MEMORANDUM

Date: June 5, 2008

To: Senate

From: Anna Foshay

Subject: Automation of Student Year Levels

I, on behalf of the Enrolment Management Group, would like Senate to accept this proposal to implement an automated incrementation of student year levels.

Text for Calendar

Insert as new (d) in "I General Regulations" (page 43):

(d) An undergraduate student will progress from one year level to the next based on the number of successfully completed courses. See Faculty Regulations for specific breakdowns.

Renumber current items (d) through (l) to (e) through (m) respectively.

Business Administration Regulations

Insert as new item 1 (page 49):

1. A student who successfully completes the courses as indicated in their program of study will have their year level incremented as follows:
    Year 1 = < 4 full course equivalents
    Year 2 = 4 to < 9 full course equivalents
    Year 3 = 9 to < 14 full course equivalents
    Year 4 = 14 >

Renumber current items 1 through 8 to 2 through 9 respectively.

Faculty of Engineering

Insert as new item 1 (page 116):

1. A student who successfully completes the courses and averages as indicated in their program of study will have their year level incremented as follows:

   a) - Chemical Engineering
   Year 1 = < 5 full course equivalents
   Year 2 = 5 to < 12 full course equivalents *
   Year 3 = 12 to < 17.5 full course equivalents
   Year 4 = >17.5

   b) - Civil Engineering
   Year 1 = < 6 full course equivalents
   Year 2 = 6 to < 13.5 full course equivalents *
   Year 3 = 13.5 to < 19.5 full course equivalents
   Year 4 = >19.5

   c) - Electrical Engineering
   Year 1 = < 5.5 full course equivalents
   Year 2 = 5.5 to < 12.5 full course equivalents *
   Year 3 = 12.5 to < 19 full course equivalents
   Year 4 = >19

   d) - Mechanical Engineering
   Year 1 = < 5.5 full course equivalents
   Year 2 = 5.5 to < 12 full course equivalents *
   Year 3 = 12 to < 18 full course equivalents
   Year 4 = >18

   e) - Software Engineering
   Year 1 = < 5 full course equivalents
   Year 2 = 5 to < 12 full course equivalents *
   Year 3 = 12 to < 17 full course equivalents
   Year 4 = >17

* Students must meet the requirements as outlined in Regulation 2(c) before being allowed to continue in year level 3, including having applied for and being cleared for graduation from the technology diploma program.

Renumber current items 1 through 13 to 2 through 14 respectively.

Faculty of Forestry and the Forest Environment

Insert as new item 1 (page 138):

1. A student who successfully completes the courses as indicated in their program of study will have their year level incremented as follows:

    Honours Bachelor of Science in Forestry
    Year 1 = < 5 full course equivalents
    Year 2 = 5 to < 11 full course equivalents
    Year 3 = 11 to < 17 full course equivalents
    Year 4 = 17 >

    Bachelor of Environmental Studies/Honours Bachelor of Environmental Studies
    Year 1 = < 4.5 full course equivalents
    Year 2 = 4.5 to < 9.5 full course equivalents
    Year 3 = 9.5 to < 14.5 full course equivalents
    Year 4 = 14.5 >

Renumber current items 1 through 8 to 2 through 9 respectively.

Interdisciplinary Program in Gerontology

Insert as new item 1 (page 150):

1. A student who successfully completes the courses as indicated in their program of study will have their year level incremented as follows:
    Year 1 = < 4 full course equivalents
    Year 2 = 4 to < 9 full course equivalents
    Year 3 = 9 to < 14 full course equivalents
    Year 4 = 14>

Renumber current item 1 to 2.

School of Kinesiology

Insert as new item 1 (page 153):

1. Year Level Incrementation
    A student who successfully completes the courses as indicated in their program of study will have their year level incremented as follows:
    Year 1 = < 5 full course equivalents
    Year 2 = 5 to < 10 full course equivalents
    Year 3 = 10 to < 16 full course equivalents
    Year 4 = 16 >

Renumber current items 1 through 11 to 2 through 12 respectively.

School of Nursing

Insert as new item 2 (page 159):

2. Year Level Incrementation
    A student who successfully completes the courses as indicated in their program of study will
    have their year level incremented as follows:
    Year 1 = < 5 full course equivalents
    Year 2 = 5 to < 12 full course equivalents
    Year 3 = 12 to < 17 full course equivalents
    Year 4 = 17 >

Renumber current items 2 through 12 to 3 through 13 respectively.

School of Outdoor Recreation, Parks & Tourism

Insert as new item 1 (page 166):

1. A student who successfully completes the courses as indicated in their program of study will
    have their year level incremented as follows:
    Year 1 = < 5 full course equivalents
    Year 2 = 5 to < 12 full course equivalents
    Year 3 = 12 to < 17 full course equivalents
    Year 4 = 17 >

Renumber current items 1 through 7 to 2 through 8 respectively.

School of Social Work

Insert as new item 1 (page 171):

1. Year Level Incrementation
    A student who successfully completes the courses as indicated in their program of study will
    have their year level incremented as follows:
    Year 1 = < 4 full course equivalents
    Year 2 = 4 to < 9 full course equivalents
    Year 3 = 9 to < 14 full course equivalents
    Year 4 = 14 >

Renumber current items 1 through 8 to 2 through 9 respectively.

Faculty of Science and Environmental Studies

Insert after item "(ii) they consult with the chair and/or appropriate departmental authority where stipulated in the Calendar" (page 177):

(iii) A student who successfully completes the courses as indicated in their program of study will have their year level incremented as follows:
Year 1 = < 4 full course equivalents
Year 2 = 4 to < 9 full course equivalents
Year 3 = 9 to < 14 full course equivalents
Year 4 = 14 >

Faculty of Social Sciences and Humanities

Insert after item "(ii) they consult with the chair and/or appropriate departmental authority where stipulated in the Calendar" (page 231):

(iii) A student who successfully completes the courses as indicated in their program of study will have their year level incremented as follows:
Year 1 = < 4 full course equivalents
Year 2 = 4 to < 9 full course equivalents
Year 3 = 9 to < 14 full course equivalents
Year 4 = 14 >

Multidisciplinary Studies – Orillia

Insert as new item 1 (page 299):

1. A student who successfully completes the courses as indicated in their program of study will have their year level incremented as follows:
Year 1 = < 4 full course equivalents
Year 2 = 4 to < 9 full course equivalents
Year 3 = 9 to < 14 full course equivalents
Year 4 = 14 >

Renumber current items 1 through 12 to 2 through 13 respectively.

Rationale

Currently students advance in year levels based on his/her performance in required courses. As long as a student is fulfilling his/her requirements in the appropriate sequence and meeting the minimum averages, he/she will move up. Those that do not fulfill the requirements may be given a decision that he/she is allowed to proceed at the current year level. This practice is ineffective and problematic for both students and the institution for the following reasons:

1. Departmental Chairs must manually check each student who receives either a "condition" or "probation" decision to decide whether or not the student should be allowed to move to the next year level. There is no consistency from Department to Department or Faculty to Faculty, yet students change programs from Department to Department or Faculty to Faculty.

2. Not allowing a student to increase his/her year level affects the student's funding through scholarships and/or bursaries as they must show advancement in order to qualify for scholarships in the following year. As well, many scholarships and bursaries are year specific.

3. Year levels are also important for University funding. For Arts and Sciences, upper year Honours level students receive a higher funding weight than 1st year students.

4. Students whose year level is not advanced for academic reasons are often given permission to register in courses at the next year level. This is extremely inconvenient for the student, faculty member and the Registrar's Office as it increases manual processes that leave room for error/misplaced paperwork. Prerequisite checking during registration will control course registration.

5. It is difficult for Departments, Institutional Analysis, and MTCU to analyse retention rates and project enrolment and graduation rates. Universities are receiving pressure from MTCU to improve their year level data, which the Ministry uses for system-wide enrolment projections and for funding allocations.

6. With the impending new tiered tuition system it is imperative that the University have a clear definition of what constitutes year levels in order to implement this policy. For example, students will be required to pay more tuition in year level 1 than 2. In the current system a student may be required to continue in year level 1 if they have not met all the requirements. Since these students are allowed to continue and will be mainly in year level 2 courses, they will want to be officially registered in year level 2 in order to pay the lesser tuition.