

Statement on Good Academic Standing and Satisfactory Progress in the Graduate Department of Public Health Sciences

Revised June 2012

1. Introduction

Students admitted into a degree program in the Graduate Department of Public Health Sciences (GDPHS), Dalla Lana School of Public Health (DLSPH) are expected to maintain “**good academic standing**” in their graduate program and to make “**satisfactory progress**” toward the completion of their degree requirements. Consistent with the policies outlined by the School of Graduate Studies (SGS), failure to maintain “**good academic standing**” and “**satisfactory progress**” may result in the consideration of various sanctions which include but are not limited to, restricting enrolment in courses, ineligibility for financial assistance/awards, lowest priority for bursaries and assistantships, and recommendation for termination from the program.

1.1. Good academic standing refers to achieving the minimum passing grade of B- in all course and/or practicum. For courses and/or practica that do not assign a letter grade, the passing grade is CR (i.e. credit).

1.2. Satisfactory progress is the timely completion of the graduate program requirements.

For **Masters students**, this is defined as the completion of all degree requirements within the maximum time to completion, outlined below. Typical program lengths are provided as a guideline for full-time students to measure their progress. Part-time students are advised to speak to their Program Director and prepare a study plan.

Typical Program Lengths and Maximum Time Limits to Completion for Masters Programs		
	FT	PT
Masters in Public Health (MPH)	3 yrs (max); 2 yrs (typical)	6 yrs (max); 3 yrs (typical)
Masters of Science (MSc)	3 yrs (max); 1 yr (typical)	6 yrs (max); 1.5 yrs (typical)
Masters of Science in Community Health (MScCH)	3 yrs (max); 1 yr (typical)	6 yrs (max)

Generally speaking, Masters students should complete 50% of their degree requirements (MPH– 5.0 FCE; MSc/MScCH/Advanced Standing – 2.5 FCE) by the midpoint of the typical program length mentioned above.

For **PhD students**, “satisfactory progress” requires continued registration (Section 7.1.7, General Regulations, SGS Calendar), unless a student is on an approved Leave of Absence (LOA). Furthermore, doctoral students must:

- Complete and submit a Preliminary Funding Report every July for the upcoming academic year
- Complete and submit the annual PhD Progress Report to the GDPHS by end of September for each academic year the student is registered
- Complete the Student-Supervisor Agreement and update funding details in GRADSYS by GDPHS deadline (communicated by email each year)
- Constitute a supervisory committee by the end of the first session in the second year
- Meet with the supervisory committee at least once a year (unless the student is on an approved Leave of Absence)
- Achieve candidacy no later than the end of the third year for full-time students; fourth year for flex-time students. See Section 8.5.1 of the SGS Calendar

- Fulfill other program requirements as required
- Complete of all PhD program requirements before the maximum time to completion; 6 years for full-time students, 8 years for flex-time students

2. Poor Academic Standing

2.1 Masters Students

A MPH/MSc/MScCH student will be considered in poor academic standing if one of the following occurs:

- **failure in one course or one practicum**, regardless of FCE weight
- **failure to maintain registration**. It is expected that full-time Masters student will maintain continuous registration (i.e. payment of fees). Part-time students would be expected to maintain satisfactory progress based on their study plan.

2.2. PhD Students

A PhD student will be considered in poor academic standing if one of the following occurs:

- **failure in one course**, regardless of FCE weight
- **failure to maintain continuous registration**. Failure to register is outlined in Section 7.1.9 in the SGS Calendar. Please note this does not apply to students who are formally granted a Leave of Absence
- **failure to achieve candidacy** by end of the 3rd year for full- time students, 4th year for flex-time students; this includes successful completion of all coursework and the comprehensive examination, confirmation of an approved thesis topic and constitution of a supervisory committee

3. Poor Academic Standing: Next Steps

Any student in poor academic standing will be required to meet with the Graduate Coordinator and Program Director to discuss his/her performance to date.

These students (as defined in Section 2) will be considered for various sanctions, including restricting enrolment in courses, ineligibility for financial assistance/awards, lowest priority for bursaries and assistantships, and possible recommendation for termination from the program.

4. Appeals

As per SGS policy, students “may appeal substantive or procedural academic matters, including grades, program requirements, decisions about the continuation in any program or concerning any other decision with respect to the application of academic regulations and requirements to a student” (Section 11.1, SGS Calendar). Please refer to www.sgs.utoronto.ca/calendar/2011-12/genreg/appeals.htm on academic appeals.

A separate appeal process exists for students who wish to appeal the GDPHS’s recommendation for termination from a program. Such appeals are made directly to the SGS Graduate Academic Appeals Board and are outlined at www.sgs.utoronto.ca/governance/policies/termination.htm.