



MEMORANDUM

To: Executive Committee of Faculty Council

From: Dr. Graeme Norval
Chair, Undergraduate Curriculum Committee

Date: December 11, 2012 for February 14, 2013 Faculty Council Meeting

Re: Timing of CS and HSS Electives

REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members voting to carry).

BACKGROUND

All programs require that students complete HSS (Humanities & Social Science) as well as CS (Complementary Studies) electives. The large majority of students complete these electives in the Faculty of Arts & Science.

It has always been difficult for students to get into these non-technical electives, and rising student enrolment only increases the difficulties. The primary issue is that students in the Faculty of Arts & Science are able to register for these courses before engineering students. The second issue is that students must select non-technical electives that fit their engineering course timetable.

This modification is aimed at improving the ability of students to take the non-technical electives of their choice.

STRUCTURE

Section V of the chapter on Academic Regulations from the Faculty's Academic Calendar is presented below:

V. ACADEMIC PROGRAM LOAD

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

The normal full academic load is 2.50 credits per session. Students in second or higher years may, in exceptional cases, increase their academic load to a maximum of 3.00 credits.

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

It is proposed to change the text to that below:

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

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

There are two changes. The first change allows full-time students to take CS and HSS courses beginning in the summer after their first year. Students who take summer term courses pay an additional fee for these courses. The students may take these courses at any University of Toronto campus, or any other institutions using the Letter of Permission process. This expands the student's ability to enroll in the CS and HSS electives of their choice.

The second change concerns part-time students. Students go onto part-time status for a variety of reasons including advanced standing, family issues, failed courses, or cost issues. It has been common practice within the Faculty that part-time students build their timetables to meet the needs of their academic program, based on their academic record and that they commonly fill their timetable with CS and HSS courses. This change brings common practice into the calendar.

PROCESS

The Undergraduate Curriculum Committee, 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, has approved that the proposed changes to Section V of the chapter on Academic Regulations from the Faculty's undergraduate Academic Calendar be brought forward to Faculty Council.

These changes conform with common practice in most programs in the Faculty, and thereby bring the calendar in-line with practice.

PROGRAM

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

RECOMMENDATION AND MOTION FOR FACULTY COUNCIL

“THAT the change to the timing of CS and HSS electives be approved to allow full-time students to take a CS or HSS elective course in any term starting in the summer after their initial registration, and subject to Section V of the chapter on Academic Regulations from the Faculty's Academic Calendar; and that part-time students may take a CS or HSS elective course in any term.”