

**TORONTO METROPOLITAN UNIVERSITY  
POLICY OF SENATE**

**UNDERGRADUATE COURSE GRADING, ACADEMIC PROGRAM STANDING, AND ELIGIBILITY  
TO GRADUATE**

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Responsible Office:	Registrar

**1. PURPOSE**

The purpose of this policy is to establish a standard for determining acceptable overall academic performance, to provide all students with a measure of academic standing that is based on uniform definitions and categories, and to provide consistent rules for determining students' eligibility to graduate.

**2. APPLICATION AND SCOPE**

This policy applies to all undergraduate and G. Raymond Chang School of Continuing Education (the "Chang School") students at Toronto Metropolitan University (the "University"). This policy also applies to all faculty, staff, and administrators involved in the grading process. It describes the processes by which final grades and academic standings are earned and recorded on students' official academic records.

**3. DEFINITIONS**

**3.1. Academic Record**

The academic record is a student's internal record retained by the University and used as the basis for the official transcript. It is also used for advising purposes.

**3.2. Academic Standing**

A formal calculation based on the final course grades at the end of each academic term that determines overall academic performance in the student's program of study; used to determine a student's eligibility for progression, academic distinction, graduation.

Academic Standings: Clear, Probationary, Required to Withdraw, Standing Variation

Withdrawal, Permanent Program Withdrawal, Disciplinary Suspension, Disciplinary Withdrawal, and Expulsion.

3.3. **Academic Standing Variation**

In addition to meeting Toronto Metropolitan's general criteria on Academic Standings, students in specific programs must also meet the extra conditions set out in specific Department/School Academic Standing Variations. Academic Standing Variations could include:

- minimum grades in specific courses
- minimum CGPA across a series of courses
- maximum number of attempts allowed for specific courses
- standards of professional conduct on field/clinical placements.

Department/School Standing Variations, where applicable, are described in detail in the program section of the Undergraduate Calendar.

3.4. **Alternative Examination**

An examination approved by a faculty member in response to a student with demonstrated extenuating circumstances which resulted in missing the final examination.

3.5. **Challenge Credit**

Credit granted in recognition of skills and knowledge gained outside the traditional post-secondary school environment, usually assessed by evaluation of a portfolio and/or by examination.

3.6. **Cumulative Grade Point Average (CGPA)**

A cumulative average calculated as an indicator of overall academic performance while registered in the program of study. Calculated as the sum of the products of course weights and earned grade points for graded course performance designations, divided by the sum of the course weights in the program of study, and rounded to the second decimal place using normal rounding rules.

3.7. **Discontinued Status**

Undergraduate students who do not have any completed courses for 6 (six) or more consecutive terms will be discontinued from their program of study, and Chang School students who do not have any completed courses for 12 (twelve) or more consecutive terms, will be discontinued from their program of study. These students will no longer be active in their program.

3.8. **Discretionary Probationary Override**

For students who have been assigned a Required to Withdraw (RTW) standing, a **one-time-only** override to academic standing that Schools/Departments may issue at their discretion to permit a student a "last chance" opportunity in cases where the program believes one additional term of study could reasonably result in the student achieving "Clear" standing by taking up to 2 (two) courses. A student given this override is permitted to continue on "Probation" for 1 (one) term only and must achieve a minimum of 1.67 CGPA and meet the conditions of their Probationary Contract. Students who do not

achieve the conditions will be assigned an RTW or PPW standing regardless of their TGPA for the term.

**3.9. Extended Academic Probation (EAP)**

Extended Academic Probation academic standing is a special provisional academic standing available only to first-time RTW students who participate in a defined Student Success Program such as Fresh Start. This standing is assigned after successful completion of the first term of Fresh Start and displays on the academic record and official transcript. Students who participate in the Fresh Start Program are considered to be on Extended Academic Probation during the terms.

**3.10. Final Course Grade**

A final course grade represents a student's final academic performance in a course. A final course grade may be recorded as a letter grade or as one of the "other" designations listed under Course Performance Designations found in Policy - Section 5.4 and Other Course Performance Designations found in Policy - Section 5.5.

**3.11. Fresh Start Program (SSP)**

Fresh Start is a Student Success Program designed for students who have been assigned an academic standing of Required to Withdraw (RTW) and in some programs an academic standing of Standing Variation Withdrawal (SVW). Fresh Start is a 2 (two) term program.

**3.12. Graduation Requirement Variation**

In addition to fulfilling Toronto Metropolitan's program-wide Graduation Requirements, students in specific programs must also meet extra academic conditions set out in specific Department/School Graduation Requirement Variations in order to be eligible to graduate. Department/School Graduation Requirement Variations, where applicable, are described in the program section of the Undergraduate Calendar.

**3.13. Hold**

An indicator applied to a student's record that may affect the ability to add/swap courses, view grades, apply for transcripts, receive graduation award documents or interact with the University. A student who owes fees or has an academic integrity infraction may have a hold on their account. Once the obligations are resolved, most holds are removed. A hold is also applied to a student record when a student has exceeded their timespan.

**3.14. Office of the Registrar (Registrar's Office)**

The Registrar's Office plays an integral role in the entire academic experience of students from admission through to graduation. This office is responsible for ensuring the accuracy and integrity of student records and official transcripts are a credible reflection of students' academic abilities and accomplishments.

**3.15. Official Transcript**

The official transcript is a complete record of a student's academic history at Toronto Metropolitan University, including all undergraduate, graduate, law, and continuing

education courses taken; grades earned; academic progress; honours; and graduation information. The official transcript also displays admission to and withdrawal from programs of study and other credits granted towards a program. Courses dropped by the deadline without academic penalty do not appear on the official transcript. All official transcripts are complete and unabridged. Partial transcripts are not issued. An official transcript is issued and certified by the Office of the Registrar and it has security features that verify its authenticity.

**3.16. Probationary Contract**

A formalized plan of study developed and agreed to by a probationary student and their academic advisor which allows the student to continue in their program of study. Probationary Contracts outline the minimum TGPA to be achieved and may also define the maximum and/or minimum number of courses that can be taken, specific courses and required outcomes, recommended academic support seminars and workshops.

**3.17. Redeemable Failure Examination or Assessment (Supplementary Examination or Assessment)**

An examination or assessment that is offered by instructors for students who have come close to passing a course and are assigned an F-S grade. Students must pay a fee to write this examination or assessment. The examination or assessment must be completed no later than the end of the second week of classes for the next term.

**3.18. Suspension Period**

A period during which a student may not register in any Toronto Metropolitan courses. A suspension period may result from Required to Withdraw academic standing or a Disciplinary Suspension academic standing assigned in accordance with Policy 60: Academic Integrity.

**3.19. Term Grade Point Average (TGPA)**

A term average calculated as an indicator of overall academic performance in the term. Calculated as the sum of the products of course weights and earned grade points for graded course performance designations for the term, divided by the sum of the course weights, and rounded to the second decimal place using normal rounding rules.

**3.20. Timespan**

The maximum period of time to complete a program's curriculum and graduation requirements, calculated starting from admission to the program to graduation.

## **4. PRINCIPLES**

4.1. The values stipulated in the University's Senate Policy Framework are applicable and fundamental to this policy.

4.2. Integrity: The University respects the importance of accuracy and integrity with respect to students' official academic records for all stakeholders including students, faculty, and

external stakeholders such as prospective employers, government, donors, and other academic institutions. The Office of the Registrar is responsible for ensuring student records and official transcripts are a credible reflection of students' academic abilities and accomplishments.

- 4.3. Consistency: The University supports and advances the principles of consistency, fairness, and objectivity in the application of all rules and procedures that contribute to the completeness and integrity of students' official academic records.
- 4.4. Clarity: Information regarding the calculation of grades, academic standings, and graduation requirements will be clear and transparent. Students, faculty, and staff should understand the rules and processes used for calculating and assigning grades, determining GPA requirements and academic standings, and the determination of the necessary academic elements required to graduate.
- 4.5. Timeliness: Processes used in the determination of academic requirements that will have an impact on students' academic records should be applied with emphasis on timeliness to allow students the necessary time to address issues and expedite resolutions effectively.
- 4.6. Equity: People in different circumstances often require different treatment (equity); this equitable treatment leads to equal access to opportunity and success; and while both equality and equity are related to fairness, equity is about being fair by taking differential circumstances into account (see Senate Policy Framework).
- 4.7. Accommodation: All processes and procedures associated with this policy are to be carried out in accordance with relevant law and University policy concerning the accommodation of students (see Policy 159: Academic Accommodation of Students with Disabilities and Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance).

## **5. ACADEMIC PERFORMANCE EVALUATION**

### **5.1. Program Requirements**

- 5.1.1. Students must complete all undergraduate and Chang School program courses in accordance with their program's curriculum requirements.
- 5.1.2. All curriculum requirements are included in the Toronto Metropolitan Undergraduate Calendar and the Chang School calendar

### **5.2. Courses and Grades**

- 5.2.1. The course instructor assigns final course grades as letter grades or other course performance designations as appropriate.

- 5.2.2. Credit towards program curriculum requirements will only be granted for:
- A course where a student achieves a minimum grade of D- (Note: A higher grade may be required for courses and programs with a Standing Variation); or
  - Pass in Pass/Fail courses; or
  - A passing course performance designation.

5.3. **Graded Course Performance Designations**

Final academic performance in each course is recorded on the student’s academic record as one of the following letter grades. (Some exceptions may apply; see Section 5.4 - Course Performance Designations and Section 5.5 - Other Course Performance Designations.)

Grading scale and GPA scale conversion:

<b>Performance Description</b>	<b>Letter Grade</b>	<b>Grade Points</b>	<b>Percentage Range</b>
Excellent	A+	4.33	90-100
	A	4.00	85-89
	A-	3.67	80-84
Good	B+	3.33	77-79
	B	3.00	73-76
	B-	2.67	70-72
Satisfactory	C+	2.33	67-69
	C	2.00	63-66
	C-	1.67	60-62
Marginal	D+	1.33	57-59
	D	1.00	53-56
	D-	0.67	50-52
Unsatisfactory	F	0.00	0-49

5.4. **Course Performance Designations**

These are recorded on a student’s official transcript and are acceptable for credit purposes. These will not be included in the calculation of grade point averages.

- 5.4.1. **PSD (Passed)** - satisfactory performance in a course graded with a pass/fail designation (as pre-defined in the course outline).
- 5.4.2. **CHG (Challenge)** - credit granted in recognition of skills and knowledge gained outside the traditional post-secondary school environment, usually assessed by evaluation of a portfolio and/or by examination.

- 5.4.3. **CRT (Credit)** - transfer credit awarded through an achievement of a satisfactory grade in an equivalent course completed at another post-secondary institution (as determined by the Toronto Metropolitan course teaching department). Transfer credit may be granted as a part of the Undergraduate Admissions process (see Registrar's Office website for information on transfer credits).

## 5.5. Other Course Performance Designations

The following designations may be assigned at the discretion of the teaching department or the Registrar's Office.

- 5.5.1. **F-S (Failure – Supplementary)** marginally failing performance that may be raised to a minimum pass through a redeemable failure examination or assessment. The F-S grade is a failed grade and is calculated in the grade point average at zero grade points (see Procedures 5).
- 5.5.1.1. The F-S grade can only be converted to a D- or to an F, depending on performance on the supplementary exam or assessment. (If no supplementary exam or assessment is written, the F-S grade on the student's academic record and official transcript as the final grade)
  - 5.5.1.2. F-S grades are not available to students enrolled in programs that are subject to academic standing and graduation variation rules.
- 5.5.2. **INC (Incomplete)** - a temporary grade that may be assigned by an instructor when incomplete coursework or a missed final examination is outstanding due to documented extenuating circumstances and there is a reasonable expectation that the student can and will complete the work according to the timelines specified (see Procedures 3).
- 5.5.2.1. The designation INC is not a final grade and is not included in calculating grade point averages or counted as credit to fulfill prerequisite requirements and program requirements.
  - 5.5.2.2. INC designations appear on the official transcript and academic record. An outstanding INC may impact eligibility to graduate.
  - 5.5.2.3. The completion date for the outstanding course work or the alternate examination must allow the grading to be completed and finalized on the student record within three months from the date official grades were available to students for the term the INC was assigned.
  - 5.5.2.4. If the outstanding work has not been completed and the INC designation is not revised within this time frame, the INC designation will lapse to a failed (F) grade.
  - 5.5.2.5. An outstanding INC will impact the ability to meet requirements to enrol in subsequent courses, including prerequisites, anti-requisites, co-requisites, and restrictions.

- 5.5.2.6 If a student has 2 or more INCs outstanding at the start of a term, Academic Programs may apply restrictions around the number of courses a student can enrol in for the term.
- 5.5.3. **AEG (Aegrotat)** - credit granted by a Dean, in consultation with the instructor, only under exceptional circumstances when there has been acceptable performance in a course and some coursework remains to be completed. The AEG grade is not included in calculating grade point averages but can be used as a credit towards meeting graduation requirements. The AEG grade cannot be changed to any other grade or designation (see Procedures 4).
- 5.5.4. **DEF (Deferred)** - an interim grade assigned during the investigation of academic misconduct (i.e. [Senate Policy 60: Academic Integrity](#)). The DEF grade will be replaced by a final course grade upon resolution of the matter (see Policy 60: Procedures 5).
- 5.5.5. **FNA (Failure, Non-Assessment)** - assigned when the student has not submitted or participated in work for grading. The FNA grade is counted as a failed grade and is calculated in the grade point average at zero grade points.
- 5.5.6. **FLD (Failure in a Pass-Fail course)** - failure to meet the minimum satisfactory standards for a course with a pass/fail designation (as pre-defined in the course outline). Failures in such courses will not be included in calculating grade point averages but will be counted as a failed course attempt to determine academic standing including approved Department/School academic standing and graduation variations.
- 5.5.7. **INP (In Progress)** - indicates course work in progress with at least one more term of formal course registration and study required for completion (e.g. a final thesis is still in progress); the designation INP is not included in calculating grade point averages, and is neither a credit nor a failed course attempt.
- 5.5.8. **AUD (Audit)** - a course attended as auditor only; no credit will be earned. The student is permitted to attend classes but is not entitled to have assignments evaluated. Participation in the course or in class or office hours, is determined by the instructor and is subject to the instructor's discretion. The AUD designation may not be changed to any other grade or designation. An AUD grade is considered an attempt at a course.
- 5.6. **Emergency Grading** – (CRD, CRV – Credit) (NCR – No Credit)

Credit/No Credit designations may be used during an unforeseen period of academic disruption as declared by the President and Vice-President, Academic in response to extenuating circumstances such as institutional closure (e.g. COVID-19), extended labour dispute, natural disaster, or other circumstances that significantly impede academic continuity across the university. These designations are not included in grade point



average calculations or in calculating academic standings but may replace an earned letter grade. CRD, CRV, and NCR grades will appear on the academic record and official transcript. (see Appendix B for details regarding Emergency Grading.)

### 5.7. **Course Repeats**

- 5.7.1. All course attempts including repeated courses are recorded on the official transcript and academic record and cannot be removed.
- 5.7.2. No course can be repeated more than twice (three attempts in total), unless otherwise outlined in the program's Academic Standing Variation rules. An NCR grade will not be considered an attempt.
- 5.7.3. If at least one of the course attempts results in a passing grade (including a CRD and CRV grade), the course will count towards graduation requirements irrespective of the sequence of grades earned.

## 6. **GRADE POINT AVERAGE (GPA)**

- 6.1. **Term Grade Point Average (TGPA)** is an indicator of overall academic performance in each term. TGPA is calculated and posted when a student has been assigned one or more graded course performance designations in a term.
- 6.2. **Cumulative Grade Point Average (CGPA)** is an indicator of cumulative academic performance. CGPA is calculated on final grades in all courses completed while registered in a program of study and is used as a criterion for honours or other academic distinctions and for determining academic standing.

## 7. **ACADEMIC STANDINGS**

- 7.1. Students enrolled in an undergraduate degree program are assigned an academic standing at the end of each academic term when they are enrolled in courses. The academic standing is an indication of academic performance, by term, in a program of study. The initial academic standing is calculated and displays on the academic record and the official transcript when students have earned 3 (three) or more course grades with a GPA weight (see Procedures 6).
- 7.2. Academic standings are based primarily on students' Cumulative Grade Point Average (CGPA) as well as Term Grade Point Average (TGPA), specific course grade outcomes, previous academic standings, and other performance variations.
- 7.3. The specific criteria defined for assessing academic standing are intended to establish University-wide standards. However, amended or additional criteria may be authorized by the Senate for a particular Faculty or Program.

## 7.4. Academic Standing Definitions

- 7.4.1. **Clear** - a clear standing will be assigned to students who achieve a CGPA of at least 1.67 (except where the student has violated approved Department/School Academic Standing Variation requirements or violated the terms of their Probationary Contract while on probation). Students assigned Clear standing may continue in their program of study.
- 7.4.2. **Probationary** - a probationary academic standing will be assigned to students for any one of the following reasons:
- an earned CGPA of 1.00 to 1.66
  - students in their first term of Toronto Metropolitan undergraduate studies at the end of the Fall or Winter term grading period who earn a CGPA of less than 1.00
  - failure to meet the conditions of a program's Academic Standing Variation

Students assigned a standing of Probationary must establish a Probationary Contract by the last day to add classes for the term in order to continue their studies (see Procedures 8).

- 7.4.3. **Standing Variation Withdrawal (SVW)** - students who meet the University's definition for Clear academic standing (CGPA of 1.67 or higher) but who have not met their Department/School's Academic Standing Variation requirements will be assigned a standing of SVW.

Students assigned an SVW standing:

- will be permanently withdrawn from their program of study and cannot apply for reinstatement. Note: a few programs offer the possibility for reinstatement into their current program through the Fresh Start Program. Students with SVW standing should speak to their program for details (see Procedures 11)
- will be eligible for immediate consideration for transfer to other undergraduate programs for which they are qualified, subject to the competitive undergraduate admissions process and application timelines
- may enrol in courses through the Chang School without waiting a suspension period

- 7.4.4. **Required to Withdraw (RTW)** - Students assigned a standing of RTW will be required to withdraw from their program of study for a suspension period of 12 (twelve) months (3 terms) and may not transfer to another Toronto Metropolitan undergraduate program until the 12 (twelve) months (3 terms) have elapsed (see Procedures 10).

7.4.4.1. RTW standing will be assigned to students for any one of the following reasons:

- failure to achieve a CGPA of 1.00 (except students in their first

term of Toronto Metropolitan undergraduate studies at the end of the Fall or Winter term grading period)

- failure to achieve a minimum TGPA of 1.67 while on probation
- failure to meet the conditions of a Probationary Contract (including unauthorized changes to course enrolments as specified in the contract)

- 7.4.4.2. During the suspension period students may not register in any for-credit Toronto Metropolitan courses including those offered by the Chang School; the exception is where students are admitted to the Fresh Start Program which may occur only after a required 1 (one) term suspension period.
- 7.4.4.3. Students assigned RTW academic standing may request to participate in the Fresh Start Program after a 1 (one) term suspension period. Fresh Start is a 2 (two) term Student Success Program. Courses taken as part of the Fresh Start Program will be included in the student's CGPA.
- 7.4.4.4. Departments/Schools, at their discretion, may issue a one-time only Discretionary Probationary override as a last chance, in cases where a student has been assigned RTW standing, and the program believes that one additional term of study could reasonably result in the student achieving Clear standing by taking up to two courses (see Procedures 9).

7.4.5. **Permanent Program Withdrawal (PPW)** - Students will be permanently withdrawn from their program of study for any one of the following reasons:

- any academic performance that would result in RTW standing for a second time
- failure of a course required by their program for a third time (note: courses with NCR grades will not be considered as a failed attempt)
- failure to meet the terms of a Probationary Contract following return after an RTW standing

7.4.5.1. Students who are assigned a standing of PPW may not apply for reinstatement into the same program.

7.4.5.2. Students who are permanently withdrawn from a program of study may apply to a different program of study in accordance with Undergraduate Admissions application timelines, admission policies and procedures.

## 7.5. **Disciplinary Standings Assigned in Accordance with Policy 60: Academic Integrity**

7.5.1. **Disciplinary Suspension (DS)** - An academic standing where a student is removed from a program for a specified period of 1 (one) term to 2 (two) years,

after which the student will be automatically reinstated. A DS will be placed on both the academic record and official transcript, but will be removed from the official transcript upon graduation.

7.5.2. **Disciplinary Withdrawal (DW)** - An academic standing where a student is permanently withdrawn from a specific program and fully withdrawn from the University as a whole for a period of at least 2 (two) years. After serving the specified period, a student assigned a DW may apply to other programs/certificates at the University. A DW will be placed on both the student's academic record and official transcript and cannot be removed.

7.5.3. **Expulsion** - An academic standing involving permanent removal of a student from the University. Students who are expelled from the University shall not be allowed to register or enroll in any class or program of the University. Expulsion shall be permanently noted on a student's academic record and official transcript.

## 8. DISCONTINUATION

### 8.1. Discontinued Undergraduate Status

8.1.1. Each term, after the last day to add courses for the term, any student who does not have any completed courses for 6 (six) or more consecutive terms will be Discontinued from their undergraduate program of study. Students will be notified of their change in status. These students will no longer be active and eligible to enrol in courses in their program.

8.1.2. Discontinued students who wish to resume studies, must apply for re-admission through the Office of Undergraduate Admissions. Re-admission is not guaranteed.

8.1.3. Students will be notified of their change in status.

### 8.2. Discontinued Status from a Chang School Certificate

8.2.1. Each term, after the last day to add courses for the term, any student who does not have any completed courses for 12 (twelve) or more consecutive terms will be discontinued from their certificate program.

8.2.2. Discontinued students, who wish to resume studies, must re-register in their certificate program of study (if it is still being offered).

8.2.3. Students will be notified of their change in status.

## 9. TIMESPAN TO COMPLETE UNDERGRADUATE DEGREE AND CHANG SCHOOL CERTIFICATE PROGRAM REQUIREMENTS

9.1. Completion of the program's curriculum within a timespan from admission to the program to graduation must not exceed the number of years as follows:

- 9.1.1. full-time degree programs: the maximum timespan is normally 8 (eight) years, calculated as the number of years of curriculum outlined in the undergraduate calendar multiplied by 2 (two). In the case of co-op programs requiring an additional year of program registration, 1 (one) additional year is added to the normal timespan.
  - 9.1.2. part-time degree programs: the maximum timespan is normally 14 (fourteen) years, calculated as the number of required single-term courses (or equivalent) divided by 3 (three).
  - 9.1.3. Chang School Certificate Programs: the number of required single-term courses (or equivalent) divided by 2 (two), plus 1 (one) year. The maximum timespan is measured from the original registration in the certificate program.
- 9.2. Under extenuating circumstances, students may petition the Dean or designate of the relevant Faculty or the Program Director for the Chang School, for an extension.
  - 9.3. If a timespan extension is denied by the Dean or designate or the Program Director, or if an additional timespan extension is needed after the Dean's approved timespan extension is completed, the student may appeal directly to the Senate Appeals Committee for a final consideration of their request. Senate Appeal Committee decisions are final and not appealable (see Procedures 13).
  - 9.4. In order to graduate, a student will be required to meet the academic requirements in effect when the extension is granted, or such alternative requirements as may be stipulated by the Program, School, or Department in keeping with Toronto Metropolitan's academic policies.

## **10. ELIGIBILITY TO GRADUATE**

- 10.1. Upon successful completion of all Senate-authorized program curriculum requirements with a Cumulative Grade Point Average (CGPA) of 1.67 or higher, students are eligible for conferral of the academic credential of their program of study.
- 10.2. The student record is closed to changes once an academic credential (e.g., degree or certificate) is conferred.
- 10.3. Students graduating from an undergraduate degree program with a Cumulative Grade Point Average (CGPA) of 3.50 or higher will graduate "With Distinction" and will have this academic achievement recorded on their transcript and graduation award document.
- 10.4. Students must satisfy a minimum of half of the program course requirements through completion of Toronto Metropolitan courses. The balance of requirements may be fulfilled with credits awarded for external learning. Senate may authorize variation from this requirement for example, in the case of collaborative, joint, or articulated programs.

## **RELATED POLICIES:**

Senate Policy 60: Academic Integrity <https://www.torontomu.ca/content/dam/senate/policies/pol60-procedures.pdf>

Senate Policy 135: Final Examinations  
<https://www.torontomu.ca/content/dam/senate/policies/pol135.pdf>

Senate Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance  
<https://www.torontomu.ca/content/dam/senate/policies/pol150.pdf>

Senate Policy 157: Establishment of Student Email Accounts for Official University Communication  
<https://www.torontomu.ca/content/dam/senate/policies/pol157.pdf>

Policy 159: Academic Accommodation of Students with Disabilities  
<https://www.torontomu.ca/content/dam/senate/policies/pol159.pdf>

## Appendix A

### GLOSSARY OF ABBREVIATED TERMS USED IN POLICY/PROCEDURES

AEG	Aegrotat
AUD	Audit
CHG	Challenge
CGPA	Cumulative Grade Point Average
CRD	Credit (Emergency Grading)
CRT	Credit
CRV	Credit for Standing Variation Course (Emergency Grading)
DEF	Deferred
DS	Disciplinary Suspension
DW	Disciplinary Withdrawal
EAP	Extended Academic Probation
EAP 1	First term Extended Academic Probation contract for the Fresh Start Program
EAP 2	Second term Extended Academic Probation contract for the Fresh Start Program
FLD	Failure in a Pass-Fail course
FNA	Failure Non-Assessment
F-S	Failure Supplementary
GPA	Grade Point Average
INC	Incomplete
INP	In Progress
NCR	No Credit (Emergency Grading)
PPW	Permanent Program Withdrawal
PSD	Passed
RAMSS	Toronto Metropolitan's Administrative Management Self Service (the Toronto Metropolitan student information system)
RO	Registrar's Office
RTW	Required to Withdraw
SAC	Senate Appeals Committee
SSP	Student Success Program
SVW	Standing Variation Withdrawal
TGPA	Term Grade Point Average

## Appendix B

### EMERGENCY GRADING

#### CRD, CRV - Credit / NCR - No Credit

**CRD - (Credit).** Grade can only be requested when the earned grade is a D- or higher and the course is not part of a program variation.

This grade will not be included in the calculation of the GPA but will count as a credit towards program requirements.

A course with this grade is counted as an attempt.

**CRV - (Credit for Standing Variation Course).** Grades can be requested for courses that are part of a program variation requirement when the earned letter grade exceeds the minimum requirement for the specific program variation. The eligibility of this grade is subject to restrictions defined by academic program departments during the period of academic disruption.

This grade will not be included in the calculation of grade point averages but will count as a credit towards program requirements.

A course with this grade is counted as an attempt.

**NCR - (No Credit).** Grade can only be requested when the earned grade is F, F-S, FLD, or FNA and will not be included in the calculation of the GPA and will not count as a credit towards program requirements. This grade is not counted as a failed attempt in determining academic standing. For programs and courses with academic standing and/or graduation variation requirements, this grade can be requested when the earned grade is below the minimum requirements for the specific program variation, subject to restrictions defined by academic program departments during the period of academic disruption.

#### Procedures for Emergency Grading

##### CRD, CRV - Credit / NCR - No Credit

Once the President and Vice-President Academic has declared an unforeseen period of academic disruption:

1. Students may request CRD, CRV, and/or NCR grade replacements during the request period defined by the Registrar's Office.
2. Once the request period has expired, requests cannot be submitted.
3. Once a CRD/CRV/NCR grade is requested by a student, the grade cannot be reversed back to the original earned grade.
4. INC grades cannot be replaced with CRD/CRV/NCR grades. This also applies to the following circumstances:
  - 4.1. if the INC is for a course that was registered in a previous semester outside of the declared period of academic disruption.



- 4.2. if the INC lapses to an F.
- 4.3. if a grade revision is in progress, the revised grade must be processed to the academic record prior to the deadline for the grade replacement period to allow for a student to submit a grade replacement request; if the grade revision is not updated and processed to the academic record during the period, the student cannot submit a request.
5. Students who choose to appeal their final grade or standing during a period of academic disruption cannot request a CRD/CRV/NCR grade as a remedy. Should this occur, the formal grade appeal will take precedence and the CRD/CRV and/or NCR grade request will be cancelled. Instructors may not assign CRD/CRV/NCR grades as a decision outcome in an academic grade or standing appeal.
6. Students who have a finding of academic misconduct and have been assigned a Disciplinary Notation (DN) in a course for the specific term are not eligible for a CRD, CRV, and/or NCR grade replacement for the same course.
7. Students who have an outstanding investigation of academic misconduct for the specific term are not eligible for a grade replacement until a decision is issued. Once the decision is issued:
  - 7.1. If there is no finding of academic misconduct, the student has up to five (5) calendar days from the date of the decision to request grade replacement.
  - 7.2. If there is a finding of academic misconduct, the student is ineligible to make a request for a grade replacement for the same course.
8. Students who are found to have engaged in academic misconduct (a DN is assigned) after a grade replacement is already processed on the academic record for the same course will have the grade replacement reversed.
9. Courses with a CRD/NCR/CRV grade will appear on the official transcript.

**TORONTO METROPOLITAN UNIVERSITY  
POLICY OF SENATE**

**PROCEDURES for Policy 46:** Undergraduate Course Grading, Academic Program Standing, and Eligibility to Graduate

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The Undergraduate Course Grading, Academic Program Standing, and Eligibility to Graduate Procedures (the “Procedures”) outline the processes to be followed in carrying out Policy 46: Undergraduate Course Grading, Academic Program Standing, and Eligibility to Graduate and the roles and responsibilities of students, instructors/faculty, Chairs/Directors, Departments/Schools/Programs, Faculties, and Senate.

**1. Final Course Grades**

- 1.1. The final percentage grade in a course will be rounded to an integer as per standard mathematical practice before converting to a letter grade. For example, a 49.5% is rounded to 50% and 49.4% is rounded to 49%.
- 1.2. All final course grades must be submitted by faculty/instructors in RAMSS by the date determined for each term as communicated by the Registrar’s Office.
- 1.3. Final course grades are considered official as per the date outlined in the “significant dates” section of the Undergraduate Calendar each year.
- 1.4. Final course grades may not be posted or disclosed to students by any faculty/ instructor. Final course grades cannot be displayed to students in the D2L Brightspace course shell. Students will receive their official final course grades only from the Registrar’s Office, available for viewing in their RAMSS account.
- 1.5. Final course grades will display on the student’s academic record and official transcript.

**2. Grade Revisions**

- 2.1. Faculty/instructors are responsible for submitting grade revisions. Grade revisions are submitted using the Automated Grade Revision Process although some exceptions apply. Please review the information on the [website](#) for complete details.
- 2.2. Grade revisions not supported by the Automated Grade Revision Process must be submitted to the teaching department for authorization using the [Exception Grade Revision Form](#). Once the revision has been authorized, the Teaching Department must submit the form to Student Records for updating.
- 2.3. Student Records will update the grade revision to the student’s academic record in RAMSS. All final course grades will display on the student’s transcript.

### 3. Incomplete Grades (INC)

- 3.1. Students must petition their instructor by completing the [Incomplete Grade Request Form](#) to receive an INC designation, within 3 (three) working days, or as soon as reasonably possible, of the missed final examination or assignment deadline. Supporting documentation (e.g. Toronto Metropolitan Health Certificate) must be provided.
- 3.2. The instructor will determine the date for completion of outstanding coursework to be submitted or the alternate examination. Such a date must allow the grading to be completed and finalized on the student record within three months from the date official grades were available to students for the term the INC was assigned.
- 3.3. Instructors assigning INCs must complete the [Incomplete Grade Request Form](#) within 7 (seven) working days of assigning the INC, clearly defining the outstanding work to be completed and a final deadline by which the outstanding course work is to be submitted or the date of the alternate examination.
- 3.4. The Chair/Director of the teaching department must retain a copy of the Incomplete Grade Request Form for the department's student file.
- 3.5. Once the outstanding course work is completed and submitted for grading by the student, the instructor or teaching department will grade the work and submit a revised final course grade to the Registrar's Office using the Automated Grade Revision Process within three months from the date official grades were available to students for the term the INC was assigned. The INC will be replaced by an official final course grade when the work is completed and a final course grade is submitted by the instructor.
- 3.6. The student's home Academic Department will determine their decision framework for enforcing restrictions on the number of courses a student can enrol in when students have 2 or more outstanding INCs at the start of a term. The factors that will be used to consider restrictions may include, but are not limited to, the number of INCs outstanding at the start of the term, the amount of work outstanding before each INC can be resolved, the number of courses the student is enrolled in for the term, the impact the INCs could have on the student's ability to academically progress, the student's past performance, history of previous INC grades and history of lapse grades.
- 3.7. The Registrar's Office will provide Academic Departments with reports that identify students with 2 or more INCs at the start of the term.
- 3.8. If a student enrolls in a course in which the prerequisite for that course has an outstanding INC, the INC must be resolved and a final course grade assigned and updated on the student record on or before the last day to add classes for the term. Immediately after the last day to add courses for the term, the student will be

automatically dropped from any courses where there is an outstanding INC in the prerequisite course(s) after the last day to add courses for each term. The Registrar's Office will provide Teaching Departments with reports that include this information.

- 3.9. In extenuating circumstances, prior to the last day to enroll in a course for the term, a student may request special permission to remain enrolled in a course for which the INC is a prerequisite. Only the Chair/Director may grant special permission, with agreement of the course instructor, for the student to remain enrolled in the course. When granting permission, the Chair/Director will consider the remaining course work and the expected completion date, as well as outstanding curriculum requirements.
- 3.10. Students assigned a standing of RTW or PPW in a term in which they are assigned an INC, must resolve the INC by the last day to add courses for the current term in order to continue once the standing is recalculated for the previous term.
- 3.11. In extenuating circumstances, the student may request approval from the instructor and the Chair/Director of the teaching department for a one-time extension to the original INC completion date agreed to on the Incomplete Grade Request Form. When granting an extension, the Chair/Director will consider the student's academic progress in their program of study as well as the relevance of the course to the curriculum. The extension must not exceed a date to allow the grade to be completed and finalized within three months of the next grading period. All extensions must be reported to Student Records using the Incomplete Grade Request Form. The form must include the final extension date.
- 3.12. INC grades that have not been resolved and/or revised by the 3-month deadline for completion will lapse each term according to the following timeline: April 15 for Fall Term courses, August 1 for Winter Term courses and November 30 for Spring/Summer Term courses.
- 3.13. Students will be required to resolve outstanding INCs within published deadlines to clear outstanding academic graduation requirements in order to be considered for eligibility to graduate.

#### **4. AEG Grades (Aegrotat)**

- 4.1. Students who wish to request an AEG grade must petition the course instructor(s) by completing the [Aegrotat Petition Form](#). A separate petition must be submitted for each course in which the student is requesting an AEG grade.
- 4.2. Students must include a letter explaining why they are petitioning for an AEG grade(s) along with official supporting documentation for each request.
- 4.3. The instructor, in consultation with the student's Program Director/Chair and Dean of the program department will determine if the request is appropriate and advise Student Records of the decision.

- 4.4. The Dean's Office will forward the form to the Registrar's Office for processing on the student's academic record.

## **5. F-S Grades (Failure - Supplementary)**

- 5.1. Students who have been assigned an F-S grade have marginally failed a course and their instructor is offering the opportunity to write a supplementary "redeemable failure examination or assessment".
- 5.2. In order to submit the revised grade, Instructors must complete an [Exception Grade Revision Form](#) and submit to the teaching department for authorization. Once the revision has been authorized, the teaching department must submit the form to Student Records for updating.
- 5.3. Unresolved F-S grades will be calculated in grade point averages at zero grade points and remain on the students record.
- 5.4. Students with an F-S grade who wish to write a supplementary redeemable failure examination or assessment must complete the Redeemable Failure Request Form found in a student's eForms Center in RAMSS. The examination or assessment is subject to a non-refundable examination fee for each course. Students who write a supplementary examination or assessment without paying the examination fee will have a "Hold" applied to their fee account until payment is made.
- 5.5. Students who have submitted the Redeemable Failure Request Form and have received an approval notification, must immediately contact the teaching department and provide confirmation of approval from the Redeemable Failure Request Form to make the necessary arrangements to write the redeemable failure examination or assessment.
- 5.6. Where a redeemable failure examination or assessment is written, the new grade (either D- or F) will appear on the student's academic record and official transcript.

## **6. Calculating GPA: Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA)**

- 6.1. Term Grade Point Average (TGPA) is calculated as the sum of the products of course weights and earned grade points for graded course performance designations for the term, divided by the sum of the course weights, and rounded to the second decimal place using normal rounding rules.
- 6.2. Cumulative Grade Point Average (CGPA) is calculated as the sum of the products of course weights and earned grade points for graded course performance designations, divided by the sum of the course weights in the program of study, and rounded to the

second decimal place using normal rounding rules.

- 6.3. Grade point averages are calculated based on a 4.33 scale and rounded to the second decimal place using normal rounding rules. For example, a 2.879 is rounded to a 2.88 and a 2.874 is rounded to a 2.87.
- 6.4. For the purpose of calculating grade point averages, single-term courses will normally have a weight of 1.00 and multi-term courses will normally have a weight of 2.00. As outlined in the calendar, there may be provisions for course weight variations in the case of anomalies.
- 6.5. Courses completed prior to formal program admission will not be included in the calculation of grade point averages.
- 6.6. The following course performance designations are **NOT** included in calculating the grade point average - AEG, AUD, CHG, CRT, DEF, INC, INP, FLD, PSD, CRD, CRV, and NCR.
- 6.7. The designations FNA and F-S are included in calculating grade point averages at zero (0.00) grade points.
- 6.8. Where students repeat a course, the grade earned for the most recent attempt of the repeated course will be substituted for the previous grade(s) in calculating the grade point average even if the newer grade is lower. All attempts are recorded on the academic record and the official transcript.

## 7. Probationary Standing

Students with a Probationary standing at the beginning of the term, must achieve the following by the end of that same term:

- a term grade point average (TGPA) of at least 1.67 (a Department/School/ Program may choose higher)
- meet the conditions of their mandatory Probationary Contract and meet approved Academic Standing Variations to continue in their program of study

Failure to meet the conditions of the Probationary Contract as set out by the School/Department will result in the assignment of a standing of Required to Withdraw (RTW) (see Procedures 8).

## 8. Probationary Contract

- 8.1. Students are required to have a Probationary Contract authorized by their School or Department in either of the following situations:
  - students assigned Probationary standing
  - students who have been **reinstated** to their program after the assignment of a standing of RTW (see Procedures 10).

- 8.2. The Probationary Contract outlines a specific plan of study and any academic support required in order for the student to progress. Departments/Schools will use the Probationary Contract to specify the required TGPA outcome and may also specify courses, required minimum grade outcomes, and course load restrictions that may be established to ensure students' successful academic progression. Students must agree to meet such requirements and conditions in order to remain enrolled in their program.
- 8.3. Students who fail to establish a Probationary Contract with their Department/ School by the last day to add courses for the specified term will have their course enrolments dropped for the term.
- 8.4. Students are required to obtain approval from their Department/School before dropping any courses while under the provisions of a Probationary Contract.
- 8.5. Students assigned a Probationary Contract acknowledge that they will seek assistance from their instructor(s) and/or program advisor(s) in the event of any circumstances that may impact the outcome of the Probationary Contract.
- 8.6. Failure to meet the conditions of the Probationary Contract as set out by the Department/School will result in the assignment of a standing of Required to Withdraw (RTW).

## **9. Discretionary Probationary Override for RTW Standing**

- 9.1. The Discretionary Probationary override cannot be issued to a student who has a 1.67 CGPA or higher.
- 9.2. Students are considered on Probation during this term and must establish a Probationary Contract with their Department/School. If the student fails to meet the conditions of the contract and/or fails to achieve a CGPA of at least 1.67 at the end of this term, they will be reassigned a standing of RTW.
- 9.3. Students who are successful in meeting the conditions of the Probationary Contract and obtaining a CGPA of 1.67 or higher will be assigned a Clear standing.
- 9.4. This Discretionary Probationary override may only be issued once in a student's program of study.

## **10. Reinstatement to a Program with RTW Standing**

- 10.1. Students who do not participate in the Fresh Start Program may be eligible for reinstatement after 12 months (3 terms) have elapsed from when the RTW standing was assigned and before 24 months (6 terms) have elapsed from when the RTW was assigned.

- 10.2. Students who wish to be considered for reinstatement must complete the [Request for Reinstatement/Fresh Start](#) form and the [Request for Reinstatement - Supplementary](#) form and submit to their academic program department for evaluation in accordance with the specified application deadlines.
- 10.3. Requests for Reinstatement will be considered by the Faculty and/or academic program department subject to past academic performance. Reinstatement is not guaranteed. Students will be notified of the outcome of this consideration by their academic program department and the form will be forwarded to the Registrar's Office.
- 10.4. Students who are reinstated to their program after the assignment of a standing of RTW will be reinstated on Probation and will need to establish a Probationary Contract for that term.
- 10.5. Fresh Start - Students assigned an RTW academic standing may request to participate in the Fresh Start Program after a 1 (one) term suspension period. Fresh Start is a 2 (two) term Student Success Program. Courses taken as part of the Fresh Start Program will be included in the student's CGPA.
- 10.6. Students who have been denied reinstatement to their program twice may not reapply for reinstatement to that program. In this case, students will be formally withdrawn from their program of study.

## **11. Fresh Start - Student Success Program (SSP)**

- 11.1. Students who are RTW and wish to participate in Fresh Start may seek information to determine eligibility from their program departments. Students with RTW standing who are eligible and approved to participate in Fresh Start will have the opportunity to continue under the Fresh Start Program during their RTW period. Some academic programs with standing variation rules will also permit students with SVW standing to participate in the Fresh Start Program. Students who wish to participate may seek information to determine eligibility from their Department/School.
  - 11.1.1. Students who are RTW may request to participate in the Fresh Start Program, after a 1 (one) term suspension period. The Fresh Start Program is a 2 (two) term Student Success Program designed to assist students with RTW standing in resuming their studies.
  - 11.1.2. Criteria for participation will be established by each academic program. Programs, including part-time programs, will provide information each year on the usual criteria used for participation in the Fresh Start Program.
- 11.2. Programs, including part-time programs, will provide information each year on the usual criteria used for evaluating acceptable performance in the Fresh Start Program.
- 11.3. Courses taken as part of the Fresh Start Program will be included in the student's CGPA.



- 11.4. Withdrawal from, or unsuccessful completion of Fresh Start Program will constitute one attempt of the Fresh Start Program.
- 11.5. Students approved by a program to participate in the Fresh Start Program will be on Extended Academic Probation (EAP). They will be required to establish EAP contracts in partnership with their academic program in each term of the Fresh Start Program.
- 11.6. Students who do not successfully complete the conditions outlined in their first term or second term contract for Fresh Start will return to RTW standing. In the case of a student with an SVW standing who do not successfully complete the conditions of their first term or second term contract for Fresh Start will be assigned a standing of RTW. Prior to reinstatement these students may not register in any Toronto Metropolitan credit courses including those offered by the Chang School.
- 11.7. Upon successful completion of Fresh Start, students will be automatically reinstated to their program or transferred to their new program of study. They will continue in the program of study with Probationary or Clear standing based on their CGPA. If they proceed as Probationary students, they will be required to establish a Probationary Contract (see Procedures 8).
- 11.8. Students who wish to participate in the Fresh Start Program for consideration for reinstatement to their current program must complete the [Request for Reinstatement/Fresh Start Form](#) and submit it to their Department/School for evaluation in accordance with the specified application deadlines.
  - 11.8.1. Applications for reinstatement will be considered by Faculty and/or program committees based on criteria, assessments, and/or procedures developed by the Faculty or program. in consultation with the Registrar's Office. Past academic performance and space availability will normally be considerations. Programs, including part-time programs, will provide information each year on the usual criteria used for evaluation of reinstatement applications.
  - 11.8.2. Students will be notified of the outcome of this consideration by their academic program department and the form will be forwarded to the Registrar's Office.
- 11.9. Students who wish to be considered for transfer to another program must complete the [Request for Fresh Start – Transfer Form](#) and submit it to Undergraduate Admissions for evaluation in accordance with the specified application deadlines. Students must meet the minimum admission requirements for the application program.
  - 11.9.1. Applications for transfer will be considered by Undergraduate Admissions in consultation with Faculty and/or program admission committees. Past academic performance and space availability will normally be considerations in evaluating eligibility.
  - 11.9.2. If approved for a Fresh Start Program transfer, there is an understanding that the transfer program commits to admitting the student pending successful completion of the Fresh Start Program.

- 11.9.3. Students will be notified of the outcome of this consideration by an admission advisor and/or the academic program department and the form will be forwarded to the Registrar's Office.
- 11.10. If denied, students will need to complete the remainder of the 12-month suspension period and are subject to all rules for RTW students. They may apply for reinstatement to their program for the term following the third term following their RTW standing (see Procedures 10).
- 11.11. Students approved for participation in the Fresh Start Program will be placed on Extended Academic Probation (EAP) during each term of the Fresh Start Program.
- 11.11.1. To remain EAP, students must fulfill all required components in each of the two terms of the Fresh Start Program. Students deemed not to be meeting the program-specified requirements at any time will be withdrawn from the Fresh Start Program and will return to RTW standing.
- 11.11.2. The terms of EAP contracts and the required outcomes will be established in partnership between the student and their academic program. For students accepted to Fresh Start for transfer to another program, EAP contracts will be established with the program the student will be transferring to.
- 11.12. Students may participate in the Fresh Start Program only once during their academic career at Toronto Metropolitan. Withdrawal from, or unsuccessful completion of the Fresh Start Program will constitute one attempt.
- 11.13. Courses taken as part of participation in the Fresh Start Program will be included in the student's CGPA.
- 11.14. In the first term of Fresh Start, students will be participating in Extended Academic Probation 1 (EAP1) and must establish their EAP1 Contract with their Department/School.
- 11.14.1. Students may take up to two credit courses, and will be required to participate in a Fresh Start Strategies course (CIFS100) for their EAP1 contract. Students are required to meet all of the requirements of this contract including successful completion of all courses on the contract, and the Department/School may specify minimum grades for the credit courses.
- 11.14.2. Students who successfully complete the requirements of their EAP1 contract will be assigned a standing of Extended Academic Probation and will be eligible to progress to the second term of the Fresh Start Program (EAP2).
- 11.15. In the second term of Fresh Start, students will participate in Extended Academic Probation 2 (EAP2) and must establish their EAP2 contract with their Department/School.
- 11.15.1. Students may take up to four credit courses for their EAP2 contract. Students are required to meet all of the requirements of this contract including successful completion of all courses on the contract, and the Department/School may specify minimum grades for the credit courses.
- 11.15.2. Upon successful completion of the EAP2 contract, students will automatically be reinstated to their program or transferred to their new program of study. They

will continue in the program of study with Probationary or Clear standing based on past academic performance.

11.15.3. If the CGPA is at least 1.67, the student will be assigned Clear standing.

11.15.4. If the CGPA is between 1.00 and 1.67, the student will be assigned Extended Academic Probation standing. If they proceed as Probationary students they will be required to have a Probationary Contract.

11.16. Students approved for transfer to another program will be admitted to the new program upon successful completion of both EAP1 and EAP2.

11.17. Students who do not successfully complete the requirements of either the EAP1 or EAP2 contract will have their academic standing reverted to RTW and must complete the remainder of the 12-month suspension period and they remain subject to all rules for RTW students. They may apply for reinstatement to their program for the term following the third term following their RTW or SVW standing.

11.18. Students who fail to successfully complete the requirements of either the EAP1 or EAP2 contract may not appeal their grades or academic standing.

11.19. Prior to reinstatement these students may not register in any Toronto Metropolitan for-credit courses including Chang School courses (for procedures regarding reinstatement refer to Procedures 10).

## **12. Timespan to Complete Undergraduate Degree and Chang School Certificate Programs Requirement**

12.1. Once per academic year, after the enrollment period for the Winter term, any student who has exceeded their time for completion will have a “hold” applied to the academic record. The hold will restrict the students from enrolling in future courses.

12.2. Under extenuating circumstances, students may petition the Dean or designate of the relevant Faculty or the Program Director for the Chang School for an extension to these time limits.

12.3. An extension will only be granted to students whose progress is fully satisfactory. No registration will be permitted beyond the extension deadline.

12.4. Students must request the extension prior to the last day of classes for the term in which the time limit will expire.

12.5. Students requesting a timespan extension must submit electronically the following information to the Dean:

- an explanation for the reason for the request including any extenuating circumstances
- a detailed and realistic academic plan of study and timeline for completion during the extension period including length of the extension being requested

- supporting documentation to demonstrate the extenuating circumstances
- 12.6. If a timespan extension is approved by the Dean or designate, the hold on the record will be updated to reflect the extension end date. All documentation including the Dean or designates approval, the study plan and the extension date must be forwarded to Student Records to retain permanently to the student's record. Once the extension date expires, the student will no longer be able to enrol in further courses.
- 12.7. If the request for a timespan extension is denied or if a further extension is being requested students may appeal directly to the Senate Appeals Committee (SAC) for a final consideration of their request. This is a SAC Timespan Extension Appeal.

### **13. Appealing the Denial of a Timespan Extension to Senate Appeals Committee (SAC)**

- 13.1. If the student wishes to appeal the denial decision of the Dean or designate or Program Director, in the case of a Change School student, or if a further extension is being requested, the appeal will be considered by the Senate Appeals Committee (SAC).
- 13.2. In the case of an appeal of a denial, the student must request the appeal within 10 (ten) business days of the denial.
- 13.3. Students must provide the following information by email to [senate@torontomu.ca](mailto:senate@torontomu.ca):
- a Senate Appeals Committee Timespan Appeal Form
  - a letter to the Senate Appeals Committee expressing why the request should be considered
  - any new evidence not previously submitted (if applicable)
  - all previously submitted documentation to the Dean or designate or Program Director including their decision
  - explanation of the reason for the request including any extenuating circumstances
  - a detailed and realistic academic plan of study and timeline for completion during the extension period
  - supporting documentation
  - in the case where a further extension is being requested, a student must also provide a letter explaining the reason why the plan of study from the first timespan extension was not completed
- 13.4. A Notice of Review will be sent to the student within 10 (ten) business days of their SAC Timespan Appeal being received and will include when the review of their appeal will occur together with the names of the panel members conducting the review.
- 13.5. The student will not attend the SAC review. The review will be based on the official transcript and documentation provided by:
- the student
  - the Department/Faculty
- 13.6. The SAC will consider the extension as applicable in the program of study.

- 13.7. The SAC decision will be issued by email within 10 (ten) business days of the review.
- 13.8. Senate Appeal Committee decisions are final and not appealable.

## **14. Eligibility to Graduate**

### **14.1. Undergraduate Degree Requirements**

To be eligible for graduation with an undergraduate degree the following academic requirements must be satisfied:

- 14.1.1. Admission to and active status in the degree program.
- 14.1.2. Successful completion of all courses of the program's curriculum as required for graduation within the allowable assigned timespan for completion (see Policy - Section 9).
- 14.1.3. Achievement of a CGPA of 1.67 or higher while registered in the Toronto Metropolitan degree program.
- 14.1.4. The minimum passing grade of D- (or a satisfactory non-graded performance designation) must be achieved in each course used to satisfy program graduation requirements. A higher grade standard may be required for courses in programs with Academic Standing Variation or a Graduation Requirement Variation. Details of these requirements are clearly stated in the Undergraduate Calendar.
- 14.1.5. Satisfaction of a minimum of half of the program course requirements through completion of Toronto Metropolitan courses while registered in the Toronto Metropolitan degree program. Credits awarded as part of an official Toronto Metropolitan exchange program shall count as if the courses were taken at Toronto Metropolitan.
- 14.1.6. In cases where fewer than 50% of the Toronto Metropolitan courses being used to fulfill graduation requirements were taken while registered in the program for which an award is sought, additional evaluation may occur to determine that overall adequate GPA requirements have been met.
- 14.1.7. Toronto Metropolitan courses used to fulfil the requirements of a previously awarded Toronto Metropolitan degree are subject to further evaluation before applying to current degree requirements.

NOTE: The student record is closed to changes once an academic credential (e.g., degree or certificate) is conferred, i.e., no revisions in enrolment, grades academic standings, and other academic actions will be made.

### **14.2. The Chang School Certificate Program Graduation Requirements**

To be eligible for graduation with a Chang School certificate the following requirements must be satisfied:

- 14.2.1. Registration in the certificate program. Note: a certificate program identified as duplicating content of the core courses required for completion of a degree program cannot be pursued in combination with that degree.

- 14.2.2. Achievement of a minimum Cumulative Grade Point Average (CGPA) of 1.67.
- 14.2.3. Completion of a minimum of 50 percent of all of the certificate courses via Continuing Education (the Chang School) course enrolments.
- 14.2.4. If a Toronto Metropolitan degree program is being pursued concurrently with a Chang School certificate, the certificate cannot duplicate the content of the courses required for completion of the degree. There are some certificates that have been identified that may not be pursued in combination with a degree.
- 14.2.5. Completion of a minimum of 50 percent of the certificate's curriculum course requirements while registered in the certificate, within the timespan for certificate program completion (see Policy - Section 9).
- 14.2.6. Completion of the certificate within a timespan calculated as the number of required single-term courses (or equivalent) divided by 2 (two), plus one year. The maximum timespan is measured from the original registration in the certificate program.

NOTE: The student record is closed to changes once an academic credential (e.g., certificate) is conferred, i.e., no revisions in enrolment, grades, academic standings, and other academic actions will be made.

## **RELATED POLICIES/PROCEDURES**

Senate Policy 60: Academic Integrity

<https://www.torontomu.ca/senate/policies/pol60-procedures.pdf>

Senate Policy 135: Final Examinations

<https://www.torontomu.ca/senate/policies/pol135.pdf>

Senate Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance

<https://www.torontomu.ca/senate/policies/pol150.pdf>

Senate Policy 157: Establishment of Student Email Accounts for Official University Communication

<https://www.torontomu.ca/senate/policies/pol157.pdf>

Policy 159: Academic Accommodation of Students with Disabilities

<https://www.torontomu.ca/senate/policies/pol159.pdf>