

# Academic Regulations

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## I. RESPONSIBILITIES OF STUDENTS

Students are responsible for making themselves familiar with the information in the Calendar particularly in this section and with instructions published or by email from the Registrar. Remember: A minimum first installment or deferral of fees must be paid before a student is considered registered. Please refer to Chapter 4, Fees and Expenses.

- Students are responsible for ensuring that their course enrolments are accurate and complete and that the courses in which they enroll meet the requirements for graduation. Course prerequisites and any restrictions on enrolment should be noted carefully prior to registration. Whenever the requirements are not understood, the departmental undergraduate counselor or the Chair of Undergraduate Studies should be consulted.
- Students proceeding to their degree are required to attend the courses of instruction and the examinations in all subjects prescribed.
- Students must conform to all lecture and tutorial room, as well as, laboratory regulations.
- Students shall comply with all due dates and manner of submission for all work submitted for credit in a course. Consequences for failure to comply shall be specified and announced by the instructor. All session work must be submitted no later than the last day of lectures in the session as published in this Calendar.
- If a student is unable to complete any portion of their course work due to medical, psychological or compassionate circumstances, they should inform the instructor by submitting a "Petition for Consideration in Course Work", with supporting documents where possible (e.g., U of T Medical Certificate). Please refer to Section I - Petitions in this chapter.
- A student has the right to withdraw from a course or program without academic penalty before the ninth week of the session (see Sessional Dates listing at the beginning of the Calendar) with approval from their departmental counselor. A student who does not complete the course or write the final examination will receive final marks in the course consisting of the sum of their earned session marks with zero for the uncompleted work and examination. These marks will be included in the calculation of Session Averages. A student who in any session withdraws from the Faculty after the deadline to withdraw without academic penalty (as specified in the Calendar) is deemed to have failed the session.
- It is generally desirable for students to engage in extracurricular activities to a reasonable extent so that they do not become too narrowly academic in interest and outlook but no academic credit can be given for such activities. Extracurricular activities require considerable time for the proper performance of the duties connected with them. A student on probation, or with marginal academic records, should not undertake such activities. Students will not be given any special consideration for conflicts resulting from such activities and are responsible for meeting the requirements of all aspects of his or her academic work.

### Responsibilities of Students with Regard to the Use of Computer Facilities

- All computer equipment in the Faculty is to be used for academic purposes only.
- The use of any computer equipment to display or distribute material that could reasonably be expected to degrade, offend, or promote hatred or violence against any person or group is inconsistent with the purpose of the equipment, and is not permitted. Examples of unacceptable material include pornography, racial slurs, and pictures of men or women who are not fully dressed.

These regulations are designed to promote an atmosphere in which all students can pursue their academic programs, as well as discourage wastage of computer resources. Violators are subject to having all their U of T computer accounts closed down, and/or other disciplinary action under the provisions of the University of Toronto Code of Student Conduct. Maintaining the integrity of the Faculty's computer facilities is everyone's responsibility. If you see an individual using computer equipment anywhere in this Faculty in a manner that you believe to be inconsistent with the regulations, please record the time, date, room number, workstation number (if in a facility with more than one terminal or computer) and the exact nature of the offence (description of what is being displayed). Send the information to the Director, Engineering Computing Facility, Engineering Annex Room 206 or send email to: [office@ecf.utoronto.ca](mailto:office@ecf.utoronto.ca). The Director will then determine the identity of the user and the type of activity in which the user was engaged at the time it was recorded.

## II. DEFINITIONS OF TERMS

### 1. Sessions

The academic program consists of a consecutive sequence of sessions. There are three sessions per academic year:

- Fall Session (September-December) - Winter Session (January-April) - Summer Session (May-August)

With permission of the responsible division or department, courses may be taken in summer sessions. The evaluation period for the purpose of promotion is the Fall Session or the Winter Session.

The notations 1F, 1W, 2F, 2W, etc. are used to represent the Fall Session and the Winter Session for the respective year of study.

### 2. Sessional Averages

#### a) Fall Session Average

The Fall Session Average is calculated on the basis of all Fall Session courses in which the student is enrolled. The weighting factor for each course is the number of weight units assigned to it. Full-year courses are not included in the calculation of the Fall Session Average. These courses are identified as "IPR" on the student's record in the Fall Session.

#### b) Winter Session Average

The Winter Session Average is calculated on the basis of all Winter and full year courses in which the student is enrolled. The weighting factor for

each course is the number of weight units assigned to it. The results of full-year courses are included in the Winter Session Average with a weight equal to the sum of the Fall and Winter Session weights.

### 3. Course Marks and Grades

The following course marks and grades relate to the performance of a student in the work of a particular course. A course grade or mark should not be interpreted as an assessment of status within a program of studies since this is determined by the Promotional Regulations set out in Section III, IV, and V. In particular, please refer to Section III, Part 8 regarding credit for courses.

The equivalents of the Numerical Scale of Marks in the refined Letter Grade Scale and the Grade Point Value are as follows:

\* The grade point values above apply to marks earned in individual courses; grade point averages are weighted sums of the grade points earned (see below), and thus do not necessarily correspond exactly to the scale above. For example, a B+ average would include grade point averages from 3.20 to 3.40, while the lowest B- average would be 2.50.

Numerical Scale of Mark	Letter Grade	Refined Grade Point Value
90-100	A+	4.0
85-89	A	4.0
80-84	A-	3.7
77-79	B+	3.3
73-76	B	3.0
70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
57-59	D+	1.3
53-56	D	1.0
50-52	D-	0.7
0-49	F	0.0

### 4. Grade Point Average

Note: The Faculty of Applied Science and Engineering does not promote students on the basis of the GPA but on the basis of the weighted sessional average.

The Grade Point Average is the weighted sum of the grade points earned, divided by the number of courses in which grade points were earned.

Courses noted "AEG" are not included in the average, nor are transfer credits, courses taken elsewhere on a Letter of Permission, nor courses designated as "extra".

Three types of grade point averages are shown on the Official Student transcript:

- The Sessional GPA (SGPA) is based on courses taken in a single session (Fall, Winter or Summer);
- The Annual GPA (AGPA) is based on courses taken in the Fall-Winter Sessions;
- The Cumulative GPA (CGPA) takes into account all courses taken for degree credit in the Faculty.

### 5. Non-Grade Symbols

The following non-grade symbols may appear on grade reports and transcripts instead of course marks and /or equivalent letter grades. They have no grade point or term sessional average values.

- AEG - Aegrotat standing granted on the basis of session work and medical or similar evidence.
- CR/NCR –Credit/No Credit. Used to report results for academic requirements such as practical experience, English proficiency, field camps, etc. The grades CR and NCR have no numerical equivalence and are not included in the calculation of Sessional Averages.
- DNW - Did not write/did not attend/did little work (when used as final course result, DNW has a percentage mark value of 0).
- GWR - Grade withheld pending Review under the Code of Behaviour on Academic Matters.
- IPR - (Course) In Progress.
- LWD - Late Withdrawal
- NGA - No grade available.

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- SDF - Standing deferred on the basis of incomplete course work because of medical or similar reasons (to be replaced by a regular mark before the expiry of a specified extension period).
- WDR - Granted privilege of late withdrawal from a course, caused by circumstances beyond the student's control, without academic penalty.

The following non-grade statements may appear on grade reports and transcripts in conjunction with the course mark and letter grade:

- Assessed - Indicates that an assessed mark has been granted, through petition to the Committee on Examinations, on the basis of session work and medical or similar evidence.
- EXT - Extra course –Not for degree credit; course has no effect on status or grade point average.

With the approval of their Department or Divisional Chair, a student may elect to take an extra course. These courses cannot be used for degree credit. Their marks are shown on the transcript but not included in the calculation of Sessional Averages. To be eligible to take an extra course a student must carry a full-time academic load. The total load including the extra courses cannot exceed 3.0 credits. The deadline for changing any credit course to an extra course is the same as that for dropping a course. The deadline for changing an extra course to a credit course is the same as that for adding a course. Refer to section V. Academic Program Load.

- INC (incomplete) - Notwithstanding the mark obtained by a student in a course, the instructor may report the designation 'Incomplete' in addition to the student's final course mark, if:

- a) a student has not made a reasonable attempt to complete major session assignments, projects laboratories, tutorials or the thesis, and
- b) the instructor has made a reasonable effort to inform the student as early as possible in the session that an important part of the session work is incomplete. If the instructor's report is confirmed by the Committee on Examinations, the student will be required to clear the incomplete status to receive credit for the course, although the original course mark will not be altered.

An incomplete status may be cleared by obtaining an evaluation of 50% or greater on the required course work which must be completed within a time period specific by the professor but not later than the end of the next corresponding session. A student who does not clear an incomplete course designation in the manner prescribed above will not receive credit for the course and the result will be treated as an F grade, i.e. Regulation IV-8 pertaining to the repeating or replacing of courses with F grades will apply.

## III. UNIVERSITY OF TORONTO POLICIES AND GUIDELINES

### RESOURCES

For a complete list of the University's policies and guidelines, please visit the websites of the Governing Council and the Provost. If a discrepancy exists between the policies in the Calendar and the policies listed on the Governing Council's website, the policies on the Governing Council's website will take precedence.

- Governing Council: <http://www.governingcouncil.utoronto.ca/policies.htm>
- Provost: <http://www.provost.utoronto.ca/policy.htm>

### ADDITIONAL RESOURCES

Student Right to Responsibilities:  
<http://life.utoronto.ca/get-help/rights-responsibilities.htm>

### SELECTED POLICIES LISTED IN THE ACADEMIC CALENDAR

#### Discipline

##### Academic

- Code of Behaviour on Academic Matters
- Academic offences
- Parties to offences
- Procedures
- Divisional sanctions
- Tribunal sanctions

##### Non-academic Code of Student Conduct

##### Offences

- Offences against persons
- Disruption
- Offences involving property
- Unauthorized entry or presence
- Unauthorized use of University facilities, equipment or services
- False charges
- Aiding in the commission of an offence
- Refusal to comply with sanctions
- Unauthorized possession or use of firearms or ammunition

#### Procedures

- General
- Specific

#### Interim conditions and measures

- Interim conditions: Ongoing personal safety
- Interim measures: Urgent situations

#### Sanctions

#### Memorandum on the Maintenance and Use of Records of Non-academic Discipline Proceedings

#### Memorandum of procedures for hearings arising from the Code of Student Conduct

## DISCIPLINE

### A) Academic

#### Code of Behaviour on Academic Matters

The Governing Council of the University of Toronto has approved a Code of Behaviour on Academic Matters, which applies to students and members of the teaching staff of the University. The full text of the Code is available from the Office of the Registrar, however, excerpts are shown below for convenience. Where ever in this Code an offence is describe as depending on 'knowing', the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

#### Academic Offences

The University and its members have a responsibility to ensure that a climate that might encourage, or conditions that might enable cheating, misrepresentation or unfairness not be tolerated. To this end, all must acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student.

#### It shall be an offence for a student knowingly:

- a) to forge or in any other way alter or falsify any document or evidence required by University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form;
- b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or session test or in connection with any other form of academic work;
- c) to personate another person, or to have another person personate, at any academic examination or session test or in connection with any other form of academic work;
- d) to represent as one's own any idea or expression of an idea or work of another in any academic examination or session test or in connection with any other form of academic work, i.e. to commit plagiarism;
- e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere;
- f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted.

#### It shall be an offence for a faculty member knowingly:

- a) to approve any of the previously described offences;
- b) to evaluate an application for admission or transfer to a course or program of study by reference to any criterion that is not academically justified.
- c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed.

#### It shall be an offence for a faculty member and student alike knowingly:

- a) to forge or in any other way alter or falsify any academic record, or to utter, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form;
- b) to engage in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

A graduate of the University may be charged with any of the above offences committed knowingly while he or she was an active student, when, in the opinion of the Provost, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

#### Parties to Offences

Every member is a party to an offence under this Code who knowingly:

- i) actually commits it;
- ii) does or omits to do anything for the purpose of aiding or assisting another member to commit the offence;
- iii) does or omits to do anything for the purpose of aiding or assisting any other abets, counsels, procures or conspires with another member to commit or be a party to an offence; or
- v) abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a party to the offence.

Every party to an offence under this Code is liable upon admission of the commission thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence. Every member who, having an intent to commit an offence under this Code, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence. When a group is found guilty of an offence under this Code, every officer, director or agent of the group, being a member of the University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence.

#### Procedures

Note: Where a student commits an offence, the Faculty in which the student is registered has responsibility over the student in the matter.

- a) Where an instructor has reasonable grounds to believe that an academic offence has been committed by a student, the instructor shall so

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inform the student immediately after learning of the act or conduct complained of, giving reasons, and invite the student to discuss the matter. Nothing the student says in such a discussion may be used nor may be receivable in evidence against the student.

b) If after such discussion, the instructor is satisfied that no academic offence has been committed, he or she shall so inform the student and no further action shall be taken in the matter by the instructor, unless fresh evidence comes to the attention of the instructor, in which case he or she may again proceed in accordance with (a) above.

c) If after such discussion, the instructor believes that an academic offence has been committed by the student, or if the student fails or neglects to respond to the invitation for discussion, the instructor shall make a report of the matter to the department chair or through the department chair to the Dean.

d) When the Dean or the department chair, as the case may be, has been so informed, he or she shall notify the student in writing accordingly, provide him or her with a copy of the Code and subsequently afford the student an opportunity for discussion of the matter. In the case of the Dean being informed, the chair of the department and the instructor shall be invited by the Dean to be present at the meeting with the student. The Dean shall conduct the interview.

e) Before proceeding with the meeting, the Dean shall inform the student that he or she is entitled to seek advice, or to be accompanied by counsel at the meeting, before making, and is not obliged to make, any statement or admission, but shall warn that if he or she makes any statement of admission in the meeting, it may be used or be receivable in evidence against the student in the hearing of any charge with respect to the offence or alleged offence in question. The Dean shall also advise the student, without further comment or discussion, of the sanctions that may be imposed (see Sanctions below) that the Dean is not obliged to impose a sanction but may instead request that the Provost lay a charge against the student. Where such advice and warning have been given, the statements and admissions, if any, made in such a meeting may be used or received in evidence against the student in any such hearing.

f) If the Dean, on the advice of the department chair and the instructor, or if the department chair on the advice of the instructor, subsequently decides that no academic offence has been committed and that no further action in the matter is required, the student shall be so informed in writing and the student's work shall be accepted for normal evaluation or, if the student was prevented from withdrawing from the course by the withdrawal date, he or she shall be allowed to do so. Thereafter, the matter shall not be introduced into evidence at a Tribunal hearing for another offence.

g) If the student admits the alleged offence, the Dean or the department chair may either impose the sanction(s) that he or she considers appropriate (see Sanction below) or refer the matter to the Dean or Provost, as the case may be, and in either event shall inform the student in writing accordingly. No further action in the matter shall be taken by the instructor, the department chair or the Dean if the Dean imposes a sanction.

h) If the student is dissatisfied with a sanction imposed by the department chair or the Dean, as the case may be, the student may refer the matter to the Dean or Provost, as the case may be, for consideration.

i) If the student does not admit the alleged offence, the Dean may, after consultation with the instructor and the department chair, request that the Provost lay a charge against the student. If the Provost agrees to lay a charge, the case shall then proceed to the Trial Division of the Tribunal.

j) Normally, decanal procedures will not be examined in a hearing before the Tribunal. A failure to carry out the procedures referred to in this Section, or any defect or irregularity in such procedures, shall not invalidate any subsequent proceedings of or before the Tribunal, unless the chair of the hearing considers that such failure, defect or irregularity resulted in a substantial wrong, detriment or prejudice to the accused. The chair will determine at the opening of the hearing whether there is going to be any objection to defect, failure or irregularity.

k) No degree, diploma or certificate of the University shall be conferred or awarded, nor shall a student be allowed to withdraw from a course from the time of the alleged offence until the final disposition of the accusation. However, a student shall be permitted to use University facilities while a decision is pending, unless there are valid reasons for the Dean to bar him or her from a facility. When or at any time after an accusation has been reported to the Dean, he or she may cause a notation to be recorded on the accusation, to indicate that the standing in a course and/or the student's academic status is under review. A student upon whom a sanction has been imposed by the Dean or the department chair or who has been convicted by the Tribunal shall not be allowed to withdraw from a course so as to avoid the sanction imposed.

l) A record of cases disposed and of the sanctions imposed shall be kept in the academic unit concerned and may be referred to by the Dean in connection with a decision to prosecute, or by the prosecution in making representations as to the sanction or sanctions to be imposed by the Tribunal, for any subsequent offence committed by the student. Information on such cases shall be available to other academic units upon request and such cases shall be reported by the Dean to the Secretary of the Tribunal for use in the Provost's annual report to the Academic Board. The Dean may contact the Secretary of the Tribunal for advice or for information on cases disposed of by the Tribunal.

m) Where a proctor or invigilator, who is not a faculty member, has reason to believe that an academic offence has been committed by a student at an examination or test, the proctor or invigilator shall so inform the student's Dean or department chair, as the case may be, who shall proceed as if he or she were an instructor, by analogy to the other provisions of this section.

n) In the case of alleged offences not covered by the procedures above and not involving the submission of academic work, such as those concerning forgery or uttering, and in cases involving cancellation, recall or suspension of a degree, diploma or certificate, the procedure shall be regulated by analogy to the other procedures of this section.

## Divisional Sanctions

1. In an assignment worth 10% or less of the final grade, the department chair may handle the matter if:
  - i) the student admits guilt; and
  - ii) the assignment of a penalty is limited to at most a mark of zero for the piece of work.

If the student does not admit guilt, or if the department chair chooses, the matter shall be brought before the Dean.

2. One or more of the following sanctions may be imposed by the Dean where a student admits to the commission of an offence:

- a) an oral and/or written reprimand;
- b) an oral and/or written reprimand and, with the permission of the instructor, the resubmission of the piece of academic work, in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
- c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
- d) assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;
- e) denial of privileges to use any facility of the University, including library and computer facilities;
- f) a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;
- g) assignment of a grade of zero or a failure for the course in respect of which the offence was committed;
- h) suspension from attendance in a course or courses, a program, an academic division or unit, or the University for a period of not more than twelve months. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed.

3. The Dean shall have the power to record any sanction imposed on the student's academic record and transcript for such length of time as he or she considers appropriate. However, the sanctions of suspension or a notation specifying academic misconduct as the reason for a grade of zero for a course shall normally be recorded for a period of five years.

4. The Provost shall, from time to time, indicate appropriate sanctions for certain offences. These guidelines shall be sent for information to the Academic Board and attached to the Code as Appendix 'C'.

## **Tribunal Sanctions**

1. One or more of the following sanctions may be imposed by the Tribunal upon the conviction of any student:

- a) an oral and/or written reprimand;
- b) an oral and/or written reprimand and, with the permission of the instructor, the resubmission of the piece of academic work, in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
- c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
- d) assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;
- e) denial of privileges to use any facility of the University, including library and computer facilities;
- f) a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;
- g) assignment of a grade of zero or a failure for any completed or uncompleted course or courses in respect of which any offence was committed;
- h) suspension from attendance in a course or courses, a program, an academic division or unit, or the University for such a period of time up to five years as may be determined by the Tribunal. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed;
- i) recommendation of expulsion from the University. The Tribunal has power only to recommend that such a penalty be imposed. In any such case, the recommendation shall be made by the Tribunal to the President for a recommendation by him or her to the Governing Council. Expulsion shall mean that the student shall be denied any further registration at the University in any program and his or her academic record and transcript shall record permanently this sanction. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed. If a recommendation for expulsion is not adopted, the Governing Council shall have the power to impose such lesser penalty as it sees fit.
- j) (i) recommendation to the Governing Council for cancellation, recall or suspension of one or more degrees, diplomas or certificates obtained by any graduate; or  
ii) cancellation of academic standing or academic credits obtained by any former student who, while enrolled, committed any offence which if, detected before the granting of the degree, diploma, certificate, standing or credits would, in the judgement of the Tribunal, have resulted in a conviction and the application of a sanction sufficiently severe that the degree, diploma, certificate, standing, credits or marks would not have been granted.

2. The hearing panel shall have the power to order that any sanction imposed by the Tribunal be recorded on the student's academic record and transcript for such length of time as the jury considers appropriate.

3. The Tribunal may, if it considers appropriate, report any case to the Provost who may publish a notice of the decision of the Tribunal and the sanction or sanctions imposed in the University newspapers, with the name of the student withheld.

## **B) CODE OF STUDENT CONDUCT**

1. The University of Toronto is a large community of teaching staff, administrative staff and students, involved in teaching, research, learning and other activities. Student members of the University are adherents to a division of the University for the period of their registration in the academic program to which they have been admitted and as such assume the responsibilities that such registration entails.

2. As an academic community, the University governs the activities of its members by standards such as those contained in the Code of Behaviour on Academic Matters, which provides definitions of offences that may be committed by student members and which are deemed to affect the academic integrity of the University's activities.

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3. The University sponsors, encourages or tolerates many nonacademic activities of its members, both on its campuses and away from them. These activities, although generally separate from the defined requirements of students' academic programs, are a valuable and important part of the life of the University and of its students.

4. The University takes the position that students have an obligation to make legal and responsible decisions concerning their conduct as, or as if they were, adults. The University has no general responsibility for the moral and social behaviour of its students. In the exercise of its disciplinary authority and responsibility, the University treats students as free to organize their own personal lives, behaviour and associations subject only to the law and to University regulations that are necessary to protect the integrity and safety of University activities, the peaceful and safe enjoyment of University housing by residents and neighbours, or the freedom of members of the University to participate reasonably in the programs of the University and in activities in or on the University's premises. Strict regulation of such activities by the University of Toronto is otherwise neither necessary nor appropriate. Under some circumstances, such as when a student has not yet reached the legal age of majority, additional limitations on student conduct may apply.

5. University members are not, as such, immune from the criminal and civil laws of the wider political units to which they belong. Provisions for non-academic discipline should not attempt to shelter students from their civic responsibilities nor add unnecessarily to these responsibilities. Conduct that constitutes a breach of the Criminal Code or other statute, or that would give rise to a civil claim or action, should ordinarily be dealt with by the appropriate criminal or civil court. In cases, however, in which criminal or civil proceedings have not been taken or would not adequately protect the University's interests and responsibilities as defined below, proceedings may be brought under a discipline code of the University, but only in cases where such internal proceedings are appropriate in the circumstances.

6. The University must define standards of student behaviour and make provisions for student discipline with respect to conduct that jeopardizes the good order and proper functioning of the academic and non-academic programs and activities of the University or its divisions, that endangers the health, safety, rights or property of its members or visitors, or that adversely affects the property of the University or bodies related to it, where such conduct is not, for the University's defined purposes, adequately regulated by civil and criminal law.

7. Nothing in this Code shall be construed to prohibit peaceful assemblies and demonstrations, lawful picketing, or to inhibit freedom of speech as defined in the University.

8. In this Code, the word "premises" includes lands, buildings and grounds.

9. In this Code, "student" means any person,

- i) engaged in any academic work which leads to the recording and/or issue of a mark, grade or statement of performance by the appropriate authority in the University or another institution; and/or
- ii) associated with or registered as a participant in any course or program of study offered by or through a college, faculty, school, centre, institute or other academic unit or division of the University; and/or
- iii) entitled to a valid student card who is between sessions but is entitled because of student status to use University facilities; and/or
- iv) who is a post-doctoral fellow.

10. In this Code, the words "University of Toronto" refer to the University of Toronto and include any institutions federated or affiliated with it, where such inclusion has been agreed upon by the University and the federated or affiliated institution, with respect to the premises, facilities, equipment, services, activities, students and other members of the federated or affiliated institution.

Note: The University of Toronto has agreed that, when the premises, facilities, equipment, services or activities of the University of Toronto are referred to in this Code, the premises, facilities, equipment, services and activities of the University of St. Michael's College, Trinity College and Victoria University are included.

11. In this Code, where an offence is described as depending on "knowing", the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

12. This Code is concerned with conduct that the University considers unacceptable. In the case of student members of the University, the procedures and sanctions described herein shall apply, unless the matter has been or is to be dealt with under other provisions for the discipline of students. In the case of the other members of the University, such conduct is to be dealt with in accordance with the established policy, procedures and agreements that apply to the members.

13. Subject to the conditions and considerations outlined in Section B., this Code is concerned with conduct arising in relation to a wide variety of activities and behaviours including, but not limited to, conduct related to the use of computers and other information technology and the use or misuse of alcohol. In principle, alleged offences that arise in relation to such conduct are not distinct from those that arise out of other activities that occur in the University community. Such activities may also be considered the commission of one or more offences and, in appropriate circumstances, may be dealt with under other University policies or regulations specific to the behaviour.

## C) Offences

The following offences constitute conduct that shall be deemed to be offences under this Code, when committed by a student of the University of Toronto, provided that such conduct

- i) has not been dealt with as failure to meet standards of professional conduct as required by a college, faculty or school; and
- ii) is not specifically assigned to the jurisdiction of the University Tribunal, as in the case of offences described in the Code of Behaviour on

Academic Matters, or to another disciplinary body within the University of Toronto, as in the case of sexual harassment as described in the Policy and Procedures: Sexual Harassment; or to a divisional disciplinary body, such as a residence council or a recreational athletics disciplinary body; or is covered under these policies but which is deemed by the head of the division to be more appropriately handled by the Code of Student Conduct; and

iii) except as otherwise provided herein, occurs on premises of the University of Toronto or elsewhere in the course of activities sponsored by the University of Toronto or by any of its divisions; and

iv) has not been dealt with under provisions for the discipline of students with respect to University offices and services whose procedures apply to students in several academic divisions, such as University residences, libraries or athletic and recreational facilities.

## 1. Offences Against Persons

a) No person shall assault another person sexually or threaten any other person with sexual assault.

b) No person shall otherwise assault another person, threaten any other person with bodily harm, or knowingly cause any other person to fear bodily harm.

c) No person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons.

d) No person shall threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property.

e) No person shall engage in a course of vexatious conduct that is directed at one or more specific individuals, and that is based on the race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, handicap, receipt of public assistance or record of offences of that individual or those individuals, and that is known to be unwelcome, and that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to, those explicitly adopted. Note: Terms in this section are to be understood as they are defined or used in the Ontario Human Rights Code. Vexatious conduct that is based on sex or sexual orientation is considered an offence under the University's Policy and Procedures: Sexual Harassment. If the Sexual Harassment Officer believes, after consultation with relevant parties, that a complaint based on sex or sexual orientation would be better handled under the Code of Student Conduct, the Officer may refer the matter to the appropriate head of division.

f) (i) No person shall, by engaging in the conduct described in subsection (ii) below, whether on the premises of the University or away from the premises of the University, cause another person or persons to fear for their safety or the safety of another person known to them while on the premises of the University of Toronto or in the course of activities sponsored by the University of Toronto or by any of its divisions, or cause another person or persons to be impeded in exercising the freedom to participate reasonably in the programs of the University and in activities in or on the University's premises, knowing that their conduct will cause such fear, or recklessly as to whether their conduct causes such fear.

ii) The conduct mentioned in subsection (i) consists of

a) repeatedly following from place to place the other person or anyone known to them;

b) repeatedly and persistently communicating with, either directly or indirectly, the other person or anyone known to them;

c) besetting or repeatedly watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or

d) engaging in threatening conduct directed at the other person or any member of the family, friends or colleagues of the other person.

## 2. Disruption

No person shall cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organized by the University of Toronto or by any of its divisions, or the right of another member or members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent. And silent or symbolic protest is not to be considered disruption under this Code. But noise that obstructs the conduct of a meeting or forcible blocking of access to an activity constitutes disruption.

## 3. Offences Involving Property

a) No person shall knowingly take, destroy or damage premises of the University of Toronto.

b) No person shall knowingly take, destroy or damage any physical property that is not her or his own.

c) No person shall knowingly destroy or damage information or intellectual property belonging to the University of Toronto or to any of its members.

d) No person, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the University of Toronto.

e) No person, knowing the effects or property to have been appropriated without authorization, shall possess effects or property of the University of Toronto.

f) No person, knowing the effects or property to have been appropriated without authorization, shall possess any property that is not her or his own.

g) No person shall knowingly create a condition that unnecessarily endangers or threatens destruction of the property of the University of Toronto or of any of its members.

## 4. Unauthorized Entry or Presence

No person shall, contrary to the expressed instruction of a person or persons authorized to give such instruction, or with intent to damage or destroy the premises of the University of Toronto or damage, destroy or steal any property on the premises of the University of Toronto that is not her or his own, or without just cause knowingly enter or remain in or on any such premises.

## 5. Unauthorized Use of University Facilities, Equipment or Services

a) No person shall knowingly use any facility, equipment or service of the University of Toronto contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause.

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b) No person shall knowingly gain access to or use any University computing or internal or external communications facility to which legitimate authorization has not been granted. No person shall use any such facility for any commercial, disruptive or unauthorized purpose.

c) No person shall knowingly mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other information storage, processing or retrieval system.

## 6. False Charges

No person shall knowingly or maliciously bring a false charge against any member of the University of Toronto under this Code.

## 7. Aiding in the Commission of an Offence

No person shall counsel, procure, conspire with or aid a person in the commission of an offence defined in this Code.

## 8. Refusal to Comply with Sanctions

No person found to have committed an offence under this Code shall refuse to comply with a sanction or sanctions imposed under the procedures of this Code.

## 9. Unauthorized Possession or Use of Firearms or Ammunition

No person other than a peace officer or a member of the Canadian Forces acting in the course of duty shall possess or use any firearm or ammunition on the premises of the University of Toronto without the permission of the officer of the University having authority to grant such permission.

Note: The President of the University or another senior officer designated by the President has been given the authority to grant such permission for the premises of the University of Toronto under the authority of the Governing Council of the University. The President has designated the Vice-President, Business Affairs, who is the Chief Administrative Officer of the University to exercise this authority. Various officers of institutions federated with the University of Toronto have authority to grant such permission with respect to the premises of the federated institutions.

## D) Procedures

### 1. General

a) The University shall establish a centrally appointed pool of trained Investigating and Hearing Officers, who shall be available to the divisions, at the discretion of the head of the division, if that is considered appropriate or preferable for any reason.

b) Each division shall appoint an Investigating Officer and a Hearing Officer, who may be student, staff or faculty members from that division.

c) Whether the incident is investigated locally or centrally, every effort shall be made to conclude the case through to delivery of a final decision within the University within one year from the alleged incident of misconduct.

d) Pursuant to the provisions of Section E., interim conditions may be imposed by the head of the division.

e) For the purposes of confidential and central record keeping, a one-page summary of the outcome of all investigations, whether or not they have proceeded to a Hearing, shall be copied to the Judicial Affairs Officer in the Office of the Governing Council.

f) Whenever possible and appropriate, informal resolution and mediation shall be used to resolve issues of individual behaviour before resort is made to formal disciplinary procedures.

### 2. Specific

a) An Investigating Officer shall be appointed for a term of up to three years by the Principal, Dean or Director (hereinafter called "head") of each faculty, college or school in which students are registered (hereinafter called "division"), after consultation with the elected student leader or leaders of the division, to investigate complaints made against student members of that division. Investigating Officers shall hold office until their successors are appointed.

b) A Hearing Officer shall be appointed for a term of up to three years by the council of each division to decide on complaints under this Code made against student members of that division. Hearing Officers shall hold office until their successors are appointed.

c) If the Investigating Officer is unable to conduct an investigation, or the Hearing Officer is unable to conduct a hearing, or where the head of the division believes on reasonable grounds that the appointed officer is inappropriate to conduct the particular investigation or chair a particular hearing, then the head of the division shall seek an appointment from the central pool for that particular case. If the head of the division intends to request either suspension from registration or expulsion from the University as a sanction in a particular case, or if the case appears to the head of the division to require a Hearing Officer with legal qualifications, then the Senior Chair of the University Tribunal may, on the application of the head of the division, appoint a legally qualified person as Hearing Officer for the particular case.

d) Where the head of the division has reason to believe that a non-academic offence as defined in this Code may have been committed by a student member or members of the division, the Investigating Officer will conduct an investigation into the case. After having completed the investigation, the Investigating Officer shall report on the investigation to the head of the division. If the head of the division concludes, on the basis of this report, that the student or students may have committed an offence under the Code of Student Conduct, the head of the division shall have the discretion to request that a hearing take place to determine whether the student or students have committed the offence alleged.

e) The hearing will be chaired by the Hearing Officer. The case will be presented by the Investigating Officer, who may be assisted and represented by legal counsel. If the right to a hearing is waived, or after a hearing, the Hearing Officer will rule on whether the student or students have committed the offence alleged and may impose one or more sanctions as listed below. The accused student or students may be assisted and represented by another person, who may be legal counsel.

f) Appeals against decisions of bodies acting under authority from the council of a division to hear cases arising out of residence codes of behaviour may be made to the Hearing Officer of the division, where provision therefore has been made by the council of the division.

g) Appeals against the decision of the Hearing Officer may be made to the Discipline Appeals Board of the Governing Council.

h) Where the head of a division has reason to believe that a non-academic offence may have been committed by a group of students including

students from that division and from another division or divisions, the head may consult with the head of the other division or divisions involved and may then agree that some or all of the cases will be investigated jointly by the Investigating Officers of the divisions of the students involved and that some or all of the cases will be heard together by the Hearing Officer of one of the divisions agreed upon by the heads and presented by one of the Investigating Officers agreed upon by the heads.

## E) Interim Conditions and Measures

### Interim Conditions: Ongoing Personal Safety

In those cases where the allegations of behaviour are serious and, if proven, could constitute a significant personal safety threat to other students or members of the University community, the head of the division is authorized to impose interim conditions that balance the need of complainants for safety with the requirement of fairness to the respondent student. The interim conditions are in no way to be construed as indicative of guilt, and shall remain in place until the charges are disposed of under the Code's procedures.

### Interim Measures: Urgent Situations

In some circumstances, such as those involving serious threats or violent behaviour, it may be necessary to remove a student from the University. Where the head of the division has requested an investigation by the Investigating Officer and the investigation is pending, the Vice-President & Provost (or delegate) may, on the advice of the head of the division, suspend a student or students temporarily for up to three working days if, in the opinion of the Vice-President & Provost (or delegate), there is reasonable apprehension that the safety of others is endangered, damage to University property is likely to occur, or the continued presence of the student(s) would be disruptive to the legitimate operations of the University. The student(s) shall be informed immediately in writing of the reasons for the suspension and shall be afforded the opportunity to respond. Any such temporary suspension must be reviewed by the Vice-President & Provost (or delegate) within the three-day temporary suspension period, following a preliminary investigation, and either revoked or continued. If the suspension is continued, the student(s) may appeal to the Senior Chair (or delegate), or the Associate Chair (or delegate) of the University Tribunal, who shall hear and decide on the appeal within five days.

## F) Sanctions

The following sanctions or combinations of them may be imposed upon students found to have committed an offence under this Code.

In addition, students found to have committed an offence may be placed on conduct probation for a period not to exceed one year, with the provision that one or more of the following sanctions will be applied if the conduct probation is violated.

1. Formal written reprimand.
2. Order for restitution, rectification or the payment of damages.
3. A fine or bond for good behaviour not to exceed \$500.
4. Requirement of public service work not to exceed 25 hours.
5. Denial of access to specified services, activities or facilities of the University for a period of up to one year.

The following two sanctions, which would directly affect a student's registration in a program, may be imposed only where it has been determined that the offence committed is of such a serious nature that the student's continued registration threatens the academic function of the University of Toronto or of any of its divisions or the ability of other students to continue their programs of study. Where the sanction of suspension and/or expulsion has been imposed on a student, the Vice-President & Provost (or delegate) shall have the power to record that sanction on the student's academic record and transcript for such length of time as he or she considers appropriate.

A sanction of suspension shall be recorded on the student's academic record and transcript for a period of five years. The following wording shall be used: "Suspended from the University of Toronto for reasons of non-academic misconduct for a period of [length of suspension], [date]."

A sanction of expulsion shall be permanently recorded on a student's academic record and transcript. The following wording shall be used: "Expelled from the University of Toronto for reasons of non-academic misconduct, [date]."

6. Suspension from registration in any course or program of a division or any divisions for a period of up to one year.
7. Recommendation for expulsion from the University.

## MEMORANDUM OF THE MAINTENANCE AND USE OF THE RECORDS OF NON-ACADEMIC DISCIPLINE PROCEEDINGS

### 1. Keeping of Records

Records must be kept in all cases that have been the subject of an investigation and have resulted in the imposition of a sanction, whether or not the student has waived the right to a hearing. Likewise, a Record of the Proceedings of Non-Academic Discipline Hearings must be kept in all cases that have proceeded to a Hearing.

### 2. Composition of Record

The Record of Proceedings on Non-Academic Discipline cases shall comprise:

- (a) the written report of the Investigating Officers, if any;
- (b) the Notice of Hearing (including the offence charged);
- (c) documentary evidence filed at a Hearing;
- (d) the decision of the Hearing Officer and the reasons therefore.

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## 3. Storage of Records

The Records of the Proceedings of Non-Academic Discipline Hearings shall be stored in the office of the head of the division.

## 4. Records of the Investigating Officer

Where the investigation has not proceeded to a Hearing, the records and notes of the Investigating Officer shall be kept and may have a bearing on the decision to prosecute in a future case. Where a sanction has been imposed, a copy of the letter of sanction to the student shall be filed, in confidence, with the Judicial Affairs Officer, Office of the Governing Council.

## 5. Publishing of Records

Decisions of the Hearing Officer, including the name of the respondent, the offence and the sanction, shall be reported to the Vice-President & Provost, who shall convey the information, anonymously and in statistical form, annually to the University Affairs Board. A Hearing Officer or the Discipline Appeals Board may recommend to the Vice-President & Provost that the nature of the offence and the sanction be published in the University newspapers. Where circumstances warrant, they may also order the publication of the name of the person found to have committed the offence. The Vice-President & Provost shall have the discretion to withhold publication of the name of the person.

## 6. Use of Records

Records of previous convictions may be taken into account in imposing a sanction.

## 7. Tape Recordings of Hearings

The Hearing Officer shall ensure that a tape recording is made of all sessions of a Hearing. Such tape recordings shall be kept by the head of the division for at least 90 days after notice has been given of the decision of the hearing.

## MEMORANDUM OF PROCEDURES FOR HEARINGS ARISING FROM THE CODE OF STUDENT CONDUCT

1. Complaints about the alleged commission of any offence under the Code of Student Conduct may be made in writing by any person ("the complainant") to the principal, Dean or director ("the head") of the college, faculty or school ("the division") in which the student or students who are alleged to have committed the offence ("the accused") are or were registered.

2. The head of the division shall consider the written complaint and shall determine if the conduct complained of appears to fall under the Code of Student Conduct. If it does not appear to fall under the Code of Student Conduct, the head may take whatever other action he or she deems appropriate to the circumstances, including communication to the complainant of the conclusion he or she has drawn. Where a student's conduct comes to light after a student has left the University, the head of the division may decide to proceed, if the seriousness of the allegation warrants such action.

3. If the head of the division considers that the conduct complained of appears to fall under the Code of Student Conduct, he may request the Investigating Officer to conduct a discreet investigation of the case and to make a report to him or her.

4. If, on the basis of the report of the Investigating Officer, the head of the division concludes that the accused may have committed an offence under the Code of Student Conduct, he or she shall have the discretion to request that a hearing take place to determine whether the accused has committed the offence alleged.

5. To initiate a hearing, the head of the division shall give written notice to the accused indicating the nature of the complaint, the offence alleged and setting a date, time and place for a hearing to provide an opportunity for the accused to respond to the allegations made. The notice shall indicate that if the accused does not appear at the hearing, the hearing may proceed in the absence of the accused.

6. The hearing will be chaired by the Hearing Officer, who shall not have been involved in the investigation leading up to the decision to request a hearing, and who shall make a decision on the basis of evidence presented at the hearing.

7. Hearings shall be conducted in an informal manner, in accordance with the principles of natural justice, and the Hearing Officer shall not be bound to observe strict legal procedures. Procedural defects will not invalidate the proceedings unless there has been a substantial wrong or denial of natural justice.

8. The parties to the hearing are the head of the division, represented by the Investigating Officer, who may be assisted and represented by legal counsel, and the accused, who may be assisted and represented by another person, who may be a lawyer. Both parties shall be allowed to call, examine and cross-examine witnesses and present evidence and argument.

9. Hearings shall be open to members of the University unless the Hearing Officer decides there is sufficient cause to provide otherwise.

10. The Hearing Officer is not bound to conduct the hearing according to strict rules of evidence. Evidence may be received in written or oral form.

11. The Hearing Officer may take note of matters generally within the knowledge of members of the University community.

12. The accused may waive the right to a hearing under these procedures, in which case the Hearing Officer will rule on whether the accused has committed the offence alleged and impose one or more of the sanctions listed in the Code of Student Conduct.

13. After a hearing, the Hearing Officer shall rule on the complaint and, where the Hearing Officer finds that the accused has committed an offence, shall impose one or more of the sanctions listed in the Code of Student Conduct and give reasons for the decision. A copy of the letter to the student imposing the sanction shall be copied, in confidence, to the Judicial Affairs Officer, Officer of the Governing Council.

14. The onus of proof is on the head of the division, who must show on clear and convincing evidence that the accused has committed the offence alleged.

15. Any penalty or remedy shall be stayed pending the outcome of any appeal to the Discipline Appeals Board.

## IV. OFFICERS OF THE UNIVERSITY

A list of officials of the University of Toronto can be found on the Governing Council website at <http://www.governingcouncil.utoronto.ca>

## V. ACADEMIC PROGRAM LOAD

Please note: Program load may vary by year of study and Program.

The normal full academic load is 2.50 credits per session. Students in second or higher years may, in exceptional cases, increase their academic load to a maximum of 3.00 credits. Students taking a full year core course will not be allowed to drop this course in the Winter Session. A full-time student may reduce their academic load below the full academic load by 0.50 credits by dropping a CS, HSS or technical/free elective course if it is possible to take the same or a replacement course in a summer or subsequent session. It is recommended that a student consult their Departmental Counsellor for advice on how this may impact their ability to complete their degree requirements within the expected period of time. Reducing the academic load to less than a full load as defined by a student's year and program of study will make the student ineligible for scholarships and Dean's Honours list. Full-time students with reduced course loads are still required to pay the full-time program fee, and will not be entitled to any tuition fee refunds.

## VI. DEGREE REQUIREMENTS

To qualify for a degree, a student must complete a full undergraduate program as outlined in the Faculty Calendar within nine calendar years of first registration, exclusive of mandatory absences from his or her program. Further, no student will be allowed to graduate if they do not meet the criteria that may lead to registration as a Professional Engineer as set by the Canadian Engineering Accreditation Board (CEAB).

**A full undergraduate program consists of eight Fall and Winter Sessions taken in order. To gain credit for a session a student must:**

- satisfy the academic regulations to proceed to the succeeding session as described herein, and
- not be subsequently required to repeat the session for which credit is to be gained, and
- achieve a course mark of 50% or greater in every course taken as part of the academic load in a session (see Regulation VIII-6), and
- not have any outstanding designations of 'standing deferred', 'incomplete', 'No Grade Available', or GWR (Grade Withheld pending Review under Code of Conduct on Academic Matters) for any course in any session (see Regulations I-5 and I-7).

### 2. Final Session

To be eligible to graduate, a student must attain a weighted Session Average of 60% or greater in their final session. Any student who does not achieve a weighted Session Average of 60% in their final session (4W), but has attained a weighted Session Average that allows them to proceed to the next session on probation, shall repeat the final session and achieve a weighted Session Average of 60% or greater to graduate.

### 3. English Proficiency Requirement

The Faculty requires each student to show an ability to write English coherently and correctly in all written work submitted for evaluation. Consequently, the Faculty reserves the right to ask each student to write a post-admission English Proficiency Assessment at the beginning of his or her First year of studies. Every student will also take at least one course that includes a written communication component within their curriculum. Satisfactory completion of the course or courses is required for graduation.

### 4. Practical Experience Requirement

It is a regulation of the Faculty of Applied Science and Engineering that all students complete a minimum of 600 hours of practical work before graduation. Full details of the practical experience requirement are outlined in Chapter 7.

## VII. ACADEMIC STANDING

### 1. There are three categories of Academic Standing used for promotion:

**Clear:** A student with a Clear standing may proceed to subsequent sessions.

**Proceeding On Probation:** A student is placed on Probation the first time the Session Average is between 55% to 60%. Probation is a warning that academic performance is not satisfactory.

**On Repeat Probation:** A student placed on Repeat Probation must withdraw from the Faculty for a prescribed period of time in accordance to the promotion regulations. A second instance of Repeat Probation will result in refusal of further registration in the Faculty.

### 2. Honours Standing:

a) i) In sessions 2F, 2W, 3F, 3W and 4F or 4W, Honours standing in the work of session is granted to students carrying a full academic load (2.50 credits per session), if the session is not being repeated and if the weighted Session Average is 80% or greater. Note that extra (EXT)

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courses are not included in the academic load.

ii) In session 4F or 4W, Honours standing in the work of the session is granted to students carrying an academic load of at least 2.00 credits, if the session is not being repeated and if the weighted Session Average is 80% or greater.

b) To obtain Honours graduate standing a student must obtain Honours standing in the work of a session for four of the sessions 2F, 2W, 3F, 3W, 4F, 4W. In addition, during the session 4F or 4W a student must carry an academic load of at least 2.00 credits and have a combined 4F and 4W weighted Session Average of 80% or greater.

## VIII. PROMOTION REGULATIONS

The Promotion Regulations are the academic standards that dictate whether a student will proceed to the next session or not. These regulations apply to all students who are registered in the Faculty. The first session (Fall Session) commences in September and ends in December. The second session (Winter Session) begins in January and ends in April/May.

### 1. Removing Probation:

A full-time student who has two successive sessions (excluding summer sessions) with a weighted Session Average of 70% or greater, none of which is a repeated session, will have their status improved by one step. For example: a student who has an academic status of "Repeat Probation" after two successive full-time sessions with a weighted Session Average of 70% or better will have a new academic status of "Proceeding On Probation". Therefore, a student who is on Repeat Probation and who is entering Third year can improve their status to "Clear" by graduation (four successive full-time sessions with a weighted Session Average of 70% or greater). Note full time session means four or more courses.

### 2. Required Withdrawal:

A student who has failed a session is required to withdraw and must discontinue their studies as soon as grades are made official. This applies whether or not the student is enrolled in courses that continue in the following session. In all cases where a full year course is dropped, the student will not receive credit for any work already done in the course. A student who is required to withdraw after a Fall Session will be withdrawn by the Registrar's Office and will receive a refund for the Winter Session. A student who wishes to withdraw voluntarily must complete a withdrawal form at the Registrar's Office to receive a refund for the Winter Session.

### 3. A student who is required to withdraw after a Winter Session need not complete a withdrawal form.

### 4. Repetition of a Session:

A student is not permitted to repeat the same session more than once. Thus, any student who would otherwise be required to repeat a session more than once is given the status 'Failed - will not be considered for re-admission'. In permitting a student to proceed to the next session, it is assumed by the Faculty that the student has both the ability and necessary background to obtain a weighted Session Average of 60% or greater. At the same time the Faculty will consider a petition from a student to be allowed to voluntarily repeat one or more sessions.

a) A student who is required to repeat a session must carry a minimum session load of four classes

b) In a repeated session, no credit is retained for courses previously taken in which a mark of less than 70% was achieved. Courses in which a mark of 70% or greater has been achieved need not be repeated. A student who is repeating a session may choose elective courses different from those he or she chose on the previous attempt.

c) A student may not improve his or her academic standing by voluntarily repeating a session, for example; if a student is on academic probation and the promotional standing of the student will not be improved by the results of the voluntarily repeated session if his or her weighted Session Average for the session is 60% or greater.

### 5. Re-Enrolment after Withdrawal:

A student who has withdrawn from the Faculty must apply for re-enrolment by the stated deadline dates for the Fall Session and Winter Session as stated in the Calendar for a decision on their eligibility to resume studies in the Faculty. Specific deadline dates are listed in the "Sessional Dates" Section of the Calendar. Please contact the Office of the Registrar for application information Re-enrolment is not automatic. First year students making such applications should consult the First Year Counsellor.

### 6. Credit for Courses in the Fall and Winter Session:

a) A student whose mark is less than 50% in any course taken as part of the academic load in a session will not be given credit for the course. If credit is not obtained for a course, the students must register for and repeat the course at the first opportunity. If a mark of 50% or greater is obtained in the repeated course, credit will be given for the course. With the approval of the responsible department or division a student in exceptional circumstances may be permitted to register for and repeat the final examination in the course at the first opportunity. If a mark of 50% or greater is obtained in the repeated examination, credit will be given for the course. With the approval of the responsible department or division a course may be substituted with one of comparable level when such is next available. If a mark of 50% or greater is obtained in the substituted course, credit will be granted.

b) If credit is not obtained for the original course on the second attempt, be it through repeating or substituting of a course, the student will be permitted one additional opportunity to clear the requirement. In such case, the student must register for and repeat the course or a substituted course at the first opportunity. If credit is not obtained for the original course or for the substituted course on the third attempt, the student will be given the status 'Failed –Refused Further Registration'.

c) A student who is not in a regular full-time or part-time program and is taking courses either to obtain credit for a missing requirement or to repeat a previous failed course must achieve a mark of 50% or greater in order to retain credit in such courses.

d) PEY students who are given permission to take courses during their internship program will be given credit for those courses in which they obtain a mark of 50% or greater.

e) In the event that the requirement to repeat or substitute a course causes timetable conflicts that cannot be sanctioned by the department or division, study of higher level conflict courses must be deferred.

f) Promotion rules shall apply in the usual manner to students who are repeating or substituting courses or repeating examinations. Grades for repeated or substituted courses or repeated examinations shall be included in the weighted Session Average.

## 7. Credit for Courses in the Summer Session:

A student taking any summer course(s) including repeated courses, must obtain a grade of at least 50% in order to retain credit. Therefore, there will be no audit/promotional assessment for the Summer Session and credit for courses will be assessed on a per course basis. Exclusion: T-Program students.

## 8. Late Withdrawal from Select Arts and Science Classes

a) Students pursuing a degree in the Faculty of Applied Science and Engineering may request to withdraw without petition from a total of no more than 3.0 FCEs of HSS/CS and Free Elective courses offered by the Faculty of Arts and Science, provided the request is made by the last day of term in the relevant course. This provision does not apply to courses offered by the Faculty of Applied Science and Engineering, including HSS/CS or free elective courses offered by the Faculty of Applied Science and Engineering.

b) Students will make such requests to their departmental counsellor, who has the authorization to approve such requests if the circumstances warrant approval of an exception to the normal drop deadlines.

c) Approved withdrawals under this procedure will be noted on the academic record by the course designation LWD (Late Withdrawal). This course status will have no effect on the GPA, Sessional Averages, or other elements of the academic record

## PROMOTION REGULATIONS: TEXT

There are two important parameters to the Promotion Regulations: a student's previous record and the weighted Session Average (SA) achieved by the student in the current session. The regulations are presented below in text format. They are presented in nine sections, according to the student's previous record.

### 1. First year Students Enrolling with a Clear Record –Session 1F

a) Session Average 60% or greater: Passed. Proceed to the next session 1W with a clear record.

b) Session Average between 55% and 60%: Placed on Probation with three options:

i) Proceed to 1W on probation if all course marks are 50% or greater.

ii) Enroll in the T-Program on probation. Will repeat all courses with marks less than 50%. May elect to repeat other courses which have marks between 50% and 59%. Must repeat specific courses as decided by the Chair, First Year and the T-Program Coordinator. Up to three courses may be repeated. Students who are part-time or who are required to repeat/take four or more 1F courses are not eligible to enrol in the T-Program.

iii) Withdraw from the Faculty with the right to return to a subsequent Session 1F on probation. If more than three course marks are less than 50% or is required to take four or more

1F courses, a student must withdraw.

c) Session Average between 50% and 55%: Placed on Probation with two options:

i) Enroll in the T-Program on Probation. Will repeat all courses with marks less than 60%. If more than three courses have marks less than 60%, normally the three courses with the lowest grades will be repeated. Students who are part-time or who are required to repeat four or more courses are not eligible to enrol in the T-Program and must withdraw.

ii) Withdraw from the Faculty with the right to return to a subsequent Session 1F on probation. If more than three course marks are less than 50%, a student must withdraw.

d) Session Average between 45% and 50%: Placed on probation. Must withdraw from the Faculty and is eligible to repeat sessions when next offered.

e) Session Average less than 45%: Failed. May apply for re-admission.

Re-admission, if granted, will be on repeat probation.

### 2. First year Students proceeding with a Clear Record –Session 1W

a) Session Average 60% or greater: Passed. Proceed to the next session with a clear record.

b) Session Average between 55% and 60%: Placed on Probation. Proceed to the next session on probation.

c) Session Average less than 55%: Placed on repeat probation. Repeat session immediately when next offered.

### 3. First year Students in the T-Program –Session 1W

a) Session Average 60% or greater: Passed. Proceed to the Summer Session on probation in the T-Program.

b) Session Average less than 60% or a mark in a repeated course below 50% Failed. May apply for re-admission. Re-admission, if granted, will be on repeat probation.

### 4. First year Students in the T-Program –Summer Session

a) Session Average 60% or greater: Passed. Proceed to 2F on probation

b) Session average less than 60%: Placed on repeat probation. Repeat session 1W when next offered on repeat probation.

### 5. First year Engineering Science Students –Session 1F

a) Session Average 60% or greater: Passed. Proceed to the next session (1W) with a clear record.

b) Session Average between 55% and 60%: Passed. Proceed to the next session (1W) with a clear record in Engineering Science or:

# Academic Regulations

- i) Conditionally transfer to another Engineering program of choice. Final acceptance into a program of choice is conditional upon a student achieving a Winter Session Average of 60% or greater,
- ii) Transfer to another Engineering program with space with no conditions.
- c) Session Average between 45% and 55%: Placed on Probation. Required to transfer to a program with space with two options:
  - i) Enrol in the T-Program on Probation. Required to take as repeated those courses equivalent to courses with marks less than 60% (APS111H1 in lieu of ESC101H1 if the mark in ESC101H1 is less than 50%). If more than three courses have marks less than 60%, the three courses with the lowest grades will be repeated.
  - ii) Withdraw from the Faculty with the right to return to a subsequent Session 1F on probation in a program with space. If more than 3 course marks are less than 50%, a student must withdraw. Not eligible to apply for re-admission to the Engineering Science Program.
- d) Session Average less than 45%: Failed. May apply for re-admission.  
Re-admission, if granted, will be on repeat probation. Not eligible to apply for re-admission to the Engineering Science program.

## 6. First year Engineering Science Students –Session 1W

- a) Session Average equal to or greater than 65%: Passed. Proceed to next session with a clear record.
- b) Session Average between 55% and 65%: Passed. Proceed to next session with a clear record in any other 2nd year Engineering program.
- c) Session Average between 50% and 55%: Placed on Probation. Proceed to next session on probation in an Engineering program with space.
- d) Session Average less than 50%: Placed on repeat probation. Repeat session immediately when next offered on repeat probation in a program with space (not Engineering Science or Track One).

## 7. Students proceeding with a Clear Record–Sessions 2F,2W,3F,3W,4F,or 4W

- a) Session Average 60% or greater: Passed. Proceed to the next session with a clear record.
- b) Session Average between 55% and 60%: Placed on Probation. Proceed to the next session on probation.
- c) Session Average less than 55%: Placed on repeat probation. Repeat session immediately when next offered.

## 8. Students proceeding on Probation-Sessions 1W,2F,2W,3F,3W,4F,or 4W

- a) Session Average 60% or greater: Passed. Proceed to the next session on probation
- b) Session average less than 60%: Placed on repeat probation. Repeat session immediately when next offered.

## 9. Students proceeding on Repeat Probation-Sessions 1W,2F,2W,3F,3W,4F,or 4W

- a) Session Average 60% or greater: Passed. Proceed to the next session on repeat probation
- b) Session average less than 60%: Failed. Refused further registration. Will not be considered for re-admission.

## 10. Students repeating any session

- a) Session Average 60% or greater: Passed. Proceed to the next session on probation
- b) Session average less than 60%: Failed. Refused further registration. Will not be considered for re-admission.

# PROMOTION REGULATIONS: CHART

The following chart summarizes the text version of the promotion regulations. In the event of conflict between the text version and the chart version, the text version shall govern.

### First Year Fall session - 1F Newly Admitted First Year Students

	Session Average				
Status at Start of Session	0	45%	50%	55%	60%
Clear	<b>Repeat Probation</b> Failed-May apply for re-admission	<b>Probation</b> Withdraw for 8 months and repeat 1F Session	<b>Probation</b> Proceed to 1W in T-Program or withdraw for 8 months and repeat 1F*	<b>Probation</b> Proceed to 1W on Probation, or T-Program or withdraw for 8 months and repeat 1F	<b>Clear</b> May Proceed-Pass or Honours

\* A student who is part-time or has more than three course marks below 50% will be required to withdraw and is eligible to return to repeat 1F in a subsequent session on probation

## First Year Winter Session - 1W

	Session Average		
<b>Status at Start of Session</b>	0	55%	60%
Clear	<b>Repeat Probation</b> Failed-Mustwithdraw for 8 months. Upon return, must repeat session	<b>Probation</b> Proceed on Probation	<b>Clear</b> May Proceed Pass or Honours
Probation	<b>Repeat Probation</b> Failed-Mustwithdraw for 8 months. Upon return, must repeat session		<b>Probation</b> Proceed on Probation
Repeat Probation	<b>Refused Further Registration</b> Failed - Not eligible to continue in the Faculty of Applied Science and Engineering		<b>Repeat Probation</b> Proceed on Repeat Probation

## T-Program Winter Session - 1W

	Session Average	
Status at Start of Session	0	60%
On Probation in the T-Program	<b>Repeat Probation</b> Failed - May apply for re-admission	<b>Probation in the T-Program Pass</b> - May proceed to Summer Session on Probation in the T-Program*

\*Condition: No repeated course may have a final mark less than 50%

## T-Program Summer Session

	Session Average	
<b>Status at Start of Session</b>	0	60%
On Probation in the T-Program	<b>Repeat Probation</b> Failed - Must withdraw for 6 months. Upon return must repeat regular 1W.	<b>Probation</b> Pass - May proceed to 2nd year on Probation

## First Year Engineering Science Fall Session - 1F Newly admitted First Year Students

	Session Average			
<b>Status at Start of Session</b>	0	45%	55%	60%
Clear	<b>Repeat Probation</b> Failed - May apply for re-admission in a program with space	<b>Probation</b> Enrol in the T-Program or withdraw and repeat 1F - in a program with space	<b>Clear</b> Remain in Engineering Science or Transfer to another Engineering program*	<b>Clear</b> May Proceed - Pass, Honours or Transfer to any Program

\*55-60% Options:

- Remain in Engineering Science and proceed to 1W subject to Engineering Science promotion rules
- Voluntarily transfer to another Engineering program with space and be unconditionally accepted
- Voluntarily transfer to another Engineering program. Acceptance in a program of choice in 1W is conditional upon receiving a Winter Session average of 60% or greater
- Students who transfer into Track One are subject to Track One 1W transfer regulations

# Academic Regulations

## First Year Engineering Science Winter Session - 1W

	Session Average			
Status at Start of Session	0	50%	55%	65%
Clear	<b>Repeat Probation</b> Failed - Repeat session 1W immediately in a program with space (not Engineering Science or Track One)	<b>Probation</b> Transfer to a program with space on probation	<b>Clear</b> Transfer to another Engineering Program	<b>Clear</b> May Proceed-Pass or Honours-May remain in Engineering Science or Transfer to any program

## Fall and Winter Sessions 2nd, 3rd and 4th year

	Session Average		
Status at Start of Session	0	55%	60%
Clear	<b>Repeat Probation</b> Repeat session immediately when next offered	<b>Probation</b> Proceed on probation	<b>Clear</b> May proceed-Pass or Honours
Probation	<b>Repeat Probation</b> Failed-Repeat session immediately when next offered		<b>Probation</b> Proceed on Probation
Repeat Probation	<b>Refused Further Registration</b> Failed - Not eligible to continue in the Faculty of Applied Science and Engineering		<b>Repeat Probation</b> Proceed on Repeat Probation

## Any Repeated Session

	Session Average	
Status at Start of Session	0	60%
Clear	<b>Refused Further Registration</b> Failed - Not eligible to continue in the Faculty of Applied Science and Engineering	<b>Clear</b> May Proceed
Probation	<b>Refused Further Registration</b> Failed - Not eligible to continue in the Faculty of Applied Science and Engineering	<b>Probation</b> Proceed on Probation
Repeat Probation	<b>Refused Further Registration</b> Failed - Not eligible to continue in the Faculty of Applied Science and Engineering	<b>Repeat Probation</b> Proceed on Repeat Probation

## IX. TRANSFERS

### 1. Transfer within the Faculty

A student may apply to transfer from one program to another within the Faculty of Applied Science and Engineering. Students must submit an online Request to Transfer application available via the Registrar's Office website. Program Transfers at the completion of First year will not normally involve any additional courses to remedy deficiencies.

a) Transfers between regular Engineering programs:

i) Applications to transfer between Engineering programs may be submitted at any time during the Winter Session of First year but not later than May 30. All such applications are considered together on their merits after that date.

ii) The approval of transfers is subject to the availability of places reserved for internal transfers. For the past few years, two or three programs each year have been unable to accept all students seeking transfer.

iii) Students who have submitted an online Request to Transfer application before May 30 and who have completed First year with a clear record and with a Winter Session Average 65% or greater will receive preference for these internal places. Students who obtain Honours in both sessions of First year will be allowed to transfer to the Second year Engineering program of their choice.

b) Transfers from Track One:

- i) A Track One student who has achieved a Session Average of 60% or greater in both terms of First year (1F and 1W) may transfer to their program of choice.
- ii) A Track One student who achieved less than a 60% session average in either term (1F or 1W) but who are eligible to proceed to 2nd year may apply to enroll in a program of their choice. However, their choices may be limited to a program with space.

c) Transfers between Electrical and Computer Engineering Programs:

With the new third and Fourth year curriculum in place as of 2005-2006, transfer between Electrical and Computer Engineering programs are not meaningful. Students will select their courses in third and Fourth year to fulfill program requirements in computer engineering or in electrical engineering.

d) Transfers between Mechanical and Industrial Engineering Programs:

- i) Applications to transfer between Mechanical and Industrial Engineering programs must be submitted no later than May 30, 2010.
- ii) Students who wish to transfer between the Mechanical and Industrial Engineering programs will be allowed to do so if admitted directly to First year Fall Session of the Mechanical or Industrial Engineering program.
- iii) Students not in category (ii) above will be allowed to transfer if places are available.

e) Transfers to the Engineering Science Program:

Transfers from Engineering programs to Engineering Science are permitted after sessions 1F and/or 1W only in cases where the student has a superior academic record.

f) Transfers from the Engineering Science Program:

- i) Newly admitted First year Engineering Science students will be accepted to transfer to any Engineering program on or before the last day to add or substitute Fall Session courses.
- ii) First year Engineering Science students who obtain a Fall Session Average of 60% or greater will be accepted to transfer to any Engineering program on or before the last day to add Winter Session Courses. Students with Fall Sessional Averages between 55% and 60% will be conditionally accepted into a program of choice. Students with Fall Sessional Averages between 45% and 55% will be accepted to transfer to any program in which space is available, in the T-Program.
- iii) First year Engineering Science students who obtain Winter Sessional Averages of 55% or greater will be accepted to transfer to any Engineering program provided their Request to Transfer online application is submitted prior to May 30. Students who obtain Winter Sessional Averages between 50% and 55% must have submitted an application to transfer not later than May 30 and these applications will be considered on their merits along with the applications for transfer from students in Engineering programs.

## 2. Transfers to Other Faculties:

A student interested in admission to another Faculty in the University of Toronto should consult with the Registrar or Admissions Officer of the Faculty concerned about the feasibility of obtaining transfer credit upon admission. Information regarding the application process can be found at [www.adm.utoronto.ca](http://www.adm.utoronto.ca). More information may also be obtained from the Undergraduate Engineering website: [www.undergrad.engineering.utoronto.ca](http://www.undergrad.engineering.utoronto.ca) or the Office of the Registrar.

## X. FACULTY FINAL EXAMINATIONS

Final examinations are held at the end of the Fall and Winter Sessions. Students who make personal commitments during the examination period do so at their own risk. No special consideration will be given and no special arrangements made in the event of conflicts. Information regarding dates and times of examinations will not be given by telephone.

### Rules for the Conduct of Examinations

#### 1. Timetable and Seating Lists

The timetable of examinations and a list showing the rooms in which the candidates in each course have been assigned to write will be posted in prominent locations prior to the examinations.

#### 2. Aids Permissible and Not Permissible

- a) A candidate will be permitted to bring to the examination and use only pen and pencil, drafting instruments, and if permitted, electronic calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- b) With the exceptions noted under f), g) and h) below, a candidate must not bring to the examination desk any books, notes in any form, loose paper, calculator cases, instrument cases, or other containers.
- c) Permissible calculators must be non-printing, non-communicating, silent and self-powered. The type of calculator permitted will be one of the following, as specified by the professor at the commencement of the course and on the final examination paper.
  - i) All programmable and non-programmable electronic calculators and pocket computers.
  - ii) All non-programmable electronic calculators.
  - iii) Calculators from a list of approved calculators as issued by the Faculty Registrar.
  - iv) No electronic or mechanical computing devices will be permitted.
- d) Bilingual dictionaries may be used under the following conditions by students who have language difficulties:
  - i) The dictionary shall be submitted by the student for inspection by the presiding examiner.
  - ii) The dictionary must not contain any material other than that which was originally printed in it.

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- iii) The dictionary must be bilingual, i.e. contain the English equivalents of foreign words and vice versa, but no other material.
- e) Cases, purses, file folders, etc. are not permitted on candidates' desks except during a Type X examination. If taken into the examination room, they must be left at the front or back of the room, as directed by the presiding examiner or the Assistants. No electronic devices, storage media and accessories are permitted unless explicitly authorized in writing. For the purposes of this section, electronic devices, storage media and accessories are described as but not limited to:
  - i) computers, including all hardware and software
  - ii) PDAs or any other handheld personal organizers (e.g. Palm Pilot, etc.)
  - iii) Cell phones, radios, pagers of any kind (voice, numeric or alpha-numeric; e.g. BlackBerry, etc.) wireless adapters, or any other telecommunication devices
  - iv) Electronic storage media or accessories of any kind (e.g. computer floppy discs, hard drives, CDs, DVDs, USB storage devices, memory cards etc.)
  - v) Any other electronic device, storage medium, accessories not explicitly authorized and examined.
- f) For those examinations marked C in the timetable, a single aid-sheet may be prepared and taken by the candidate to the examination for his or her personal use only. This aid-sheet on the standard form will be provided by each examiner using the type C examination. Students must print and sign their names in the places provided. Both sides of the sheet may be used.
- g) For those examinations marked D in the timetable, a candidate may bring to the examination and use such books, notes, or other printed or written material as may be specified by the examiner.
- h) For those examinations marked X in the timetable, a candidate may bring to the examination and use any books, notes, or other printed or written material.

### 3. Beginning the Examination

- a) Only those candidates who are there to write the examination will be allowed in the room during the examination.
- b) Candidates will be admitted to the examination room two minutes before the hour appointed for the examination. They shall proceed quietly to their desks, where they will find all necessary material for the examination, except authorized aids which may be brought into the room. (See 2 above.)

If the examiner considers it necessary, candidates may find on their desks with the examination paper special data such as log books, tabular data, curves or plans. Such special data are not to be written upon or marked in any way, and are to be returned with the answer books.

- c) At the beginning of the examination period, answer books must be endorsed as follows: name and student number of the candidate, Faculty, course, instructor, date and room number. If more than one answer book is required, each must be endorsed when received and the books marked, "Book 1", "Book 2", and so on. The extra books are to be placed inside Book 1 when the candidate is through writing.
- d) A candidate will not be permitted to leave the room during the first sixty minutes, nor to enter the room after that period. A candidate who arrives more than sixty minutes late will have to petition the Committee on Examinations for special consideration.

### 4. Ending the Examination

- a) At ten minutes and five minutes before closing time the presiding examiner will announce the number of minutes remaining for writing.
- b) Candidates who have finished writing and wish to leave the examination room before the five minute announcement must first personally hand in all their answer books, whether used or not, at the presiding examiner's desk, together with special data if provided.
- c) After the five minute announcement all candidates still in their seats must remain quietly seated, even if finished writing, until all the answer books and special data have been collected, and the presiding examiner announces that they may leave the room.
- d) When closing time is announced, all candidates are to stop writing immediately, assemble their answer books, whether used or not, and special data which may have been provided, and hand them to the Assistants who will collect all materials from the seated candidates.
- e) The examination paper belongs to the candidate unless otherwise stated.
- f) When all materials have been collected, the presiding examiner will announce that candidates may leave the room. All rules for the conduct of candidates during examinations remain in full force until this announcement is made.

### 5. Conduct during the examination

- a) A candidate giving assistance to or receiving assistance from, or communicating in any manner with any person other than the examiner, the presiding examiner or assistants, or copying, or having at the examination unauthorized aids of any kind, is liable to the sanctions listed in the Code of Behaviour on Academic Matters.
- b) Eating, drinking and smoking are not permitted in examination rooms.
- c) If it is necessary for a candidate to leave the room he or she may do so and return if accompanied by the presiding examiner or an assistant.
- d) A candidate must not write on any paper, other than that in the answer book, and must keep all papers on the desk.

### 6. Reproduction of Final Examination Papers

A student may obtain a photocopy of any final examination paper that they have written under the jurisdiction of the Council of the Faculty of Applied Science and Engineering by submitting an online request within the period ending February 15 or October 15 (whichever comes first), following the session in which the course was taken. A fee of \$13, payable by credit card or cash, for each examination paper to be reproduced must accompany the request.

### 7. Re-Checking of Marks

Within the period ending February 15 or October 15 (whichever comes first), following the session in which the course was taken, a student may have the final mark in any course listed in the Faculty Calendar re-checked by submitting an online request and making payment of \$13 (by credit card or cash) for each course to be re-checked.

The instructor will review the student's examination paper (if a final examination was held in the course) to ensure that all questions were

properly marked in accordance with the marking procedure used for the entire class, that the addition of marks was correct, that the session marks were correctly compiled, and that the clerical operations involved in the computation and reporting of the final mark were correct. Mark adjustments based upon lenient reconsideration of the student's work will not be made. If an adjustment is required it may be positive or negative. If the instructor finds an error which results in any change in the student's final mark, the fee for re-checking the mark will be refunded.

## XI. GRADING POLICIES

1. The instructor in each course shall announce, at a regularly scheduled class meeting held as early as possible in the session but before the final date to add or substitute courses, the details of the composition of the final mark which applies to the course, the exam type, the timing of each major session evaluation and the type of electronic calculators which will be permitted on session tests and final examinations. This information shall also be submitted to the Committee on Examinations via the Registrar of the Faculty, specifying the weighting of each component of the final course mark.

2. After the final date to add or substitute courses, the composition of the final mark in a course cannot be changed except by approval of the Committee on Examinations on the instructor's petition for such change. The petition should explain the reasons for requesting the change and must attest to the prior approval of the instructor and at least two-thirds of the students enrolled in the course.

3. Instructors shall submit course results as percentages.

4. a) All written session work must normally be returned to students after evaluation with what the instructor considers to be appropriate commentary. At least one piece of session work which is part of the evaluation of a student's performance, whether lab report, assignment, essay, etc., shall be returned to the student prior to the last day for withdrawal from the course without academic penalty.

b) After evaluating and returning items of session work, the instructor or the teaching assistant(s) shall be available as appropriate to meet with each student who wishes to discuss the work and/or the commentary offered.

c) Final examination papers are not returned to students. The instructor shall deliver the marked examination papers in alphabetical order to the Office of the Registrar for storage. The papers will be stored until February 15 or October 15 (whichever comes first) following the session in which the course was offered, after which they will be destroyed.

5. The following rules and guidelines apply to the evaluation of student performance in all courses offered within the Faculty. Where appropriate, however, an instructor may apply to the committee on Examination for permission to deviate from the rules.

a) The composition of final marks may be based upon

i) a final examination

ii) independent term work performed under supervision, i.e. session tests or any other work which, in the judgment of the instructor, is a reliable measure of the performance of the student evaluated, and

iii) session work not closely supervised

b) The dates of session tests should be announced in advance. Unannounced session tests, if used, should not count for more than a minor fraction of the total mark for independent session work, and the value of this fraction should be specified early in the session when the details of the composition of the final course mark are announced in class.

c) A final examination, conducted under the jurisdiction of the Faculty Council and counting for at least 35% of the final mark shall be held in each lecture course.

d) A component of the final course marks must be derived from session work, and the final examination must not count for all of the final mark, unless the Committee on Examinations approves other arrangements on an annual basis.

e) The portion of marks for lecture courses which is derived from not closely supervised work shall not exceed a total of 25% of the final mark in a course unless the Committee on Examinations approves other arrangements. Work included in this category shall normally be accompanied by a sign-off statement attesting to the fact that the work being submitted either by an individual student or a group of students is their own work. The proportion of marks which can be derived without a sign-off statement, where students are free and encouraged to work together, is to be limited to 5% of the final course mark.

f) Each instructor must specify on session test and final examination papers the type of calculator permitted (see II (2) (a) above).

g) The only aids which a candidate may bring to the final examination and use, other than those which may be provided by the examiner or specified on the examination paper, are pen and pencil, a bilingual dictionary (for students having difficulty with the English language) if presented to the presiding examiner for inspection and approval prior to each examination at which its use is proposed, and drafting instruments without their carrying cases.

h) The following five types of final examination papers are approved for use in examinations conducted under Council's jurisdiction. The relative value of each part of the examination must be indicated on all final examination papers. Further, unless otherwise specified, the only aids permitted are those outlined in Regulation II-2.

**Type A** Papers for which no data are permitted other than the information printed on the examination paper.

**Type B** Papers for which separate special aids or data, as specified at the top of the examination paper, are provided by the examiner for distribution to the candidates by the Registrar of the Faculty.

**Type C** Papers for which the candidate may prepare, bring to the examination and use, a single aid sheet, such aid sheet being on a standard form supplied to the examiner by the Registrar of the Faculty. Students may enter on both sides of the aid sheet any information they desire, without restriction, except that nothing may be affixed or appended to it.

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**Type D** Papers for which the candidate may bring to the examination and use such aids (in the form of printed or written material) as the examiner may specify. The nature of the permitted aids must be clearly specified at the top of the examination paper, and must be announced to the class by the examiner in advance of the examination.

**Type X** Papers for which the candidate may bring to the examination and use, any books, notes or other printed or written material, without restriction.

i) Any variation from the normal Faculty examination procedures (e.g. take-home examinations, pre-distribution of examination questions, zero-weight, low-weight, or no examinations in lecture courses, oral examinations, confidential examinations, multiple examinations in multi-section courses, examinations which are not of the standard 2.50-hour duration) requires on an annual basis the prior approval of the Committee on Examinations. Requests for approval of special examination arrangements should be made as early as possible in the session, and announcement to the class may not be made until the approval of the Committee on Examinations is obtained.

j) Normally multiple-choice questions are not used in final examinations conducted in the Faculty. In any event the Committee on Examinations must give its prior approval if the value of multiple choice questions exceed 25% of the total marks for any examination.

k) Group Evaluation

(i) In situations where a student's performance is evaluated by a student peer group, the results of such evaluation shall not constitute more than 25% of the final course mark.

(ii) In courses in which group work or group assignments are performed, the proportion of a student's final mark derived from undiscriminated evaluation of such group work or submission shall not exceed 25%, unless the Committee on Examinations has granted approval for a higher weighting of the undiscriminated group component. When such approval has been granted it shall remain in force so long as there is no change in the circumstances on which the original application was based or until the instructor requests approval for the arrangements.

l) Under no circumstances will students be permitted to evaluate their own work for credit in a course.

6. Instructors are responsible for the grading of the final exam and are expected to exercise their best judgment in assessing answers to examination questions and in determining final course marks. Any assessment of the performance of students is not to be based on any system of quotas or predetermined arbitrary limits.

7. a) Instructors shall submit their final course marks to the Committee on Examinations via the Registrar of the Faculty in conformity with a prescribed deadline.

b) The Chair of each department or division of the Faculty may elect to appoint a departmental marks review committee, to review results in courses offered by the department. If such a marks review procedure is carried out, instructors, after having submitting their marks to the Registrar of the Faculty, shall also report their results to the departmental committee. The departmental marks review committees are not authorized to make recommendations directly to instructors but may make recommendations to the Faculty's Committee on Examinations.

c) A student's final course mark is unofficial until approved by the Committee on Examinations.

The full text of the University's Grading Practices Policy is available at the following link: <http://www.governingcouncil.utoronto.ca/policies/grading.htm>

## XII. PETITIONS AND APPEALS

### I. Petitions

1. Petition forms are available on the Undergraduate Engineering website: <http://www.undergrad.engineering.utoronto.ca/support/registrar/petitions.htm>

There are three types of petitions:

i) Petition for Consideration in Course Work

A student who is unavoidably absent at any time during the session, and consequently misses any graded work, should discuss the matter with the appropriate instructor and, if necessary, submit a Petition for Consideration in Course Work. Such a petition must be accompanied by appropriate documentation (e.g. medical certificate) and must be submitted to the instructor within one week of the student's return to classes.

ii) Petition for Consideration in Final Examinations

A student who believes that their academic performance has been adversely affected by illness, mishap or other circumstance during the session or the examination period should submit a Petition for Consideration in Final Examinations. Such petitions must be submitted online through the Undergraduate Engineering website within one week of the date of the student's last examination.

iii) Petition for Special Consideration

A student may petition for exemption from a specific academic regulation of the Faculty; however, he or she must provide sufficient reason why the regulation should be waived or altered. It is highly recommended that students first consult with their departmental counsellor before they submit a petition for special consideration.

2. Students may petition with respect to the applicability to them of any academic regulation of the Faculty. These petitions must show the grounds on which they believe that the regulation should be waived or altered. Students should consult their Departmental Counsellor before submitting such petitions through the Undergraduate Engineering website.

## II. Appeals

1. A student wishing to appeal a decision with respect to any petition should submit an appeal in written form to the Faculty Academic Appeal Board via the Registrar's Office. Appeals to the Faculty Academic Appeals Board must be made within thirty days of the date of notification of a petition decision from a standing Committee of Council. The Faculty Academic Appeal Board Chair, will appoint a hearing panel which will consist of at least three members of the Board of whom at least one shall be a student member. Normally, the Chair of the Academic Appeals Board acts as the Chair of the hearing panel. Hearings will be called by the Chair as required, but not later than 30 business days after the submission of the appeal. Both parties to the appeal are entitled to present throughout the hearing, to make opening statements, call evidence and make closing submissions. After hearing the appeal, the hearing panel may dismiss the appeal, allow the appeal and render the decision that it believes should have been made, or remit the matter back to the decision-maker for consideration. The decision of the Faculty Academic Appeals Board is considered the final decision of the Faculty.

2. A student wishing to appeal against a final decision of the Faculty may appeal to the Governing Council of the University. In that event, the student should consult the Judicial Affairs Officer, Office of the Governing Council, about the preparation and submission of the appeal. Appeals to the Governing Council must be made within ninety days of the date of notification of the final decision of the Faculty.

## III. Office of the University Ombudsperson

As part of the University's commitment to ensuring that the rights of its individual members are protected, the University Ombudsperson investigates complaints from any member of the University not handled through regular University channels. The Ombudsperson offers advice and assistance and can recommend changes in academic or administrative procedures where this seems justified. In handling a complaint, the Ombudsperson has access to all relevant files and information and to all appropriate University Officials. The Ombudsperson handles all matters in strict confidence, unless the individual involved approves otherwise. The Ombudsperson is independent of all administrative structures of the University and is accountable only to Governing Council.

Office of the Ombudsperson  
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