



UNIVERSITY OF TORONTO  
FACULTY OF INFORMATION

# **Undergraduate Calendar 2020-2021**

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# Important Notices

The Faculty of Information Undergraduate Academic Calendar is published online only. Any post-publication corrections and/or updates to the Undergraduate Academic Calendar will be posted on the [Student Services Office](#) website. Students are strongly advised to check back regularly to keep informed of changes.

The University reserves the right to change, without notice, any information contained in this calendar, including any rule or regulation pertaining to the standards for admission, requirements for the continuation of study in or the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, and schedules of studies or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University.

The University is required to report student-level enrolment-related data to the Ministry of Advanced Education and Skills Development as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.

## COVID-19 Update

Ontario's response to the COVID-19 pandemic continues to evolve. Changes will likely occur as the province and its municipalities adjust to new data about the virus. In these circumstances, please be advised that the manner of delivery of courses, co-curricular opportunities, programs and services is subject to change, in accordance with university policies. The University thanks its students, faculty, and staff for their flexibility during these challenging times as we work together to maintain the standards of excellence that are the hallmark of the University.

## Changes in Programs of Study and/or Courses

The programs of study that our Calendar lists and describes are available for the year(s) for which the calendar applies. They may not necessarily be available in later years. If the University of Toronto or Faculty of Information has to change the content of programs of study or withdraw them, all reasonable possible advance notice and alternative instruction will be given. The University 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, pre-requisites and co-requisites, grading policies, requirements for promotion and timetables without prior notice.

## 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 are listed in this calendar. In applying to 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.

All University policies can be found [here](#). Those which are of particular importance to students are:

- Policy on Access to Student Academic Records

- Code of Behaviour on Academic Matters
- Code of Student Conduct
- University Assessment and Grading Practices Policy
- Policy on Official Correspondence with Students

More information about students' rights and responsibilities can be found [here](#).

## 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 strike a practical 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 will not be liable for any loss, damages or other expenses that such limitations or withdrawals might cause.

## 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, through the Policy on Access to Student Academic Records, strictly controls access to Person ID numbers. The University assumes and expects that students will protect the confidentiality of their Person IDs.

## Fees and Other Charges

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

## Notice of Collection of Personal Information: Freedom of Information and Privacy Act

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 admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please click on [here](#) to contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

# Admissions

## Contact Information:

Faculty of Information Office of Student Services  
 Bissell Building, 4th Floor  
 140 St. George St.  
 Toronto, Ontario, Canada  
 M5S 3G6  
 416-978-3234  
[admissions.ischool@utoronto.ca](mailto:admissions.ischool@utoronto.ca)  
 To learn more about our program, please click [here](#).

## Admission Requirements

The BI is a second-entry undergraduate program. Students will apply directly to the program after having completed at least the equivalent of two years of full-time study at the undergraduate level in any discipline.

### Second Degree Requirements

Students who have graduated with a degree from the University of Toronto or any other accredited university may apply for this program to begin a second degree. Before applying, students are encouraged to determine whether a second degree is actually required for their purposes; for example, a “make-up” year as a non-degree student may satisfy admission requirements if students are intending to pursue graduate school. Students are governed by the rules of the Faculty in place at the time they commence their second degree.

### Admission with Previous Post-Secondary Studies:

Candidates with acceptable standing at other universities, or at other divisions of this University, may be considered for admission if they have completed at least 10 full course equivalents with a GPA of at least a B- (2.70) prior to admission. Credits from these courses are assessed as part of the admissions process, high school transcripts are not considered. Students who have completed more than two years of study at a recognized university are welcome to apply. Credits are not transferred into the University of Toronto, they will only be assessed to ensure applicants meet the admission requirements.

To be eligible for admission to the BI, applicants must submit:

#### 1. Undergraduate Transcript

Applicants must demonstrate completion of at least 10.0 FCE university-level courses, 4.0 FCE of which must be at the 200-level or higher. Candidates must demonstrate good academic standing and aptitude for transition to the BI program. For applicants in their second year of university study, at the time of application, in the spring of second year, only the first 1.5 years of academic standing will be available for initial assessment. Acceptance into the program will be conditional upon the candidate completing second year and achieving the required academic minimums.

- A minimum average of 70%, or 2.70 GPA in the most recent 5.0 FCE completed.
- At least 0.5 FCE with a grade of 70% or above in each of the following areas:
  - formal systems (example courses include Calculus, Statistics, Formal Logic, Coding, or other math or science focused courses),
  - socio-cultural systems (example courses include Media Studies, Cultural Studies, Sociology, or other humanities or social science courses), and
  - creative practice (example courses include Design, Creative Writing, Performance or other art or design focused courses).

#### 2. Personal Statement

A statement that will specifically address the applicant's intent in entering the BI program, their expectations of the program, and the ways in which their academic and other experience has prepared them for it. The statement can be presented using the applicant's preferred choice of media (essay, short video, powerpoint presentation, website, etc.) The statement will help the admissions committee identify applicants with excellent communication skills, and to determine fit between the applicant's expectations and the BI program itself.

### 3. **Proof of English Facility (if applicable)**

All applicants educated outside Canada whose primary language is not English must demonstrate proficiency in the English language. The English language requirement may be satisfied by taking any one of the following tests

- Test of English as a Foreign Language (TOEFL) with the following minimum scores:
  - paper-based TOEFL exam: 600 with 5.5 on the Test of Written English (TWE)
  - Internet-based TOEFL exam: 107/120 with 24/30 on the speaking section and 27/30 on the writing section.
  - Michigan English Language Assessment Battery (MELAB) with a minimum required score of 95.
- International English Language Testing System (IELTS) with a minimum required score of 8.0.
- English Language Diagnosis and Assessment (ELDA)/Certificate of Proficiency in English (COPE) with a minimum required score of 6 and at least 3 in the writing portion.

# 2020-21 Sessional Dates

## In this Section:

- [2020 Fall Term](#)
- [2021 Winter Term](#)
- [2021 Summer Term](#)

## 2020 Fall Term

August 24 - September 11	Faculty of Information Orientation
August 28	Recommended deadline to make minimum tuition payment or defer to ensure that the University received and processed your payment by September 11
September 7	<b>Labour Day (University closed)</b>
September 11	Registration deadline for students starting their program in the Fall term; after this date a late registration fee will be assessed
Monday, September 14	First day of Fall term classes
September 21	Final date to add Fall term (F-section) or Full year (Y-section) courses
September 30	Deadline to apply for the Omnibus Awards Application  For incoming students: deadline to request for Transfer Credit or Exemption  Recommended date to clear off Fall term tuition balance to ensure that the University receives and processes your payment by October 15th. Beyond which, a monthly service charge will begin accruing on any outstanding Fall term balance.
<b>Monday, October 12</b>	<b>Thanksgiving holiday (University closed)</b>
October 15	University must process tuition by this date beyond which, a monthly service charge will begin accruing on any outstanding Fall term balance"
October 26	Last date to drop an Fall term (F-section) courses with no academic penalty. You may drop the course on ACORN. Note: The last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.
November 9-13	Reading week
November 30***	For students not receiving OSAP/other government provincial loans: Recommended date for students to clear off Winter term tuition balance to ensure the University received and processed your payment by December 15th. Beyond that, a monthly service charge will accrue on any outstanding Winter term balance.  ***NOTE: THIS DEADLINE HAS BEEN EXTENDED to January 30th, 2021 to ensure the University received and processed your payment by February 15th, 2021
Monday, December 14	Last day of Fall term classes
December 15-21	Exam period (if applicable)
December 23-January 1	University closed for the winter break from Wednesday, December 23 to Friday, January 1 inclusive.



January 4, 2021	Faculty of Information Deadline: Coursework must be completed and grades submitted for fall term (F) courses.
January 13, 2021	Grades for Fall term courses available for viewing by students on ACORN.
January 15, 2021	Last date to indicate CR/NCR or LWD for fall term courses.
January 31, 2021 *NEW*	For students not receiving OSAP/other government provincial loans: Recommended date for students to clear off Fall and Winter term tuition balance to ensure the University received and processed your payment by February 16th. Beyond that, a monthly service charge will accrue on any outstanding .

## **2021 Winter Term**

Monday, January 11th	First day of Winter term classes
January 18	Final date to add Winter term (S-section) courses.
January 31	For students receiving OSAP/other provincial student loans: Recommended date to clear off your Winter term tuition balance to ensure that the University receives your payment by February 15th. Beyond which, a monthly service charge will accrue on any remaining balance.
<b>Monday, February 15</b>	<b>Family Day (University closed)</b>
February 16-20	Winter Reading Week
February 22	Last date to drop a Full year (Y-section) and Winter term (S-section) courses with no academic penalty. You may drop the course on ACORN. Note: The last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.
<b>Friday, April 2</b>	<b>Good Friday (University closed)</b>
April 8	Last day for Winter term classes that are on Mondays, Tuesdays, Wednesdays, or Thursdays
April 12	Last day for Winter term classes that are on Fridays (make up)
April 13-19	Exam week (if applicable)
April 16	For students obtaining degrees at June Convocation, coursework must be completed and grades submitted for full-year and Winter term courses.
April 30	For students that deferred their tuition under a major award or in receipt of full funding package: recommended date to clear off any remaining balance. Beyond which, a monthly service charge will begin accruing on May 17.  End of Winter term.
May 8	Last date to indicate CR/NCR or LWD for winter term courses.

## **2021 Summer Term -Dates will be updated when they are available.**

Monday, May 3	First day of Summer Session classes
Wednesday, May 19	Winter session grades available for viewing by students on <a href="#">ACORN</a>
Friday, May 21	Presidential Day (University closed)
Monday, May 24	Victoria Day (University closed)

Monday, May 31	Payment deadline to avoid service charges on unpaid Summer (May to August) session tuition and non-tuition fees for students registered in the Summer session, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on June 15.
Saturday, June 23	U of T's June 2021 virtual ceremony is scheduled for June 23rd at 12pm EST.
Thursday, July 1	Canada Day (University closed)
Monday, August 2	Civic Holiday (University closed)
Monday, August 16	Last day of Full session, May-August (Y-section) summer classes
Monday, August 31	Coursework must be completed and grades submitted for full session, May-August (Y-section)
Wednesday, September 8	Grades for all Summer session courses available for viewing by students on ACORN

(4) - Students are considered registered when tuition and non-tuition fees have been paid or when their request to register without payment (fee deferral) is approved. A student's status will change from "Invited" to "Registered" on ACORN when registration is complete. Students who successfully register without payment should arrange to make payments throughout the academic year as they receive funding from their scholarship, award, or other sources. Full payment of Fall and Winter session tuition and residence fees is due by April 30 at the latest. Students registered in the Fall and Winter sessions are not normally charged Summer fees. For students starting in the Summer, fees will appear in your ACORN invoice accordingly

(5) - This allows up to 10 business days for processing and recording of the fee payment in the student's ACORN account before the monthly service charge billing date for unpaid tuition and non-tuition fees.

(7) - Please note that the last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.

# Student Services & Resources

## Academic & Personal Counselling

### Student Services Office

The Student Services Office works closely with the faculty and related support services concerning virtually all matters relating to the Faculty of Information students: it coordinates advising, registration and enrolment, student records, transfer credit, petitions, final examinations and graduation. The office can also provide general information about registration and enrolment, course listings, building and classroom locations, etc.

You can also get useful information about the Faculty of Information from the Student Services Office web site (<https://ischool.utoronto.ca/current-students/student-services/>). In addition, if you have questions about any aspect of your undergraduate experience, you can e-mail the Office at [inquire.ischool@utoronto.ca](mailto:inquire.ischool@utoronto.ca).

### Student Services Office

4th Floor Inforum, Bissell Building  
tel: 416-978-3234  
[inquire.ischool@utoronto.ca](mailto:inquire.ischool@utoronto.ca)

### September – June 30

Monday, Wednesday–Friday: 8:45 a.m.–5 p.m.

Tuesdays: 10 a.m.–5 p.m.

### July–August (until Labour Day)

Monday, Wednesday–Friday:

8:45 a.m.–4:30 p.m.

Tuesdays: 10 a.m.–4:30 p.m.

## Services and Programs for Students

### Academic Support

The Student Services Office is a reliable first-stop whenever you have questions, concerns or are facing issues that are getting in the way of your success. The University of Toronto offers a wide variety of support programs and services to all of the student on campus. The list below is a start, but may not be inclusive. Please connect with your advisor with additional questions.

**Writing Plus** is a series of group workshops covering all stages of writing university papers, from understanding the assignment to revising the final draft. Some workshops also provide targeted advice on general study skills and on the specific challenges of studying for tests and exams. [www.writing.utoronto.ca/writing-plus](http://www.writing.utoronto.ca/writing-plus).

**Academic Success** is here to help you manage academic expectations and gain confidence in your learning. Develop and strengthen your skills in time management, self-management, reading, writing, note-taking and exam preparation. Build coping skills to deal with stress, anxiety, procrastination and perfectionism. Book a one-on-one appointment and find out more about our programming and workshops. <https://www.studentlife.utoronto.ca/asc>

Academic accommodations are arranged through **Accessibility Services** when students experience disability-related barriers in demonstrating their knowledge and skills. It is extremely important that you contact the office as soon as you are accepted to U of T so that it is possible for accommodations to be arranged prior to the start of classes. [studentlife.utoronto.ca/as](http://studentlife.utoronto.ca/as). 455 Spadina Avenue, Suite 400; 416-978-8060

At **First Nations House (Indigenous Student Services)**, the Indigenous Learning Strategist can help students develop their research, essay writing and study skills. The Coordinator of Academic Supports, can assist with financial aid and budgeting, housing and career supports, course selection, degree requirements, exploring graduate and professional schools, support around petitions, academic accommodations, etc. The Resource Centre Coordinator is available to

assist students with research. The Resource Centre carries many of the texts and other course materials required in the Indigenous Studies Program, as well as a wide range of books that support students taking courses in other faculties and departments. For more information contact [fnh.utoronto.ca](http://fnh.utoronto.ca). 563 Spadina Avenue, 3rd Floor; 416-978-8227.

**If you're facing challenging personal circumstances that are affecting your academic performance, there are many resources available to help you build coping skills and develop learning strategies.**

Visit [studentlife.utoronto.ca/hwc](http://studentlife.utoronto.ca/hwc) for details.

## Careers

Want to know how to leverage your Bachelor of Information degree? Wondering how to get a job? Thinking about graduate school? Your first stop should be to contact the Student Services Office to book an appointment with our Careers Officer. Students have the opportunity to access a variety of programs and services that are designed to assist and facilitate job search and career development strategies. Many of these programs and services are offered throughout the year.

You may also visit **Career Exploration & Education** where you will build on your university experience to shape your future career. You can participate in dozens of programs and services that connect you with industries and organizations, alumni and career professionals. Learn about a range of topics through career fairs, job shadowing, mock interviews, company information sessions, undergraduate research catalogue, the job club, group chats, and many more. Career workshops will help you develop your professional online image, build your networks, and integrate your career and academic learning as you build your future in our changing world. Visit the **Career Learning Network** for thousands of on- and off-campus, paid and volunteer positions. Meet one of the Peer Career Advisors to get started, or have an online chat by visiting [careers.utoronto.ca](http://careers.utoronto.ca); drop-in at 214 College Street, Main Floor; or call 416-978-8000.

International students may work on campus and off campus without a work permit if they meet certain eligibility criteria. Students in the Bachelor of Information are required to complete a practicum over the summer between the first and second year of the program. This type of work permit is issued to eligible students free of charge. Students who are interested in working and staying in Canada after graduation must apply for the post-graduation work permit within 90 days from the date they complete their degree requirements. If you need help with any type of work permits you can contact the immigration advisor at: [isa.cie@utoronto.ca](mailto:isa.cie@utoronto.ca), Tel: 416-978-2564 or book an appointment to meet with them in person: <http://www.studentlife.utoronto.ca/cie/immigration>

## Diversity & Equity

Diversity and equity are fundamental values at the University of Toronto. Students from every background are supported by policies and resources that help create an inclusive environment and one that actively works against discrimination.

The **Sexual & Gender Diversity Office** (SGDO) develops partnerships to build supportive learning and working communities at the University of Toronto by working towards equity and challenging discrimination. The office provides innovative education, programming, resources and advocacy on sexual and gender diversity for students, staff and faculty across the University's three campuses. Students, staff and faculty are encouraged to contact the office for advice and assistance on LGBTQ+ related issues (e.g. coming out, name change policy, creating inclusive environments, etc.). The office works to create sensitive and supportive learning, living and working environments by advising on policy and inclusive practices. The SGDO staff provides confidential assistance and consultation to those who have experienced discrimination and harassment. The office hosts programs that address sexual and gender diversity to stimulate dialogue across intersecting identities and educates those new to equity and LGBTQ+ communities. Events, workshops and networking opportunities bring LGBTQ+ students, staff and faculty together throughout the year. [www.sgdo.utoronto.ca](http://www.sgdo.utoronto.ca). 21 Sussex Avenue, Suites 416-417; 416-946-5624.

The Tri-campus Sexual Violence Prevention and Support Centre supports members of the University community in understanding the University's Policy on Sexual Violence and Sexual Harassment; facilitates access to support, services and accommodations for students, staff and faculty members who have experienced sexual violence; and provides training and education on preventing and responding to sexual violence. For more information, or to connect with Centre staff, visit <https://www.thesvpcentre.utoronto.ca/>, call 416-978-2266, or email: [thesvpcentre@utoronto.ca](mailto:thesvpcentre@utoronto.ca). Centre locations: University of Toronto St. George: 702 Spadina Avenue.

The **Anti-Racism and Cultural Diversity Office** provides complaint management and resolution for issues related to discrimination or harassment based on race, ancestry, place of origin, religion, colour, ethnic origin, citizenship or creed.

You are also welcome contact the office if you are seeking a forum to discuss ideas that will strengthen U of T's diverse community and its commitment to an equitable environment. [www.antiracism.utoronto.ca](http://www.antiracism.utoronto.ca). 155 College Street, 3rd Floor; 416-978-1259.

U of T's **Multi-Faith Centre** was created to provide a place for students, staff and faculty of all spiritual beliefs to learn to respect and understand one another. The Centre facilitates an accepting environment where members of various communities can reflect, worship, contemplate, teach, read, study, celebrate, mourn and share. [multifaith.utoronto.ca](http://multifaith.utoronto.ca). 569 Spadina Avenue; 416-946-3120.

**Accessibility Services** provides services and resources to students with all types of disabilities, such as physical, sensory, medical, mental health, learning and temporary. [studentlife.utoronto.ca/as](http://studentlife.utoronto.ca/as). 455 Spadina Avenue, Suite 400; 416-978-8060.

## Family Life

The **Family Care Office** (FCO) supports you in your family life as you learn and work. We serve the University of Toronto students, staff and faculty by providing confidential guidance, resources, and workshops on a broad range of family care issues, including planning for a child and childcare, LGBTQ parenting, and caring for an elderly relative. [familycare.utoronto.ca](http://familycare.utoronto.ca). 214 College Street, Main Floor, Room 103; 416-978-0951.

## Community Safety

The **Community Safety Office** (CSO) is a tri-campus equity office that provides assistance and support to students, staff and faculty at the University of Toronto that are dealing with personal and/or workplace issues that impact their personal safety. For more information with respect to personal safety issues commonly addressed by CSO, an overview of our services, other safety initiatives and supports on or off-campus, please visit <http://www.communitysafety.utoronto.ca/about-us.htm>. 21 Sussex Avenue, 2nd Floor; 416 978-1485.

## Community Service

Your learning experience is by no means limited to the campus. There are many reasons to volunteer in the University of Toronto community or for one of the hundreds of causes in the Greater Toronto Area — you'll not only gain invaluable skills that will better prepare you for the working world but also become more well-rounded and enjoy the fulfillment of helping others.

At U of T we provide you with opportunities to get involved in community work through volunteer postings, the **Centre for Community Partnerships**, volunteer chapters, volunteer fairs and initiatives led by student groups.

Regularly checking volunteer postings is the perfect way to get a feel for the wide range of opportunities that exist. Whether you're looking for experience in a specific area or are hoping to get ideas on how broaden your horizons, feel free to review postings throughout the school year. Off-campus volunteer jobs are posted on the Career Learning Network at the **Career Centre**. On-campus volunteer jobs are posted on **Ulife**.

The Centre for Community Partnerships: [studentlife.utoronto.ca/ccp](http://studentlife.utoronto.ca/ccp). 569 Spadina Avenue; 416-978-6558.  
Career Learning Network (Career Centre): [cln.utoronto.ca](http://cln.utoronto.ca). 214 College Street; 416-978-8000.  
Ulife: [www.ulife.utoronto.ca](http://www.ulife.utoronto.ca).

## Rights & Responsibilities

The University of Toronto respects and upholds all students' rights but also entrusts you with certain responsibilities and expects you to be familiar with, and follow, the policies developed to protect everyone's safety, security and integrity. <http://uoft.me/rights>.

U of T is committed to fairness in its dealings with its individual members and to ensuring that their rights are protected. In support of this commitment, the **Office of the University Ombudsperson** operates independently of the administration, being accountable only to the Governing Council, and has unrestricted access to all University authorities. <http://ombudsperson.utoronto.ca>. 416-946-3485.

## Faith & Spirituality

Beliefs are a big part of who we are and how we learn, and while U of T is a secular institution, we respect everyone's right to religious expression. The University's **Multi-Faith Centre** supports the spiritual well-being of everyone on campus and provides opportunities for people to learn from each other while exploring questions of meaning, purpose and identity. Experiential programs address both pressing social issues and build community encouraging interfaith dialogue and spiritual development as part of the learning experience for all students. The Centre is also home to the offices of the Campus Chaplains Association and offers facilities, such as a main activity hall for large events, a meditation room with a "living wall" for quiet contemplation and meeting spaces. [multifaith.utoronto.ca](http://multifaith.utoronto.ca). 569 Spadina Avenue; 416-946-3120.

## Housing

If you need help finding housing, the staff at **Housing Services** can help you. Use your JOIN/UTORid to log in and discover:

- the off-campus housing finder for more than 10,000 listings near U of T campuses with landlords looking for student tenants
- the roommate finder to help connect you with other students looking for shared housing

On the Housing website you'll find useful information about:

- residence and Student Family Housing
- housing fairs to help connect you with other students, meet landlords and schedule viewings
- resources to help you deal with landlord and roommate conflicts
- info on tenant rights and responsibilities and more

[housing.utoronto.ca](http://housing.utoronto.ca). 214 College Street, Student Success Centre, Rm. 150, 416-978-8045.

## Health & Wellness

Wellness refers to your overall physical, emotional, intellectual, spiritual and social condition, not simply the absence of illness. So when you're not feeling your best, the friendly team at the Health and Wellness Centre offers a wide range of services to support you in achieving your personal and academic best.

The Health and Wellness Centre offers students similar services as a family doctor's office. The Health and Wellness team includes family physicians, registered nurses, counsellors, psychiatrists, a dietician, and support staff that provide confidential, student-centred health care, including comprehensive medical care, immunization, sexual health care, counselling and referrals. Services are available to all full- and part-time students who possess a valid TCard and have health insurance coverage. [studentlife.utoronto.ca/hwc](http://studentlife.utoronto.ca/hwc). 214 College Street, 2nd Floor; 416-978-8030.

## Awards

For students with particularly noteworthy academic results, there are three specific forms of recognition:

### 1. Recognition of Exceptional Academic Achievement: Dean's List Scholar

This designation is given at the end of the Winter session to Faculty of Information students who have completed their fifth or eleventh degree credit in the Bachelor of Information program with a Cumulative Grade Point Average of 3.50 or higher. Credits earned or completed from outside the Faculty of Information will not count towards this recognition.

A "Dean's List Scholar" notation is automatically added to each qualifying student's transcript in late July (for those who satisfy the criteria at the end of the Fall/Winter session)

Students who graduate with a Cumulative GPA\* of 3.50 or above are described as graduates "With High Distinction". This achievement is noted on the diploma and transcript.

Students who graduate with a Cumulative GPA\* of 3.20 to 3.49 are described as graduates "With Distinction". This

achievement is noted on the diploma and transcript.

\* Note: the Cumulative GPA will only be based on credits completed as part of the Bachelor of Information degree (no prior credit will be included in this calculation).

## **2. Recognition of Exceptional Academic Achievement: “High Distinction” and “Distinction”**

### **3. Faculty Scholarships**

The Faculty offers a limited number of admissions scholarships and awards to exceptionally high performing students. Students should ask their academic advisor about opportunities that exist in the Faculty of Information.

# Degree Requirements

## Degree Requirements

Bachelor of Information

### General Degree Requirements

To qualify for a Bachelor of Information, you must:

(a) Obtain standing (i.e., complete with a grade of 50% or higher/P/CR) in at least 11 full course equivalents (FCE) that meet the following criteria:

(b) Complete all of the following program requirements:

- 10 required lecture-based courses
- 6 required studio-based courses
- 4 lecture-based electives
- 1 Practicum

(c) Obtain a Cumulative GPA of 1.85 or more by the time of graduation. Students who meet all the requirements for the Honours Bachelor of Information except for the GPA requirement may elect to graduate with a Bachelor of Information degree provided they are In Good Standing (i.e., CGPA is 1.50 or more).

## Graduation

There is one graduation period per year for BI students. Students must request graduation by contacting Student Services by the deadline specified in the Sessional Dates section of the Calendar.

For students graduating in June, only courses completed by the end of the preceding winter term (ending in April) will be assessed for graduation.

Prospective graduands should receive an email from the Office of Convocation providing details of the convocation ceremony in late March (for June graduation). An email will be sent from the Student Services office in late May or early June (two weeks prior to the convocation ceremony) to students who have a request for graduation confirming their eligibility.

### Recognition of Exceptional Academic Achievement: “High Distinction” and “Distinction”

Students who graduate with a Cumulative GPA\* of 3.50 or above are described as graduates “With High Distinction”. This achievement is noted on the diploma and transcript.

Students who graduate with a Cumulative GPA\* of 3.20 to 3.49 are described as graduates “With Distinction”. This achievement is noted on the diploma and transcript.

\* Note: the Cumulative GPA will only be based on credits completed as part of the Bachelor of Information degree (no prior credit will be included in this calculation).



# Guide to Program & Course Descriptions

## Definitions and Codes Used

### Definition of “Course” in this Calendar

In the Calendar, the word “course” is used in reference to a single course (such as “standing in a course” etc.) “Course” refers equally to a half course. A half course is 0.5 FCE. To “pass a course” or “obtain standing in a course” normally means to obtain a mark of 50 or more in that course.

### Codes used in the Program of Study Listings and Course Description

- An oblique stroke (“/”) means “or”. A comma and a semi-colon both mean “and”.
- In describing the level of a course, the word “series” is used interchangeably with the word “level”. e.g. 300-series is the same as 300-level
- 300+series or 300+ level = courses numbered in the 300’s or 400’s
- Approved = approved by the Faculty sponsoring the program
- Group = a group of related courses; Groups are at the end of the relevant program listings
- The code H1 in a course code in this Calendar indicates the credit value:
  - H1 = a half course (0.5 FCE), for which one-half credit is given (e.g. INF301H1)

## Courses

### Choosing Courses

NOTE: While Student Services is always available to give advice, THE ULTIMATE RESPONSIBILITY RESTS WITH THE STUDENT for completeness and correctness of course selection, for compliance with exclusions, prerequisite and co-requisite requirements, for completion of Program details, for proper completion of the Distribution Requirement, and for observance of regulations, deadlines, etc. Students are responsible for seeking guidance from a responsible officer if they are in any doubt; misunderstanding, misapprehension or advice received from another student will not be accepted as cause for dispensation from any regulation, deadline, Program or Degree requirement.

### Please Note:

1. The Faculty of Information reserves the right to change the content of, or to withdraw, any course. In such cases every effort is made to provide equivalent alternative instruction, but this cannot be guaranteed.
2. The Faculty reserves the right to limit the number of students in any course or any section of a course if the number wishing to take the course should exceed the resources available. Notwithstanding this, every effort is made to accommodate students in all program requirements.

### Key to Course Descriptions

Course descriptions are listed in the Programs and Courses section in alphabetical order. For an explanation of terms and abbreviations used in these descriptions, including prerequisites, co-requisites, exclusions, etc., see below.

## Number of Courses Taken (“Course Load”)

### Year of Study

The University of Toronto uses the following to define the year equivalency and therefore the academic status of a student:

- 3rd year Faculty of Information student will typically completed 5.0 full course equivalents of 300 level courses

- Summer after the first year in the BI program, students will typically complete 1.0 full course equivalent of 400 level courses
- 4th year Faculty of Information student will typically completed 5.0 full course equivalents of 400 level courses

## Full/Part-Time Status

### Full-time status

- A student enrolled in 3.0 FCE or more in the Fall/Winter Session is full-time.
- A student enrolled in 1.5 FCE or more in the Summer Session is full-time.

### Part-time status

- A student enrolled in 2.5 FCE or fewer in the Fall/Winter Session is part-time.
- A student enrolled in 1.0 FCE or fewer in the Summer Session is part-time.

## Cancelling Courses, Repeating Courses, Courses Outside the Faculty and University

For further information on these matters see the [Rules and Regulations](#) section.

## Elements of a Course Description

### Course Number

The course number generally indicates the level of difficulty, e.g., a 100-series course normally indicates an introductory course, a 400-series course is an intensive course at the senior level.

### “H1” Course Suffixes

The code “H1” in a course code in the Calendar indicates the credit value:

- H1 = a half-course (0.5 FCE), for which one-half credit is given, e.g., INF 301 H1.

### Types and Duration of Instruction

- L= Lectures
- S= Seminars
- P= Practical work in laboratories or studios
- T= Tutorials

In the Fall-Winter Sessions the normal period of instruction is 24 weeks; the Fall Term lasts 12 weeks, and the Winter Term lasts 12 weeks. The number preceding the instruction codes opposite the course number and title indicates the total number of hours of instruction given in the course. The number of hours listed is approximate only; the actual contact hours of a course, or of different sections of a course, may vary from the number indicated in the Calendar, due to the size of the class or section, and the use being made of the tutorial or practical components of the class. This variation is at the discretion of the Faculty of Information; any questions concerning the allotment of hours in a course should be addressed to the BI Program Coordinator.

## Calendar Description

The description is a short summary of topics and themes covered in the course. The description may include information about special aspects of a course, for example field work.

## Prerequisites, Co-requisites, etc.

Students are responsible for fulfilling prerequisites and co-requisites; students enrolled in courses for which they do not have the published prerequisites may have their registration in those courses cancelled at any time without warning. Students must also observe exclusions. Failure to meet these requirements may result in academic difficulties. If students withdraw from a course they must also withdraw from any course for which it is a co-requisite unless the Faculty agrees to waive the co-requisite.

## Exclusions

Students may not enrol in a course if that course lists as an exclusion a course they are currently taking or a course they have already passed. If allowed by special permission to enrol in an excluded course, the second course taken will be listed as an "Extra" course. Students will be required to withdraw from the course if discovered during the session of enrolment and will be refused degree credit in the excluded course if discovered at any time in a subsequent session.

## Prerequisite

A course (or other qualification) required as preparation for entry to another course. If students consider that they have equivalent preparation, they may ask the Faculty concerned to waive the stated prerequisite. Requests regarding the waiver of prerequisites should be directed to Student Services.

## Co-requisite

A requirement to be undertaken concurrently with another course. The co-requisite will be waived if a student has previously obtained standing in it, or if the Faculty consents.

## Recommended Preparation

Background material or courses that may enhance a student's understanding of a course.

[This image](#) shows a course description in diagram form, with explanations of all the various symbols.

## Section Code

Section codes do not appear in the Calendar. In the Timetable, a section code is associated with a course code to indicate when the course is offered:

- F = "First Term"; i.e. first term of the Fall/Winter Session (September – December) or first term of the Summer Session (May-June)
- S = "Second Term"; i.e. second term of the Fall/Winter Session (January – April) or second term of the Summer Session (July – August)

# Rules & Regulations

## Note:

While the Student Services Office is 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, observance of exceeded courses, etc., for completion of Program details, for proper observance of degree requirements, the Distribution/Breadth Requirement and for observance of regulations, deadlines, etc. Students are responsible for seeking guidance from a responsible officer if they are in any doubt; misunderstanding, or advice received from another student will not be accepted as cause for dispensation from any regulation, deadline, program or degree requirement.

Students should also note the **Important Notices** section of this Calendar.

## Registration

Details of the procedures by which students of the Faculty of Information register -- enrol in courses for which they are eligible, and pay or make arrangements to pay fees -- are found in the Registration Instructions online: <https://ischool.utoronto.ca/areas-of-study/bachelor-of-information/>

## Taking Courses Outside the Faculty

### Courses from other academic units at the University of Toronto

Students registered in the Faculty of Information may not enrol in courses offered by other Faculty's at the University of Toronto without permission of the Program Director.

## Course Loads

For more information on course loads please refer to the Guide to Programs & Courses section.

### Fall/Winter Session

The recommended course load for full-time students in each of the Fall and Winter terms is no more than 2.5 FCE.

### Summer Session

The maximum course load during the Summer Session is 1.0 FCE per term.

## Cancelling Courses or Registration

### Cancelling Courses

Students who do not intend to complete a course or courses must cancel the course on ACORN ([www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)) 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 mark for that course (unless Late Withdrawal is requested: see below for details). Not attending classes, ceasing to complete further course work, and/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 mark earned, including a zero for incomplete work. Students in the Bachelor of Information program **need prior approval before dropping a course**. Plan to speak with your academic advisor before making any enrolment changes.

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 allegation.

## Cancelling Registration

Students who wish to cancel all their current courses in the Fall/Winter Session or in the Summer Session, and who do not intend to enrol in any other courses for the rest of the Session, must notify the Student Services office in writing. The cancellation of registration must be completed by the appropriate deadline in order for the student not to incur an academic penalty. When cancelling their registration, students must:

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

Please note: Students who have not achieved final standing (a final passing mark/P/CR) in at least one course in the Faculty of Information who cancel their registration must re-apply for admission through the Ontario Universities Application Centre if they wish to return in the future.

## 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 website.

### Fees and Payment

Payments to cover fees may only be made at financial institutions, not in person — consult the Registration Instructions & Timetable or the Office of Student Accounts website ([www.fees.utoronto.ca](http://www.fees.utoronto.ca)) 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 deemed 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 normally may not re-register at the University until these accounts are paid.

### Fees for International Students

In accordance with the regulations of the Government of Ontario, certain categories of students who are neither Canadian citizens nor permanent residents of Canada are charged higher academic fees. Refer to the Student Accounts web site at [www.fees.utoronto.ca](http://www.fees.utoronto.ca) for details.

Further information on fees may be obtained by students from the Student Accounts Office, University of Toronto, 215 Huron St., Toronto, Ontario, M5S 1A2; 416-978-2142.

### Financial Assistance

A limited number of in-course bursaries, scholarships and awards are 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 from Student Services.

### 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 Faculty of Information students who have outstanding recognized University obligations:

1. Official transcripts of record will not be issued.
2. The University will not release the diploma 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 but will not receive their diploma until their account is paid.
4. Registration will be refused to a continuing or returning student.
5. Official letters (e.g., confirmation of graduation, QECO) will not be issued.
6. Education verifications may not be issued.

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

## Course Marks

### Term Work and Term Test Regulations

The following regulations summarize the Faculty's implementation of the University Assessment and Grading Practices Policy, Parts A and B, available on the Governing Council web site at [www.governingcouncil.utoronto.ca/policies.htm](http://www.governingcouncil.utoronto.ca/policies.htm) (however grade scales relevant to the Faculty of Information can be seen below).

### Marking Schemes

As early as possible in each course, and no later than the last date to enrol in the course, the instructor shall make available to the class, and shall file with the Faculty, the course marking scheme, i.e., methods by which student performance shall be evaluated. This should include whether the methods of evaluation will be essays, tests, class participation, seminar presentations, examinations, or other requirements; the relative weight of these methods in relation to the overall mark; and the timing of each major evaluation.

No essay, test, examination etc. in the marking scheme may be assigned a weight of more than 80% of the course mark. This limit does not apply when an instructor makes an accommodation at a student's request to take into account assessments missed for legitimate, documented reasons.

After the marking scheme has been made known by the last date to enrol in the course, the instructor may not change it or the relative weight of assessments without the consent of a simple majority of students attending the class, provided the vote is announced no later than in the previous class. Any changes must be reported to the division or the department. The only exception to this is in the case of the declaration of a disruption. [Please see the University's Policy on Academic Continuity.]

In the event that this policy has not been followed, a student may petition to have the course removed from the record, provided such a petition is filed no later than the last day of classes.

## Term Work

Instructors shall return one or more marked assignments worth a combined total of at least 10% of the total course mark for all courses prior to the last date for withdrawal from the course without academic penalty.

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 Student Services for an extension of the deadline. This extension may be for no longer than five business days after the end of the Examination period. If additional time beyond this period is required, students must petition through the Committee on Standing before the end of the examination period for a further extension of the deadline. (See section below on Petitions) Speak to Student Services if you need to pursue this process.

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 to the student with such detailed comment as the instructor deems appropriate, and time made available for discussion of it. Any enquiries or appeals about a graded piece of work must be made to the instructor as soon as possible and no later than two weeks after the work was returned. Instructors must keep unclaimed term work for at least six months beyond the end of the course, and it will be stored at Student Services.

## 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. This includes term tests, "take-home tests" and assignments where the topics or questions are both assigned and due with the last two weeks of classes.

All term tests must be held on or before the last day of classes. No term test may be held during Reading Week in November and in February, during the Study Break in April, or during Faculty Examination Periods.

## Missed Term Tests and Assignments

While it is the student's responsibility to meet course deadlines, we acknowledge that students sometimes encounter unforeseen or uncontrollable circumstances that can severely interfere with their ability to be present for in-class assessments or assignments.

Some examples of reasons you may not fulfill your academic obligations:

- Severe personal illness
- Illness or death of a close family member
- Personal or family crisis
- Other extenuating circumstances

Students who miss an assessment, during the term, for reasons entirely beyond their control should meet with their Academic Advisor and submit a **Term-Work petition**. A petition is your formal request for an exception to a Faculty or University rule, regulation or deadline. Appropriate supporting documentation will be required.

Once you have submitted your Term-Work petition online, you can either email your academic advisor (Lindsay Jackowetz [lindsay.jackowetz@utoronto.ca](mailto:lindsay.jackowetz@utoronto.ca)) with your supporting documentation(s) or drop off the document(s) at the Student Services Office at BL221.

Students who do not provide appropriate or sufficient supporting documentation will be given a grade of 0 (zero) in that assessment.

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 beyond their control may, no later than one week after the missed test, submit to the instructor or Student Services Office a request for special consideration explaining the reason for missing the test, and attaching appropriate documentation, such as the Verification of Illness or Injury form ([www.illnessverification.utoronto.ca](http://www.illnessverification.utoronto.ca)).
2. If a request with documentation cannot be submitted within one week, the Student Services Office may consider a request to extend the time limit.
3. A student whose explanation is accepted by the Student Services Office will be entitled to one of the following considerations:
  - Whenever possible, the student may be offered the opportunity to do a make-up test.
  - Where a make-up test is not possible or the student's circumstances do not permit a make-up test, the instructor may allocate the percentage weight of the test to any combination of the remaining term work and/or final exam in the course.
  - If the student misses the remaining term work for acceptable reasons, the full percentage weight of the missed work may be allocated to the final exam. Exception: the weight of a final exam in a 200-series course may not be increased beyond 80% as an initial accommodation for a legitimate absence. However, if the student misses the make-up opportunity or subsequent test that was to be re-weighted, then the weight of the final exam may be increased beyond 80%.
  - In courses where the mid-term test is the only marked work in the course other than the final examination, an initial make-up test opportunity normally must be given.
4. No student is automatically entitled to a second make-up test opportunity. The Faculty of Information will determine what accommodation is appropriate for a student who misses a make-up test for legitimate reasons.
5. A student who misses a term test cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that no term work was returned before the drop date.

## Requests for Re-Marking of Term Work

A student who believes an individual item of work has been incorrectly or unfairly marked may request that it be remarked. Such requests should be made initially to the instructor in the course as soon as possible after the work was returned, and no later than two weeks after it was returned.

If an instructor refuses the request to remark a piece of work, or if the student believes the remarking was incorrect or unfair, the student may appeal to the BI Coordinator. In cases where the BI Coordinator is the instructor, appeals can be made to the Student Services Office. These will be managed by the Associate Dean - Academic at the Faculty of Information.

Appeals beyond the Student Services Office should be made to the Office of the Dean. Such appeals about the marking of term work must be made in writing. They will be reviewed to ensure that appropriate procedures have been followed in earlier appeals, that the student has been treated fairly, and that the standards applied have been consistent with those applied to other students doing the assignment. The Office of the Dean is the final level of appeal for marks in the Faculty of Information; no further appeal is possible.

An appeal of a mark beyond the instructor for term work may only be made for an item worth at least 20% of the course mark.

All appeals beyond the instructor must be made in writing in a timely manner, and no later than two weeks after the work was returned, explaining why the student believes the mark was inappropriate and summarizing all previous communications in the matter.

Students making a request for a remarking must accept that the resulting mark will become the new mark, whether it goes up or down or remains the same.

## Faculty Final Examinations

In 300- and 400-series courses, the individual instructor will decide whether or not an examination is appropriate. The ratio of term work to examination 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 term. 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 resulting from personal commitments.

Students who are unable to write their examinations due to illness, etc., should contact Student Services (see "Petitions Regarding Examinations", below).

Students who cannot write a final examination at the scheduled time due to a religious obligation should contact Student Services as soon as the conflict is known, and no later than three weeks prior to the scheduled examination.

#### 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 ten minutes before the commencement of the examination.
3. Candidates shall bring their photo identification (signed Photo ID) and place it in a conspicuous place on their desks. Photo identification may include any one of the following, as long as it contains a photo and a signature: current University of Toronto Photo ID (TCard) OR up-to-date Passport (any country) OR current Driver's License (any country) OR current Canadian health card (any province or territory).
4. Candidates shall place their watch or timepiece on their desks.
5. All coats and jackets should be placed on the back of each candidate's chair. All notes and books, pencil cases, turned off cell phones, laptops and other unauthorized aids as well as purses should be stored inside candidate's knapsack or large bag, which should then be closed securely and placed under candidate's chair. Candidates are NOT allowed to have a pencil case on their desk and any pencil cases found on desks will be searched. All watches and timepieces on desks will be checked. Candidates are not allowed to touch their knapsack or bag or the contents until the exam is over. Candidates are not allowed to reach into the pockets or any part of their coat or jacket until the exam is over.
6. The Chief Presiding Officer has authority to assign seats to candidates.
7. Candidates shall not communicate with one another in any manner whatsoever during the examination. Candidates may not leave the examination room unescorted for any reason, and this includes using the washroom.
8. No materials or electronic devices shall be used or viewed during 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 a Palm Pilot or Blackberry), pagers, electronic dictionaries, tablets, Smart Watches and Smart Glasses.
9. Candidates who use or view any unauthorized materials or electronic devices while their examination is in progress - 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 suspension.
10. 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.
11. Candidates shall remain seated at their desks during the final ten minutes of each examination.
12. 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.
13. 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.

**The University is not responsible for personal property left in examination rooms.**

## Late Withdrawal – LWD

The Faculty of Information has a mechanism to assist students, in conjunction with the Student Services Office, to remedy situations, where personal or other circumstances mean they are irretrievably behind in a course.

Degree students in the Faculty of Information may request to withdraw without petition from a total of no more than 1.5 Full Course Equivalent (FCE), provided such a request is made by the last day of classes in the relevant term.

Students will make such requests to the Student Services Office.

Withdrawals approved under this procedure will be noted on the academic record by the course status LWD (Late Withdrawal). This course status will have no effect on the GPA or other elements of the academic record.

Students who have fallen behind with assignments or are not at all prepared to write exams in one or more of courses will be expected to make use of this remedy, and should contact their Student Services Office immediately.

Students seeking to avail themselves of this remedy will be expected to work with their Student Services Office advisor to analyze what led to their predicament, to discuss what steps they can take to prevent it from happening again, and to learn from their experiences.

Students who transfer to the Faculty of Information from the University of Toronto St George campus, University of Toronto Mississauga (UTM) or the University of Toronto Scarborough (UTSC) will have all LWD requests (if any) included in their Faculty of Information academic record. These LWD requests are counted towards the 3.0 FCE maximum.

Note that the option for Late Withdrawal is not available if an allegation of academic misconduct is under investigation. If LWD was previously granted in the course, it will be revoked and the percentage grade will stand as the course grade.

Please note: Students who have not achieved final standing (a final passing mark/P/CR) in at least one course in the Faculty of Information who cancel their registration must re-apply for admission through the Ontario Universities Application Centre if they wish to return in the future. Late Withdrawal (LWD) does not constitute final standing in a course.

## "Extra" Courses: Repeating and Excluded Courses

### Repeating Passed Courses

Students may not repeat any course in which they have already obtained credit (a mark of 50% or higher/P/ CR) with two exceptions:

1. When students need to achieve a minimum mark in a course for entry to a limited-enrolment program or for meeting a prerequisite to take another course in their program, they may request the option to repeat such a course once from Student Services. The repeated course will be designated Extra: it will appear on the academic record but it will not be included in GPA calculations or in the degree credit count.
2. Students may repeat up to 1.0 FCE in which they have already obtained credit for reasons other than to meet a minimum mark for entry to a limited-enrolment program or for course prerequisite purposes. The repeated course will be designated Extra: it will appear on the academic record but it will not be included in GPA calculations or in the degree credit count. Students may not use this one-time-only allowance to subsequently repeat a passed course again after having repeated the same course for reasons noted in i) above, i.e., they may repeat a specific passed course only once.

Students requesting to repeat a course must do so in the Student Services Office, where they will receive appropriate advising and will be enrolled in the course, provided there is space available, only after other degree students have had an opportunity to enroll.

### Exclusions

Students may not receive degree credit for a course that lists as an exclusion a course they are currently taking or a course they have already passed. If they enrol in such a course, they may be removed at any time during the enrolment period or during the session at the discretion of the department, or the course will be designated Extra: it will appear on the academic record but it will not be included in GPA calculations or in the degree credit count.

# Grading Regulations

## Marks Review Procedure

The Faculty of Information implements the Grading Regulations, reviews course marks submitted by academic units and posts the official marks. Official marks are communicated to the students via ACORN.

The Faculty of Information has an appointed administrator and faculty member (Associate Dean, Academic) who is responsible for reviewing marks submitted by instructors. This appointed faculty member may ask for clarification of any anomalous results or distributions, or disparity between sections of the same courses. Both the appointed faculty member and 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. Marks, as an expression of the instructor's best judgment of each student's overall performance, will not be determined by any system of quotas.

## GPA Equivalency Chart

Percentage	Letter Grade	Grade Point Value *	Grade Definition	
90-100	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.

Note:

In order to "obtain standing" in a course, a student must receive at least a passing grade (50%/P/CR 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 are:

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

**CR/NCR** - Credit/No Credit; see above

**EXT** or **XTR** or **X** - Extra course, not for degree credit; course has no effect on status or grade point average.

**GWR** - Grade withheld pending Review

**IPR** - (Course) In Progress

**LWD** - Late withdrawal without academic penalty

**NGA** - No grade available

**P/FL** - Pass/Failure. In cases where the FL grade is used in calculating grade point averages, the symbol "FL %" is used and a grade point value of 0.0 is assigned

**SDF** - Standing Deferred; granted only by petition

**WDR** - Late Withdrawal without academic penalty after the relevant deadline; granted only by petition. (Refer to information on Petitions).

## Grade Point Average

The Grade Point Average (GPA) is the weighted sum (a full course is weighted as 1.0, a half-course as 0.5) of the grade points earned, divided by the number of courses in which grade points were earned.

Courses that are not included in the GPA are: courses noted with AEG standing, transfer credits, courses designated as Extra, courses taken as CR/NCR, and courses evaluated on a Pass/Fail basis in which a grade of Pass (P) is achieved. If a grade of Fail (FL) is achieved in a course evaluated on a Pass/Fail basis, a grade point value of 0.0 may be assigned in which case the course is included in the GPA.

Courses taken as a non-degree student or a non-degree visiting student are included in the GPA. Four types of grade point averages are used:

1. The sessional GPA is based on courses taken in a single term or Session (Fall, Winter or Summer);
2. The annual GPA is based on courses taken in the Fall/Winter Session;
3. The cumulative GPA takes into account all courses taken in the Faculty, except courses marked Extra, courses completed with a grade of P, and courses taken as CR/NCR;
4. The Concurrent Teacher Education Program (CTEP) GPA takes into account all Bachelor of Education courses. This GPA is only used for CTEP students.

Sessional, annual, and cumulative GPAs are also calculated for all non-degree and non-degree visiting students. For non-degree students who have completed a degree in the Faculty, the cumulative GPA includes all courses taken both as a degree student and as a non-degree student.

## Academic Standing

There are four kinds of academic standing: In Good Standing; On Probation; On Suspension; Refused Further Registration. Academic standing is assessed for the first time at the end of the session in which a student achieves final standing in at least 0.5 Full Course Equivalents (FCE) (excluding Credit/No Credit, Pass/Fail, and courses marked Extra) in the Faculty of Arts & Science.

### Academic standing is assessed twice a year:

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

### In Good Standing:

Students are described as In Good Standing if they have not been assessed as On Probation, Suspended nor Refused Further Registration; these terms are explained below.

### Probation; Suspension; Refused Further Registration

1. A student shall be on academic probation who
  1. has a cumulative GPA of less than 1.50 or
  2. returns from suspension.

2. A student who is on probation and, at the end of the relevant Fall/Winter Session or Summer Session
  1. has a cumulative GPA of 1.50 or more shall be in good standing
  2. has a cumulative GPA of less than 1.50 but an annual GPA of 1.70 or more (Fall/Winter Session)/sessional GPA of 1.70 or more (Summer Session) shall continue on probation.
  3. has a cumulative GPA of less than 1.50 and an annual GPA of less than 1.70 (Fall/Winter Session)/sessional GPA of less than 1.70 (Summer Session) shall be suspended for one calendar year unless a one-year suspension has previously been imposed, in which case a three-year suspension will be imposed.
3. A student who, having been suspended for three years, is again liable for suspension shall be refused further registration in the Faculty.

This image shows how Academic Standing is determined.

**NOTE: Students On Academic Probation may take no more than 2.5 Full Course Equivalents (FCE) in each of the Fall and Winter terms, and no more than 1.0 FCE in each of the Summer terms.**

## Appeals and Petitions

Students are responsible for observing sessional dates, course prerequisites, and exclusions, satisfying the degree requirements and following the rules and regulations in the Calendar and the Registration Instructions. Failure to follow regulations, requirements and deadlines may result in academic and/or financial consequences or penalties, and failure to inform oneself about these will not be accepted as sufficient excuse to avoid these consequences. Students should always consult the Student Services Office 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.

### Appeals At the Degree Program Level (BI Program)

Academic appeals concern issues arising within a course that relate to the pedagogical relationship of the instructor and the student, such as the organization of a course, grading practices, or conduct of instructors. These fall within the authority of the BI Program Director and are not the subject of petitions. Students are encouraged to discuss any issues regarding the academic aspects of a course first with the instructor. It is recommended that such discussions should be documented in writing where appropriate. The successive stages of appeal after the course instructor must be documented in writing. These successive stages are: the Undergraduate Program Coordinator; the Associate Dean, Academic; then the Office of the Dean, Faculty of Information. An appeal must have been reviewed at the academic unit level before being referred to the Dean's Office; appeals to the Dean's Office must be in writing.

### Petitions to the Faculty

Petitions concern issues relating to degree requirements, academic regulations, examinations, and administrative rules. These may be petitioned to the Faculty of Information by way of the Student Services Office, provided the petition is submitted prior to the specified deadlines. The Faculty recognizes that an exception may be required in the face of unpredictable, exceptional circumstances. In submitting a petition to have regulations waived or varied, students must present compelling reasons and relevant documentation, and must demonstrate that they have acted responsibly and with good judgment in attempting to observe Faculty regulations. Students are requested to present their entire case from the outset so their circumstances may be reviewed adequately for an equitable decision. The Committee on Standing routinely denies petitions that in its view do not present a valid reason for an exception to the regulations. Students are encouraged to seek advice on all such matters from their Student Services Office.

Petitions must 1) state the student's request; 2) provide the reasons why an exception should be made in a clear and concise manner; and 3) be accompanied by relevant supporting documentation. A petition is considered in confidence by the Committee on Standing, 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 a valid UofT email address to which a petition decision may be sent. Only UofT email will be used to reply to petitions. Non-receipt of a decision due to incorrect email address is not grounds for reconsideration.

### Deadlines to File Petitions

The deadlines for petitions are strictly enforced. If there are compelling reasons why a petition is being filed after the deadline, a covering letter explaining the reasons and requesting late consideration must accompany the petition. The issue of lateness must be satisfactorily resolved before the substance of the petition may be considered. Late petitions without sufficient reason for lateness will not be considered, no matter how compelling.

### Petitions for Term Work

- The deadline is five working days after the last day of the examination period for the term in question (for term work during the Fall term, the deadline is five working days after the University reopens in January).

### Petitions for Examinations

- The deadline is five working days after the last day of the examination period for the term in question (for December examinations, the deadline is five working days after the University reopens in January)

### Petitions for Withdrawal (see also Late Withdrawal above)

- Fall-Winter Session courses: The deadline is the following 15 November
- Summer Session courses: The deadline is the following 28/29 February

All documentation supporting petitions must be submitted as soon as possible, and no later than three weeks after the date the student initiates the petition.

Late petitions and petitions with late documentation will not be considered, as above.

### Documentation in Support of Petitions

The Faculty 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. Acceptable forms of documentation are of two types:

#### 1) Medical:

- The best medical documentation acceptable at the University of Toronto is the University's Verification of Illness or Injury Form. ([http://www.illnessverification.utoronto.ca/document/Verification%20of%20Student%20Illness%20\(VOI\)%20-%20March%207%202018%20-%20AODA.pdf](http://www.illnessverification.utoronto.ca/document/Verification%20of%20Student%20Illness%20(VOI)%20-%20March%207%202018%20-%20AODA.pdf)) This form is designed to solicit the information needed for a petition, and nothing more. When submitted with a petition, students submit the original document only; no faxed or scanned copies will be accepted. This form may only be completed by Dentists, Nurse Practitioners, Physicians/Surgeons, Psychologists, Psychotherapists or Social Workers registered and licensed in Ontario: [www.illnessverification.utoronto.ca](http://www.illnessverification.utoronto.ca).
- If a student must substitute another document, the best document will contain precisely the same information required on a Verification of Illness or Injury form: date(s) of visits, date range when the student was affected by the medical circumstances, and the degree of impact on the student. This documentation must be original and be clearly marked with a signature, the practitioner's address, and the practitioner's registration number.

#### 2) Non-Medical:

- Associate Registrar's Letter (appropriate in certain circumstances)
- Accessibility Services Letter (required for accessibility-related petitions)
- For Non-University letters: If you are missing a test/assignment or submitting an assignment late due to **non-medical emergencies**, the appropriate supporting documentation appear on the writer's official letterhead, include contact information and official stamp (if available). The document should include the following:
  - The student's full name.
  - The writer's relationship to the student (e.g. pastor).
  - The relevant circumstances or events, severity and how they interfered with the student's capacity to attend to academic work (e.g. mild, moderate, serious, severe).
  - That the writer has direct first-hand knowledge of the circumstances, rather than second-hand knowledge reported by the student.

- Relevant dates (i.e. when the writer has had contact with the student).
- The student's signature to indicate they gave the writer permission to share the information in the document with the Faculty and permission to allow the Faculty to verify the information with the writer.

### **Medical Documentation:**

If illness is being presented as the reason for the request for an exception or an accommodation, the claim of illness itself is not necessarily sufficient grounds to guarantee approval of the request. All cases are examined in their entirety before a decision is made: an illness or injury's duration and resulting incapacitation are taken into account along with other relevant factors in the context of the course at issue. Note that the physician's report must establish that the patient was examined and diagnosed at the time of illness, not after the fact. The Faculty will not accept a statement that merely confirms a later report of illness made by the student to a physician.

### **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 Student Services prior to the deadline if an extension to the deadline is being requested. Students should expect no consideration if an issue is raised after the assignment deadline, although we encourage you to connect to Student Services to discuss options that may be available.

Normally, all term work must be submitted by the last day of classes, unless an earlier date has been specified by the instructor. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up until five working days after the end of the examination period, provided that a student presents legitimate reasons, e.g. illness, with appropriate documentation as determined by Student Services.

Extensions beyond five business days after the end of the examination period can be approved only through a petition. Such petitions for an extension of time for term work must also be initiated within five business days after the end of the relevant examination period. Late requests will not be considered. Students must file the petition after consultation with Student Services and the instructor regarding a suitable extension date. The Committee on Standing consults with Student Services and the instructor 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 have been in contact with their instructor before the initial deadline and must continue working on the outstanding assignments while they await a decision.

### **Petitions Regarding Examinations (see also Examinations)**

Students are expected to write their 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** as students are expected to make themselves available during the published Examination Period to write final examinations.

In response to a petition for a deferred examination, a student may be granted the opportunity to write a special examination at a subsequent examination period or the regular examination in the next offering of the course. Satisfactory documentation must be provided to corroborate illness (see above). Students with chronic illnesses must provide medical documentation for the specific date on which the illness was acute, or a letter from Accessibility Services for those registered for such a disability (indicating they were seen at the time of flare up, etc.).

Students who have missed an examination and are requesting a deferral must submit a petition no later than one week after the end of the examination period through Student Services.

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. 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 mark to one that includes a zero for the final examination. No further consideration will be given.

The Faculty posts, as soon as possible after the regular examinations have been scheduled, personal deferred examination schedules online for students who have paid the deferred examination fee. The table below should be used as a guideline; deferred exams may occur outside of this timeline.



Final Examination	Deferred Examination
April	<ul style="list-style-type: none"> <li>• June examination period, if course is offered in the first term of the Summer (May to June)</li> <li>• Usually August examination period for all others; could be December or April the following year</li> </ul>
June	<ul style="list-style-type: none"> <li>• August examination period, if course offered in the second term of the Summer (July to August)</li> <li>• December examination period, if course offered in Fall term</li> <li>• Usually August examination periods for all others; could be April the following year.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Usually December examination period; could be February/April the following year.</li> </ul>
December	<ul style="list-style-type: none"> <li>• April examination period, if course offered in Winter term</li> <li>• Usually February Reading Week for all others; could be December the following year.</li> </ul>

Students who must write a deferred examination in a course that serves as a prerequisite for subsequent courses may enrol in those courses provided they obtain the approval of the academic unit concerned and provided the term mark in the prerequisite (deferred) course is at least 60%. If students are enrolling in courses for which the deferred examination is a prerequisite, they are advised to consult the academic unit sponsoring the upcoming course: as they do not have the stated prerequisite, they may be removed during a pre-requisite check and reinstatement may not be possible if the course is full.

### Special Accommodations Fee

Students who request permission to write an examination outside the normal examination arrangements, e.g. at an Outside Centre, must submit a petition making their request at least three weeks prior to the beginning of the examination period. Late requests cannot be accommodated. If permission has been granted for the examination to be written at an Outside Centre, students are responsible for all costs for invigilation, postage, etc. charged by the Outside Centres involved. Students are advised to determine the total cost before petitioning. Such permission is granted only in the most extreme circumstances.

### Notes:

1. 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 any further courses until the outstanding course work has been completed and final cumulative and sessional GPAs and status for the session have been assessed.
2. A second deferral of an examination is generally not permitted. In the unusual instance where a second deferral is granted, the student may not enrol in further courses until the deferred examination has been written and the course has been completed. In such instances, pending the second deferred examination a mark of "0" for the examination will be included in the calculation of the course mark and the "SDF" notation will be replaced by the resulting mark. Students are charged a further fee for each subsequent deferred examination.
3. Students who are not feeling well at the time of an examination must decide whether they are too ill to write. If unsure, they should seek medical advice. Students who become ill during an examination and cannot complete the examination must notify the Presiding Officer at the examination about their situation before they leave the exam hall and should seek immediate medical attention. Students who simply leave the examination hall will be assumed to have completed the examination.
4. If students decide to write an examination which does not go well, they may not petition for a rewrite or late withdrawal. Arguments after the fact 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 poor performance on an examination.
5. Students who choose to write an examination against medical advice 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.

## Appeals Concerning Petition Decisions

Appeals concerning petition decisions progress as follows:

1. Petition to the Committee on Standing by appropriate deadline submitted through Student Services;
2. Appeal to the Committee on Standing within ninety days of the first decision; second petition submitted through Student Services;
3. Appeal to the Dean's Office within ninety days of the second decision; written request for a hearing submitted through Student Services;
4. Appeal to the Academic Appeals Committee of Governing Council within ninety days of the decision of the Dean's Office; written request for a hearing submitted directly to the Governing Council Office in Simcoe Hall, through the Appeals, Discipline and Faculty Grievances Office.

## Reassessment of Marks

### Requesting a Recheck of Calculation of a Course Mark

If a student believes that there has been an arithmetical error in calculating the course mark, a recheck can be requested. A recheck can be requested with or without requesting a photocopy or viewing of the final examination. The student must provide a written request to Student Services within six months of the final examination (see list of deadlines below). Whenever possible, the student should indicate precisely the location of the possible error. The BI Coordinator, or the Instructor of the course concerned will check that the examination marks have been added correctly; the examination will not be reread. The BI Coordinator, or the Instructor of the course concerned will also check that all term work marks have been correctly calculated. There is no fee for the recheck of a course mark. .

### Requesting a Reread of Faculty Final Examination

If a student believes that a final examination has been incorrectly marked in its substance, or that a portion of an examination has not been marked, a reread of the final examination may be requested. Once the exam has been reviewed by the student, a "Request for Reread of Final Examination" form must be submitted to the Student Services Office within six months of the final examination (see list of deadlines below). The student must demonstrate that that examination 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 BI Coordinator, or the Instructor of the course concerned will reread the examination in light of the arguments presented. There is a \$36.00 fee for this procedure, which is in addition to the fee of \$15.00 charged for a photocopy of the final examination. If the mark is changed as a result of this review, both the photocopy fee (if paid) and the reread fee will be refunded. It should be noted that when a course is failed, the examination must be reread before the mark is reported.

**NOTE:** A recheck or reread may result in a raised mark, a lowered mark, or no change. By requesting a reread or recheck a student agrees to abide by the outcome.

Deadlines for requesting a recheck or a reread:

- February examinations - the following August 31
- April examinations - the following October 31
- June examinations - the following January 15x
- 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>.

## Mailing Address

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

## E-Mail Address

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 UTMail+ account is mandatory; see "University Policy on Official Correspondence with Students" at: <http://www.governingcouncil.utoronto.ca/policies.htm>.

## TCard

The TCard is the official University of Toronto student ID card, bearing student information including name, student number, and image. It serves various functions, including library card, meal plan card & access card (if applicable). It is used for identification purposes within the University, such as Faculty examinations, student activities, and Athletic Association privileges. In order to get your first TCard you will be required to present documentation to validate your identity and citizenship status. The loss of the card must be reported promptly to the College Registrar or TCard office, the Library, and Meal Plan provider (if applicable). There is a fee for the replacement of lost cards. For more information on TCard issuance and services, visit <http://sites.utoronto.ca/tcard/>.

## Statement of Results

Students are able to check their course results, grade point averages, and academic status by accessing their academic record online through ACORN. Final course results will be available for viewing on ACORN as soon as possible after they are received and posted by the Student Services Office. Note that academic status is only assessed at the end of the Fall/Winter session and the end of the Summer session.

Students not in good standing (i.e. on probation, or suspended, or refused further registration) will receive notification by email to their UTMail+ account.

## Transcripts

The transcript of a student's record reports their 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 standing including records of suspension and refusal of further registration, any current academic sanctions if relevant, completion of program(s) at the time of graduation, and conferral of the degree.

The University of Toronto issues consolidated transcripts, including a student's total academic record at the University. However, graduate students who were previously enrolled at the University of Toronto as an undergraduate student may request that only the graduate portion of their record be issued. Students may request their transcript online at [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca). Further information can be obtained at [www.transcripts.utoronto.ca](http://www.transcripts.utoronto.ca). A fee of \$12.00 (subject to change) is charged for each transcript. Requests may also be made in person or by mail to:

University of Toronto Transcript Centre  
 Enrolment Services  
 172 St. George Street  
 Toronto, ON M5R 0A3  
 Email: [transcripts@utoronto.ca](mailto:transcripts@utoronto.ca)

### Course descriptions

Copies of course descriptions are issued at the student's request. The cost is \$5.00/session (with an unlimited number of courses within each session). Requests listing all courses/sessions needed may be made in person or by mail to:

University of Toronto Transcript Centre  
 Enrolment Services  
 172 St. George Street  
 Toronto, ON M5R 0A3  
 Email: [transcripts@utoronto.ca](mailto:transcripts@utoronto.ca)

Request forms can be obtained online at [www.transcripts.utoronto.ca](http://www.transcripts.utoronto.ca). Each request should also include the student's surname and given names (or previous surname, if applicable), student ID, address of where to mail the course descriptions, daytime/cell phone number and email address.

## University of Toronto 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. The University will assume that each student must have become familiar with the policies. The rules and regulations of the Faculty are listed in this calendar. In applying to 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/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm)

Those which are of particular importance to students are:

- Code of Behaviour on Academic Matters
- Code of Student Conduct
- Policy on University Assessment and Grading Practices (updated in 2012)
- Policy on Official Correspondence with Students
- Policy on Access to Student Academic Records
- Policy on Academic Transcripts (updated in 2012)
- Policy on Academic Continuity (updated in 2012)

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

# Bachelor of Information

## Bachelor of Information (IS BI)

The Bachelor of Information (BI) is a two year, professional, second-entry undergraduate degree program offered by the Faculty of Information. It consists of 11.0 full course equivalent (FCE) and students can apply in the second year of their undergraduate degree.

The BI considers the interactions between social worlds and information technologies, providing students with the conceptual tools and practical techniques necessary to understand and effect change in a data-intensive society. The program integrates design thinking, critical scholarship, and experiential learning to provide students with the knowledge and skills necessary to design and critique complex technical, political, and cultural responses to new and enduring information practices.

The academic content of the BI is clustered around three interdependent content areas (9.0 FCEs): The first examines theories of information, power and culture; the second addresses how information practice is organized at many social and political scales; and the third concerns techniques of digital practice. The common curriculum also includes two integrative courses: Work Integrated Learning Practicum and Capstone Project which will allow students to fully consolidate their learning.

### Admission Requirements:

Minimum Admission Requirements:

The BI is a second-entry undergraduate program. Students will apply directly to the program after having completed at least the equivalent of two years of full-time study at the undergraduate level in any discipline.

To be eligible for admission to the BI, applicants must submit:

1. Official transcripts meeting academic requirements with at least 10.0 FCE university-level courses, of which 4.0 FCE must be at the 200-level or greater.
  - a. A minimum average of 70%, or 2.70 GPA in the most recent 5.0 FCE completed.
  - b. At least 0.5 FCE with a grade of 70% or above in each of the following areas:
    - formal systems (example courses include Calculus, Statistics, Formal Logic, Coding, or other math or science focused courses),
    - socio-cultural systems (example courses include Media Studies, Cultural Studies, Sociology, or other humanities or social science courses), and
    - creative practice (example courses include Design, Creative Writing, Performance or other art or design focused courses).

Candidates must demonstrate good academic standing and aptitude for transition to the BI program. At the time of application in the spring of second year, only the first 1.5 years of academic standing will be available for initial assessment. Acceptance into the program will be conditional upon the candidate completing second year and achieving the required academic minimums.

### 2. Personal Statement

A 400-500 word essay will specifically address the applicant's intent in entering the BI program, their expectations of the program, and the ways in which their academic and other experience has prepared them for it. The essay will help the admissions committee identify applicants with excellent written communication skills, and to determine fit between the applicant's expectations and the BI program itself.

#### 4. Proof of English Facility (if applicable)

All applicants educated outside Canada whose primary language is not English must demonstrate proficiency in the English language. The English language requirement may be satisfied using one of the following tests:

a) Test of English as a Foreign Language (TOEFL) with the following minimum scores:

- paper-based TOEFL exam: 600 with 5.5 on the Test of Written English (TWE)
- Internet-based TOEFL exam: 107/120 with 24/30 on the speaking section and 27/30 on the writing section.

b) Michigan English Language Assessment Battery (MELAB) with a minimum required score of 95.

c) International English Language Testing System (IELTS) with a minimum required score of 8.0.

d) English Language Diagnosis and Assessment (ELDA)/Certificate of Proficiency in English (COPE) with a minimum required score of 6 and at least 3 in the writing portion.

The above application material will allow the admissions committee to admit only those students with a high likelihood of success in the BI. The admissions committee will examine the admissions portfolio as a whole and evaluate them on these criteria:

- success in current or previous academic environment;
- English proficiency;
- written communication skills;
- demonstrated interdisciplinary interest and facility;
- fit between students' intent and program goals;
- evidence of scholarly achievement as cited by academic references.

#### **Completion Requirements:**

The BI program consists of 11.0 FCE over 5 terms (fall/winter/summer/fall/winter). These include:

- 5.0 FCE (10 courses) in required lecture-based courses

INF 301H Introduction to Information and Power

INF 302H Integrative Approaches to Technology and Society

INF 311H Information in the Cultural Imagination

INF 312H Worlds Become Data

INF 313H Computational Reasoning

INF 314H Information, Memory, and Culture

INF 315H Information Practice in Organizations

INF 411H Information in the Global Economy

INF 412H Data Analytics

INF 413H Information Policy in Canadian and Global Contexts

- 3.0 FCE (6 courses) in required studio-based courses

INF 351H Information Design Studio I: How to Make a Computer. And Why.

INF 352H Information Design Studio II: How to Design

INF 353H Information Design Studio III: Designing Interactive Systems

INF 451H Information Design Studio IV: Information Visualization

INF 452H Information Design Studio V: Coding

INF 453H Capstone Project

- 2.0 FCE (4 courses) in lecture-based electives

INF 481H Special Topics in Information Studies I (Lecture/Elective)

INF 482H Special Topics in Information Studies II (Lecture/Elective)

INF 483H Special Topics in Information Studies III (Lecture/Elective)

INF 484H Special Topics in Information Studies IV (Lecture/Elective)

Special topics courses offer in-depth examinations of selected topics in Information. These will change from year to year, and may include, for example, Surveillance, Audiences, Information and Political Activism, Critical Histories of Information Technologies, Digital Material Culture, Artificial Intelligence and Deep Learning, Advanced Topics in Policy, Advanced Topics in UXD, Advanced Topics in ISD, Advanced Topics in Info and Culture.

- 1.0 FCE in Practicum (2 courses)  
INF 401H Practicum Prep  
Section A: Research Design in Information

Section B: Practicum Prep for the Non-academic Workplace  
INF 402H Work Integrated Learning Practicum.

## Bachelor of Information Courses

### INF301H1: Introduction to Information and Power

**Hours:** 24L/12T

This course addresses the ways in which information and information practices are shaping and being shaped by social conflicts, tensions, and alignments. It introduces and integrates issues of representation and knowledge production, privacy and community, autonomy and control, culture and property that are revealed, alleviated, or exacerbated as information practice changes.

### INF302H1: Integrative Approaches to Technology and Society

**Hours:** 24L/12T

This course explores how society, culture, and understanding of the human condition influence, and are influenced by, technological development. It focuses on the study of interdependent and institutionalized systems of law, economics, culture and technology, exploring the conditions of stability and instability in these systems. We will survey the available theories and methods for understanding large scale socio-technological systems.

### INF311H1: Information in the Cultural Imagination

**Hours:** 24L/12T

How is the idea of information constructed through cultural representation? How do imaginative works provoke us to think about information technologies? This course surveys the cultural history of the idea of information, from its historical roots to present-day representations in popular culture, drawing on film, television, video games, literature, art, advertising, performance, and other media.

### INF312H1: Worlds Become Data

**Hours:** 24L/12T

This course covers issues in the practices of translating phenomena to data and algorithmic description. What happens, what is gained, what is lost, when things that happen in the world are recorded and made into information or recorded as a document? The course explores representation, modeling, correctness, reliability, and bias in data and algorithms.

**Prerequisite:** To be advised.

### INF313H1: Computational Reasoning

**Hours:** 24L/12T

This course introduces principles and concepts of computational thinking and reasoning by providing an overview of data structures and algorithms, logic in computing, and programming paradigms such as object orientation and functions. It is accompanied by tutorials and assignments that make these concepts tangible and enable students to engage productively in the design of computational systems.

**Prerequisite:** To be advised.

### INF314H1: Information, Memory and Culture

**Hours:** 24L/12T

This course offers an opportunity to explore the theories and practices employed by cultural heritage institutions, including libraries, archives, and museums, to acquire, manage and preserve information objects. Students will learn about traditional and contemporary approaches to the making and unmaking of collective memory, and will develop an appreciation for the challenges concerning remembering and forgetting in the digital age.

**Prerequisite:** To be advised.

## INF315H1: Information Practice in Organizations

**Hours:** 24L/12T

This course provides students with an understanding of organizations as social contexts where individuals enact information practices to carry out their work. Social contexts range from corporations and governmental agencies to fan clubs and activist organizations. Topics include ethnography, requirements modeling, records management, and knowledge translation and mobilization.

**Prerequisite:** To be advised.

## INF351H1: Information Design Studio I: How to Make a Computer. And Why.

**Hours:** 24L/24P

By developing a working system using lightweight computing platforms such as Arduino or Raspberry Pi and networked services, students will explore the implications of choices in architecture across the range from mainframes and personal computing to mobile devices and sensors, understand the nature of different network and service architectures including cloud computing, explore the relationship of hardware, data, and programs, and appreciate the various sensing mechanisms through which the world becomes data for the computer in operation.

## INF352H1: Information Design Studio II: How to Design

**Hours:** 24L/24P

Students will develop a general sense of design and the role it plays in the construction of our built environment. Human-centered design practices will be taught. Students will learn to identify important characteristics of the built environment using observational methods drawn from art and design practices, to analyze these characteristics using theories and perspectives drawn from relevant scholarship, and to represent their analyses using techniques of design sketching.

## INF353H1: Information Design Studio III: Designing Interactive Systems

**Hours:** 24L/24P

Using current computational tools students will use human-centered design methods to produce interactive systems that engage with socio-cultural issues and society. The course will mobilize analytic and technical skills drawn from other lecture and studio courses. Students will also engage in self and peer critique in order to reflect on their own digital objects and those they will encounter in society at large.

**Prerequisite:** To be advised.

## INF401H1: Practicum Prep

**Hours:** TBA

There are two options for this course, students are required to select one of the two.

### A: Research Design in Information

As a preparation for an academic practicum, this course provides an introduction to the philosophy, language, lifecycles, and methods of qualitative and quantitative inquiry. The emphasis is on conceptualizing and designing research, based on an appreciation of the epistemological underpinnings of the approaches covered. We will consider the fundamental principles, processes, values, and roles of research into complex questions of the role of information in society. We will explore and learn the basic skills of evaluating, planning, designing, executing, and applying research. Students will be afforded the opportunity to develop research on a question of their choice.

**OR**

### B: Practicum Prep for the Non-academic Workplace

Where a university (or any formal educational setting) is student-centered and focused on facilitating student learning, a workplace is focused on its own strategic goals, stakeholders, and clients. Student learning is peripheral to the purpose of the organization. While it is assumed that any organization that engages a practicum student has a commitment to the educational value of the experience for all parties, employers are not responsible for the student's academic development. In order for learning to occur in the workplace, the processes associated with learning (cognitive, emotional, affective, etc.) must be made conscious and accessible to the learner. This is the overriding purpose of this course: to create independent, autonomous and self-directed learning professionals.

**Prerequisite:** To be advised.

### **INF402H1: Work Integrated Learning Practicum**

**Hours:** TBA

The practicum provides hands-on experience to supplement theoretical knowledge and to develop professional competencies. Students will complete a minimum of 100 hours of project work through one of the following: an unpaid internship, a faculty research project, a not-for-profit or an industry-based project. Students will be required to keep a reflective learning journal based on their personal, professional and intellectual growth, as well as produce a final report on the completion of their placement or project.

**Prerequisite:** INF 401 Practicum Prep

### **INF411H1: Information in the Global Economy**

**Hours:** 24L/12T

This course surveys how information technologies, information services, and information itself are produced, circulated, and consumed. How is information made into a commodity? How are markets for information and information services created and sustained? Students will develop a basic understanding of the political, economic, cultural, and regulatory environment in which information, culture, and technologies are produced, as well as the implications of processes such as globalization, digitization, and commodification for social life.

**Prerequisite:** To be advised.

### **INF412H1: Data Analytics**

**Hours:** 24L/12T

This examines core topics in probability and statistics through the study and practice of data analysis. Topics include hypothesis testing, confidence intervals, counts and tables, analysis of variance, regression, principal components, data summarization, and cluster analysis. Upon completion of this course, students should be able to critically think about data and use/implement standard statistical procedures to perform a wide range of analyses.

**Prerequisite:** To be advised.

### **INF413H1: Information Policy in Canadian and Global Contexts**

**Hours:** 24L/12T

This course provides students with an introduction to the history and development of information policy. Topics include Canadian and international regulations concerning data protection and privacy, intellectual and cultural property, and industrial organization. The course will also cover emerging models of governance and the politics of standards setting bodies and global treaty organizations.

**Prerequisite:** To be advised.

### **INF451H1: To be advised.**

**Hours:** 24L/24P

Problems, practices, and techniques of conveying complex information analysis. Issues of clarity, persuasion, visual literacy, and cultural context will be explored. Students will develop a data visualization project that will speak to or engage surveillance, data analytics, activism, or other issues covered in advanced IDM courses.

**Prerequisite:** To be advised.

### **INF452H1: Information Design Studio V: Coding**

**Hours:** 24L/24P

Students will develop skills in coding principles and practice by working with media artifacts. Students will write and modify code to address and engage issues covered in lecture based courses.

**Prerequisite:** To be advised.

### **INF453H1: Capstone Project**

**Hours:** 24L/12P

A self-guided and collaborative student project. Students will identify a design problem, design a creative solution to the problem using a combination of skills from previous courses, and share their project with the class. Students will present the outcomes of their project in both visual and written formats.

**Prerequisite:** To be advised.



**INF481H1: Special Topics in Information Studies I (Lecture/Elective)**

**Hours:** 24L/12T

Special Topics in Information Studies I (Lecture/Elective)

**INF483H1: Special Topics in Information Studies III (Lecture/Elective)**

**Hours:** 24L/12T

Special Topics in Information Studies III (Lecture/Elective)

**INF482H1: Special Topics in Information Studies II (Lecture/Elective)**

**Hours:** 24L/12T

Special Topics in Information Studies II (Lecture/Elective)

**INF484H1: Special Topics in Information Studies IV (Lecture/Elective)**

**Hours:** 24L/12T

Special Topics in Information Studies IV (Lecture/Elective)