



Extra (EXT) Course Policy

Mechanical and Industrial Engineering

All courses that are above and beyond a student's degree requirements must be marked as Extra¹. Extra courses appear on your academic record with a final course mark and are noted as "EXT". Extra courses do not count for degree credit and are not included in calculating your sessional average and cumulative grade point average or in determining your eligibility to proceed to the next session. Extra courses can still be used to fulfill the requirements for a minor or certificate program.

How do I know if a course must be designated as Extra?

1. Any course that is not listed in the curriculum requirements for your program must be designated as Extra. This includes courses taken for interest or additional elective courses beyond what is prescribed in your program's curriculum:
 - **Mechanical Engineering curriculum:**
<https://engineering.calendar.utoronto.ca/mechanical-engineering-aemecbas>
 - **Industrial Engineering curriculum:**
<https://engineering.calendar.utoronto.ca/industrial-engineering-aeindbas>
2. While one course can be used to fulfil two separate program requirements (e.g., undergraduate degree elective and certificate program), a course that is used to fulfil the requirements of two minors, a minor and a certificate or two certificates must be designated as "Extra."
 - For example, JRE420H1 (People Management and Organizational Behaviour) can be used towards your degree requirements as a Complementary Studies (CS) elective and the requirements for the minor in Engineering Business. If you would like JRE420H1 to be counted towards two minors (for example, Business and Advanced Manufacturing) or a minor and certificate or two certificates, it cannot be used towards your degree (i.e., your CS requirements). Therefore, it must be designated as Extra.
3. If you plan on enrolling in a graduate program in MIE, you may have the option to request that a 500-level course be counted towards your graduate program requirements. These courses must be marked as Extra during your undergraduate studies².
4. In exceptional circumstances, fourth year MIE undergraduate students may be granted permission to take a graduate course offered by the Graduate Office, Department of Mechanical and Industrial Engineering. Any graduate courses taken during your undergraduate studies must be designated as Extra.

Scholarships

In order to qualify for a merit-based scholarship, students must carry a full course load (minimum 5.0 credits Fall + Winter combined). **Extra courses are not included in calculating the course load.** For more information, please contact the Scholarships and Financial Aid Office at: awards@engineering.utoronto.ca.

Deadlines

The deadline to designate a course as Extra is the same as the deadline to drop a course for the term in which the course is taken. The deadline for requesting an Extra course be changed to a credit course (if applicable) is the same as that for adding a course. To designate a course as Extra, please submit a [Course Request Form](#) to the MIE Undergraduate Office by the deadline.

If you have completed a course that is over and above your degree requirements and it is not marked as Extra by the deadline, the MIE Undergraduate Office will designate your most recently enrolled additional course/s as Extra³.

Please note that it is your responsibility to review the [Academic Calendar](#) and ensure that you follow the Faculty's policies and regulations. If you have any questions about Faculty and Departmental policies, please contact the MIE Undergraduate Office at undergrad@mie.utoronto.ca.

Note¹: If a student transfers from one engineering program to another, the core courses that the student took for the original program may not be designated as "Extra."

Note²: In addition to designating the 500-level course as Extra, you must obtain a minimum grade to be considered for transfer credit. Please contact the MIE Graduate Office (gradoffice@mie.utoronto.ca) for more information.

Note³: The MIE Undergraduate Office will not retroactively designate a course as Extra if it results in a change in a student's academic standing.