



MEMORANDUM

To: Executive Committee of Faculty Council (February 7, 2023)
Faculty Council (February 27, 2023)

From: Professor Daniel Posen
Chair, Undergraduate Assessment Committee

Date: January 16, 2023

Re: **Default Selection of Courses Marked Extra**

REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

BACKGROUND

Undergraduate students in FASE often take more courses than are needed for their program. Existing regulations require that these courses be designated as “Extra,” per the policy copied below (Regulation VIII, subsection 9, “Designating Credit Courses as Extra”). The general expectation is for students to keep track of their own degree requirements. Undergraduate advisors check degree progress periodically and notify students of potentially Extra courses, however it is not always possible to alert these situations prior the deadline for declaring a course Extra. There is currently no policy to manage situations in which it is discovered retroactively that a student has too many courses for their degree.

With the approval of their department’s undergraduate academic advisor or Chair’s designate for undergraduate studies, a student may elect to take an extra course. These courses cannot be used for degree program credit. Their marks are shown on the transcript but not included in the calculation of sessional averages. Any course taken by a student in a degree program that is not listed in the curriculum requirements for that program in the “Curriculum and Programs” section of the academic calendar will be designated as “EXT.” This includes courses taken for interest or additional elective courses beyond what is prescribed in a program’s curriculum.

The deadline for requesting any credit course be changed to an extra course is the same as that for dropping a course. The deadline for requesting an extra course be changed to a credit course (if applicable) is the same as that for adding a course.

PROPOSED POLICY

To be added to the existing regulation (Section VIII, subsection 9):

A student planning to take more courses than required for their program should select which courses will count as Extra. If no such designation is made by the corresponding deadline and Extra courses must be declared retroactively, the following rules will apply to determine which courses are maintained for credit:

1. Chronology: courses taken in earlier semesters count toward the degree; courses taken later will be designated as Extra.
2. Alphanumeric: if multiple courses were taken in the same semester, and only a subset can count toward the degree, the course code(s) that appears earlier in the alphabet will count toward the degree (e.g., course code ABC123 would take precedence over ABC124 or BCD123).

PROCESS AND CONSULTATION

This policy was developed by the Standing Committee on Examinations, and approved by majority vote on August 4, 2021. It was reaffirmed in later 2022 by the (now renamed) Undergraduate Assessment Committee for submission to Faculty Council.

RECOMMENDATION FOR COUNCIL

For information.