



# Bachelor of Information (BI) Academic Calendar 2024-25



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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 [Office of the Registrar Student Services](#) 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.

## 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 McMurich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

# Admissions

Detailed information about admission requirements is available on the [Faculty of Information website](#).

The BI is a second-entry undergraduate program. Students apply while in the process or after having completed at least the equivalent of two years of full-time study (10.0 credits) at the undergraduate level in any discipline 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. 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:

## Undergraduate Transcript (required)

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).

## Personal Statement (required)

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.

## Transcript Explanation Essay (optional)

Transcripts don't always speak for themselves or tell the whole story. We invite you to submit a brief (250 words max) statement that helps us read your transcript. You might wish to explain any circumstances that may have led to sub-optimal academic performance or tell the story of a change in your academic direction.

## Proof of English Facility (if applicable)

All applicants educated outside Canada whose primary language is not English must demonstrate proficiency in the English language. [Please see the requirements here](#).

The above application material will allow the admissions committee to assess and admit students who demonstrate 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

## 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.

**Contact Information**

Faculty of Information Office of the Registrar Student Services

Bissell Building, 4th Floor

140 St. George St.

Toronto, Ontario M5S 3G6

416-978-3234

[ugadmissions.ischool@utoronto.ca](mailto:ugadmissions.ischool@utoronto.ca)

# 2024-2025 Sessional Dates

## In this Section:

- [2024 Fall Term](#)
- [2025 Winter Term](#)
- [2025 Summer Term](#)

## 2024 Fall Term

Date	Activity
September 2	Labour Day (University Closed)
September 3	First day of Fall Term classes
October 14	Thanksgiving Day (University Closed)
October 28 - November 1	Fall Reading Week
December 3	Official last day of classes. At the instructor's discretion, classes scheduled on Mondays will hold their last class on this day to make up for class missed due to the Thanksgiving holiday.
December 4-5	Study day
December 6-21	Examination and Review period / End of Term Assessment Period: Final assessments, examinations and reviews in F section courses. Note that all students are expected to make themselves available throughout the examination/assessment period (including Saturdays) until the final examination schedule has been confirmed.
December 24–January 3	University closed for Winter Holidays from December 21 to January 3 inclusive

## 2025 Winter Term

Date	Activity
January 6	University re-opens after winter holidays
January 6	Classes in S section code courses begin and resume in Y section code courses
February 17	Family Day (University Closed)
February 17-21	Winter Reading Week
April 4	Classes end in S and Y section code courses
April 7-8	Study days
April 9-30	Examination/Review period: Final examinations and reviews for S and Y section courses. Note that all students are expected to make themselves available throughout the examination period (including Saturdays) until the final examination schedule has been confirmed.

## 2025 Summer Term

Date	Activity
March 21, 2025	First year BI students will be enrolled in required summer courses (INF301H1Y & INF402H1Y)
April 7, 2025	First day BI students may enrol in Arts & Science courses

<b>TBD</b>	Summer fees can be viewed on ACORN and online deferral available at <a href="https://studentaccount.utoronto.ca">studentaccount.utoronto.ca</a>
<b>April 23, 2025</b>	Tuition fee payment/deferral deadline for 2025 Summer session. Please visit the Student Accounts website for detailed fee schedules at <a href="https://studentaccount.utoronto.ca">studentaccount.utoronto.ca</a> .
<b>May 5, 2025</b>	Classes begin in F and Y courses
<b>May 5, 2025</b>	First day to select Credit/No Credit (CR/NCR) option for Arts & Science F and Y courses
<b>May 8, 2025</b>	Waitlists for F and Y session courses close at end of day
<b>May 11, 2025</b>	Last day to enroll in F and Y session courses
<b>May 16, 2025</b>	President's Day – University closed; no classes
<b>May 19, 2025</b>	Victoria Day – University closed; no classes
<b>June 2, 2025</b>	Last day to drop F session courses. Note that some courses cannot be dropped using ACORN and students must contact their College or Department to do so.
<b>June 5, 2025</b>	June Convocation
<b>June 16, 2025</b>	Classes end in F courses (May-June) and break for Y courses (May-August)
<b>June 17, 2025</b>	Classes scheduled on Fridays will hold their last class on this day to make up for class missed due to the President's Holiday on May 16, 2025
<b>June 18, 2025</b>	Last day to add or remove a CR/NCR option in F courses
<b>June 18, 2025</b>	Last day to request late withdrawal (LWD) from F courses at Registrar and Student Services Office
<b>June 18, 2025</b>	Study Day
<b>June 19, 2025 – June 24, 2025</b>	Final exams in F courses and term tests in Y courses
<b>June 27, 2025</b>	Last day to submit a petition for F courses (including final assessments)
<b>June 27, 2025</b>	Last day for instructors to accept late term work in F courses (including final assessments) without needing to submit a petition to the Faculty. This deadline is at the instructors' discretion and should be discussed and approved in advance.
<b>TBD</b>	First day to request November 2025 graduation
<b>June 30, 2025</b>	President's Day – University closed; no classes
<b>July 1, 2025</b>	Canada Day – University closed; no classes
<b>July 2, 2025</b>	Classes begins in S courses and classes resume for Y courses



<b>July 4, 2025</b>	Waitlists for S session courses close at end of day
<b>July 8, 2025</b>	Last day to add S session courses
<b>TBD</b>	First day to select Credit/No Credit (CR/NCR) option for Arts & Science S courses
<b>July 22, 2025</b>	Last day to drop Y session courses. Note that some courses cannot be dropped using ACORN and students must contact their College or Department to do so.
<b>July 29, 2025</b>	Last day to drop S session courses. Note that some courses cannot be dropped using ACORN and students must contact their College or Department to do so.
<b>August 1, 2025</b>	President's Day – University closed; no classes
<b>August 4, 2025</b>	Civic Holiday – University closed; no classes
<b>August 12, 2025</b>	Last day of classes in S and Y Session Courses
<b>August 13, 2025</b>	Classes scheduled on Fridays will hold their last class on August 13 to make up for class missed due to the Presidential Day (August 1)
<b>August 14, 2025</b>	Classes scheduled on Mondays will hold their last class on August 14 to make up for class missed due to the Civic Holiday (August 4)
<b>August 15, 2025</b>	Last day to add or remove a CR/NCR option in Arts & Science S and Y courses
<b>August 15, 2025</b>	Deadline to request Late Withdrawal (LWD) from S and Y courses
<b>August 15, 2025</b>	Study Day
<b>August 16, 2025 – August 25, 2025</b>	Final exams in S and Y courses
<b>August 29, 2025</b>	Last day to submit a petition in S and Y courses
<b>August 29, 2025</b>	Last day for instructors to accept late term work in S and Y courses (including final assessments) without needing to submit a petition to the Faculty. This deadline is at the instructors' discretion and should be discussed and approved in advance.

# Student Services & Resources

## Academic Advising & Support

### The Office of the Registrar and Student Services

The Office of the Registrar and Student Services provides academic advising, counselling on financial and personal matters, and other support services for all Faculty of Information students. The Office of the Registrar and Student Services is the primary intersection for student information and advice, and should be consulted as soon as any problems or questions of an academic or personal nature are encountered. The office is the first stop for students to find answers to any questions during their undergraduate career. The Office coordinates registration, enrolment, student records, transfer credit, petitions, final examinations, and graduation. Students with complaints or problems relating to the teaching of Faculty of Information courses (lectures, tutorials, evaluation, workload, etc.) that they cannot resolve with the instructors concerned can obtain advice and assistance from the Office of the Registrar and Student Services.

Students registered at the Faculty of Information who have problems with Faculty of Arts & Science courses should go for advice either to the Faculty of Arts & Science departmental Undergraduate Administrator.

### The Office of the Registrar and Student Services

4th Floor, Bissell Building

Tel: 416-978-3234

Email: [inquire.ischool@utoronto.ca](mailto:inquire.ischool@utoronto.ca)

<https://ischool.utoronto.ca/undergraduate-students/>

Hours: Please check the Faculty of Information website for hours of operation

## Learning Hub

The Learning Hub is a dedicated teaching and learning centre that supports students, instructors, staff and alumni in the pursuit of knowledge and creativity.

### Technology Loans

For a full list of available equipment see the tech loans page. Items are loaned by T-Card on a first-come, first-served basis and subject to availability from the Information Desk on the 4th floor Student Services Welcome Desk

<https://ischool.utoronto.ca/resources-and-supports/technology-loans/>

### Tutor Support

Tutors are available for students throughout the year. Whatever your needs - writing, technical skills, research support - the tutors are here for you. Check out the [Quercus site](#) for schedule, availability and links to sign ups.

### iSkills Co-Curricular Workshops

iSkills workshops enable current students and alumni to learn professional, academic, and technical skills beyond the classroom. We offer workshops during the Fall and Winter terms. Further information will be provided to all students via email.

Contact: [support.iskills@utoronto.ca](mailto:support.iskills@utoronto.ca)

## Services and Programs for Students

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 an academic 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. <https://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>

### Accessibility Services

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. <https://studentlife.utoronto.ca/departments/accessibility-services/>.

### First Nations House (Indigenous Student Services)

An 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 visit <https://studentlife.utoronto.ca/departments/first-nations-house/>.

### Health and Wellness

Provides a range of health services for your physical and mental health, wellness programs and information to help support you in achieving your personal and academic goals. 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 (<https://studentlife.utoronto.ca/departments/health-wellness/>; 416-978-8030).

### The Centre for International Experience (CIE)

The Centre for International Experience offers a range of programs and services to support international students, as well as global learning opportunities for all students. 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), 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.

### 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. Visit: <https://sgdo.utoronto.ca/>

### **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.svpcentre.utoronto.ca/>

### **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. <https://antiracism.utoronto.ca/>

### **Family Care Office**

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. <https://familycare.utoronto.ca/>

### **Community Safety Office**

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 the [Community Safety Office website](#).

### **Centre for Community Partnerships**

At U of T we provide you with opportunities to get involved in community work through volunteer postings, the , 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. On-campus volunteer jobs are posted on Ulife. <https://www.communitypartnerships.utoronto.ca/>

### **Multi-Faith Centre**

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 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. <https://studentlife.utoronto.ca/departement/multi-faith-centre-for-spiritual-study-practice/>

### **Housing Services**

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. <https://studentlife.utoronto.ca/departement/housing/>

## Careers

### iSchool Career Services

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. Contact the Career Services team at [careers.ischool@utoronto.ca](mailto:careers.ischool@utoronto.ca)

### UofT Career Services

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>

## Rights & Responsibilities

Honesty and fairness are considered fundamental values shared by students, staff and faculty at the University of Toronto.

The University's policies and procedures that deal with cases of cheating, plagiarism and other forms of academic misconduct are designed to protect the integrity of the institution and to maintain a community where competition is fair.

As a result, the University of Toronto treats cases of academic misconduct very seriously. If it has been alleged that you have committed an academic offence, you will find that the allegation is dealt with formally and seriously, and the penalties can be severe.

All of the policies and procedures surrounding academic offences are contained within one policy: Code of Behaviour on Academic Matters.

The Academic Integrity Handbook can help inform and prepare you for a successful university career free from academic misconduct.

Code of Student Conduct  
Policy on Official Correspondence with Students

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>.

# Awards

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

## **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.

## **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).

## **Faculty Awards**

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

## General Degree Requirements

To qualify for a Bachelor of Information, you must:

Obtain standing (i.e., complete with a grade of 50% or higher/P/CR) in at least 11.0 credits that meet the following criteria:

5.0 credits in required lecture-based courses

3.0 credits in required studio-based courses

2.0 credits in electives

1.0 credits in work integrated learning practicum

Obtain a Cumulative GPA of 1.85 or more by the time of graduation. Students who meet all the requirements for the High Distinction 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

All eligible students will be sent information from the Office of the Registrar Student Services regarding their graduation eligibility. 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).

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.

# Guide to Program & Course Descriptions

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, or Degree requirement.

## Definitions and Codes Used

### Courses

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)

A course is an academic activity which is recorded with a result on the academic history. A passed course normally gives academic credit towards completing a degree and may help complete a program of study. There are “full” (Y) and “half” (H) courses each with a different credit weight.

### 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 on the Faculty of Information website. The description will state anything special about the course, from special aspects of the class experience (for example, language of study or field work), to the intended audience of the course (for example, a science course intended for non-science students as an elective), to any special ancillary fees (for example, lab material). For an explanation of terms and abbreviations used in these descriptions, including prerequisites, co-requisites, exclusions, etc., see below. Students may choose from among these courses, subject to the following rules:

- Students must satisfy the degree and program requirements and other regulations set out in the Calendar.
- Students must meet all prerequisite, co-requisite, and exclusion requirements.
- Students must complete a minimum of 10.0 credits at the 300+ level

### Course Title

Indicates the topic and theme of the course. Some courses may have a general title of a “special topics course” in the Academic Calendar but the actual course content varies year by year; in such a case, seek out the department or



program's website, or the Timetable offerings, to learn more about what will be offered. On the transcript, course titles are abbreviated.

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

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 students will typically complete 5.0 full course equivalents
- During the summer after the first year in the BI program, students will typically complete 1.0 full course equivalents
- 4th year Faculty of Information students will typically complete 5.0 full course equivalents
- The recommended course load for full-time students in good standing in each of the Fall and Winter term is no more than 2.5 credits. The maximum course load in each term is 3.0 credits.
- Students “On Academic Probation” may take no more than 2.5 credits in each of the Fall and Winter Sessions except as provided under “students restricted to a reduced course load” (see 5. below).
- To calculate course loads, students should consult this Calendar together with the Timetable. The codes “Y1” or “H1” in a course code in the Calendar indicate the credit value.
- In each of the Fall and Winter terms students who are in good standing may request to add additional courses beyond 6.0 credits through the Office of the Registrar and Student Services. In the Summer Session, students who are in good standing may request to add additional courses beyond 2.0 credits through the Office of the Registrar and Student Services. The Registrar, following Faculty guidelines, has the discretion to approve or deny such requests. Students will not receive special consideration of any kind on account of a course overload. Examination schedules may be affected by a course overload. Students are not allowed course overload in any session until they have completed 4.0 credits in the Faculty

## 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.

## 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.

### Course Suffixes

The code “H1” and “Y1” in a course code in the Calendar indicates the credit value:

- H1 = a half-course (0.5 credit), for which one-half credit is given, e.g., INF301H1.
- Y1 = a full course (1.0 credit), for which one credit is given, e.g., INF401Y1

## 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.

## 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 Office of the Registrar and Student Services 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, and for observance of regulations, deadlines, etc. Students are responsible for seeking guidance from an academic advisor 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.

## Registration

Details of the procedures by which students of the Faculty of Information register and enrol in courses for which they are eligible and pay or make arrangements to pay fees are found in the [Enrolment & Registration Guide](#) on the Faculty of Information website.

## Taking Courses Outside the Faculty

BI students are required to take 2.0-credits of electives as part of their degree requirements. They may take these elective courses outside of their degree program. Please connect with your academic advisor to discuss academic planning after you have reviewed the procedures below.

### Courses in Other Divisions

It is recommended that students choose electives offered at the Faculty of Information. If, however, they identify a course offered in another Faculty at the University that may be appropriate for inclusion in their degree program, they may register in the course for degree credit provided that the course has no restrictions. It is the student's responsibility to ensure they are eligible to take the course and have met any pre-requisite requirements and obtained permission from host department (if required). Bachelor of Information students may enrol in applicable courses offered by the Faculty of Arts & Science (St. George campus), the University of Toronto Mississauga (UTM) or at the University of Toronto Scarborough (UTSC).

Students are encouraged to take senior level undergraduate courses as part of their elective courses. However, a student may take up to 1.0 credits of courses at the 100 or 200 level if necessary.

Courses taken in other divisions count towards the 11.0 credits required for a BI degree and are included in the cumulative grade point average (CGPA).

### Graduate Courses

In rare and exceptional circumstances, Bachelor of Information students may be granted permission to count a Faculty of Information graduate course toward their undergraduate degree. Permission to enrol in a graduate course requires the written permission of the BI Program Director and instructor of the course in question. BI students are only permitted to enrol in a maximum of 0.5 credits of graduate level courses. Students will not be permitted to enrol in any course that is required for the BI degree.

Students making such requests should contact the Office of the Registrar and Student Services. Students are expected to have already exhausted all undergraduate courses available in the relevant subject area before requesting to enrol in a graduate course.

If approved for degree requirement purposes, a graduate course will count as a 400-level course.

Please Note: BI students cannot use any graduate level courses taken during their undergraduate degree towards any future graduate degree.

## Credit / No Credit

Bachelor of Information Students may select up to 1.0 Full Course Equivalents (FCE) of their non-required courses to be assessed on a Credit/No Credit basis. They will count towards degree credits but cannot be used to satisfy program requirements. To achieve a status of CR (Credit), a student must achieve a final mark of at least 50%. Marks below that will be assessed as NCR (No Credit). Courses with a final status of NCR will not count as degree credits but will not count as failures and will also not be included in the GPA calculation.

The CR/NCR option was created to encourage students to expand possible course choices to areas where there is interest, but where students may not have confidence about how well they will perform. With the CR/NCR option, course results do not impact GPA.

Eligible students may add a CR/NCR option beginning on the first day of classes of the relevant session.

Note that some courses may not be eligible for CR/NCR assessment.

Students taking a course on a CR/NCR basis will not be identified individually to the instructor teaching that course; they will be assessed in the same way as all other students in the course, i.e., will have the same assignments and tests and will be evaluated with the same expectations.

The CR/NCR option cannot be used for a course in which the student has committed an academic offence. If a student has specified the CR/NCR option in a course in which the student commits an academic offence, the CR/NCR option will be revoked, and the percentage grade will stand as the course grade.

For future consideration: The numerical/letter grade in courses taken on a CR/NCR basis will not appear on the transcript and will not be unofficially released or reported in any way. If a student thinks they may need to provide their grades for courses for professional/graduate school applications or other reasons in the future, they should NOT choose the CR/NCR option.

## Cancelling Courses or Registration

### Cancelling Courses

Students who do not intend to complete a course must drop the course on ACORN before the final date to drop courses from the academic record (see Dates and Deadlines on Faculty of Information website). Students still enrolled in a course after the final date to drop 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 dropping without academic penalty from a course; the course remains on the record with the mark earned, including a zero for incomplete work.

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.

Note that refund deadlines are not the same as academic deadlines. For more information, review the Faculty of Information refund schedule posted on the Office of Student Accounts website.

## Absences

During the academic term, if you are absent from your studies and unable to complete course work, you should follow the missed term-work policy outlined in your course syllabus. Your instructor may indicate that documentation is required to support your request (e.g., extension, make-up test, re-weighting). The following are recognized forms of documentation:

- Absence declaration via ACORN (see below for important information on eligibility)
- U of T Verification of Illness or Injury Form (VOI)
- Registrar's letter
- Letter of Academic Accommodation from Accessibility Services

The following documentation should not be requested or accepted by instructors:

- Detailed medical information beyond the Verification of Illness or Injury Form (VOI)
- Letters from friends, parents or other family members

For extended absences and for absences due to non-medical reasons, make sure to contact the Office of the Registrar & Student Services: [inquire.ischool@utoronto.ca](mailto:inquire.ischool@utoronto.ca)

If you observe religious Holy Days that might conflict with academic activities (e.g., a class or test), see U of T's religious accommodations policy for more information.

### Absence Declaration Tool

As a Faculty of Information student, if you miss an academic obligation and wish to seek academic consideration, you may declare an absence using the Absence Declaration Tool in ACORN. Students who declare an absence in ACORN should expect to receive reasonable academic consideration from their instructor without the need to present additional supporting documentation.

The ACORN Absence Declaration Tool is intended to be used in the following circumstances:

- A health condition or injury (e.g., illness, serious physical harm, mental health issue, scheduled surgery)
- A personal or family emergency (e.g., unanticipated and unavoidable familial incident beyond the student's control)
- Bereavement (e.g., the death of a student's immediate family member or close friend)

The ACORN Absence Declaration Tool is not intended to be used in the following circumstances:

- Personal social obligations
- Travel not related to your academic program
- Technological issues
- The avoidance of deadlines or tests

Visit the ACORN how-to page for a step-by-step guide on how to submit an absence declaration. If for any reason you are unable to submit your declaration, please contact the Office of the Registrar & Student Services at [inquire.ischool@utoronto.ca](mailto:inquire.ischool@utoronto.ca)

### Absence Declaration Guidelines & Eligibility

Review the following main considerations and eligibility criteria for declaring an absence through the [Absence Declaration Tool](#) on ACORN.

Students may submit one absence declaration per academic term, e.g., the Fall (F) term. Students taking any Y-courses may declare one absence in the F-term and one absence in the S-term.

The Absence Declaration Tool can be used to declare an absence for a maximum period of seven consecutive calendar days. The seven-day declaration period can be retroactive for up to six days in the past, or up to six days in the future. For absences that extend beyond the seven-day period, a VOI form will also need to be submitted.

If you need to declare an absence outside of the seven-day period, please contact the Office of the Registrar & Student Services. Absence declaration will only be available to students on ACORN from the first day of classes to the last day of classes during each term. It will not be available in the following periods:

- During the final exam period
- On study days
- On any discretionary teaching day after classes end (as make up for a class missed due to a holiday)

Absence declaration must cover the period in which the missed academic obligation occurred. After an absence declaration is submitted in ACORN, it cannot be cancelled. Students seeking to correct information in the declaration may modify the absence declaration until the end of the submission day (11:59 pm ET). Students are granted the ability to update the absence end date, courses selected, notes and email addresses within this period. Students seeking to modify an absence declaration after this period should contact the Office of the Registrar & Student Services.

It is the student's responsibility to let their instructor(s) know that they have used the absence declaration so that they can arrange for academic consideration specific to the missed academic obligation (e.g., deadline, term test, essay submission). Evidence of an absence from the ACORN Absence Declaration Tool cannot be used to seek academic consideration for matters that require a petition (e.g., missed final exam).

## Return from Absence

Students who were previously registered as students in the Faculty of Information, who have completed at least one course in the Faculty, and who have not been registered in the Faculty for at least 12 months must submit an application for re-registration through Student Services.

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

The recommended timeframe to apply for re-registration is a minimum of two weeks prior to course enrolment for the relevant session. Course enrolment for the Fall/Winter session begins in July; course enrolment for the Summer session begins in March.

It is recommended that students planning to re-register make an appointment with an advisor to discuss their academic plans, their degree and program requirements, and any changes in Faculty policies or procedures since their last registration.

## 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](#).

## 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 for details.

Further information on fees may be obtained by students from [Student Accounts](#).

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

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

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

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.

### 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

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 the Office of the Registrar and Student Services 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
2. If a request with documentation cannot be submitted within one week, the Office of the Registrar & Student Services may consider a request to extend the time limit.
3. A student whose explanation is accepted by Student Services 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 Office of the Registrar and Student Services. 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 requests, 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 Registrar and Students Services is the final level of appeal for marks; 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 have a final examination in the same time slot, or three consecutive final examinations (e.g., morning, afternoon, evening; or afternoon, evening, next morning) should report the conflict to the Office of the Registrar and Student Services. Other conflicts with final examinations will not be considered, except under extraordinary circumstances.

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

### **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. Such permission is granted only in the most extreme circumstances. Late requests cannot be accommodated. A non-refundable fee of \$30.00 for each examination is charged at the time of application. Students who have been granted permission to write a deferred examination will pay this fee in addition to the deferred examination fee of \$70.00 per examination. These fees do not apply for accommodations resulting from conflicts with religious obligations or from arrangements made through Accessibility Services.

If permission has been granted for the examination to be written at an "Outside Centre," students are also responsible for all costs for invigilation, postage, etc. charged by the Outside Centres involved. These costs can reach as high as \$300.00 per examination; students are advised to determine the total cost before petitioning.

### **Late Withdrawal – LWD**

The Faculty of Information has a mechanism to assist students, in conjunction with the Office of the Registrar and Student Services, 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 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. Note that such a request can only be made after the last date to drop a course without academic penalty; before this date, students can drop courses themselves on ACORN.

Students will make such requests to Student Services, who has the authority to approve such requests if the circumstances warrant approval of an exception to the normal Drop deadline.

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 courses will be expected to make use of this remedy, and should contact the Office of the Registrar and Student Services immediately.

Students seeking to avail themselves of this remedy will be expected to work with their academic 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 1.5 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.

## Extra Courses: Repeating and Excluded Courses

Extra courses appear on a student's academic record with a final course mark and are noted as "EXT". Extra courses do not count for degree credit and are not included in calculating a student's Grade Point Average.

Each course with a mark of 50% or higher/CR counts for credit towards a degree unless:

- the course has already been passed and is being repeated
- the course lists as an exclusion another course that has already been completed

## 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 Office of the Registrar and Student Services, 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
- Transfer credits
- Courses marked Extra
- Courses noted with [AEG standing](#)

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 their [cumulative GPA](#) (CGPA) is 1.50 or higher, that is, they have not been assessed as On Probation, Suspended, or Refused Further Registration.

## 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.

NOTE: Students “On Academic Probation” may take no more than 2.5 credits in each of the Fall and Winter Terms and no more than 1.0 credit 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 Office of the Registrar and Student Services; 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 academic advisor.

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**

- Deadline: The last day of the examination period.

## Petitions for Examinations

- Deadline: Within one week of the end of the examination period; the end of first week of classes in January for the December examination period.

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

- Deadline: The last day of classes.

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 only medical documentation acceptable at the University of Toronto is the University's Verification of Illness or Injury Form, which may only be completed by Physicians/Surgeons, Nurse Practitioners, Dentists or Clinical Psychologists [www.illnessverification.utoronto.ca/](http://www.illnessverification.utoronto.ca/).
2. Non-Medical:
  - Faculty of Information Registrar's Letter (appropriate in certain circumstances)
  - Accessibility Services Letter (required for accessibility-related petitions)
  - In some situations, other non-medical supporting documentation may be relevant.

## 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 the Office of the Registrar and 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 the Office of the Registrar and 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 15
- August examinations - the following February 28/29
- December examinations - the following June 30

## Student Records

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

## 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, 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, current academic sanctions, and completion of degree requirements and of subject POST(s).

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

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

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 on [ACORN](#). Further information can be obtained on the [Transcript Centre's website](#).

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

## 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: <https://governingcouncil.utoronto.ca/secretariat/policies>

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 <https://www.vicetrovoststudents.utoronto.ca/student-policies-guidelines/>

# Bachelor of Information

The Bachelor of Information (BI) is a professional, two year, second-entry undergraduate degree program offered by the Faculty of Information. It consists of 11.0 credits. Students may apply as early as 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 credits): 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:

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 (10.0 credits) at the undergraduate level in any discipline 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. 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:

- **Undergraduate Transcript (required)**

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).

- **Personal Statement (required)**

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.

- **Transcript Explanation Essay (optional)**

Transcripts don't always speak for themselves or tell the whole story. We invite you to submit a brief (250 words max) statement that helps us read your transcript. You might wish to explain any circumstances that may have led to sub-optimal academic performance or tell the story of a change in your academic direction.

- **Proof of English Facility (if applicable)**

All applicants educated outside Canada whose primary language is not English must demonstrate proficiency in the English language. Please see the requirements here: [English Language Requirements - Future Students. University of Toronto | University of Toronto \(utoronto.ca\)](#)

## **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.

### **Completion Requirements:**

The BI program consists of 11.0 full course equivalents (FCEs) over 5 consecutive terms (fall/winter/summer/fall/winter). These include:

- 5.0 credits in required lecture-based courses

[INF301H1](#) Introduction to Information and Power  
[INF302H1](#) Integrative Approaches to Technology and Society  
[INF311H1](#) Information in the Cultural Imagination  
[INF312H1](#) Worlds Become Data  
[INF313H1](#) Computational Reasoning  
[INF314H1](#) Information, Memory, and Culture  
[INF315H1](#) Information Practice in Organizations  
[INF411H1](#) Information in the Global Economy  
[INF412H1](#) Data Analytics  
[INF413H1](#) Information Policy in Canadian and Global Contexts

- 3.0 credits in required studio-based courses

[INF351H1](#) Information Design Studio I: How to Make a Computer. And Why.  
[INF352H1](#) Information Design Studio II: How to Design  
[INF353H1](#) Information Design Studio III: Designing Interactive Systems  
[INF451H1](#) Information Design Studio IV: Information Visualization  
[INF452H1](#) Information Design Studio V: Coding  
[INF453H1](#) Capstone Project

- 2.0 credits in lecture-based electives

- 1.0 credit Work Integrated Learning

[INF401H1](#) From Classroom to Workplace  
[INF402H1](#) 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.

**Timetable:** Year 1 - Fall

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 1 - Fall

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 1 - Fall

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 1 - Winter

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 1 - Winter

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 1 - Winter

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 1 - Winter

**Course Category:** Required Lecture-Based Courses

## **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.

**Timetable:** Year 1 - Fall

**Course Category:** Required Studio-Based Courses

## **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.

**Timetable:** Year 1 - Fall

**Course Category:** Required Studio-Based Courses

## **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.

**Timetable:** Year 1 - Summer

**Course Category:** Required Studio-Based Courses

## **INF401H1 - Practicum Prep**

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:** INF301, INF302

**Timetable:** Year 1 - Winter

**Course Category:** Practicum

## **INF402H1 - Work Integrated Learning Practicum**

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

**Timetable:** Year 1 - Summer

**Course Category:** Practicum

## 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.

**Timetable:** Year 2 - Fall

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 2 - Fall

**Course Category:** Required Lecture-Based Courses

## 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.

**Timetable:** Year 2 - Fall

**Course Category:** Required Lecture-Based Courses

## INF451H1 - Information Design Studio IV: Information Visualization

**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.

**Timetable:** Year 2 - Fall

**Course Category:** Required Studio-Based Courses

## 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.

**Timetable:** Year 2 - Fall

**Course Category:** Required Studio-Based Courses

## 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.

**Timetable:** Year 2 - Winter

**Course Category:** Required Studio-Based Courses

## INF481H1 - Special Topics in Information Studies I (Lecture/Elective)

**Hours:** 24L/12T

Special Topics in Information Studies I (Lecture/Elective)

**Timetable:** Year 2 - Winter

**Course Category:** Lecture-Based Electives

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

**Hours:** 24L/12T

Special Topics in Information Studies II (Lecture/Elective)

**Timetable:** Year 2 - Winter

**Course Category:** Lecture-Based Electives

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

**Hours:** 24L/12T

Special Topics in Information Studies III (Lecture/Elective)

**Timetable:** Year 2 - Winter

**Course Category:** Lecture-Based Electives

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

**Hours:** 24L/12T

Special Topics in Information Studies IV (Lecture/Elective)

**Timetable:** Year 2 - Winter

**Course Category:** Lecture-Based Electives