



Certificate in Human Resource Management  
**WOODSWORTH COLLEGE**  
University of Toronto



CHRM Calendar: Rules & Regulations

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## Contact Us

**CHRM Program Office**, Room 236  
Woodsworth College  
119 St. George Street  
Toronto, Ontario M5S 1A9

[www.wdw.utoronto.ca](http://www.wdw.utoronto.ca)  
[chrms@utoronto.ca](mailto:chrms@utoronto.ca)  
416.978.5783

Telephone Hours: Monday – Wednesday 10 a.m. to 5 p.m. (4:30 p.m. in July & August)

Reception Office Hours: Monday – Wednesday 10 a.m. to 5 p.m. (4:30 p.m. in July & August)  
Thursday and Friday by appointment.

Student Accounts: [www.fees.utoronto.ca](http://www.fees.utoronto.ca)

The CHRM Calendar is published online. Any post-publication corrections and/or updates to the print edition of this Calendar will be posted on the CHRM's web site. Students are strongly advised to check back regularly to keep informed of changes.

While the Program Coordinator and Program Office staff are always available to give advice and guidance, it must be clearly understood that the ultimate responsibility rests with the student for completeness and correctness of course selection, for compliance with prerequisite, co-requisite requirements, etc., for completion of Program details, for proper observance of regulations, deadlines, etc.

Students are responsible for seeking guidance directly from Silvia Cocolo, the Program Coordinator, if they are in any doubt. Misunderstanding, or advice received from other students, university staff/offices will not be accepted as cause for dispensation from any regulation, deadline or program requirement.

**Welcome to Woodsworth College!**

The Certificate in Human Resource Management is designed in response to a professional demand for university-level studies in specific career-related areas and for students wishing to undertake studies more relevant to their personal and career needs and interests.

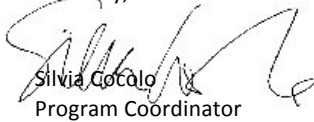
This calendar describes the requirements of the program, university regulations, and contains general information important to students who enrol in this program. You are expected to read the regulations and to become familiar with the requirements of this program.

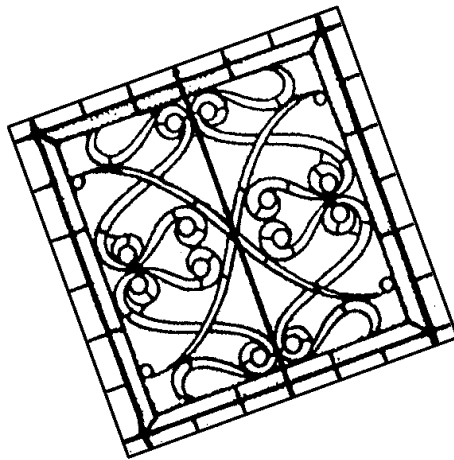
The curriculum is reviewed yearly and revisions, additions and/or deletions may occur. Students are required to follow the curriculum outlined in the calendar of the year of their admission, unless otherwise informed by the Program Office.

The courses offered in this program are from the Faculty of Arts and Science and may be available during the day or evening in the Summer and the Fall/Winter Sessions. Not all courses may be offered every session. Please consult the timetable for further information. Students may choose courses at times most convenient to them. Although CHRM is a part-time program, it may be possible to enrol full-time in the Fall/Winter Sessions. Students are advised to check course prerequisites and the timetable to determine if full-time study is possible.

If you need assistance please do not hesitate to contact me. I wish you success in your studies at the University of Toronto.

Sincerely,

  
Silvia Coccolo  
Program Coordinator



## Regulations and Policies

As members of the University of Toronto community, students assume certain responsibilities and are guaranteed certain rights and freedoms.

The University has several policies that are approved by the Governing Council and which apply to all students. Each student must become familiar with the policies. The University will assume that he or she has done so. The rules and regulations of the Faculty and CHRM Division are listed in this calendar. In applying to the CHRM Program and taking courses in the Faculty, the student assumes certain responsibilities to the University and the Faculty and, if admitted and registered, shall be subject to all rules, regulations and policies cited in the calendar, as amended from time to time.

All University policies can be found at <http://www.governingcouncil.utoronto.ca/policies.htm>

Of particular importance are the following policies:

- \* Code of Behaviour on Academic Matters
- \* Code of Student Conduct
- \* Grading Practices Policy
- \* Policy on Official Correspondence with Students

More information about students' rights and responsibilities can be found at <http://life.utoronto.ca/get-help/rights-responsibilities.htm>.

## Academic Integrity

"The University and its members have a responsibility to ensure that a climate which might encourage, or conditions which might enable, cheating, misrepresentation or unfairness not be tolerated. To this end, all must acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student." (Section B, Code of Behaviour on Academic Matters)

## Registration and Student Information

### Registration Instructions

Details of the procedures by which CHRM students register and enrol in courses for which they are eligible, and pay or make arrangements to pay fees, are published on the CHRM website. Students allowed to register one day after the end of the first week of classes will be charged a late fee. The Program Office will contact students via email once the information is made available on the web site. It is the student's responsibility to have an up-to-date utor account. The Summer Timetable is published each year at the end of March. The Fall/Winter Timetable is published in May and finalized in June.

### Use of the Student Web Service

Use of the Student Web Service to register means you agree to abide by the academic, non-academic, administrative, library, disciplinary and other rules of the University and of Woodsworth College and will assume the obligation to pay academic and incidental fees according to these policies and requirements of the University.

### Registration Information

Registration information for an upcoming academic year is emailed to CHRM students who were registered in the previous 12 months.

Students who were previously registered in the CHRM Program, who have completed at least one course in the program, and who wish to return after an absence must submit a "Request for Re-registration Form" (charge \$24). Re-registration is necessary for students who have not registered in this program within the previous 12 months. Students who have graduated from the program are not eligible to enrol in further courses.

Students with outstanding accounts may not re-register until these accounts are paid.

"Request for Re-Registration" forms should be submitted well before the start of registration. Check the CHRM website for additional information.

Students who were admitted to the program but did not complete at least one course must apply for admission to the CHRM program. If you wish to confirm your status please contact the Program Office.

### Registration Deadlines

Students should carefully note the registration deadlines listed in the registration instructions. Students who process their course selection and registration for the first time after the published registration deadline will be charged a late fee of \$44.00. The late registration fee must be paid directly to Woodsworth College by debit or VISA.

### Courses in the CHRM Program

Students may not enrol in courses that duplicate their previous undergraduate degree level work. Students may not repeat any course in which they have already obtained a mark of 50% or higher. There are no supplemental examinations or provisions to "upgrade" a mark. All courses taken, except those officially dropped, remain on the record.

No more than 1.0 full-course equivalent may be taken from the list of courses in the Group B category. Students who are granted a full transfer credit from Group B must take the remaining courses from Group A.

### Course Load

In the Summer Session students may enroll in a maximum of two 2.0 full-course equivalents (FCEs). Part-time study in the Fall/Winter Session is a maximum of 3.5 FCEs. Those who wish to enroll in a full time course load in the Fall/Winter Session (4.0 - 5.0) will be charged full time incidental/ancillary fees. Students should attempt to have a course load balanced between the two terms of any session. Although CHRM is designed as a part-time program, full-time study may be possible provided prerequisites are met, courses are available and there are no scheduling conflicts.

Students should attempt to have a course load balanced between the two terms of any session. In the Timetable a section code is associated with a course code to indicate when the course is offered: F = Fall Session or first sub-session of the Summer Session. S = Winter Session or second sub-session of the Summer Session. Y = Fall and Winter Sessions or first and second sub-sessions of the Summer Session.

### Important Notices

#### Enrolment Limitations

The University makes every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the programs to which they are admitted, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programs, courses, or sections listed in the calendar, and to withdraw courses or sections for which enrolment or resources are insufficient. The University /CHRM Division will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

#### Changes in the CHRM Program and/or Courses

The program of study that our calendar lists and describes is available for the year(s) to which the calendar applies and may not necessarily be available in later years. If the University or the CHRM Division must change or withdraw the content of program of study, all reasonable possible advance notice and alternative instruction will be given. The University/CHRM Division will not, however, be liable for any loss, damages, or other expenses that such changes might cause.

For each program of study offered by the University through the Faculty, the courses necessary to complete the minimum requirements of the program will be made available annually. We must, however, reserve the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, prerequisites and co-requisites, grading policies, requirements for promotion and timetables without prior notice.

#### Copyright in Instructional Settings

If a student wishes to tape-record, photograph, video-record or otherwise reproduce lecture presentations, course notes or other similar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by students with disabilities, the instructor's consent will not be unreasonably withheld.

#### Person I.D. (Student Number)

Each student at the University is assigned a unique identification number. The number is confidential. The University strictly controls access to Person I.D. numbers. The University assumes and expects that students will protect the confidentiality of their Person I.D.'s.

#### Fees and Other Charges

The University reserves the right to alter the fees and other charges described in the calendar.

#### Notice of Collection concerning Freedom of Information and Protection of Privacy

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.fippa.utoronto.ca/policy/nocx.htm](http://www.fippa.utoronto.ca/policy/nocx.htm) or contact the University Freedom of Information and Protection of Privacy Coordinator at 416 946-7303, McMurrich Building, room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

## Woodsworth College Services

### Student Services at Woodsworth College

CHRM Students are members of Woodsworth College. Woodsworth College provides academic services to assist students in their courses. These services are offered free of charge to Woodsworth College students.

#### CHRM Program Counselling [chrm@utoronto.ca](mailto:chrm@utoronto.ca) 416.978.5783

The Program Office [room 236] at Woodsworth College is your first stop for information and advice on academic and personal issues related to your academic studies. Students are expected to manage their studies and this includes asking for help and advice regarding course selection and familiarizing themselves with the policies and regulations in the CHRM program. Drop-ins are welcome. No appointments are required but you may contact our office to set up an appointment if you like. Emails are answered within one business day.

#### The Academic Writing Centre [www.wdw.utoronto.ca](http://www.wdw.utoronto.ca) (under Current Students)

The Writing Centre provides tutors to help students in all phases of the writing process. Appointments must be booked on the web.

#### The Computer Laboratory 416.978.0843

The Computer Lab is equipped with PCs. Current versions of Microsoft Office and Internet Explorer are available on these computers. Lab assistants are on hand at all times.

#### Academic Skills Support [www.wdw.utoronto.ca](http://www.wdw.utoronto.ca) (under Current Students)

Woodsworth College offers a series of seminars throughout the year covering such topics as note-taking skills, preparing for and writing exams, improving memory, essay writing and reading skills. Schedules are available on the website.

#### Course Related Problems

Students with problems relating to the teaching of courses (lectures, tutorials, evaluation, work-load, etc.) that they cannot resolve with the instructors concerned, can obtain advice and assistance either from the Undergraduate Secretary of the particular Department. Students may contact the Program Coordinator for advice.

## University Services

### Accessibility Services: Programs and Services for Students with a Disability

Robarts Library, 130 St. George Street, 1st Floor

Voice: (416) 978-8060

TTY: (416) 978-1902

Fax: (416) 978-8246

E-mail: [accessibility.services@utoronto.ca](mailto:accessibility.services@utoronto.ca)

Web: [www.accessibility.utoronto.ca/](http://www.accessibility.utoronto.ca/)

Accessibility Services provides services and programs for students with a documented disability, be it physical, sensory, a learning disability or a mental health disorder. Students with a temporary disability (i.e. broken arm or leg) also qualify. The Service provides a wide range of support, including:

- \* accommodation advice
- \* assessments (e.g. learning disability, adaptive technology)
- \* adaptive equipment
- \* learning strategy support
- \* test and examination accommodations
- \* note-taking services
- \* sign language interpreters
- \* computer note-taking
- \* scribes
- \* attendant care
- \* advice and information on disability issues
- \* liaison with university faculty and staff & off-campus agencies.

### Career Centre

Koffler Student Services Centre, 214 College Street, 1st Floor

Tel: (416) 978-8000

E-mail: [career.centre@utoronto.ca](mailto:career.centre@utoronto.ca)

Web: <http://www.careers.utoronto.ca>

The Career Centre has a team of professional career counsellors and support staff ready to assist, coach, guide, encourage, and counsel U of T students and recent graduates so that you can:

- \* learn how to make career choices that are right for you
- \* learn about careers and how to develop the kinds of work experience needed by employers
- \* increase your job search and interview confidence

Services available:

- \* career counselling and coaching for students who are undecided or unsure about their career future
- \* assistance in career exploration and gaining work experience
- \* extensive career planning and job search resources in the Career Library
- \* access to part-time, summer, volunteer jobs and full-time work for graduating students and recent graduates
- \* resume critiques, practice interviews, and work search techniques assistance
- \* employer supported industry panels, career fairs, mock interviews, podcasts and information sessions

#### Academic Success Centre

214 College Street

416-978-7970

[mail.asc@utoronto.ca](mailto:mail.asc@utoronto.ca)

<http://www.asc.utoronto.ca/>

The Academic Success Centre is dedicated to making sure you achieve your highest possible learning potential. Our counsellors come from diverse academic backgrounds and all hold graduate degrees. We invite students from across the university community to make use of our services.

#### Family Care Office

Koffler Student Services Centre, 214 College Street

Tel: 416-978-0951

E-mail: [family.care@utoronto.ca](mailto:family.care@utoronto.ca)

Web: [www.familycare.utoronto.ca](http://www.familycare.utoronto.ca)

Many students balance family obligations with their studies. The University of Toronto is committed to fostering a family-friendly learning environment. The Family Care Office embraces an inclusive definition of family, and can assist students who require information on child care (facilities, programs, or subsidies), elder care, and other family matters. All services are free and confidential.

#### First Nations House: Office of Aboriginal Student Services and Programs

Borden Building North, 563 Spadina Avenue, 3rd Floor

Tel: (416) 978-8227

Toll Free: 1-800-810-8069

E-mail: [fnh.info@utoronto.ca](mailto:fnh.info@utoronto.ca)

<http://www.fnh.utoronto.ca>

First Nations House provides culturally supportive student services and programs for Aboriginal students and the general university community.

#### Health Service

Koffler Student Services Centre, 214 College Street, 2nd Floor

Tel: 416 978-8030

<http://healthandwellness.utoronto.ca>

Health Service offers U of T students the same services as a family doctor's office, and more. We provide confidential, student-centred health care including comprehensive medical care, travel education, immunization, counselling, and referrals. The multidisciplinary team includes family physicians, registered nurses, a health promotion coordinator, peer health educators, a community health coordinator and a lab technician. To book an appointment, call 416-978-8030. Registered users can also book appointments online. If you feel you need to be seen more urgently, there is also a drop-in option.

#### Centre for International Experience 33 St. George Street

Tel: (416) 978-2564

E-mail: [isc.information@utoronto.ca](mailto:isc.information@utoronto.ca)

Web: <http://cie.utoronto.ca>

The Centre provides services and programs for international students and any students with cross-cultural interests.

### The Office of LGBTQ Resources & Programs

Suite 417, 21 Sussex Avenue

Tel.: (416) 946-5624

Email: [sgdo@utoronto.ca](mailto:sgdo@utoronto.ca)

[www.sgdo.utoronto.ca](http://www.sgdo.utoronto.ca)

The Office of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Resources & Programs office works with students, staff and faculty to provide programs, services, training, resources and outreach on issues related to the LGBTQ population at the University of Toronto. The office develops initiatives and programming which support the lives of individuals at the University of Toronto who are lesbian, gay, bisexual, transgender or queer, or questioning their sexual orientation or gender identity. Our initiatives also focus on providing a positive learning and work environment for all that is free of discrimination and harassment. Any member of the University community is welcome to contact the office with concerns, complaints, issues or ideas. Services are provided confidentially to anyone experiencing a problem related to heterosexism or homophobia, or who has questions, educational needs or other related concerns.

### The Multi-Faith Centre for Spiritual Study & Practice

Web: <http://multifaith.utoronto.ca>

The Multi-Faith Centre exists to support the spiritual well-being of students, staff and faculty and to increase our understanding and respect of religious beliefs and practices. It does so by providing facilities for members of the community to worship, pray, meditate, contemplate, reflect teach and learn; programs and events that invite interfaith dialogue; and opportunities to interact with the members of the Campus Chaplains' Association.

### Office of the University Ombudsperson

Tel: (416) 946-3485

E-mail: [ombuds.person@utoronto.ca](mailto:ombuds.person@utoronto.ca)

Web site: [www.utoronto.ca/ombudsperson](http://www.utoronto.ca/ombudsperson) (please consult website for office location)

The office of the Ombudsperson offers confidential advice and assistance to U of T students, staff and faculty with complaints unresolved through regular University channels. In handling a complaint, the Ombudsperson has access to all relevant files and information and to all appropriate University officials. The Ombudsperson handles all matters in strict confidence, unless the individual involved approves otherwise. The Ombudsperson is independent of all administrative structures of the University and is accountable only to Governing Council.

### Counselling & Psychological Services

Koffler Student Services Centre, 214 College Street, 1st Floor

Tel: (416) 978-8070

Web: <http://wwwcaps.utoronto.ca>

Assists students with psychological and emotional concerns including depression anxiety, depression, obsessions and compulsions, phobias, relationship difficulties, eating and body image issues, attention and/or concentration problems, problems with sleep, and substance abuse. All services are confidential.

### Sexual Harassment Office

603-215 Huron Street

Tel: (416) 978-3908

Web site: [www.utoronto.ca/sho/](http://www.utoronto.ca/sho/)

Sexual harassment is unwanted sexual attention & includes any unwelcome pressure for sexual favours, or any offensive emphasis on the sex or sexual orientation of another person which creates an intimidating, hostile or offensive working or learning environment. The Sexual Harassment Office deals with complaints under the University's Policy & Procedures: Sexual Harassment. The policy covers complaints of harassment based on sex or sexual orientation, sets out a formal resolution procedure & provides for mediation, counselling & public education. Members of the University may also contact the office on an informal basis for information or assistance in resolving an issue. Calls to the office, & the complaints procedure itself, are confidential. You can contact the office just for advice or information: you are not committing yourself to any formal process.

Responsibilities of the Sexual Harassment Office include:

- \* providing information & advice to all parties regarding sexual harassment complaints
- \* acting as a non-partisan mediator in complaints
- \* providing referrals to other offices & resources when appropriate
- \* initiating & conducting public education activities such as talks, workshops, & the distribution of resource materials
- \* online harassment: [www.enough.utoronto.ca](http://www.enough.utoronto.ca)



### Student Housing Service

Koffler Student Services Centre, 214 College Street, 2nd Floor  
Tel: (416) 978-8045  
E-mail: [housing.services@utoronto.ca](mailto:housing.services@utoronto.ca)  
Web: <http://www.housing.utoronto.ca>

The University of Toronto Student Housing Service is a year-round source of up-to-date housing information for off-campus, single-student residence, and student family housing. Our online registry of off-campus housing is available to U of T students, providing listings for both individual and shared accommodations. Students interested in learning more about their housing options are encouraged to contact the Student Housing Service or visit [www.housing.utoronto.ca](http://www.housing.utoronto.ca).

### Student Life Programs

Sussex Clubhouse, 21 Sussex Avenue, 3rd Floor  
Tel: (416) 946-7752  
Web: <http://www.studentlife.utoronto.ca>

Student Life Programs is dedicated to connecting students to opportunities for co-curricular engagement and learning, to developing student leadership and building an inclusive and vibrant community on campus. Programs include:

The Passport Program: Explore U of T - designed to introduce students to opportunities to develop career-related skills, connect with campus groups, meet other students with similar interests, and learn about the resources and services available to support you in reaching your academic and personal goals.

Campus Organizations Services - students looking to join, or create, a recognized campus group at U of T will find all the information you need at [www.ulife.utoronto.ca](http://www.ulife.utoronto.ca).

Leadership Development Programs - all students can access a variety of opportunities designed to expand the skills and knowledge you need to contribute with your group and your community.

### Student Unions and Associations

#### The Arts and Science Students' Union (ASSU)

ASSU represents over 23,000 full-time undergraduates in the Faculty of Arts and Science on the St. George Campus. ASSU is an umbrella organization with over 40 student Course Unions. Getting involved with a Course Union is the best way to be directly involved in your education and it is an excellent way to meet other students in your discipline. Annually, ASSU publishes student evaluations of courses and instructors in the ANTI-CALENDAR, which is free to all students. Other services include past final tests, lockers, photocopying, faxing and pop. ASSU runs a volunteer tutoring program called Project: Universal Minds, where university students go into local high schools and tutor students in English, Maths and Sciences. Also, if you have any problems with your courses or instructors go to the ASSU office and discuss your options in complete confidence. ASSU is in Room 1068 Sidney Smith Hall; telephone 416-978-4903.

E-mail: [students.assu@utoronto.ca](mailto:students.assu@utoronto.ca)  
Web site: [assu.ca](http://assu.ca)

#### The Association of Part-Time Undergraduate Students (APUS)

All part-time undergraduate students at the University of Toronto are members of APUS. The role of the Association is to ensure its members have access to a broad range of services, programmes and resources within the University. This is achieved by representing part-time students throughout the decision-making process of the University, and of governments, as well as by acting as a voice for the concerns of its members. APUS also offers a number of scholarships and bursaries to part-time students throughout the year, and services such as final exams & photocopying. The APUS office, in Room 1089 of Sidney Smith Hall, is open days and evenings during the summer and winter sessions. For further information please telephone 416-978-3993, or send an e-mail to [info.apus@utoronto.ca](mailto:info.apus@utoronto.ca).

## Cancelling Courses or Registration and Fees Information

### Cancelling Courses

Students who do not intend to complete a course or courses must use the Student Web Service to cancel the course before the final date to cancel courses from the academic record (see Sessional Dates). Students still enrolled in a course after the final date to cancel the course will receive a grade for that course. Not attending classes or ceasing to complete further course work or not writing the examination do not constitute grounds for cancellation without academic penalty from a course; the course remains on the record with the grade earned, including "0" for incomplete work.

Students are not permitted to cancel or withdraw from a course in which an allegation of academic misconduct is pending from the time of the alleged offence until the final disposition of the accusation.

### Cancelling Registration

Students who wish to cancel all their current courses, and do not intend to enrol in any other courses for the rest of the session (Fall, Winter or Summer) must cancel their registration by using the Student Web Service at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). The cancellation of registration must be completed by the appropriate deadline in order for the student not to incur an academic penalty. Before any refund is authorized, they must:

1. Pay any outstanding fees;
2. return any books to the Library and pay any outstanding fines;
3. vacate any laboratory or athletic lockers and return any equipment in their possession.

### Refunds

The fees and refund schedule for each academic session should be checked carefully for complete information and possible changes. **The deadlines for receiving a refund are different from the deadlines for withdrawing from a course without academic penalty.** Refunds are based on the date the student withdraws on the SWS.

### Fees

Fees are subject to change at any time by approval of the Governing Council. Tuition fees normally consist of academic fees (including instruction and library) and incidental/ancillary fees (including Hart House, Health Services, Athletics and student organizations). Additional ancillary fees may also be assessed for enrolment in some specific courses. Consult the Student Accounts web site.

### Fees and Payment

Payment is made at a financial institution — consult the instructions in the Registration Instructions or the Student Accounts web site for further details.

### Payment Deadlines

Deadlines are available from the Student Accounts Office. To avoid delays, students are advised to pay fees early.

All fees and charges posted to your account are payable. If not paid in full, any outstanding account balance is subject to a monthly service charge of 1.5% per month compounded (19.56% per annum). Outstanding charges on your account from prior sessions are subject to a service charge as of the 15th of every month until paid in full.

Students with outstanding accounts may not receive official transcripts and may not re-register at the University until these accounts are paid.

### Financial Assistance

A limited number of in-course bursaries, scholarships and awards is available to students who need financial assistance or who qualify for them on the basis of academic merit. Information on these, and the Ontario Student Assistance Program, is available on the CHRM web site.

### Sanctions on Account of Outstanding Obligations

The following are recognized University obligations:

- tuition fees
- academic and other incidental fees
- residence fees and other residence charges
- library fines
- Bookstore accounts
- loans made by colleges, faculties or the University
- Health Service accounts
- unreturned or damaged instruments, materials and equipment
- orders for the restitution, rectification or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

The following academic sanctions are imposed on students who have outstanding recognized University obligations:

1. Statements of results or official transcripts of record, or both, will not be issued.
2. The University will not release either the official document (normally called diploma) which declares the degree, diploma or certificate earned nor provide oral confirmations or written certification of degree status to external enquirers.
3. Indebted graduands will be allowed to walk on stage and have their names appear on the convocation program.
4. Registration will be refused to a continuing or returning student.
5. Official letters (e.g., degree eligibility, confirmation of graduation, QECO) will not be issued.
6. Education verifications will not be issued.

Payments made by continuing or returning students will first be applied to outstanding University debts and then to current fees.

### **Term Work and Term Test Regulations**

The following regulations summarize the Faculty's implementation of the University's Grading Practices Policy, Parts I and II, available on the Governing Council web site at [www.governingcouncil.utoronto.ca/policies.htm](http://www.governingcouncil.utoronto.ca/policies.htm); however grade scales may be seen below in this Calendar).

#### **Marking Schemes**

Both essays (or equivalent work) and examinations (including term tests) are normally required for standing in courses. In courses where only one form of evaluation is used, a single piece of work cannot count for all of the final mark.

Self-evaluation by individual students or by groups of students is not permissible unless the specific consent of the Arts & Science Faculty Council is received.

As early as possible in each course, and no later than the last date to enrol in courses, the instructor must announce in a regularly-scheduled class the methods by which student performance will be evaluated, their relative weight in the final mark, including any discretionary factor, and the due dates. These methods must be in accord with applicable University and Faculty policies (See TERM WORK and TERM TEST below.) Instructors must file a copy of their marking scheme for each course with the Departmental or Program Office at the beginning of the term.

Once the weight of each component of the course work is given, it may not be changed unless approved by a majority of the students present and voting at a regularly-scheduled meeting of the class.

After the last date to cancel the course without academic penalty, no change in marks weighting may take place unless there is unanimous consent of all students present and voting, and notice must be given at the regularly-scheduled class meeting previous to that at which the issue is to be raised.

Students may petition for deletion of the course from their record and receive an appropriate fees refund, should an infraction of the Grading Practices Policy occur.

Petitions must be filed by the last day of classes, before all course work has been completed.

#### **Term Work**

Instructors shall return by the deadline one or more marked assignments worth a combined total of at least 10% of the total course mark for H courses and 20% for Y courses.

The deadline for returning such marked work shall be the last regularly scheduled class meeting prior to the deadline to cancel without academic penalty, with one exception: for courses that run the entire Fall/Winter Session (Y1Y or H1Y courses), the deadline shall be the last regularly-scheduled class meeting of the first week of classes in January.

All term work must be submitted on or before the last day of classes in the course concerned, unless an earlier date is specified by the instructor. Students who for reasons beyond their control are unable to submit an assignment by its deadline must obtain approval from their instructor for an extension of the deadline. This extension may be for no longer than the end of the Final Examination period. If additional time beyond this period is required, students must petition through the Program Office before the end of the examination period for a further extension of the deadline.

Students are strongly advised to keep rough and draft work and copies of their essays and assignments, as these may be required by the instructor.

All written work that has been evaluated should be returned with such detailed comment as the instructor deems appropriate, and time made available for discussion of it. Any enquiries about a graded piece of work must be made within two weeks of the date the work was returned to the class. Instructors must keep unclaimed term work for at least six months beyond the end of the course.

### Term Tests

No term test or combination of term tests held in the last two weeks of classes at the end of any term may have a total weight greater than 25% of the final mark.

All term tests must be held on or before the last day of classes. No term test may be held during the "Reading Week" in February, during the "Study Week" in April, or during Faculty Examination Periods, except for those in F or Y-courses scheduled by the Faculty in December.

### Missed Term Tests

Students who miss a term test will be assigned a mark of zero for that test unless they satisfy the following conditions:

1. Students who miss a term test for reasons entirely beyond their control may, within one week of the missed test, submit to the instructor or department/program a written request for special consideration explaining the reason for missing the test, and attaching appropriate documentation, such as UofT's Verification of Student Illness or Injury form.
2. If a written request with documentation cannot be submitted within one week, the department may consider a request to extend the time limit.
3. A student whose explanation is accepted by the department will be entitled to one of the following considerations:
  - a) In courses where there is no other term work as part of the evaluation scheme, a makeup test must be given.
  - b) In other courses, the department/program may either give a makeup test OR increase the weighting of other graded work by the amount of the missed test. In no case may the weighting of the final examination in a 100-level course be increased beyond 2/3 of the total course mark.
4. If the student is granted permission to take a makeup test and misses it, then he or she is assigned a mark of zero for the test unless the department/program is satisfied that missing the makeup test was unavoidable. No student is automatically entitled to a second makeup test.\*
5. A student who misses a term test cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that he or she has had no term work returned before the drop date.

#### \* Note

This means that if a department is persuaded of the student's grounds for missing the makeup test, it may decide to compensate for the missed test in whatever way it chooses, which could be by giving another makeup test; the student cannot demand another makeup test.

### Faculty Final Examinations

A Faculty final examination common to all sections of the course and counting for between one-third and two-thirds of the final mark must be held in each 100-series course, unless exemption has been granted by the Arts & Science Faculty Council. In 200-, 300- and 400-series courses, the Departments will decide whether or not an examination is appropriate, and report to the Committee. The ratio of term work to examination mark will be the same for all sections of multi-section courses that have final examinations. The relative value of each part of a written examination must be indicated on the question paper.

Final examinations are held at the end of each session or sub-session. Students taking courses during the day may be required to write evening examinations, and students taking evening courses may be required to write examinations during the day. Examinations may be held on Saturdays. Students who make personal commitments during the examination period do so at their own risk. No special consideration is given and no special arrangements are made in the event of conflicts.

Students who are unable to write their examinations due to illness, domestic affliction, etc., must file a petition (see "Petitions Regarding Examinations"; information is also available on the CHRM web site). Students who have two Faculty final examinations at the same time, or three consecutive Faculty final examinations (e.g., morning, afternoon, evening; or afternoon, evening, next morning) should contact the Office of the Faculty Registrar well before the examination period begins. Information regarding dates, times and locations of examinations will not be given by telephone or email; for the most up to date examination timetable consult the Faculty's current students web site at [www.artsci.utoronto.ca/current](http://www.artsci.utoronto.ca/current).

### Rules for the Conduct of Examinations

1. No person will be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.
2. Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.
3. Candidates shall bring their student photo identification cards and place them in a conspicuous place on their desks.
4. Bags and books are to be deposited in areas designated by the Chief Presiding Officer and are not to be taken to the examination desk or table. Students may place their purses on the floor under their chairs.
5. The Chief Presiding Officer has authority to assign seats to candidates.
6. Candidates shall not communicate with one another in any manner whatsoever during the examination.

7. No materials or electronic devices shall be brought into the room or used at an examination except those authorized by the Chief Presiding Officer or Examiner. Unauthorized materials include, but are not limited to: books, class notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop computers, calculators, MP3 players (such as an iPod), Personal Digital Assistants ("PDA" such as Palm Pilot or Blackberry), pagers, electronic dictionaries, Compact Disc Players, and Mini Disc Players.
8. Candidates who bring any unauthorized materials or electronic devices into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties under the Code of Behaviour on Academic Matters, including the loss of academic credit and expulsion.
9. In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half an hour after the examination has commenced.
10. Candidates shall remain seated at their desks during the final ten minutes of each examination.
11. At the conclusion of an examination, all writing shall cease. The Chief Presiding Officer may seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed.
12. Examination books and other material issued for the examination shall not be removed from the examination room except by authority of the Chief Presiding Officer.

### Special Accommodations Fee

Students who request permission to write an examination outside the normal examination arrangements must submit a petition making their request at least three weeks prior to the beginning of the examination period. Late requests cannot be accommodated. A non-refundable fee of \$30.00 for each examination is charged at the time of application. Students who have been granted permission to write a deferred examination will pay this fee in addition to the deferred examination fee of \$70.00 per examination. If permission has been granted for the examination to be written at an "Outside Centre", students are also responsible for all costs for invigilation, postage, etc. charged by the centres involved. These costs can reach as high as \$100.00 per examination; students are advised to determine the total cost before petitioning. Such permission is granted only in the most extreme circumstances.

### Grading Regulations

Percentage	Letter Grade	Grade Point Value*	Grade Definition	
90-11	A+	4.0	Excellent	Strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.
85-89	A	4.0		
80-84	A-	3.7		
77-79	B+	3.3	Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature.
73-76	B	3.0		
70-72	B-	2.7		
67-69	C+	2.3	Adequate	Student who is profiting from his/her university experience; understanding of the subject matter; ability to develop solutions to simple problems in the material.
63-66	C	2.0		
60-62	C-	1.7		
57-59	D+	1.3	Marginal	Some evidence of familiarity with subject matter and some evidence that critical and analytic skills have been developed.
53-56	D	1.0		
50-52	D-	0.7		
0-49	F	0.0	Inadequate	Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; with limited or irrelevant use of literature.

\* The grade point values above apply to marks earned in individual courses; grade point averages are weighted sums of the grade points earned (see below), and thus do not necessarily correspond exactly to the scale above. For example, a B+ average would include grade point averages from 3.20 to 3.49, while the lowest B- average would be 2.50.

Note: In order to "obtain standing" in a course, a student must receive at least a passing grade (50%) in that course. A Grade of "F" is a failure. There are no supplemental examination privileges in the Faculty.

Other notations, which have no grade point values, and which may be authorized only by petition, are:

AEG - Aegrotat Standing on the basis of term work and medical evidence

NGA - No Grade Available

GWR - Grade withheld pending Review IPR - (Course) In Progress

SDF- Standing Deferred granted by petition

WDR - Late Withdrawal without academic penalty after the relevant deadline. Removal of a grade for incomplete work when withdrawal before the end of the course has been caused by circumstances beyond the student's control, arising after the last date for course cancellation. Changes to the record will be authorized by petition only in exceptional circumstances.

### Grade Point Average

The Grade Point Average is the weighted sum (a full course is weighted as 2, a half-course as 1) of the grade points earned, divided by the number of courses in which grade points were earned.

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Four types of grade point averages are used:

1. The Sessional GPA is based on courses taken in a single session (Fall, Winter or Summer);
2. The Annual GPA is based on courses taken in the Fall-Winter Sessions;
3. The Cumulative GPA takes into account all courses not marked "extra" in the Faculty

### Academic Standing

There are four kinds of academic standing which apply to students who have attempted at least four courses in the Faculty: In Good Standing; On Probation; On Suspension; Refused Further Registration

Academic standing is assessed twice a year:

1. At the end of the Fall/Winter Session; the GPAs used for this status assessment are the annual and the cumulative GPAs.
2. At the end of the Summer Session; the GPAs used for this status assessment are the sessional and the cumulative GPAs.

Note: Students who have less than 2.0 credits of completed attempts will have a status of "Not Assessed".

### In Good Standing

Students are described as In Good Standing if they are neither On Probation, Suspended nor Refused Further Registration; these terms are explained below. For students with particularly noteworthy academic results, there are three specific forms of recognition, which are described in the "Student Services & Resources" section.

### Probation; Suspension; Refused Further Registration

The following regulations apply to students who have attempted at least 2.0 courses\* in the Faculty.

1. A student shall be on academic probation who
  - a) has a cumulative GPA of less than 1.50 or
  - b) returns from suspension.
2. A student who, at the end of the Winter or Summer Session during which he or she is on probation
  - a) has a cumulative GPA of 1.50 or more shall be in good standing
  - b) has a cumulative GPA of less than 1.50 but an annual GPA of 1.70 or more (Winter Session)/sessional GPA of 1.70 or more (Summer Session) shall continue on probation.
  - c) has a cumulative GPA of less than 1.50 and an annual GPA of less than 1.70 (Winter Session)/sessional GPA of less than 1.70 (Summer Session) shall be suspended for one calendar year unless he or she has been so suspended previously, in which case he or she shall be refused further registration in the CHRM Program.
3. A student who, having been suspended for one year, is again liable for suspension shall be refused further registration in the CHRM Program.

\* Completed attempts are those in which a student remains formally enrolled on the last date for cancellation, unless the academic penalty normally attached to a later cancellation is removed by petition.

### Grades Review Procedure

The Arts & Science Faculty Council administers the Grading Regulations, and reviews course grades submitted by Departments. The Faculty, through this Committee, is responsible for assigning the official course grades, which are communicated to the students by the Faculty Registrar.

Each Chair appoints a departmental review committee to review grades submitted by instructors. The committee may ask for clarification of any anomalous results or distributions, or disparity between sections of the same courses. Both the departmental review committee, through the Chair, and the Faculty review committee, through the Dean, have the right, in consultation with the instructor of the course, to adjust marks where there is an obvious and unexplained discrepancy between the marks submitted and the perceived standards of the Faculty. Final marks are official, and may be communicated to the students only after the review procedure has taken place. Grades, as an expression of the instructor's best judgment of each student's overall performance, will not be determined by any system of quotas.

### Appeals and Petitions

Students are responsible for observing sessional dates, course prerequisites, and exclusion, satisfying the degree requirements and following the rules and regulations in the Calendar and the Registration Handbook and Timetable; failure to inform themselves of the preceding information may result in academic and/or financial penalties. Students should always consult their College Registrar immediately for guidance if anything happens that interferes with continuing or completing their courses, or that appears to be contrary to rules, regulations and deadlines.

### Departmental Appeals

Issues arising within a course that concern the pedagogical relationship of the instructor and the student, such as the organization of a course, grading practices, or conduct of instructors, fall within the authority of the department or college sponsoring the course. Students are encouraged to discuss any issues regarding the academic aspects of a course with the instructor. It is recommended that if appropriate an issue should be documented in writing. The successive stages of appeal after the course instructor are as follows: the Undergraduate Secretary; the Chair of the Department or the College Program Director; then the Dean of the Faculty. An appeal must have been reviewed at the departmental level before referral to the Dean; appeals to the Dean MUST be submitted in writing.

### Petitions to the Faculty

Issues relating to program requirements and administrative regulations may be petitioned to the CHRM division within specific time limitations. The Program office considers petitions to have regulations waived or varied, if a student presents compelling reasons; however, students must convince the Program Office that they have acted responsibly and with good judgment in observing regulations. The Program Office routinely denies petitions that in its view do not present a valid reason for an exemption from the regulations. Students are encouraged to seek counselling and, if necessary, to initiate a petition through the Program Office. Students must complete the correct petition form (available on the CHRM website) and submit it directly to the CHRM Program office (see form for details). Petitions submitted to any other office will not be accepted.

Petitions must 1) state the student's request; 2) the reasons for the request in a clear and concise manner; and 3) be accompanied by relevant supporting documentation. The petition is considered in confidence by the Woodsworth College Petitions Committee, which is charged with interpreting and administering the regulations of the Faculty. The Committee has the authority to grant exceptions and to attach conditions to its decisions.

It is the responsibility of the student to provide an accurate mailing and email (UTORmail) address to which a petition decision may be sent. Non-receipt of a decision due to incorrect address/email address is not grounds for reconsideration.

### Deadlines to File Petitions

Term Work	The last day of the examination period.
Examinations	Within one week of the end of the examination period; end of first week of classes in January for the December examination period
Withdrawal	Fall-Winter Session courses: the following 15 November Summer Session courses: the following 28/29 February

All supporting documentation must be submitted within three weeks of the date of initiating the petition. Late petitions and petitions with late documentation will not be considered.

### Documentation in Support of Petitions

The Program Office seeks documentation that provides pertinent evidence for decisions determining whether or not an exception should be made to regulations that are designed to ensure equitable treatment for all students.

### Medical Documentation

"The Verification of Student Illness or Injury" is the new official University of Toronto form for all students who are requesting special academic consideration based on illness or injury. This new form replaces the "Student Medical Certificate" The University of Toronto Student Medical Certificate must be submitted in support of a request for an exemption from Faculty regulations, if illness is being used as the reason for the request. The claim of illness, however, is not sufficient grounds in itself to guarantee approval of the request. This certificate is available online at <http://www.illnessverification.utoronto.ca/index.htm>

Other medical notes will not be accepted.

### Petitions Regarding Term Work (see also Term Work)

Matters concerning term work normally fall within the authority of the instructor. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents reasons of illness, etc., with appropriate documentation. Extensions beyond the last day of the examination period interfere with the Faculty's schedule for the submission of final grades and must therefore be approved by petition. These petitions for an extension of time for term work must be initiated by the last day of the relevant examination period. Late requests will not be accepted. Students must file the petition after consultation with the instructor regarding a suitable extension date. The Committee on Standing consults the department concerned for information about the status of the course work, and the steps, if any, that must be taken to complete the course. Students seeking an extension of time for term work are expected to continue their course work while they await a decision. They will not be granted additional time after the petition decision has been issued.

### Petitions Regarding Examinations (see also Examinations)

Students are expected to write examinations as scheduled. Only in cases of documented debilitating illness or legitimate conflict should a student request a deferral of a final examination. Students who are too ill and/or incapacitated at the time of the examinations should petition to defer the examination they are unable to attend due to their medical condition. **Petitions based on travel, employment, or personal plans will not be considered.** The CHRM Petition form must be submitted to the Program Office (236) Woodsworth College, in person or via email by the appropriate deadline. **No exceptions.** For more information or to download the form visit: [http://www.wdw.utoronto.ca/index.php/programs/chrm/petitions\\_chrm/](http://www.wdw.utoronto.ca/index.php/programs/chrm/petitions_chrm/)

A deferred special examination at a subsequent examination period or the regular offering of the examination when next taught may be granted at the discretion of the Faculty. Satisfactory evidence in the form of the University of Toronto's Verification of Student Illness or Injury form must be provided to corroborate the illness. Students with chronic illnesses must provide medical documentation for the specific date on which the illness was acute. Students must submit a petition within one week of the end of the examination period through the Program Office. There is a fee of \$70.00 per deferred examination (maximum \$140.00). In the petition decision students are notified of the examination period in which the deferred examination will take place, and if the examination will be a regular or special examination. They must register and pay the fee by a given deadline, in order that arrangements can be made, an examination requested, etc. The Faculty will notify those who do not register by the deadline that they have lost their privilege of a deferred examination and will revert the grade to one that includes a "0" for the final examination. No further consideration will be given. The Faculty posts personal deferred examination schedules online for students who have paid the deferred examination fee, as soon after the regular examinations have been scheduled as possible. Those who do not pay the deferred examination fee lose the privilege of a deferred examination and their grade reverts to one that includes a "0" for the final examination.

### Final Examination

April

### Deferred Examination

June examination period, if course is offered in Summer Session May to June  
August examination period for all others

June

August examination period, if course offered in Summer Session May/July - August  
December examination period, if course offered in Fall Session  
August examination periods for all others

August

December examination period

December

April examination period, if course offered in Winter Session  
Reading Week for all others

Students who must write a deferred examination in a course that serves as a prerequisite for subsequent courses may enrol in those courses with the approval of the department concerned and provided that the term mark in the prerequisite (deferred) course is at least 60%.

### Notes:

N.B. Students who are granted Deferred Standing (i.e., the notation of "SDF", for an extension of time for term work or for a deferred examination) and who have earned a Cumulative Grade Point Average of less than 1.50, will not be permitted to enrol in further courses



until the outstanding course work has been completed and final cumulative and sessional GPAs and status for the session have been assessed.

If students decide to write an examination which does not go well, they MAY NOT PETITION FOR A REWRITE. Post hoc arguments claiming an inability to function at full potential or to exhibit full knowledge of the subject matter will not be accepted as grounds for consideration of a petition concerning performance on an examination. Furthermore, students who choose to write an examination against medical recommendation should do so knowing that they will not be given consideration after the examination has been written. Students must not only take responsibility for making appropriate judgments about their fitness to attend examinations, but also must accept the outcome of their choices.

Students who miss a deferred examination receive a grade of "0" for the examination in the calculation of the final grade. If the Faculty accepts the student's reasons for missing a deferred examination as legitimate, a further deferred examination may be permitted; however, the "SDF" notation will be replaced by the original grade. Students are charged a further fee for each subsequent deferred examination. Note that in such situations of further deferrals the Committee on Standing regularly prohibits registration in further sessions until the outstanding course work has been completed.

#### Appeals Against Petition Decisions

If a request is twice denied by the Woodsworth College Petitions Committee, the decision may be appealed one last time to the Woodsworth College Appeals Board within **six months** of the date of the decision being denied.

#### Reassessment of Marks

##### Reread of Final Examination

If a student believes that a final examination has been incorrectly marked in its substance, he/she may request a "reread." The student must first purchase a photocopy of the final examination from the Office of the Faculty Registrar, for a fee of \$13.00 per course. The student must then fill out a "Request for Reread of Final Examination" form, which is available at the Office of the Faculty Registrar and on the Faculty Registrar's web site at [www.artsci.utoronto.ca/current/undergraduate/exams](http://www.artsci.utoronto.ca/current/undergraduate/exams). The student must demonstrate that his/her answers are substantially correct by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. The student must do more than simply assert that "I disagree with the marking," or that "I believe I deserve more marks." The Department concerned will reread the examination in light of the arguments presented. There is a \$35.00 fee for this procedure, which is in addition to the fee of \$13.00 charged for the photocopy of the final examination. The fee must be submitted, with the completed form, to the Office of the Faculty Registrar within six months of the final examination period. If the mark is changed as a result of this review both the photocopy and reread fees will be refunded. It should be noted that when a course is failed, the examination must be reread before the mark is reported.

##### Recheck of Course Mark

If a student believes that there has been an arithmetical error in calculating the course mark, he/she may request a "recheck." This can be done with or without purchasing a photocopy of the final examination. The student must fill out a "Request for Recheck of Course Mark" form, which is available at the Office of the Faculty Registrar and on the Faculty Registrar's web site at [www.artsci.utoronto.ca/current/undergraduate/exams](http://www.artsci.utoronto.ca/current/undergraduate/exams). The student must indicate precisely where he/she thinks the error has occurred. The Department concerned will check that all answers have been marked, and that the marks have been added correctly; the examination will not be reread. The Department will also check that all term work marks have been correctly calculated. There is no charge for this procedure. The completed form must be submitted to the Office of the Faculty Registrar within six months of the final examination period. If the mark is changed as a result of this review, the photocopy fee will be refunded.

Note: A reread or recheck may result in a raised mark, a lowered mark, or no change.

Deadlines for requesting a photocopy of a final examination, a reread or a recheck:

- \* February examinations: the following August 31
- \* April examinations: the following November 15
- \* June examinations: the following January 15
- \* August examinations: the following February 28/29
- \* December examinations: the following June 30

#### Student Records

The University's Policy on Access to Student Academic Records can be found on the Governing Council web site at <http://www.governingcouncil.utoronto.ca/policies>.

### **Official Correspondence**

As a student at the University of Toronto, you have automatic access to the Information Commons, which is your passport to e-mail, the library and the Internet. Once you have your TCard, you must activate your University of Toronto e-mail account. Setting up a UTOReMail account is mandatory; see "University Policy on Official Correspondence with Students" at: <http://www.governingcouncil.utoronto.ca/policies.htm>.

Official correspondence may include, but is not limited to, matters related to students' participation in their academic programs, important information concerning University and program scheduling, fees information, and other matters concerning the administration and governance of the University. Students are responsible for maintaining and advising the University, on the University's student information system (currently ROSI), of a current and valid postal address as well as the address for a University-issued electronic mail account that meets a standard of service set by the Vice-President and Provost.

**NB:** The Program Office uses electronic messages as the main mechanism for delivering official correspondence to students.

Failure to have a valid UTOReMail account may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.

Students are expected to monitor and retrieve their mail, including electronic messaging account[s] issued to them by the University, on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students have the right to forward their University-issued electronic mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to the official University-issued account is received and read.

### **Mailing Address**

Address information (mailing and permanent) must be viewed and changed on the Student Web Service (at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)). It is the student's responsibility to ensure that the mailing address is kept up-to-date on the SWS.

### **Student Id. Card [T-Card]**

The T Card is a wallet-sized card bearing the student's photograph, and serves as evidence of registration in the Faculty and as a library card. It is used for identification purposes within the University, such as Faculty examinations, student activities, and Athletic Association privileges.

The TCard is the official student ID—you are required to have one. TCards are issued in Room 2054A, Robarts Library, 130 St. George St. To get your TCard, you must bring one piece of photo ID (e.g., driver's license, passport) and a current university document containing your name and U of T student number. If you are a returning student and need a replacement TCard or have lost your TCard, visit the Woodsworth College Registrar's Office to obtain a request form. There is a fee for the replacement of lost cards.

The card must be surrendered if the student withdraws from the CHRM Program.

### **Statement of Results and Transcripts**

#### **Statements of Results**

The University does not mail Statements of Results to students in good standing. Students will be able to check their course results, grade point averages, and academic status by accessing their academic record online through the Student Web Service. Final course results will be available for viewing on the Student Web Service as soon as possible after they are received and approved in the Office of the Faculty Registrar. Note that academic status is only assessed in May (for the Fall-Winter Sessions) and in August (for the Summer Session).

Students not in good standing, those with amended grades and those with graduation requests will receive notification in writing by email.

#### **Transcripts**

The University of Toronto issues only consolidated transcripts, including a student's total academic record at the University. The transcript will list the student's complete registration history at the university including courses in progress and the standing in all courses attempted along with course average, information about the student's academic status including records of suspension and refusal of further registration, current academic sanctions, and completion of degree requirements and of subject POST(s). Students may request consolidated transcripts online at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). Requests may also be made in person, by fax, or by mail, to:

University of Toronto Transcript Centre  
Room 1006, Sidney Smith Hall

100 St. George Street  
Toronto, ON M5S 3G3  
FAX: 416-978-2487

Marks are posted and a sessional GPA is calculated at the end of each session. An annual GPA is calculated only at the end of the Winter session and includes only the results earned in the Fall-Winter Sessions. Academic standing is assessed at the end of the Fall-Winter Sessions and at the end of the Summer Session.

Copies of the transcript are issued at the student's request. In accordance with the University's policy on access to student records, the student's signature is required for the release of the record when ordered in person, by fax, or by mail.

Request forms can be obtained online at [www.artsci.utoronto.ca/current/undergraduate/transcripts](http://www.artsci.utoronto.ca/current/undergraduate/transcripts).

A fee of \$10.00 (subject to change), which includes GST., is charged for each transcript. Cheques and money orders should be made payable to the University of Toronto.

The University of Toronto cannot be responsible for transcripts lost or delayed in the mail. Transcripts are not issued for students who have outstanding financial obligations with the University.

### **Transfer Credits**

The Program Office processes requests for transfer credit on admission and after admission. A maximum of two full transfer credits may be issued towards the CHRM program.

Regulations concerning transfer credits should be discussed with the Program Coordinator prior to taking a course elsewhere. Students requesting transfer credits from institutions other than the University of Toronto must submit copies of calendar course descriptions to the Program Office for evaluation at least 3 weeks prior to the deadlines at the other institution. Courses accepted for transfer credit are not calculated in the student's Grade Point Average.

Some factors taken into consideration during the transfer credit assessment are: content and credit weight of the course; level of instruction; academic structure and grading system used by the accredited university and grade achieved in the course (minimum 60% is required – pass/fail grades are not accepted).

**Transfer credits are not granted for courses that are practical, clinical, internship or pedagogical in nature. Transfer credit is also not granted for coursework more appropriate for programs taught in other Divisions of the university or work experience (e.g. UofT's School of Continuing Studies, OISE, graduate studies, nursing, law, education etc).**

### **Post-Admission Transfer Credit Requests-Requirements**

You must have taken a minimum of two full-course equivalents in the CHRM Program and have a minimum 2.0 CGPA prior to requesting permission to take a course elsewhere. You must legitimately be unable to attend classes in the CHRM program during the session for which transfer credit is being requested.

You are not eligible to request transfer credit if you owe money to the university or are ineligible to register in the CHRM program for any other reason (such as probation, suspension) or have already received two full-course equivalent transfer credits. If you take a course elsewhere without obtaining permission from the Program Office your request for transfer credit will be refused.

### **Course Selection**

Students may only register in courses that are part of the CHRM program. Students must also observe prerequisites and exclusions. Registration records will not be checked until well into the term. Students who have enrolled in non-CHRM courses or courses without having completed the prerequisites will be automatically withdrawn without warning from the courses and charged the appropriate fees according to the Fees Schedule for the date on which they were withdrawn. Check the timetable information for details and contact the Program Office if you have any doubts about your course selection.

### **Dual Enrolment**

Students enrolled in the Certificate Program in Human Resource Management may not enrol in other programs, divisions or faculties at the University of Toronto in the same academic sessions. No exceptions are made.

### **Graduation**

Students may request a June or November graduation. Students must submit the request on the Student Web by the deadline specified in the registration instructions. For more information please check the CHRM web site.