

Graduate Course Policies and Resources Department of Geography & Planning

Important Dates

Graduate courses are normally a minimum of 2-3 hours/week for 12 weeks. Reading week is optional for graduate courses. If observed, the instructor will inform the class and provide a make-up date for the missed class.

Fall 2022	
Date	Details
August 3, 2022	Course enrolment opens for Geography & Planning students
September 9, 2022	Grades for summer S term (July-Aug) and Y term (May-Aug) courses available in ACORN
September 12, 2022	Fall graduate courses and seminars begin
September 16, 2022	Final registration deadline
September 26, 2022	Final date to add Fall and Y term (Fall-Winter) courses in ACORN
October 8-14, 2022	UTSC campus undergraduate reading week*
October 11-14, 2022	UTM campus undergraduate reading week*
October 31, 2022	Final date to drop Fall session courses without academic penalty
November 7-22, 2022	STG campus undergraduate reading week*
Winter 2023	
Date	Details
January 9, 2023	Winter graduate courses and seminars begin
January 13, 2023	Final deadline for graduate instructors to submit Fall session grades
January 18, 2023	Grades for Fall courses available in ACORN
January 23, 2023	Final date to add Winter courses in ACORN
February 18-24	UTSC campus undergraduate reading week*
February 21-24	STG, UTM campus undergraduate reading week*
February 27, 2023	Final date to drop Winter session courses without academic penalty
April 21, 2023	Final deadline for graduate instructors to submit Winter session grades for students graduating in June
Summer 2023	
Date	Details
May 1, 2023	Summer F term (May-June) and Y term (May-August) graduate courses and seminars begin
May 8, 2023	Final date to add F term (May-June) and Y term (May-August) graduate courses
May 12, 2023	Final deadline for graduate instructors to submit Winter session grades for students not graduating in June
May 17, 2023	Grades for Winter courses available in ACORN
May 26, 2023	Final date to drop F term (May-June) graduate courses without academic penalty
July 3, 2023	Summer S term (July-August) graduate courses and seminars begin
July 14, 2023	Final deadline for graduate instructors to submit F term (May-June) grades
July 19, 2023	Grades for F term (May-June) courses available in ACORN
July 28, 2023	Final date to drop S term (July-August) and Y term (May-August) courses without academic penalty

* Reading week applies to undergraduate programs, and is optional for graduate courses, at the discretion of the instructor. If observed, the instructor will inform the class and provide a make-up date for the missed class (e.g., an extra class at the end of term).

Course Syllabi

A final course syllabus, which includes all assignments, deadlines and weighting of methods of evaluation, must be made available to all students enrolled in the course as early as possible, no later than the deadline for enrolling in classes. Changes to the methods of evaluation or their relative weights cannot be made after this date without the consent of a simple majority of students in the class, provided a vote is announced at the previous class meeting.

Late Assignments

Instructors are not obligated to accept late work, except where there are legitimate, documented reasons beyond a student's control. Legitimate reasons for an extension can be academic in nature (e.g., unexpected problems of research in a course) or nonacademic (e.g., illness). In such cases a late penalty is not normally applied. In all other circumstances, if an instructor intends to accept and apply penalties to late assignments this should be clearly set out in the syllabus.

Attendance and Participation

Attendance makes up no more than 20% of the final course grade. Regular and consistent attendance in graduate courses is expected. Most graduate courses are seminar style classes, which involve collaborative work and in-class discussions with other students and instructors. Students who are unable to attend class each week must inform the instructor as early as possible.

Accessibility and Accommodations

Students with diverse learning styles, abilities and needs are welcome in our graduate courses. If a student is disabled and requires accommodations, or they have any accessibility concerns about the course, the classroom or course materials, they should contact the course instructor and/or [Accessibility Services](#) as soon as possible.

Where there is an accommodation recommended by Accessibility Services, the department and/or instructors should be provided with an accommodation letter.

Academic Integrity

Academic misconduct by graduate students is taken very seriously. The University's policy on academic misconduct is found in the Code of Behaviour on Academic Matters (the Code). Students in graduate studies are expected to commit to the highest standards of integrity and to understand the importance of protecting and acknowledging intellectual property. For example, it is assumed that they bring to their graduate studies a clear understanding of how to cite references appropriately, thereby avoiding plagiarism.

Regarding plagiarism, the Code includes the following statements:

B.i.1. It shall be an offence for a student knowingly:

(d) to represent as one's own idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism.

(e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere

Wherever in the Code an offence is described as depending on "knowing," the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

Other academic offences include the possession and/or use of unauthorized aids in examinations, submitting the same paper for different courses, forgery (whether of academic records or other documents), concocting facts or references to sources, personating someone, and other forms of cheating and academic dishonesty. Please refer to sections B.i.1. and B.i.3. in the Code for detailed descriptions of offences applicable to students.

The [SGS Academic Integrity Resources](#) webpage outlines the policy on academic misconduct and the process for handling an allegation of academic misconduct.

Coursework Extensions

The authority to grant an extension to submit coursework beyond the sessional grade deadline lies with the department and not the instructor of the course. To request a formal extension, students must submit a Coursework Extension Form, completed by both the student and course instructor, to the relevant graduate department prior to the final grade deadline.

In order to ensure fairness in granting extensions, the department must be reasonably certain that:

- The reasons for delay are serious and substantiated.
- The student is not granted unfair advantage over other students in the course.
- The student has a reasonable chance of completing the outstanding work within the time allotted.
- The normal and satisfactory completion of any new coursework is not in jeopardy.

Extension requests for medical reasons (e.g. short-term illness) must be accompanied by documentation. Extension requests for students with accommodations due to disability must be supported by documentation from Accessibility Services. Extension requests for other reasons must be detailed in the form or a note to the department. Please see the [SGS Coursework Extension policy](#) for further details.

Religious Accommodations

The University provides reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. Students have a responsibility to alert members of the teaching staff in a timely fashion to upcoming religious observances and anticipated absences and instructors make every reasonable effort to avoid scheduling tests, examinations or other compulsory activities at these times. Students requiring accommodation should reach out to their instructors as early as possible to communicate any anticipated absences related to religious observances, and to discuss any possible related implications for course work.

Course Enrolment and Quercus

ACORN is the only indicator of official course enrolment; Quercus is not. Students enrolled in ACORN will be automatically populated to a course's Quercus site within 24 hours of enrolling. In some cases, if a student is on a course wait list or there is another delay in processing registration an instructor may give a student access to Quercus as a guest. This will not constitute official enrolment and students are responsible for making sure the course is added correctly using ACORN.

Auditing

Students who wish to audit a course must obtain permission directly from the course instructor within the first week of class. Permission is subject to available space and can only be granted by the course instructor.

Only registered students at the University of Toronto may audit courses. Auditing entitles a student to attend lectures only. Students may not submit any written work, attend labs/tutorials or write tests/exams. The student will not be enrolled in the course and the course will not appear on their transcript. The department does not provide certificates of attendance.

Reading Courses

Reading courses allow students to complete coursework in topics not covered by current course offerings in Geography or Planning. The [Reading Course Form](#) must be accompanied by a brief course outline.

Copyright in Instructional Settings

If a student wishes to record (tape, video, photograph, etc.) any lecture presentations or other similar materials provided by the instructor; the instructor's written consent must be obtained beforehand. Otherwise, all such reproduction is infringement of copyright and prohibited. In the case of private use by students with disabilities, the instructor's consent shall not be unreasonably withheld.

Mental Health

In recent years there has been a growing acknowledgement and understanding of the fundamental role mental health plays in fostering academic success and in shaping student experience throughout graduate education. The Department is committed to integrating considerations of mental health into all aspects of our work and into graduate education more generally. Students and faculty may wish to inform themselves of available resources, including those available at:

- [Geography & Planning Mental Health Support Website](#)
- [Graduate Wellness Services](#)
- [Student Mental Health Resources](#)
- [Emergency support if you're feeling distressed](#)

Other Student Services and Support Resources

- Please see the [Additional Student Services and Support Resources](#) for additional links to general services and support for students, international student support, Health & Wellness, financial aid and professional development.