

# SECTION 5: GENERAL ACADEMIC REGULATIONS

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## 5.1 Selecting courses

Requirements for programs of study are listed in the faculty sections of this calendar. Students should become familiar with the program requirements and plan their programs accordingly. Academic advice is available to those who experience difficulty when selecting courses.

Not all courses are offered in any one term or academic year. Elective offerings may vary from semester to semester.

## 5.2 Course changes and voluntary withdrawal

Students may add courses within the first two weeks of each semester. Students may withdraw from any or all courses within four weeks of the start of semester without academic consequences. Between four weeks and 48 teaching days (approximately 75 percent through a semester), a “W” will be placed on the student’s record indicating withdrawal. The “W” will not affect the grade point average (GPA). However, a large number of “W” grades may affect the way a transcript is viewed by graduate schools or potential employers. Courses may not be dropped after the 48th day. Withdrawal deadlines are not the same as the refund deadlines. Students should consult the academic schedule in this calendar when considering withdrawal.

Withdrawal from a course can have implications for your academic program or your full-time status. A dropped course does not count toward degree requirements and cannot be used to satisfy prerequisites for further courses. In addition, the course you drop may not be available in the next semester or session. Please consider all course changes carefully or consult an advisor.

Students are reminded that non-attendance in a course is not equivalent to withdrawal.

Students who cease to attend a course but do not formally withdraw will be academically and financially responsible for that course.

## 5.3 Auditing courses

Students may audit a course provided they obtain the permission of the course instructor(s). They are not permitted to write examinations or receive any form of evaluation. They must register formally as auditors with the Registrar’s office and pay the full course fee. However, audited courses will not appear on a student’s transcript.

#### 5.4 Letters of permission

To benefit from a full array of course selection, a UOIT student may wish to take a course at another institution. A letter of permission ensures that the courses to be taken at the host institution will be recognized for credit at UOIT and are applicable to the student's program of study. This allows the student to attend the host institution without formal admission. If the student is in clear academic standing and has the necessary prerequisite courses, they may be granted a letter of permission for the course. Students must complete the letter of permission request form and submit a course outline to the Registrar's office allowing a minimum three week processing time. Students are responsible for having copies of the final transcript from the host institution forwarded to the UOIT Registrar's office for award of transfer credit. The minimum mark a student must achieve to have the course transferred is 60 percent. The grade obtained is not included in the student's GPA at UOIT.

UOIT students must apply for a letter of permission before taking a course elsewhere. Failure to do so could result in revocation of admission.

#### 5.5 Repeating courses

Students will be allowed to repeat courses in which they have received a grade of D or lower. Students will need to make arrangements with the Registrar's office to repeat a course.

All instances of a course will appear on the academic transcript. The highest grade will be taken into account in the grade point average.

#### 5.6 Prerequisites/corequisites

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

#### 5.7 Full-time/part-time status

Each program has associated with it a number of credit hours that constitute a full course load. In many programs, this number is 15 per semester or 30 per academic year. Students are considered full-time when they take 60 percent or more of the full course load. For example, a student in a program with a full course load of 15 credit hours per semester will be considered full-time if they are taking nine credit hours or more. Full-time status may have an impact on such things as student aid and awards eligibility, fees, income tax credits, athletic eligibility and other areas.

#### 5.8 Grading

Final grades for all courses will be submitted to the Registrar's office on a letter grade scale. Credit will be granted only for those courses completed with a grade of D or better. Faculties may require higher grades in some courses to meet degree requirements. See the faculty sections of this calendar for more information. The following descriptions outline the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion.

Grade	Percentage	Grade Points	Description
A+	90-100	4.3	<b>Excellent.</b> Strong evidence of originality and independence of thought; good organization; capacity to analyse and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate.
A	85-89	4.0	
A-	80-84	3.7	
B+	77-79	3.3	<b>Good.</b> Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently.
B	73-76	3.0	
B-	70-72	2.7	
C+	67-69	2.3	<b>Adequate.</b> Student is profiting from his/her university experience; an acceptable understanding of the subject matter; ability to develop solutions to simple problems in the material; some ability to organize and analyse ideas; an ability to communicate adequately.
C	60-66	2.0	
D	50-59	1.0	<b>Marginal.</b> Some evidence that critical and analytic skills have been developed; rudimentary knowledge of the subject matter; significant weakness in the ability to communicate.
F	0-49	0.0	<b>Inadequate.</b> Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature; failure to complete required work; an inability to communicate.

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

Courses designated for pass/fail grading will be assigned a grade of PAS or FAL. For such courses, only failing grades will be included in the calculation of the grade point average.

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

## 5.9 Academic standing

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

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

<b>Clear Standing</b>	Students are required to maintain a minimum cumulative grade point average of 2.00 to remain in clear standing.
<b>Academic Warning</b>	Students in clear standing and first semester students whose cumulative grade point average falls between 1.50 and 1.99 will receive a letter of warning and will be encouraged to contact an academic advisor.
<b>Probation</b>	Students will be placed on probation if their cumulative grade point average falls between 1.00 and 1.49 or if they receive a second consecutive warning. Students on probation will be

	<p>required to contact an academic advisor. The academic advisor will approve the student's schedule for the following semester with a view of raising the cumulative GPA to 2.00 within two semesters. Students failing to consult an advisor or failing to register for the approved schedule will be deregistered.</p> <p>Students on probation may continue their studies as long as they continue to achieve a semester grade point average of 2.00. Students placed on probation remain on probation until their cumulative grade point average is 2.00 or higher.</p>
<b>Suspension</b>	<p>Students will be suspended if their cumulative grade point average falls below 1.00 or if they fail to fulfil the conditions of probation.</p> <p>Following a period of at least one semester, a suspended student may apply for readmission to the university through the Registrar's office. This application will be considered at the discretion of the dean of the faculty to which application is made. The student may be asked to agree to conditions for reinstatement.</p>
<b>Dismissal</b>	<p>Any student readmitted after a period of suspension will be readmitted on probation. A student who fails to comply with the conditions of his reinstatement or whose performance would result in suspension for a second time will be dismissed.</p> <p>A student who exceeds the prescribed time limit for completion of a degree program will not be permitted to continue in that program, and hence will be dismissed.</p>

### 5.10 Grade changes

After grades have been officially approved and released, any grade changes must be submitted in writing to the registrar. Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors, or an approved examination reread. All grade changes must be approved by the course instructor and the dean or his/her designate.

### 5.11 Grade reappraisals and appeals

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

#### 5.11.1 Requesting a grade reappraisal

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

### 5.11.2 Final grade appeals

Students may, with sufficient academic grounds, request that a final grade in a course be appealed (which will comprise only the review of specific pieces of tangible but not oral work). Grounds not related to academic merit are not relevant for grade appeals. In such cases, students are advised to follow the procedures set out under 5.11.3.

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

If the condition of sufficient academic grounds has been met, the student shall lodge a request with the Registrar's office, who will contact the relevant dean and collect fees incurred for the appeal. Students must specify the rationale for their appeal by making clear the component of the final grade upon which they seek appeal. The dean will be responsible for ensuring that the work is reappraised by an appropriate faculty member, ensuring anonymity of both the student and the reappraiser, and for communicating the result of the appeal (including the reappraiser's comments) and the route of appeal to both the student and the course director. The reappraiser will be given the nature of the assignment and the rationale for the original grade. It is expected that every effort will be made to render the decision within 30 days of the reviewer having received the work.

In the event that a student is still not satisfied with the final grade or the course director is not available to review the work, a student may submit, in writing, a formal request for a grade appeal to the Academic Appeals Committee. Such appeals can only be considered on the grounds of procedural irregularity. Appeals must be submitted within 15 working days of notification of the decision. At the discretion of the committee, the student and/or the faculty member may be invited to meet with the committee to present their case(s) orally. The committee's decision will be taken in camera and it is expected that parties will be informed of the decision in writing within 20 working days of the filing of the appeal.

### 5.11.3 Other academic appeals

Students are normally expected to contact the course director first to discuss an academic complaint. If the concern is not resolved, the student may subsequently approach the dean.

All formal decisions of deans may be appealed to the Academic Appeals Committee.

The student and instructor will both be given 10 working days to gather new evidence, if required, and to submit a letter of appeal to the Academic Appeals Committee.

Under normal circumstances, a final grade will not be reported before an appeal is decided, nor will official transcripts be issued.

Appeals must contain:

- a. the specific faculty decision which is being appealed;
- b. the form of redress requested;
- c. the specific grounds on which the appeal is made;
- d. a summary of the evidence in support of these grounds;
- e. the text of the faculty decision being appealed; and
- f. the text of the relevant procedural regulations (if any) allegedly violated or otherwise deemed applicable to the case.

Appeals to the Academic Appeals Committee for waivers of academic regulations will be permitted only on the grounds of:

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

### **5.12 Dean's Honours List and the President's List**

Students in clear standing with a semester GPA of 3.5 to 3.79 on at least 80 percent of a full course load at the end of a semester will receive the designation Dean's Honours List on their transcripts.

Students in clear standing with a semester GPA of 3.8 or higher on at least 80 percent of a full course load will receive the designation President's List on their transcripts.

### **5.13 Documents and student files**

Documents submitted to the Registrar's office become the property of the university and are protected under provincial privacy legislation. Original copies of documents are kept on file at the Registrar's office and may not be returned to the student.

Official student academic records deemed to have archival value and preserved in the university archives shall be made available to researchers authorized by the university 75 years after the student ceased to be registered.

### **5.14 Curriculum substitution**

Students wishing to substitute one course for another in a set of program requirements may request permission to do so from the dean of the faculty or his/her designate. Requests are referred to the appropriate Faculty Council for decision.

### **5.15 Academic conduct**

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

The university and its members have the responsibility of providing an environment that does not facilitate the inadvertent commission of academic misconduct. Students and faculty should be made aware of the actions that constitute academic misconduct, the procedures for launching and resolving complaints, and the penalties for commission of acts of misconduct.

#### **5.15.1 Academic misconduct**

Academic misconduct includes, but is not limited to:

- Unreasonable infringement on the freedom of other members of the academic community (e.g., disrupting classes or examinations, harassing, intimidating, or threatening others).
- Violation of safety regulations in a laboratory or other setting.
- Cheating on examinations, assignments, reports, or other work used to evaluate student performance. Cheating includes copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, or use of unauthorized aids.

- Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments.
- Plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own. The use of other people's work must be properly acknowledged and referenced in all written material.
- Obtaining by improper means examination papers, tests, or similar materials; use or distribution of such materials to others.
- Falsifying academic records, including tests and examinations, or submitting false credentials for purpose of gaining admission to a program or course, or for any other purpose.
- Misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretences, or altering certificates for the purposes of misrepresentation.
- Submission of work when a major portion has been previously submitted or is being submitted for another course, without the express permission of all instructors involved.

#### 5.15.2 Professional unsuitability

Students in programs leading to professional certification must demonstrate behaviour appropriate to practice in those professions. Where a dean determines that behaviour inconsistent with the norms and expectations of the profession has been exhibited by a student, that student may be subject to one or more of the penalties described below. A student demonstrating professional unsuitability may be immediately suspended from any practicum, field work or similar activity at the discretion of the dean.

#### 5.15.3 Penalties

##### Lesser academic offences

Lesser academic offences are defined as those offences where:

- the penalty proposed by the course instructor consists of resubmission of a piece of academic work, a written reprimand, or submission of a failing grade for a piece of academic work representing 25% or less of the final grade in the course;
- the student has committed no other academic offence before;
- the student admits having committed the offence; and
- the student consents to the penalty proposed by the course instructor.

The course instructor may choose to deal with these cases personally or to refer them to the dean for action. The student may also elect to have the matter referred to the dean. Before acting, the course instructor must check with the Registrar's office to see whether any record of any previous academic offence(s) had been deposited in the student's file. For a first lesser academic offence, the course instructor is responsible for securing the student's written acknowledgement that they had committed the offence, that they agree to the penalty, and that they agree that no appeal may be taken from this penalty. The course instructor shall notify the Registrar's office of the offence. This material will be placed in the student's file for future reference but no notation will appear on the academic record. Lesser academic offences resolved by agreement between the course instructor and the student may not be appeal.

If a student is deemed to have committed academic misconduct, one or more of the following disciplinary penalties may be imposed. The severity of the penalty will be determined by the nature of the offence and the student's past record of conduct. Students found guilty of successive acts of misconduct will receive increasingly severe penalties.

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

#### **5.15.4 Launching and resolving complaints for more serious or repeat offences**

With respect to all accusations of academic misconduct, students are presumed innocent until the contrary has been established. Decisions regarding the commission of academic misconduct are based on the balance of probabilities. A record of all allegations of misconduct, along with details of the resolution, will be entered into the central academic records kept by the Registrar's office.

Faculty, staff, or students who have reason to believe that an academic offence has been committed should report the matter promptly to the appropriate dean. In the absence of extenuating circumstances, this should be the dean of the faculty in which the student is enrolled. If the student has not been admitted to a degree program, the matter should be reported to the dean of the faculty responsible for the course in which the offence was committed. A written report of the alleged offence should be prepared, together with any relevant evidence.

The dean must decide promptly whether an attempt should be made to resolve the matter informally; otherwise, the dean should follow the procedures for formal resolution. In either case, a student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and penalty imposed, if applicable.

#### **5.15.5 Procedures for informal resolution**

The dean must inform the student that he/she has been accused of academic misconduct. The student will have five working days in which to respond to these allegations. If the alleged offender responds with an admission of guilt and agrees to the terms of a resolution as set out by the dean, the matter will be considered closed. The terms of the resolution should be detailed in writing and signed by both the dean and the student involved.



Informal resolution may not result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled.

#### **5.15.6 Procedures for formal resolution**

When an attempt at informal resolution fails or is deemed inappropriate, the dean must inform the student, in writing, of the charge, the possible penalties, and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The dean will then meet with the student to hear the response.

Both the dean and the student are entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advanced notice is given of the identity of the advisors. The dean shall then conduct a thorough investigation of the allegations and response, to be concluded within 10 further working days. The dean will notify the parties of the decision in writing. A copy of the decision will be provided on a need-to-know basis to administrative units (e.g., other faculties, the registrar).

#### **5.15.7 Appeals**

Formal decisions of deans relating to academic conduct or professional unsuitability may be appealed. The student will be given 10 working days to gather new evidence and to submit a letter of appeal to the Academic Appeals Committee. Under normal circumstances, disciplinary penalties will not be imposed before an appeal is decided, nor will official transcripts be issued. Formal registration may be revoked. A student may apply to the dean for continued attendance in classes and related activities while the appeal is being heard. In order for such a request to be granted, the dean must be satisfied that there would be no detrimental effect of such continued attendance. If the appeal is granted, formal registration will be reinstated.

#### **5.16 Residency requirements**

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

#### **5.17 Conferral of degrees**

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

#### **5.18 Graduation with distinction**

At the time of graduation, students who have achieved a cumulative GPA of 3.5 to 3.79 on the courses required for the degree will have the words "with distinction" added to the degree parchment and to the degree notation on the transcript. Students who achieve a cumulative GPA of 3.8 or higher on the courses required for the degree will have the words "with highest distinction" added to the degree parchment and to the degree notation on the transcript.

### 5.19 Graduation notwithstanding a deficiency

In exceptional circumstances, a dean may recommend to Academic Council that a student receive a degree or other qualification notwithstanding the fact that the student has not completed all normal academic requirements. Deans will advise the registrar of such candidates for graduation, and the registrar will bring forward the following motion to Academic Council: "The following students are recommended to Academic Council for graduation notwithstanding a deficiency in their academic history."

### 5.20 Dual degrees

Students in clear standing after one year of academic studies may apply to the Registrar's office to complete two degrees simultaneously.

### 5.21 Time limits

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

### 5.22 Second degrees

Students holding a UOIT degree may pursue a second degree in another area. In addition to meeting all requirements of that degree, at least one additional year of study is required to qualify.

### 5.23 Other academic policies

This policy covers academic matters, including academic standing, other than merit-based grade appeals (see section 5.11). If the concern is not resolved, the student may subsequently approach the dean.

Students are expected to refer to the following important documents:

- Information Technology Acceptable Use Policy
- Policy on Student Conduct and Disciplinary Procedures in Non-Academic Matters

Students should also familiarize themselves with the following academic policies, which are available at [www.uoit.ca](http://www.uoit.ca):

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