

Graduate students must also consult the [School of Graduate Studies web site](#) and the [School of Graduate Studies calendar](#) under *General Regulations*, *Degree Regulations* and the section on *Aerospace Science and Engineering*. Make sure that you also obtain the *Supplemental Academic Regulations* that specifically relate to the MEng, MASc and PhD programs.

## **I. 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 an [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 MEng, MASc and PhD 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 (0.5 FCE) 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 program.

### **Further Comments on Courses**

- Course descriptions are available on the [UTIAS web site](#).
- Course requirements can be found in the [SGS Calendar](#).
- 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.
- 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-" (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.

## **II. CONTINUITY OF REGISTRATION**

Students in a degree program must be continuously registered for the duration of their program, unless they are granted a leave of absence by the Institute and the School of Graduate Studies. This means that students must be registered and pay tuition and fees in every term from the start of their graduate studies until the degree requirements are complete and graduation is recommended. For more details, see the [School of Graduate Studies Calendar General Regulations](#).

## **III. LEAVES OF ABSENCE**

Requests for leaves of absence from studies are generally considered for two reasons:

1. serious health or personal problems;
2. parental leave.

For more detailed explanations of these situations, please consult the [School of Graduate Studies Leave of Absence Policy](#). Taking part in a paid internship will also be considered as a reason for a leave of absence. An internship is defined as temporary paid employment related to the program of study in which the student is partaking and must have clearly defined start and end dates. In all cases of requests for leaves of absence, documentary supporting evidence is required.

During a leave of absence, students will not be charged tuition or incidental fees, but it is assumed that students on leave will not make any use of University resources. That is, students on leave cannot take courses, use University computing, lab and office facilities, or expect advice from their supervisor. Students will not be granted a leave of absence to take a full-time job or to avoid paying fees while writing their thesis.

## **IV. 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.**