

## UTIAS Supplemental Academic Regulations 2017 - 2018 Common to PhD-MASc-MEng Programs



**Note 1:** Graduate students must also consult the SGS calendar and the SGS web site under *General Regulations, Degree Regulations* and the section on *Aerospace Science and Engineering*.

**Note 2:** Make sure that you also obtain copies of the *Supplemental Academic Regulation* that specifically relate to the PhD and the MASc programs.

### COURSES

#### Managing courses on ROSI/ACORN

- Most courses can be added or dropped using ROSI or ACORN. The exceptions are AER 501, AER 521 and ROB 501. To add or drop these courses you must complete and add/drop form and submit it to the Graduate Office.

#### Balance between AER/ROB and non-AER/ROB Courses

- At least one half of the required credit courses for the PhD and MASc programs must be AER or ROB courses.

#### Transfer Credits

- Transfer credits will be allowed only from universities with accredited graduate programs.
- Only ONE transfer credit will be allowed for a successfully completed relevant graduate course (subject to UTIAS approval) when the course credit has not been counted for any other degree program.

#### Further Comments on Courses

- Course descriptions are available on the UTIAS web site.
- Course requirements can be found in the SGS Calendar and the SGS/Aerospace Science and Engineering web site.
- Depending on the student's academic background, some undergraduate courses may be required to make up for any deficiency. Such courses will not be assigned credits.
- Formal interaction with the Professor will occur on a regular basis for all courses, including reading courses.
- Within one month of the term starting date, students will be informed of the structure, course content, and mode of examination for all courses given during the term.
- All courses must be passed with at least a "B minus" (i.e., >70%), except courses not required for the degree.
- Students in the PhD and MASc programs must complete course JDE 1000H (Ethics in Research) in order to qualify for graduation. This course is in addition to the stated course requirements for the particular program.

#### Failing a Course

- Failure (mark <70%, grade FZ) in a graduate course taken for credit may result in the termination of the student's candidacy. If, however, only one course has a failing grade, and the overall weighted average of the student's courses (including the failed course) is at least a "B-",



then the student will be permitted to repeat the failed course or take another course approved by the department as an alternative to it.

- The grades for both the failed course and the repeat (or replacement) course will appear on the student's academic record.
- Failure in more than one graduate course will lead to termination of candidacy.

## **COMPLETION OF STUDIES**

Before leaving UTIAS, students must ensure that:

- All material related to the student's work (notebooks, test data, records, negatives, specimens, correspondence, instrument and equipment records, etc.) are properly identified and filed (discuss with supervisor).
- Clearance is obtained from the UTIAS and U of T Libraries.
- All keys are returned.
- All charges (photocopying, telephone, etc.) are fully paid.
- A photograph of the graduating student is taken for inclusion in the student's file.
- An exit interview with the Director is arranged.
- **Please make sure to leave a *Forwarding Address* and *Email Address*.**
- **If you have a job, please also give us your business contact information.**