



**Academic Council  
Undergraduate Studies Committee**

November 19, 2024

9:00 am – 11:00 am

Via Google Meet

Join: <https://meet.google.com/hwg-apiz-jvs>

Or dial: (CA) +1 647-735-5882 PIN: 213 892 290#

**Undergraduate Studies Committee Agenda and Materials**

**AGENDA**

- |  |                      |
|--|----------------------|
| <b>1. Call to Order and Land Acknowledgement</b>   | <b>M. Bluechardt</b> |
| <b>2. Approval of Agenda (M)</b>   | <b>M. Bluechardt</b> |
| <b>3. Minutes of the Committee Meeting of October 15, 2024* (M)</b>  | <b>M. Bluechardt</b> |
| <b>4. Business Arising from the Minutes</b>  | <b>M. Bluechardt</b> |
| <b>5. Chair's Remarks</b>  | <b>M. Bluechardt</b> |
| <b>6. Minor Program Adjustments (Approval)</b>   |                      |
| 6.1 Faculty of Social Science and Humanities:<br>Bachelor of Arts - Liberal Studies - Science, Technology and Society Specialization* (M)  | <b>K. Clow</b>       |
| 6.2 Faculty of Social Sciences and Humanities:<br>Diploma in Public Policy* (M)  | <b>K. Clow</b>       |
| <b>7. Major Program Modifications (Recommendation)</b>   |                      |
| 7.1 Faculty of Health Sciences:<br>Health Studies Minor* (M)   | <b>J. McCabe</b>     |
| <b>8. For Information</b>  |                      |
| 8.1 Minor Curricular Changes:  |                      |
| • New Course: <a href="#">HLSC 3460U</a>   |                      |
| • Course Change: <a href="#">COMM 2620U</a> , <a href="#">COMM 4140U</a> , <a href="#">HLSC 3421U</a> , <a href="#">HLSC 3805U</a> , <a href="#">KINE 3200U</a> ,<br><a href="#">NUCL 4640U</a> , <a href="#">NUCL 4680U</a> , <a href="#">NUCL 4700U</a> , <a href="#">NURS 3401U</a> , <a href="#">NURS 3403U</a> , <a href="#">PSYC 3500U</a> |                      |
| <b>9. Volunteer for December Land Acknowledgement</b>  |                      |
| <b>10. Termination</b>   |                      |

**Kirstie Ayotte, Assistant University Secretary**

**ACADEMIC COUNCIL  
UNDERGRADUATE STUDIES COMMITTEE (USC)**

**Minutes of the Public Session of the October 15, 2024 Meeting  
via Videoconference  
9:02 a.m. – 9:34 a.m.**

**Meeting Materials:**  
[USC – October 15, 2024 Agenda and Materials](#)

**Present:** Mary Bluechardt (Chair), Wendy Barber, K. Clow, Ana Duff, Janet McCabe, Mehdi Hossein Nejad, S. Nokleby, Darryl Papke, Jemma Tam, Adam Wingate,

**Regrets:** Randy Fortier, Tega Ubor

**Staff and Guests:** Kirstie Ayotte (secretary), Jessica Boswell, Nicola Crow, Michelle Heslip, Andrea Kassaris, Kimberley McCartney, Holly McPherson, P. Stoett

**Call to Order and Land Acknowledgement**

The Chair called the meeting to order at 9:02 am and A. Duff provided the Land Acknowledgement.

**1. Approval of Agenda**

*Upon a motion duly made by A. Duff, and seconded by K. Clow, the Undergraduate Studies Committee approved the Agenda, as presented.*

**2. Minutes of the Committee Meeting of September 17, 2024**

*Upon a motion duly made by J. McCabe and seconded by W. Barber, the Undergraduate Studies Committee approved the September 17, 2024 Minutes, as presented.*

Two abstentions noted.

**3. Business Arising from the Minutes**

None noted

**4. Chair's Remarks**

The Chair began by hoping everyone had a good Thanksgiving long weekend and reflected on a successful start to the Fall semester, including positive feedback from orientation. She thanked volunteers and faculty for their efforts and noted the emergence of new program proposals, which are the key to the Institution's growth.

## 5. New Program Proposal

### 5.1 Faculty of Social Science and Humanities; BA – Sociology, Technology and Innovation

#### **Motion:**

*Upon a Motion duly made by K. Clow and seconded by A. Duff, USC hereby recommends to Academic Council the approval of the Bachelor of Arts – Sociology, Technology and Innovation and the subsequent recommendation of the program to the Board.*

It was clarified that the proposal had not been previously presented to the Undergraduate Studies Committee but was discussed at the Faculty of Social Science and Humanities Faculty Council. During that meeting, and at the suggestion of the Provost, it was decided to rename the program to highlight its complexity and its focus on technology and innovation, aligning with Ontario Tech's priorities.

K. Clow noted that the change aims to highlight innovative aspects, critical thinking and technology components of the sociology program, which were not previously showcased, especially in its applied sociology specialization.

Regarding concerns about the Fall 2025 start date, P. Stoett stated that full Ministry approval and funding are unlikely by then, but a soft launch may allow current students to transition into the program. A full launch, with appropriate advertising, is more likely for 2026.

P. Stoett acknowledged that while the program doesn't currently include access to technology and innovation courses outside the Faculty of Social Science and Humanities (FSSH), students could explore electives from other faculties.

In response to a concern raised regarding the creation of new programs without upfront investment, P. Stoett explained that the Criminology program is currently underutilized due to a decline in student numbers. Many professors in the program have sociology degrees, allowing the faculty to develop the new sociology program quickly without needing additional expertise.

While investment is important for long-term growth, he believes the current staff is well-equipped to handle the new program and doesn't foresee significant staffing concerns unless the program becomes more popular than expected.

## 6. For Information

### 6.1 Revisions to the 2024-2025 Undergraduate Academic Schedule

In addition to the revisions presented, several Committee members requested a review of the Orientation schedule, which coincides with the Labour Day long weekend, placing a strain on employees and their families and potentially deterring attendees. The Chair agreed to present these concerns to the Provost for consideration. A. Wingate noted that schedules are currently planned in draft form through 2028, based on a rollover from the previous year, and any

changes would need careful consideration to ensure the University maintains the appropriate number of instructional days.

In response to concerns about exam scheduling conflicts with major events, A. Wingate acknowledged the issue, noting that large events are typically planned in advance, which allows for proper notification of their dates. Some conflicts may arise unexpectedly, he expressed a willingness to collaborate and provide advance notice for significant events to help avoid scheduling problems. Additionally, he mentioned that the scheduling team has met to discuss booking and confirming midterm schedules earlier than in previous years.

## **6.2 2024-2025 Draft USC Work Plan**

### **6.3 Minor Curricular Change**

[KINE 1030U](#)

## **10. Volunteer for November Land Acknowledgement**

R. Fortier volunteered to provide the November meeting's Land Acknowledgement

## **11. Termination**

*Upon a motion duly made by S. Nokleby, the October 15, 2024 USC meeting adjourned at 9:34 a.m.*

**Kirstie Ayotte, Assistant University Secretary**



## UNDERGRADUATE STUDIES COMMITTEE REPORT

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### ACTION REQUESTED:

- Recommendation   
Decision   
Discussion/Direction   
Information

DATE: November 19, 2024

PRESENTED BY: Adam Wingate, Associate Registrar and Director, Records and Scheduling

SUBJECT: Registration and Course Selection Policy Amendments

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### COMMITTEE MANDATE:

Under the University's Act and By-Law no. 2 and the Policy Framework, Academic Council is responsible for approving Academic Policy. The Undergraduate Studies Committee has a mandate "to review and recommend to Academic Council changes to *undergraduate* academic, admissions, and scholarship policy".

We present the attached amended Registration and Course Selection Policy for information, noting that although the attached amended Registration and Course Selection Policy applies to both undergraduate and graduate studies, the amendments pertain solely to graduate studies.

We seek USC's comments on the proposed amendment and its direction that in accordance with its terms of reference, USC has no purview to recommend to Academic Council policy changes pertaining to graduate studies.

### BACKGROUND/CONTEXT & RATIONALE:

The Registration and Course Selection Policy establishes the requirements regarding registration and course selection for undergraduate and graduate students. The proposed amendments are specifically focused on time-status rules for graduate students.

Prior to 2023, the Ontario Council of Graduate Studies (OCGS) endorsed a '10-hour rule' which capped the number of hours graduate students employed by the University could work at 510 hours per calendar year, 255 hours per term, or an average of 10 hours per week. This is enshrined in the Ontario Tech graduate funding guidelines, as well as the PSAC collective agreement. The University has abided by the 10-hour rule since our inception. Last year, the

OCGS moved away from the 10-hour rule and removed any language of work hour caps from provincial documents. The Council of Ontario Universities (COU) indicates that many universities have adopted this change for reasons of increased living costs, static graduate funding and an increase in professional degree programs. In lieu of this rule, the University would simply adhere to Canadian labour standards. Ontario Tech's Senior Academic Team (SAT) supported this change in September 2023; the proposed amendment to the Registration and Course Selection Policy reflects this change.

**RESOURCES REQUIRED:**

- No resources required.

**CONSULTATION AND APPROVAL:**

- Online Consultation: November 4, 2024 – November 15, 2024
- Undergraduate Studies Committee (Deliberation): November 19, 2024
- Graduate Studies Committee (Deliberation): November 26, 2024
- Academic Council for approval: January 28, 2025

**NEXT STEPS:**

Pending deliberation by Graduate Studies Committee, this policy will be presented to Academic Council for approval and become effective as of the date of approval.

**SUPPORTING REFERENCE MATERIALS:**

- ACD 1508 Registration and Course Selection Policy (Tracked Changes)
- Briefing document and motion at OCGS from January 2023
- Memorandum to Senior Academic Team (SAT) regarding SGPS 10 Hour Rule – September 25, 2023

### [Registration and Course Selection Policy](#)

|                              |   |
|------------------------------|---|
| <b>Classification number</b> | ACD 1508  |
| <b>Framework category</b>    | Academic  |
| <b>Approving authority</b>   | Academic Council  |
| <b>Policy owner</b>          | Registrar   |
| <b>Approval date</b>         | June 28, 2022   |
| <b>Review date</b>           | January 2026  |
| <b>Last updated</b>          | January 25, 2023  |
| <b>Supersedes</b>            | Registration and Course Selection Policy, February 25, 2020; Academic Regulations – Undergraduate Academic Calendar 2016-2017, Academic Regulations, Graduate Academic Calendar 2019-20 |

#### **Purpose**

The purpose of this Policy is to outline the University's Registration and Course selection Framework.

#### **Definitions**

For the purposes of this Policy the following definitions apply:

**"Academic Transcript"** means the complete report of a student's academic record.

**"Academic Year"** means the period from September 1 to August 31.

**"Credit Hours"** means a measure used to reflect the relative weight of a given Course toward the fulfilment of degree requirements. Unless otherwise indicated, a Course normally has a Credit Hour value of three.

**"Corequisite"** means a Course that must be taken concurrently with the Course for which it is required.

**"Course"** means a unit of work in a particular subject normally extending through one Semester or Session, the completion of which carries credit toward the requirements of a degree or diploma.

**"Examination"** means a form of testing intended to assess the level of students' knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a Course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations. This does not include doctoral candidacy, master's or doctoral thesis examinations.

**“Grade Point Average (GPA)”** means the weighted average of the grade points awarded on the basis of academic performance during a single Semester.

**“Prerequisite”** means a Course that must be successfully completed prior to commencing a second Course for which it is required.

**“Program”** means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

**“Semester”** means sixty days of lectures and a final Examination period.

**“Session”** means a period of approximately six consecutive weeks in the summer Semester consisting of 30 days of lectures and a final Examination period. The first half of summer Semester is designated as spring Session; the second half is designated as summer Session.

**“Time-Status”** means the declared registration status of a graduate student. Graduate students can be registered full-time or part-time regardless of the number of courses in which they are registered. Time-status means full or part-time status for an Undergraduate student, which is defined by the student’s registered course load.

#### **Scope and authority**

- 3) This Policy applies to all Course selections for undergraduate and graduate students.
- 4) The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.
- 5) The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of this Policy as they pertain to graduate students.

#### **Policy**

The following outlines the requirements regarding registration and Course selection for undergraduate and graduate students.

#### **6) Course Selection**

- 6.1 Requirements for Programs of study are listed in the faculty or Program sections of the academic calendar. Students should become familiar with the Program and/or degree requirements and plan their Programs accordingly.
- 6.2 Academic advice is available to undergraduate students who experience difficulty when selecting Courses.
- 6.3 All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study.
- 6.4 Graduate students must consult with their graduate program director, faculty advisor or research supervisor as part of the planning process.



6.5 All Courses in the student's Program must be approved by the graduate program director.

6.6 Graduate students may take graduate Courses outside their Program with permission from the student's supervisor (if applicable), graduate program director for the Program and the graduate program director for the Course. Graduate students may be charged fees in addition to their regular Program fee for such Courses.

6.7 Graduate students cannot take Courses for credit in addition to the Course requirements for their graduate Program.

6.8 Not all Courses are offered in any one Semester, Session, or Academic Year. Elective offerings may vary from Semester to Semester.

### **7) Prerequisites and Corequisites**

7.1 Some Courses have Prerequisites or Corequisites.

7.2 An undergraduate student may have Prerequisites and Corequisites waived with the permission of the faculty.

7.3 A graduate student may have Prerequisites or Corequisites waived with the permission of the graduate program director.

7.4 Any student who requests such a waiver is responsible to ensure that they are adequately prepared to proceed with the level of study required in the Course.

7.5 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.

### **8) Repeating Courses**

#### **8.1 Undergraduate students**

a. Undergraduate students are not allowed to repeat the same Course, or its equivalent, more than two times.

b. All instances of a Course will appear on the Academic Transcript. Only the grade achieved on the most recent attempt will be included in the calculation of the student's Grade Point Average.

c. Students who have failed a third attempt of a Program required Course will be dismissed from the Program.

#### **8.2 Graduate students**

a) Graduate students who fail one Course are required to repeat the Course or an approved alternative within 12 months of receiving the failing grade.

- If the failed Course is designated as a mandatory Course in the Program, students must retake the same Course.
  - If the failed Course is an elective Course, students may be able to take an alternative elective Course approved by the graduate program director.
  - Students who have a second failure are dismissed from the University.
- b) All instances of a Course appear on the Academic Transcript. Only the grade achieved on the most recent attempt, or an approved alternative Course, is used to calculate the student's GPA.
- c) Repeating Courses impacts graduate student academic standing. This is outlined in "Graduate Student Grading System, Research Progress and Academic Standing Policy".

### **9) Auditing Courses**

9.1 Undergraduate and graduate students may audit a Course(s) in accordance with the Policy on Auditing an Undergraduate and Graduate Course

9.2 Audited Courses will not appear on a student's Academic Transcript.

### **10) Curriculum Substitution**

10.1 Undergraduate 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 designate. Requests are referred to the appropriate Faculty Council for decision.

10.2 Any changes to a graduate student's Program must be approved by the graduate program director.

### **11) Letters of Permission for Undergraduate Students**

11.1) Students wishing to take a Course at another institution must apply for and receive a letter of permission from the University in advance of their application to the visiting institution.

11.2) A letter of permission ensures that the Courses to be taken at the host institution will be recognized for credit at the University and are applicable to the student's Program of study.

11.3) For application instructions, eligibility requirements, and restrictions, students should visit [ontariotechu.ca/lop](http://ontariotechu.ca/lop).

### **12) Graduate Student Course and Research Exchanges**

12.1) Graduate students may apply to take Courses at other universities within and outside Canada and may request for credits earned to be transferred to their graduate Program at the University.

12.2) Graduate students from other universities within and outside Canada may apply to take Courses at the University that can be applied to their graduate work at the institution at which they are registered.

12.3) For application instructions, eligibility requirements, and restrictions, students should review the relevant section of the Graduate Academic Calendar or policy.

### **13) Registration Changes**

#### **13.1) Course Changes**

The academic schedule for each Academic Year will outline predetermined dates for the following for each Semester and/or Session:

- a) Last day to add Courses.
- b) Last day to drop Courses and receive a 100 per cent refund of tuition fees.
- c) Last day to drop Courses and receive a 50 per cent refund of tuition fees.
  - Dropping Courses on or prior to this date can be done without academic consequences.
  - Dropping Courses after this date, and up to the last day to drop Courses, will result in a W being 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 an Academic Transcript is viewed by graduate schools or potential employers.
- d) Last day to drop Courses.
  - Withdrawal deadlines are not the same as the refund deadlines. Students should consult the University's academic schedule and Fees and Charges policies when considering withdrawal.

#### **13.2) Graduate Student Registration Change Requests**

The academic schedule for each Academic Year will outline predetermined dates for graduate students to submit:

- a. Request for Program change;
- b. Request to change Time-Status; or
- c. Requests for Leave of Absence

### **14) Voluntary Withdrawal**

- 14.1) Withdrawal from a Course can have implications for a student's academic Program, student aid and awards eligibility and full-time status.
- 14.2) A dropped Course does not count toward degree requirements and cannot be used to satisfy Prerequisites for further Courses. In addition, the Course that is dropped may not be available in the next Semester or Session. Students are advised to consider all Course changes carefully or consult an advisor or graduate program director.
- 14.3) 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.

### **15) Request for Consideration for Late Withdrawal from a Course(s) for Undergraduate Students**

- 15.1) Students may submit a request to the Registrar's office to consider a late withdrawal from a Course(s) due to extenuating circumstances beyond their control (such as medical reasons, death in the family, etc.).
- 15.2) All relevant supporting documentation must accompany the request.
- 15.3) Such requests must be submitted in writing no later than 10 working days after the commencement of the subsequent Semester (including fall, winter or summer Semester) in which the student is enrolled.

### **16) Continuous Registration for Graduate Students**

- 16.1) Students must be registered in each Semester (including fall, winter and summer Semester) commencing with the Semester specified in their letter of offer and continuing until graduation.
- 16.2) Students are automatically registered in a graduate continuance Course until graduation, withdrawal or Program termination. Students must actively register for all other Program Courses. Students who do not formally register in a course cannot attend classes, access Course materials on the learning management system, submit assignments for evaluation or be assigned a grade in that Course.
- 16.3) If a student fails to maintain continuous registration in a Program or to register after the expiry of an approved leave of absence, the student's status is changed to inactive for up to one year.
- 16.4) Students who wish to re-register within the one year period may apply for reinstatement. If reinstatement is approved, students are required to pay all fees owing as well as any reinstatement fees that are in effect at the time of reinstatement.
- 16.5) If the student fails to register for three consecutive Semesters, their file is closed and the student is withdrawn from the Program.
- 16.6) Should a student who has been withdrawn wish to continue their graduate studies, the student must apply for readmission. Readmission to the University and/or the student's original Program is not guaranteed.

### **17) Concurrent Registration**

- 17.1) Undergraduate students may not be enrolled concurrently in more than one Program at any institution unless the Programs are formally structured and approved for concurrent registration.
- 17.2) Graduate students may not be enrolled concurrently in two Programs unless the Programs are formally structured and approved for concurrent registration.

### **18) Absences from Studies for Graduate Students**

- 18.1) Graduate students are expected to be uninterruptedly registered in their designated Program of study in order to support the timely completion of their degree. However, the University recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with the University.

18.2) Such circumstances must have sufficient cause and an official leave of absence must be requested through the School of Graduate and Postdoctoral Studies and approved by the Dean of Graduate and Postdoctoral Studies.

18.3) Acceptable circumstances include the following:

- a. Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
- b. Maternity leave, which is available to students during or following a pregnancy.
- c. Parental leave, which is available to students who face extraordinary demands in parental responsibilities or whose duties require that they be absent from their studies for a period of time.

18.4) A leave normally begins on the first day of the Semester for a period of one, two or three academic Semesters. Normally, retroactive leaves of absences will not be granted.

18.5) During the period of leave, the following conditions apply:

- a. Students are not registered or required to pay fees.
- b. Students may not undertake any academic or research work, or use any of the University's facilities.
- c. Students are not eligible to receive scholarships or assistantships from the University. In the case of other graduate student awards, the regulations of the particular granting agency apply.
- d. Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. The time limits for completing the degree Program will be extended by the duration of the leave taken (i.e., one, two or three Semesters, as appropriate).
- e. Leave of absence forms will not be processed for students who have outstanding fees. Students must inform the University immediately upon return.

#### **19-Time Status for Undergraduate Students**

19.1 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.

19.2 Students will be considered full-time if they are registered in a Course load of nine Credit Hours or more.

- a) 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.

19.3 Students are considered part-time status if they are registered in a Course load of less than nine Credit Hours.

#### **20) Time-Status for Graduate Students**

20.1) Students are required to register as full-time or part-time students at the time of admission and registration.

20.2) With permission from the graduate program director, students may change their status from full-time to part-time, or vice versa, by completing a Change in Full-time or Part-time Status form and submitting it to the School of Graduate and Postdoctoral Studies for approval by the Dean of Graduate and Postdoctoral Studies.

20.3) A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.

20.4) **Full-time status**

Graduate students are considered full-time if they meet the following criteria:

a. Pursue their studies as a full-time occupation.

b. Formally identify themselves as full-time students on all documentation.

c. Maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly.

20.5) d. **Part-time status**

Graduate students who do not meet the above criteria are deemed part-time students. Part-time students may have Course load restrictions. Students should consult the individual faculty with regard to the availability of part-time studies within their Program.

**Monitoring and review**

This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

**Relevant legislation**

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**Related policies, procedures & documents**

Undergraduate Fees and Charges Policy

Graduate Fees and Charges Policy

Graduate Academic Calendar

Undergraduate Academic Calendar

**Deleted:** If employed by the University, work no more than an average of 10 hours per week at diversionary employment while they are registered as a full-time student.¶  
Diversionary employment is work that takes a student's time away from their Program of study and research. For example, teaching assistant positions are diversionary employment, while most graduate research assistantships are not if they directly support students in their Programs of study and research.¶  
In calculating this diversionary work average, it is recognized that employment opportunities for full-time students may fluctuate throughout the year.¶  
Students have a diversionary work allocation of 510 hours in any 12-month period and no more than 255 hours in any of each of three Semesters: fall (September to December), winter (January to April) and spring/summer (May to August).¶

**Ontario Council on Graduate Studies (OCGS), January 27, 2023**

**Subject: Ten-Hour Rule: Motion to Amend Resolution 5**

**Issue**

At the December 2022 meeting, members of OCGS discussed revisions to the “ten-hour rule” (Resolution 5 in the [Principles for Graduate Study at Ontario's Universities](#)). The proposal was made to strike the final sentence from the Resolution:

**Resolution 5. (The principle of timely program completion)**

OCGS members are committed to student success and timely program completion. Full- time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all program requirements. It is not possible, or desirable, for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is

both possible and desirable for the university to ensure that it does not itself create a structural situation that jeopardizes the ability of the graduate student to make full-time progress towards the completion of graduate program requirements. Accordingly, OCGS is committed to the principle that full-time graduate students are employed no more than an average of 10 hours per week on campus.

**Action Requested**

OCGS is asked to vote on the motion to strike the final sentence from the Resolution.

**Contact**

Katarina Todić  
[ktodic@cou.ca](mailto:ktodic@cou.ca)

January 19, 2023

**MEMORANDUM**



|                 |                             |
|-----------------|-----------------------------|
| <b>To:</b>      | <b>Senior Academic Team</b> |
| <b>From:</b>    | <b>Joe Stokes</b>           |
| <b>CC:</b>      |                             |
| <b>Date</b>     | <b>September 25, 2023</b>   |
| <b>SUBJECT:</b> | <b>SGPS 10 Hour Rule</b>    |

### **Background**

Historically the Ontario Council of Graduate Studies (OCGS) has endorsed a “10 hour rule” that caps the number of work hours for graduate students at 510 hours per calendar year or 255 hours per term. This policy approach was enshrined in the Ontario Tech Graduate funding guidelines as well as the PSAC collective agreement, and the university has followed the 10 hour rule since our inception.

### **Current State**

In 2023 the OCGS moved away from the 10 hour rule and removed any language of work hour caps from provincial documents. According to COU, many universities have moved away from continuing to adopt this rule in the spirit of student equity, the increased cost of living, the static condition of graduate funding, and the proliferation of unfunded professional programs. The briefing document and motion at OCGS from January 2023 are appended.

### **Policy Change**

Ontario Tech should not be discordant with the current provincial guidelines, and SGPS is proposing a move away from the 10 hour maximum for university aligned employment. In lieu of a maximum guideline for hours worked, Ontario Tech would simply follow current Canadian labour guidelines.

This move would also require a policy change to the Registration and Course Selection Policy (<https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/registration-and-course-selection-policy.php>) Section 20 of the current policy states:

#### ***Time-Status for Graduate Students***

1. Students are required to register as full-time or part-time students at the time of admission and registration.
2. With permission from the graduate program director, students may change their status from full-time to part-time, or vice versa, by completing a Change in Full-time or Part-time Status form and submitting it to the School of Graduate and Postdoctoral Studies for approval by the Dean of Graduate and Postdoctoral Studies.
3. A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.

4. **Full-time status**

Graduate students are considered full-time if they meet the following criteria:

- a. Pursue their studies as a full-time occupation.
- b. Formally identify themselves as full-time students on all documentation.
- c. Maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly.
- d. If employed by the University, work no more than an average of 10 hours per week at diversionary employment while they are registered as a full-time student.
  - Diversionary employment is work that takes a student's time away from their Program of study and research. For example, teaching assistant positions are diversionary employment, while most graduate research assistantships are not if they directly support students in their Programs of study and research.
  - In calculating this diversionary work average, it is recognized that employment opportunities for full-time students may fluctuate throughout the year.
  - Students have a diversionary work allocation of 510 hours in any 12-month period and no more than 255 hours in any of each of three Semesters: fall (September to December), winter (January to April) and spring/summer (May to August).

## PSAC Collective Agreement

Section 7 iv of the PSAC collective agreement recognizes the link of the current regulations to provincial and academic governance:

*(vi) Limits on the hours of employment for full-time graduate students are established by **academic regulation and are subject to change by government agencies and academic governance bodies.** Full-time graduate students cannot work more than two-hundred and fifty-five (255) hours in any one (1) Semester and no more than five-hundred and ten (510) hours in any twelve (12) month period. The latest academic regulations on employment hours for full-time graduate students are posted on the Graduate Studies website.*

Although the language seems clear that the academy can make a change, SGPS has followed up with labour relations to ensure that a policy change will not disrupt the current agreement, or bargaining process.

## Discussion and Action

If SAT agrees with this above approach, SGPS will work with labour relations and the university governance process to enact the change for the Winter term.

## UNDERGRADUATE STUDIES COMMITTEE REPORT

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### ACTION REQUESTED:

Recommendation   
Decision   
Discussion/Direction   
Information

**DATE:** 19 November 2024

**FROM:** Faculty of Social Science and Humanities

**SUBJECT:** Minor Program Adjustment – Bachelor of Arts - Liberal Studies -  
Science, Technology and Society Specialization

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### COMMITTEE MANDATE:

In accordance with Section 1. b) of the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to approve minor program adjustments and report them to Academic Council for information.”

### MOTION FOR CONSIDERATION:

That USC hereby approves the Minor Program Adjustment to the Bachelor of Arts – Liberal Studies - Science, Technology and Society specialization updating the Environmental Studies course requirement.

### BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to replace the required course, ENVS 2010U with ENVS 1000U for the STS Specialization. ENVS 2010U has a number of requirements that Liberal Studies students will not be able to meet. ENVS 1000U is open to all students and will allow Liberal Studies students to include this course to develop breadth and a foundation in Environmental Studies.

### RESOURCES REQUIRED:

No additional resources are required

### TRANSITION PLAN:

All current and new students will be able to take ENVS 1000U as credit towards the specialization. Changes will be communicated to all students by the Program Director and Academic Advising.

**CONSULTATION AND APPROVAL:**

- Curriculum Committee: 10 October 2024
- Faculty Council: 30 October 2024
- ✓ Undergraduate Studies Committee (for approval): 19 November 2024
- ✓ Academic Council (for information): 28 January 2025

This change was initiated by the Academic Planning Specialist in the Faculty of Science indicating that it was a better option for students to take ENVS 1000U over ENVS 2010U as most students did not meet the pre-requisites.

**NEXT STEPS:**

Pending the approval of USC, this change will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

**SUPPORTING REFERENCE MATERIALS:**

- [Minor Program Adjustment Proposal](#)

## UNDERGRADUATE STUDIES COMMITTEE REPORT

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### ACTION REQUESTED:

Recommendation   
Decision   
Discussion/Direction   
Information

**DATE:** 19 November 2024

**FROM:** Faculty of Social Science and Humanities

**SUBJECT:** Minor Program Adjustment – Diploma in Public Policy

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### COMMITTEE MANDATE:

In accordance with Section 1. b) of the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to approve minor program adjustments and report them to Academic Council for information.”

### MOTION FOR CONSIDERATION:

That USC hereby approves the Minor Program Adjustment to the Diploma – Public Policy to add an additional course to elective options.

### BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to add an additional existing POSC course ( POSC 3750U - American Politics and Political Culture) as an approved elective in the Diploma in Public Policy Group B.

### RESOURCES REQUIRED:

No additional resources are required

### TRANSITION PLAN:

The course will be available to new and continuing students effective for Fall 2025. Academic Advising is aware of the change to be communicated to interested students.

### CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 10 October 2024
- ✓ Faculty Council: 30 October 2024
- Undergraduate Studies Committee (for approval): 19 November 2024
- Academic Council (for information): 28 January 2025

**NEXT STEPS:**

Pending the approval of USC, this change will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

**SUPPORTING REFERENCE MATERIALS:**

- [Minor Program Adjustment Proposal](#)

## UNDERGRADUATE STUDIES COMMITTEE REPORT

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### ACTION REQUESTED:

- Recommendation**   
**Decision**   
**Discussion/Direction**   
**Information**

**DATE:** 19 November 2024

**FROM:** Faculty of Health Sciences

**SUBJECT:** Major Program Modification – Health Studies Minor

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### COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

### MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to add a minor in Health Studies.

### BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to create a new minor in Health Studies for students in the Faculty of Social Science and Humanities. The existing programs in FSSH do not provide opportunities for students to learn about health and health care. A health studies minor would enhance the ability for FSSH graduates to work effectively in roles that apply both health and the law to resolve conflict and promote well-being among clients.

Faculty from both FHS and FSSH have worked together to create the Minor in Health Studies to complement the Minor in Legal Studies already available. Students in FSSH have stated that they see value in having access to courses in FHS that focus on health care and health systems but not health sciences. FHS students currently do not have easy access for obtaining relevant minors from other faculties and they would welcome this opportunity. Some students have expressed an interest in pursuing health law career opportunities.

### RESOURCES REQUIRED:

No additional human or physical resources required.

### TRANSITION PLAN:



As of Fall 2025, the Health studies minor will be available to FSSH students, and FHS students will have easier access to enrolling in the existing legal studies minor in FSSH.

The Faculty of Health Sciences will provide a description of the Minor in Health Studies on their web page and the Faculty of Social Sciences and Humanities will promote this new minor to their students.

**CONSULTATION AND APPROVAL:**

- ✓ FHS Curriculum Committee: 16 May 2024
- ✓ Faculty Council: 5 June 2024
- Undergraduate Studies Committee (Recommendation): 19 November 2024
- Academic Council (Approval): 28 January 2024

**NEXT STEPS:**

- Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2024-2025 Academic Calendar.

**SUPPORTING REFERENCE MATERIALS:**

- [Major Program Modification Proposal](#)