

ACADEMIC COUNCIL REPORT

SESSION:

Public

ACTION REQUESTED:

Decision

Discussion/Direction

Information

DATE: 28 June 2022

FROM: Graduate Studies Committee (GSC) and Undergraduate Studies Committee (USC)

SUBJECT: Revised Policy Documents

MOTIONS FOR CONSIDERATION:

1. That, pursuant to the recommendations of the Graduate Studies and Undergraduate Studies Committees, Academic Council hereby approves the revised Auditing Courses Policy, as presented.
2. That, pursuant to the recommendations of the Graduate Studies and Undergraduate Studies Committees, Academic Council hereby approves the revised Examination and Grading Policy, as presented.
3. That, pursuant to the recommendations of the Graduate Studies and Undergraduate Studies Committees, Academic Council hereby approves the revised Registration and Course Selection Policy, as presented.

MANDATES:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval
- The Committees (GSC and USC) have a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments
- In accordance with Article 1.1(f) of By-law No. 2, Academic Council has the delegated authority to establish and implement academic policies, which is also reflected in the university's Policy Framework

- The GSC and USC have reviewed the amended Policy documents in accordance with their respective mandates under their Terms of Reference and recommend approval

BACKGROUND/CONTEXT & RATIONALE:

- The Auditing Courses Policy revisions address the reference to the auditing fee schedule, and the removal of the auditing fee schedule as a related document. Following a discussion at GSC regarding possibly including a cap on the number of audited courses and / or offering free audited courses, SGPS conducted a review and have proposed a further amendment to the policy (highlighted section 7.2.d). In consultation with the Policy Office, this further amendment has been included in the current package for approval by Academic Council.
- The Examination and Grading Policy revisions address the lack of a publish date for examination schedules for a session, and the grade submission for deferred session examinations (to align with the regular Session submission deadline).
- The Registration and Course Selection Policy revision includes a reference to undergraduate student enrolment in more than one program concurrently requiring approval.

CONSULTATION:

Online Consultation: May 2 2022 to May 13 2022

Administrative Leadership Team (written consultation): May 10 2022 to May 20 2022

Deliberative Bodies: USC and GSC May 2022 for recommendation

Approval Authority: Academic Council June 2022

NEXT STEPS:

- Pending the approval of Academic Council, these revised Policies will become effective and will be added to the Policy Library.

SUPPORTING REFERENCE MATERIALS:

- Auditing Courses Policy
- Examination and Grading Policy
- Registration and Course Selection Policy

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT September 2019
Review Date	
Supersedes	

POLICY ON AUDITING AN UNDERGRADUATE AND GRADUATE COURSE

PURPOSE

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

DEFINITIONS

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

“Auditor” means the people who attend a Course without receiving evaluation or a grade.

“Course” means a unit of work in a particular subject normally extending through one semester or session, the completion of which carries credit toward the requirements of a degree or diploma.

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

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

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

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

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

“Session” means a period of approximately six consecutive weeks in the summer semester consisting of 30 days of lectures and a final examination period. The first half of summer semester is designated as spring session; the second half is designated as summer session.

SCOPE AND AUTHORITY

3. This Policy applies to the undergraduate and graduate Courses identified by the Faculties as having enrolment capacity and instructor permission.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

5. The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of this Policy as they pertain to graduate students.

POLICY

5.6. **General**

5.1.6.1. Audited Courses will not appear on a student's transcript.

5.2.6.2. Auditors may audit only one Course at a time per semester.

6.3. Audited Courses cannot be re-taken for credit afterwards.

5.3.6.4. The University's Student Conduct Policy and Disciplinary Procedures in Non-Academic Matters will apply to Auditors.

5.4.6.5. The registration dates and fee payment dates that are outlined in the Academic Schedule will apply to Auditors.

6.6. Graduate Students participating in the Ontario Visiting Graduate Student program are not eligible to register as an Auditor for graduate Courses.

5.5.6.7.

6.7. **Categories of Auditors**

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

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

6.1.7.1. Registered Undergraduate Students:

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

6.2.7.2. Registered Graduate Students:

- a. ~~Are permitted to~~ May audit Courses provided they have the approval of their supervisor (if applicable), graduate program director, and the Course instructor;
- b. Are not permitted to write examinations or receive any form of evaluation;
- c. Must register formally as Auditors with the School of Graduate and Postdoctoral Studies and pay the fees as outlined by the University.

e.d. May be permitted to audit one graduate course for free, pending submission of a rationale to the School of Graduate and Postdoctoral Studies by the supervisor and graduate program director that demonstrates how the requested course contributes to the student's research progress.

6.3.7.3. Non-registered Students (including Senior Citizens):

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

7.8. Course fees

There are four categories of Course fees for Auditors:

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

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

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

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

8.9. Payment deadlines

The Academic Schedule will outline the ~~date that payment will be required~~ fee deadline for each Semester and Session.

MONITORING AND REVIEW

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

RELEVANT LEGISLATION

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

RELATED POLICIES, PROCEDURES & DOCUMENTS

Procedure for Auditing an Undergraduate and Graduate Course
~~Procedure for Auditing a Graduate Course (to be created).~~
Academic Schedule ~~Auditing fee schedule~~



Classification Number	ACD 1506
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	January 17, 2017
Review Date	January 2020
Last Updated	Editorial Amendments, February 18, 2020; Editorial Amendments, November 26, 2019
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-2020; Undergraduate Academic Calendar, Section 5.25, June 2015; Scheduling Guidelines and Protocols, Section 2, May 2012

EXAMINATION AND GRADING POLICY

PURPOSE

1. The purpose of this Policy is to provide a framework to guide the effective administration and scheduling of in-term course work and examinations and the submission and release of final grades.

DEFINITIONS

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

“Examination” means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

“Deferred Examination” means an Examination written outside of the originally scheduled day and/or time.

“Final Examination Period” means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final Examinations.

“Final Examination” means an Examination scheduled during the Final Examination Period.

“In-term Course Work” means any course work assigned during the Semester or Session.

“In-term Examinations” means an Examination held during the Semester or Session.

“Semester” means sixty days of lectures and a Final Examination period.

“Session” means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

“Study Break” means a period between the last day of lectures and the first day of the Final Examination Period.

SCOPE AND AUTHORITY

3. This Policy applies to all In-Term Course Work and Examinations.
4. This Policy applies to the submission and release of final grades.
5. This Policy does not apply to PhD candidacy exams, master's and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the [Graduate Academic Calendar](#) [University's policy library](#).
6. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

7. General

- 7.1. All Examinations, will be scheduled and administered in accordance with this Policy, the Procedures for Final Examination Administration, the Procedures for Consideration of Missed In-term Course Work and Examinations, and all other applicable University policies and procedures.
- 7.2. Students are responsible for all material covered in a given course and In-term and Final Examinations may be used to assess course material that is delivered both directly (e.g. during a scheduled class) or indirectly (e.g. additional reading assignments).
- 7.3. No Examinations or lectures may be administered during the Fall or Winter study week, or the Study Break before the Final Examination Period. In addition, students may not be required to present, submit term papers, reports, or other assigned material during these periods.

8. In-term Examination Scheduling

- 8.1. In-term Examinations will normally be held during regularly scheduled class times, though they may be scheduled on any calendar day of the Semester or Session.
- 8.2. In-term Examinations held outside of the regularly scheduled class times will require the approval of the Faculty and must be noted in the course syllabus prior to the start of the Semester or Session to ensure students have reasonable advance warning of such scheduling.
- 8.3. The total value of any In-term Examination given in the last five days of classes in a Semester or Session must be no more than 15 percent of the final mark of the course.

9. Final Examination Scheduling

- 9.1. The Office of the Registrar has authority for the scheduling of Final Examinations.
- 9.2. Final Examinations will only be scheduled during the Final Examination Period and will be scheduled in accordance with the Procedures for Final Examination Administration.

9.3. Scheduling of Final Examinations will be conducted to eliminate conflicts and to minimize the instances of consecutive examinations.

9.4. Normally, the Final Examination schedule will be published no later than six weeks prior to the first day of the Final Examination Period **for a Semester**. Normally, once published, there will be no scheduling changes.

9.5. Normally, the Final Examination schedule will be published no later than three weeks prior to the first day of the Final Examination Period for a Session. Normally, once published, there will be no scheduling changes.

9.4.9.6. **Warning about other commitments:** Final Examinations may be scheduled at any time during the Final Examination Period. Students are expected to avoid making travel or other professional or personal commitments during this time.

- a) As instructors are not required to be present at their Final Examination, they should be available should an emergency occur.

9.5.9.7. Take-home Final Examination deadlines must fall within the Final Examination Period. The take-home Final Examination deadline must be noted in the course syllabus prior to the start of the Semester or Session.

10. Deferred Examination Scheduling

10.1. Deferred Examinations will normally be scheduled no later than the end of the first week of classes in the following Semester or Session.

11. Students Requiring Academic Accommodations

11.1. Students with disabilities who are registered with Student Accessibility Services will receive accommodations for all In-term Course Work and Examinations in accordance with their individual accommodation plan.

12. Missed In-Term Course Work and Examinations

12.1. **Grounds for Consideration:** The following are grounds for which a student may apply and be considered for approval to make up missed In-term Course Work or Examination.

- a) **Religious Observance:** Students who are unable to submit In-term Course Work or write an Examination due to religious obligations.
- b) **Extenuating Circumstances:** Students who are unable to submit In-term Course Work or write an Examination as a result of extenuating circumstances beyond their control. Extenuating circumstances that may be considered include:
 - Significant physical or psychological event or illness that is debilitating to the student's academic performance;
 - Severe family emergency;
 - Other compelling personal reason.
- c) **Competing Academic Conflict:** Students who are unable to write an Examination as a result of a competing academic conflict. The following competing academic conflicts may be considered:

- Three Final Examinations scheduled within a 24-hour period from the start time of the first Final Examination to the end time of the third Final Examination. The middle examination of the three will be the one considered;
- An In-term Examination that is scheduled outside of the regular class time and which conflicts with another scheduled class or In-term Examination.

12.2. Requests for Consideration

- a) Requests for consideration of missed In-term Course Work and Examinations must be made in accordance with the Procedures for Consideration of Missed In-term Course Work and Examinations. Considerations will only be granted where sufficient documentation is submitted.

12.3. Options for Make Up Work

- a) Students who are unable to submit In-term Course Work or attend an Examination may be required to make up the work in one of the following ways, at the discretion of the Faculty responsible for administering the course:
- Reweighting of the value of other course components;
 - Deferred Examination; or
 - Other such make up work as determined by the responsible Faculty.

13. Failure to Write a Deferred Examination

- 13.1. A student who is granted a Deferred Examination to make up a missed Examination will receive a grade of zero if they do not write the Deferred Examination on the scheduled deferred examination date.
- 13.2. A request to make up a missed Deferred Examination will only be considered where the student can demonstrate a need based on one of the acceptable grounds under this Policy.

14. Supplemental Examinations for Graduate Students

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

15. Final Grade Deadline and Submission

- 15.1. The submission deadline for Semester final grades is five calendar days after the last scheduled Final Examination in the Final Examination Period. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fifth calendar day.

- 15.2. The submission deadline for Session final grades is four calendar days after the last scheduled Final Examination in the Final Examination Period. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fourth calendar day.
- 15.3. Final grades will be posted by the Office of the Registrar and will normally appear on a student's transcript within five calendar days following the grade submission deadline.
- 15.4. Course instructors may not post and/or release final grades to students prior to the posting of final grades by the Office of the Registrar.
 - a) For courses that do not include a Final Examination, instructors must withhold the component grade for a terminal piece of coursework until final grades have been released by the Office of the Registrar.

16. Final Grade Deadline and Submission for Deferred Examinations

- 16.1. The submission deadline for Semester final grades of a Deferred Examination is five calendar days after the scheduled Deferred Examination. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fifth calendar day.
- ~~16.1.~~ The submission deadline for Session final grades of a Deferred Examination is four calendar days after the scheduled Deferred Examination. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fifth calendar day.

17. Retention and Access to Final Examinations

- 17.1. Final Examination scripts are the property of the University and are retained in accordance with the University Records Retention and Classification Schedule.
- 17.2. A student has the right to view their Final Examination script and associated grade.

MONITORING AND REVIEW

- 18. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

- 19. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 20. Academic Staff Responsibilities with Regard to Students
Graduate Academic Calendar
~~Procedures for~~ Final Examination Administration Procedures
Procedures for Consideration of Missed In-term Course Work and Examinations
Records Classification and Retention Schedule
Undergraduate Academic Calendar, as amended
Administrative Guidelines for Determining the Academic Schedule
Doctoral Candidacy Examination Policy
Thesis Oral Examination for Master's and Doctoral Candidates Policy



Classification Number	ACD 1508
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	February 25, 2020
Review Date	
Supersedes	Academic Regulations – Undergraduate Academic Calendar 2016-2017, Academic Regulations, Graduate Academic Calendar 2019-20

REGISTRATION AND COURSE SELECTION POLICY

PURPOSE

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

DEFINITIONS

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

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

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

“Credit Hours” means a measure used to reflect the relative weight of a given Course toward the fulfilment of degree requirements. Unless otherwise indicated, a Course normally has a Credit Hour value of three.

“Corequisite” means a Course that must be taken concurrently with the Course for which it is required.

“Course” means a unit of work in a particular subject normally extending through one Semester or Session, the completion of which carries credit toward the requirements of a degree or diploma.

“Examination” means a form of testing intended to assess the level of students' knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a Course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations. This does not include PhD candidacy, master’s or doctoral thesis examinations.

“Grade Point Average (GPA)” means the weighted average of the grade points awarded on the basis of academic performance during a single Semester.

“Prerequisite” means a Course that must be successfully completed prior to commencing a second Course for which it is required.

“Program” means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the

candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

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

“Session” means a period of approximately six consecutive weeks in the summer Semester consisting of 30 days of lectures and a final Examination period. The first half of summer Semester is designated as spring Session; the second half is designated as summer Session.

“Time-Status” means the declared registration status of a graduate student. Graduate students can be registered full-time or part-time regardless of the number of courses in which they are registered. Time-status means full or part-time status for an Undergraduate student, which is defined by the student’s registered course load.

SCOPE AND AUTHORITY

3. This Policy applies to all Course selections for undergraduate and graduate students.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.
5. The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of this Policy as they pertain to graduate students.

POLICY

The following outlines the requirements regarding registration and Course selection for undergraduate and graduate students.

6. Course Selection

- 6.1. Requirements for Programs of study are listed in the faculty or Program sections of the academic calendar. Students should become familiar with the Program and/or degree requirements and plan their Programs accordingly.
- 6.2. Academic advice is available to undergraduate students who experience difficulty when selecting Courses.
- 6.3. All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study.
- 6.4. Graduate students must consult with their graduate program director, faculty advisor or research supervisor as part of the planning process.
- 6.5. All Courses in the student's Program must be approved by the graduate program director.
- 6.6. Graduate students may take graduate Courses outside their Program with permission from the student's supervisor (if applicable), graduate program director for the Program and the graduate program director for the Course. Graduate students may be charged fees in addition to their regular Program fee for such Courses.

- 6.7. Graduate students cannot take Courses for credit in addition to the Course requirements for their graduate Program.
- 6.8. Not all Courses are offered in any one Semester, Session, or Academic Year. Elective offerings may vary from Semester to Semester.

7. Prerequisites and Corequisites

- 7.1. Some Courses have Prerequisites or Corequisites.
- 7.2. An undergraduate student may have Prerequisites and Corequisites waived with the permission of the faculty.
- 7.3. A graduate student may have Prerequisites or Corequisites waived with the permission of the graduate program director.
- 7.4. Any student who requests such a waiver is responsible to ensure that they are adequately prepared to proceed with the level of study required in the Course.
- 7.5. Inadequate preparation is not a basis for appeal of a final grade in a Course for which a student requested a waiver of Prerequisite or Corequisite.

8. Repeating Courses

8.1. Undergraduate students

- a) Undergraduate students are not allowed to repeat the same Course, or its equivalent, more than two times.
- b) All instances of a Course will appear on the Academic Transcript. Only the grade achieved on the most recent attempt will be included in the calculation of the student's Grade Point Average.
- c) Students who have failed a third attempt of a Program required Course will be dismissed from the Program.

8.2. Graduate students

- a) Graduate students who fail one Course are required to repeat the Course or an approved alternative within 12 months of receiving the failing grade.
 - If the failed Course is designated as a mandatory Course in the Program, students must retake the same Course.
 - If the failed Course is an elective Course, students may be able to take an alternative elective Course approved by the graduate program director.
 - Students who have a second failure are dismissed from the University.
- b) All instances of a Course appear on the Academic Transcript. Only the grade achieved on the most recent attempt, or an approved alternative Course, is used to calculate the student's GPA.
- c) Repeating Courses impacts graduate student academic standing. This is outlined in "Graduate Student Grading System, Research Progress and Academic Standing Policy".

9. Auditing Courses

- 9.1.** Undergraduate and graduate students may audit a Course(s) in accordance with the Policy on Auditing an Undergraduate and Graduate Course
- 9.2.** Audited Courses will not appear on a student's Academic Transcript.

10. Curriculum Substitution

- 10.1.** Undergraduate students wishing to substitute one Course for another in a set of Program requirements may request permission to do so from the dean of the faculty or designate. Requests are referred to the appropriate Faculty Council for decision.
- 10.2.** Any changes to a graduate student's Program must be approved by the graduate program director.

11. Letters of Permission for Undergraduate Students

- 11.1.** Students wishing to take a Course at another institution must apply for and receive a letter of permission from the University in advance of their application to the visiting institution.
- 11.2.** A letter of permission ensures that the Courses to be taken at the host institution will be recognized for credit at the University and are applicable to the student's Program of study.
- 11.3.** For application instructions, eligibility requirements, and restrictions, students should visit ontariotechu.ca/lop.

12. Graduate Student Course and Research Exchanges

- 12.1.** Graduate students may apply to take Courses at other universities within and outside Canada and may request for credits earned to be transferred to their graduate Program at the University.
- 12.2.** Graduate students from other universities within and outside Canada may apply to take Courses at the University that can be applied to their graduate work at the institution at which they are registered.
- 12.3.** For application instructions, eligibility requirements, and restrictions, students should review the relevant section of the Graduate Academic Calendar or policy.

13. Registration Changes

- 13.1.** Course Changes
- 13.2.** The academic schedule for each Academic Year will outline predetermined dates for the following for each Semester and/or Session:
 - a)** Last day to add Courses.
 - b)** Last day to drop Courses and receive a 100 per cent refund of tuition fees.
 - c)** Last day to drop Courses and receive a 50 per cent refund of tuition fees.
 - Dropping Courses on or prior to this date can be done without academic consequences.

- Dropping Courses after this date, and up to the last day to drop Courses, will result in a W being placed on the student's record indicating withdrawal.
 - The W will not affect the Grade Point Average (GPA). However, a large number of W grades may affect the way an Academic Transcript is viewed by graduate schools or potential employers.
- d) Last day to drop Courses.
- e) Withdrawal deadlines are not the same as the refund deadlines. Students should consult the University's academic schedule and Fees and Charges policies when considering withdrawal.

13.3. Graduate Student Registration Change Requests

The academic schedule for each Academic Year will outline predetermined dates for graduate students to submit:

- a) Request for Program change;
- b) Request to change Time-Status; or
- c) Requests for Leave of Absence

14. Voluntary Withdrawal

- 14.1.** Withdrawal from a Course can have implications for a student's academic Program, student aid and awards eligibility and full-time status.
- 14.2.** A dropped Course does not count toward degree requirements and cannot be used to satisfy Prerequisites for further Courses. In addition, the Course that is dropped may not be available in the next Semester or Session. Students are advised to consider all Course changes carefully or consult an advisor or graduate program director.
- 14.3.** Students are reminded that non-attendance in a Course is not equivalent to withdrawal. Students who cease to attend a Course but do not formally withdraw will be academically and financially responsible for that Course.

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

- 15.1.** Students may submit a request to the Registrar's office to consider a late withdrawal from a Course(s) due to extenuating circumstances beyond their control (such as medical reasons, death in the family, etc.).
- 15.2.** All relevant supporting documentation must accompany the request.
- 15.3.** Such requests must be submitted in writing no later than 10 working days after the commencement of the subsequent Semester (including fall, winter or summer Semester) in which the student is enrolled.

16. Continuous Registration for Graduate Students

- 16.1.** Students must be registered in each Semester (including fall, winter and summer Semester) commencing with the Semester specified in their letter of offer and continuing until graduation.

- 16.2. Students are automatically registered in a graduate continuance Course until graduation, withdrawal or Program termination. Students must actively register for all other Program Courses. Students who do not formally register in a course cannot attend classes, access Course materials on the learning management system, submit assignments for evaluation or be assigned a grade in that Course.
- 16.3. If a student fails to maintain continuous registration in a Program or to register after the expiry of an approved leave of absence, the student's status is changed to inactive for up to one year.
- 16.4. Students who wish to re-register within the one year period may apply for reinstatement. If reinstatement is approved, students are required to pay all fees owing as well as any reinstatement fees that are in effect at the time of reinstatement.
- 16.5. If the student fails to register for three consecutive Semesters, their file is closed and the student is withdrawn from the Program.
- 16.6. Should a student who has been withdrawn wish to continue their graduate studies, the student must apply for readmission. Readmission to the University and/or the student's original Program is not guaranteed.

17. Concurrent Registration

17.1. Undergraduate students may not be enrolled concurrently in more than one Program at any institution unless the Programs are formally structured and approved for concurrent registration.

~~17.1.~~ 17.2. Graduate students may not be enrolled concurrently in two Programs unless the Programs are formally structured and approved for concurrent registration.

18. Absences from Studies for Graduate Students

- 18.1. Graduate students are expected to be uninterruptedly registered in their designated Program of study in order to support the timely completion of their degree. However, the University recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with the University.
- 18.2. Such circumstances must have sufficient cause and an official leave of absence must be requested through the School of Graduate and Postdoctoral Studies and approved by the Dean of Graduate and Postdoctoral Studies.
- 18.3. Acceptable circumstances include the following:
 - a) Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
 - b) Maternity leave, which is available to students during or following a pregnancy.
 - c) Parental leave, which is available to students who face extraordinary demands in parental responsibilities or whose duties require that they be absent from their studies for a period of time.

- 18.4.** A leave normally begins on the first day of the Semester for a period of one, two or three academic Semesters. Normally, retroactive leaves of absences will not be granted.
- 18.5.** During the period of leave, the following conditions apply:
- a)** Students are not registered or required to pay fees.
 - b)** Students may not undertake any academic or research work, or use any of the University's facilities.
 - c)** Students are not eligible to receive scholarships or assistantships from the University. In the case of other graduate student awards, the regulations of the particular granting agency apply.
 - d)** Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. The time limits for completing the degree Program will be extended by the duration of the leave taken (i.e., one, two or three Semesters, as appropriate).
 - e)** Leave of absence forms will not be processed for students who have outstanding fees. Students must inform the University immediately upon return.

19. Time Status for Undergraduate Students

- 19.1.** Each Program has associated with it a number of Credit Hours that constitute a full Course load. In many Programs, this number is 15 per Semester or 30 per Academic Year.
- 19.2.** Students will be considered full-time if they are registered in a Course load of nine Credit Hours or more.
- a)** Full-time status may have an impact on such things as student aid and awards eligibility, fees, income tax credits, athletic eligibility and other areas.
- 19.3.** Students are considered part-time status if they are registered in a Course load of less than nine Credit Hours.

20. Time-Status for Graduate Students

- 20.1.** Students are required to register as full-time or part-time students at the time of admission and registration.
- 20.2.** With permission from the graduate program director, students may change their status from full-time to part-time, or vice versa, by completing a Change in Full-time or Part-time Status form and submitting it to the School of Graduate and Postdoctoral Studies for approval by the Dean of Graduate and Postdoctoral Studies.
- 20.3.** A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.
- 20.4. Full-time status**

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

- a) Pursue their studies as a full-time occupation.
- b) Formally identify themselves as full-time students on all documentation.
- c) Maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly.
- d) If employed by the University, work no more than an average of 10 hours per week at diversionary employment while they are registered as a full-time student.
 - Diversionary employment is work that takes a student's time away from their Program of study and research. For example, teaching assistant positions are diversionary employment, while most graduate research assistantships are not if they directly support students in their Programs of study and research.
 - In calculating this diversionary work average, it is recognized that employment opportunities for full-time students may fluctuate throughout the year.
 - Students have a diversionary work allocation of 510 hours in any 12-month period and no more than 255 hours in any of each of three Semesters: fall (September to December), winter (January to April) and spring/summer (May to August).

20.5. Part-time status

Graduate students who do not meet the above criteria are deemed part-time students. Part-time students may have Course load restrictions. Students should consult the individual faculty with regard to the availability of part-time studies within their Program.

MONITORING AND REVIEW

21. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

22. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

23. Undergraduate Fees and Charges Policy
Graduate Fees and Charges Policy
Graduate Academic Calendar
Undergraduate Academic Calendar