 10 further working days. The dean will notify the parties of the decision in writing. A copy of the decision will be provided on a need-to-know basis to administrative units (e.g., other faculties, the School of Graduate and Postdoctoral Studies).

Sanctions

If a student is deemed to have committed academic misconduct, one or more of the following disciplinary sanctions may be imposed. The sanctions will be determined by the nature of the offence. Sanctions may include, but are not limited to, the following:

- A written reprimand warning the student that the behaviour was unacceptable and that further misconduct will lead to additional sanctions. A copy of the reprimand will be placed in the student's file, but no notation will appear on the academic record.
- Submission of a failing grade in a course.

- Disciplinary probation for the remainder of the student's registration in ~~their his/her~~ current program of study. A note to this effect will be placed in the student's file, and a notation may appear on ~~their his/her~~ academic record.
- Expunging of grades or revoking of degrees.
- Suspension from attendance from the university for a period not less than one term (fall or winter) and not exceeding three years as deemed appropriate. While suspended, a student may not register and loses the right to attend lectures, write examinations and receive payment from university sources. Courses taken elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's file and will appear on ~~their his/her~~ academic record. The conditions of suspension will specify the length of time such notice will remain on the student's academic record.
- Permanent expulsion from the university. A note to this effect will be placed in the student's file and will remain on ~~their his/her~~ academic record.
- Such other sanctions as deemed appropriate.

Transcript notations

Transcript notations for academic misconduct will include the following range of notations: grade of F assigned for [course number] for academic misconduct; suspended for academic misconduct for [dates of suspension]; and permanently expelled for academic misconduct.

Appeals

Decisions of deans relating to academic misconduct may be appealed to the Graduate Studies Committee of Academic Council. The student is given 10 working days to gather new evidence and to submit a letter of appeal to the Graduate Studies Committee. Under normal circumstances, disciplinary penalties will not be imposed before an appeal is decided, nor will official transcripts be issued during this period. Formal registration may be revoked where warranted. In the case of suspected professional unsuitability, a student may be withdrawn from classes, practica, work placements or other program-related activities pending the resolution of the case.

A student may apply to the Dean of Graduate Studies for continued attendance in classes and related activities while the appeal is being heard. In order for such a request to be granted, the dean must be satisfied that there would be no detrimental effect of such continued attendance. If the appeal is granted, formal registration will be reinstated.

Graduate academic appeals procedures

1. Appeals shall be heard by a panel of a minimum of three committee members. Committee members are determined by the Dean of Graduate Studies and include at least one student and at least two faculty members.
2. The appeal hearing shall be chaired by the Dean of Graduate Studies, or designate, who shall be counted as one of the panel members.
3. Decisions with respect to the final disposition of an appeal will be carried by a simple majority of panel members hearing the appeal.
4. An appellant must have completed any prior levels of appeal open to them ~~him or her~~ before filing a Notice of Appeal with the committee.
5. An appeal to the committee shall be commenced by filing a Notice of Appeal in the required form no later than 4 p.m. on the tenth working day after the date of the decision that is being appealed.
6. The chair may refuse to give a hearing to an appeal on the grounds that it is not within the jurisdiction of the committee.
7. Notwithstanding a request for an oral hearing, the panel of the committee hearing an appeal may dismiss it by unanimous decision after considering the written submissions on the grounds that there is no real case for an appeal (i.e., the appeal is frivolous or vexatious and without merit).
8. In the Notice of Appeal, the appellant shall elect whether an oral hearing is requested. If no election is made, the appeal shall be determined in writing.
9. Where an appeal is to be determined in writing:
 - i. As soon as reasonably practicable, the panel shall provide a copy of the Notice of Appeal to the responding faculty.
 - ii. The responding faculty has 10 working days to deliver to the panel a written response to the Notice of Appeal, attaching any documents relevant to the decision under appeal. A copy of the written response and attached documents shall be mailed to the appellant.
 - iii. The appellant shall have 10 working days from the mailing date of the responding faculty's response to provide any final written response. A copy of this shall be mailed to the faculty.
10. Where the appeal is to be determined by oral hearing:
 - i. Upon receipt of the Notice of Appeal, the panel, in consultation with the appellant and the responding faculty, will schedule a date for the oral hearing.
 - ii. No less than 10 working days prior to the hearing, the appellant shall deliver the following to the panel (three copies) and the responding faculty (one copy):

- a. Any written submissions to be relied upon at the hearing.
 - b. Copies of all documents to be referred to at the hearing.
 - c. A list of persons attending as witnesses and a brief summary of each witnesses' intended evidence.
 - iii. No less than five working days prior to the hearing, the responding faculty shall deliver to the panel (three copies) and the appellant (one copy) of the material listed in paragraph 10(b), (i) to (iii) above.
11. Where the appeal is to be determined in writing, the members of the panel may convene in person or via teleconference.
12. For an oral hearing, the following procedures shall apply:
- i. At the commencement of the hearing, the chair shall identify the parties and the members of the panel.
 - ii. The appellant, or a representative, shall briefly describe the case to be presented and provide factual support for the case through documentary evidence and testimony of the appellant and any witnesses, if relevant.
 - iii. The responding faculty, or a representative, shall briefly reply to the appellant's case and provide facts in opposition to the case through documentary evidence and the testimony of witnesses, if relevant.
 - iv. Panel members may ask questions at the conclusion of each person's statement or testimony, or at the conclusion of the appellant's or responding faculty's case.
 - v. Normally, neither the appellant nor the responding faculty may ask questions of the other's witnesses. However, where facts important to the decision of the appeal are in dispute, either party may ask permission and, if appropriate, the panel may grant permission for the cross-examination of some or all witnesses.
 - vi. Following the presentation of the appellant's and the responding faculty's cases, the appellant and the responding faculty may each make brief closing statements to summarize the main points of their respective positions.
 - vii. Following the foregoing steps, the parties will withdraw and the panel will move in camera for its deliberations.
 - viii. The decision of the panel will be in writing and shall include the names of the panel and all who appeared, a brief summary of the issues on the appeal, the panel decision and reasons in support of the decision.
13. The time limits specified under these procedures may be extended by the chair at the request of the appellant or responding faculty if reasonable grounds are shown for the extension.

Student conduct

Students have a responsibility to familiarize themselves with the university regulations and the conduct that is expected of them while studying at [the universityUOIT](#), which includes, but is not limited to the following:

- Abiding by university regulations, policies and by-laws, and/or complying with directions of university officials, police or other law enforcement officers acting in the performance of their duties.
- Respecting the rights of other members of the university community who study, work and live within it, and refraining from conduct that endangers the physical and mental well-being, health, safety, civil or human rights and property of self and/or others within the university community or visitors to the university.
- Refraining from conduct that may damage, destroy or constitutes fraudulent use of university property.
- Refraining from conduct that jeopardizes the good order and proper functioning of the academic and non-academic programs and activities of the university and its faculties and offices.
- Refraining from making allegations or complaints against other members of the university community that are frivolous, vexatious or made in bad faith and from retaliating against individuals for participating in proceedings under this policy.
- Abiding by federal, provincial or municipal laws.

Procedures for the reporting of incidents and investigation and resolution of complaints are described in the university's Student Conduct Policy located on the university website at uoit.ca.

Other academic policies

Students are advised to familiarize themselves with the following academic policies:

- Course evaluations.
- Responsibilities of academic staff with regard to students.
- Technology and web-centric teaching and learning.
- Use of Turnitin.com's plagiarism detection system.

Additional information on these policies is available at uoit.ca.

The following [universityUOIT](#) policies and guidelines also apply to graduate studies:

- Intellectual Property
- Protection of Privacy and Access to Information
- Student Conduct

Additional information on these policies and guidelines can be found at uoit.ca.

Glossary

- Academic standing:** A student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.
- Academic year:** The period from September 1 to August 31.
- Appeal:** The request for review of a judgment regarding the application of regulations.
- Award:** A general term used to mean any presentation, monetary or otherwise, made to a student.
- Bursary:** A monetary award given to a student where the primary criterion is financial need.
- Calendar day:** Any day of the week, including Saturdays and Sundays, on which business can be conducted.
- Corequisite:** A course that must be taken concurrently with the course for which it is required.
- Course:** 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.
- Cotutelle:** A bilateral doctoral enrolment/co-enrolment and exchange agreement between two universities (home institution and partnership institution) in different countries. Home institution refers to the university in which the graduate student is enrolled. Partnership institution refers to the university in which the graduate student will work to gain international research experience.
- Credit hour:** The 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.

Credit restriction:	Where two or more courses are closely related, credit may be limited to one of the courses.
Cross-listings:	The practice of offering a single course under two different course codes.
Degree:	An academic credential awarded upon successful completion of a prescribed set and sequence of requirements as specified by a program and that meet a standard of performance consistent with university and provincial degree-level expectations.
Doctoral degree:	An advanced degree in a specific area of disciplinary or interdisciplinary study that includes course work and a candidacy exam. It is normally completed after receiving a master's degree in a related subject area. A doctoral degree requires intensive research and the creation and defence before an examining committee of a thesis that constitutes an original contribution to a field of study.
Examination:	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.
Field:	An area of study within a graduate program related to its demonstrable and collective strengths. A field may appear on the academic transcript but not on the degree parchment.
Final examination:	An examination normally scheduled during the final examination period.
Final examination period:	The period of calendar days stated in the Academic Schedule that is set aside in each semester and/or session for the administration of final exams.
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 for the achievement of the degree in which the student is registered.

Graduate diploma:

A prescribed set of degree credit courses and/or other forms of study that can be undertaken as a stand-alone program or to complement a graduate degree program, and to provide specialization, sub-specialization or inter- or multi-disciplinary qualification. A graduate diploma is comprised of at least 12 credit hours of graduate-level study.

Graduate diplomas are classified as concurrent graduate diplomas (type 2) and direct-entry (type 3) graduate diplomas, consistent with the requirements as set out by the Council of Ontario Universities:

A concurrent graduate diploma is offered in conjunction with a specified master's or doctoral degree, the admission to which requires the candidate be already admitted to the master's or doctoral degree. It requires advanced-level, usually interdisciplinary, study, at least 50 per cent of which is in addition to the general requirements for the degree.

A direct-entry graduate diploma is a stand-alone, direct-entry program, developed by a unit already offering a related master's (and sometimes doctoral) degree, and designed to meet the needs of a particular clientele or market. UOIT type 3 graduate diplomas at the university may include non-degree credit courses to a maximum of 30 per cent of the total program credit hours.

Master's degree:

An advanced degree that is normally completed after receiving a first degree in a related subject area. It contains a prescribed set of courses, and/or other units of study, research or practice within an area of disciplinary or interdisciplinary study, normally requiring at least 30 credit hours of study.

Master's degrees may comprise a thesis component, a project or major paper, or be primarily comprised of coursework:

A master's degree with thesis is a research-oriented program comprised of advanced courses and intensive research culminating in a thesis. The thesis constitutes at least nine credit hours and

involves an oral examination with assessment by an external examiner.

A master's degree with a project or major paper is a research-oriented program comprised of advanced courses and intensive research culminating in a project or major paper. The project or major paper constitutes at least six credit hours of supervised research and assessment by a research supervisor and a second reader.

A master's degree by coursework is comprised primarily of course work, and may also include other units of study, research and practice.

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

Program: 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, provided all other academic and financial requirements are met.

Registration: The process of selecting, enrolling in and being assessed fees for courses.

Registration period: In a semester, the period extending from the first day of registration to the tenth lecture day, as stated in the academic schedule. In a session, it is the period extending from the first day of registration to the fifth lecture day.

Scholarship: A monetary award to a student based primarily on academic merit, although other criteria may be considered based on donors' requirements.

Semester: Sixty days of lectures and an examination period.

Session: 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.

Special student: A student who has applied and been accepted to take graduate-level courses without seeking a degree. Special students register formally in courses, with the consent of the instructor; such students submit assignments, write examinations, receive grades and may request an official transcript. Such students are charged full course fees.

Transcript: The complete report of a student's academic record.

Transfer credit: Academic credit granted for work completed at an institution outside of other than the university~~UOIT~~.

Visiting student: A student admitted to another post-secondary institution, attending the university~~UOIT~~ on a letter of permission.

Waiver: Permission granted by the appropriate authority for exemption from a particular program requirement and/or a particular university regulation.

Working day: Any day, excluding Saturdays, Sundays, statutory holidays and university closures, on which business can be conducted.