



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Dr. Graeme Norval  
Chair, Undergraduate Curriculum Committee

**Date:** January 9, 2013 for February 14, 2013 Faculty Council Meeting

**Re:** Procedures for Designating Courses as “Extra”

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## REPORT CLASSIFICATION

This is minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

## BACKGROUND

This procedure covers the assignment of “Extra” (EXT) courses to students’ transcripts. Students are able, and are increasingly encouraged, to explore courses outside the prescribed curriculum for their degree program. A popular use of this practice is when students pursue Engineering or Arts & Science minors, which almost always require them to take supplementary courses. Additionally, the availability of summer course offerings in other faculties and through summer abroad programs makes taking extra, for-interest courses more attractive.

Courses designated as EXT do not count toward students’ grade point averages and are not used when determining a student’s eligibility to proceed to the next session. The course is counted for credit, provided the student achieves a passing grade, and the numerical grade is shown on the transcript affixed with an “EXT.”

Current articulation for the assignment of EXT courses in the academic calendar focuses on students’ ability to *request* that a course be counted as EXT. The Faculty allows students to request that a course is assigned EXT status. This option allows students to pursue for-interest courses free from GPA or promotional considerations.

However, in practice, students are pursuing extra courses for minors (or otherwise) without seeking approval before enrolling. Undergraduate counsellors and records assessors then *designate* a course as EXT if it does not otherwise fulfill a degree program requirement. To clear any confusion, the designation of courses as EXT should be articulated in the academic calendar. As a general practice, the departments audit the student’s transcript in preparation for graduation in their final year and designate any courses as EXT that do not fit into a student’s curriculum.

## STRUCTURE

This proposal amends text in the undergraduate academic calendar to articulate other uses of the EXT designation and provide examples for the purposes of students' comprehension.

The Committee proposes that the following be modified to the Engineering Academic Calendar, under the section "Academic Regulations:"

### *From 2012-2013 calendar:*

"EXT - Extra course – Not for degree credit; course has no effect on status or grade point average.

With the approval of their Department or Divisional Chair, a student may elect to take an extra course. These courses cannot be used for degree credit. Their marks are shown on the transcript but not included in the calculation of Sessional Averages. To be eligible to take an extra course a student must carry a full-time academic load. The total load including the extra courses cannot exceed 3.0 credits.

The deadline for changing any credit course to an extra course is the same as that for dropping a course. The deadline for changing an extra course to a credit course is the same as that for adding a course. Refer to section V. Academic Program Load."

### *Proposed change:*

"EXT - Extra course – Not for degree credit; course has no effect on status or grade point average

With the approval of their **Department's undergraduate academic counsellor or Chair's designate for undergraduate studies**, a student may elect to take an extra course. These courses cannot be used for degree **program** credit. Their marks are shown on the transcript but not included in the calculation of Sessional Averages. **Any course taken by a student in a degree program that is not listed in the curriculum requirements for that program in the "Curriculum and Programs" section of the academic calendar will be designated as "EXT."** **This includes courses taken for interest or additional elective courses beyond what is prescribed in a program's curriculum."**

The deadline for requesting any credit course **be changed to** an extra course is the same as that for dropping a course. The deadline for requesting an extra course **be changed to a credit course (if applicable)** is the same as that for adding a course.

## **PROCESS**

The Undergraduate Curriculum Committee is composed of representatives from each program; the Vice-Dean, Undergraduate Studies; the Chair, First Year; the Associate Dean, Cross-Disciplinary Programs; and the Registrar's Office. The Committee has approved the proposed change to the undergraduate academic calendar.

## **PROGRAM**

All programs are involved in these changes, and the impact on students in the various programs has been considered.

## **PROPOSAL/MOTION**

For information.