



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 for a student to request that a credit course be designated as an Extra course is the course drop deadline for the term or session in which the course is taken.

The deadline for a student to request that a course designated as Extra be changed to a credit course, if applicable, is the deadline to add a course for the term or session in which the course is taken.

To designate a course as Extra, please submit a [Course Request Form](#) to the MIE Undergraduate Office by the deadline.

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 retroactively³, the following rules will apply to determine which courses are maintained for credit:

1. Chronology: courses taken in earlier semesters count towards 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).

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.