



Computer Science
UNIVERSITY OF TORONTO

Graduate Handbook

Master of Science (MSc) Program

2026–2027

Innovation that matters.

Table of Contents

Table of Contents.....	2
Important Dates 2026–27	3
1. Introduction	6
2. MSc Course Requirements	8
2.1 Minimum number of courses.....	8
2.2 Breadth requirement	8
2.3 Breadth evaluation	9
2.4 Plan of study.....	10
2.5 Courses outside Computer Science	10
2.6 Part-time studies	10
2.7 Breadth requirements for students who began prior to September 2024	10
3. MSc Student Supervision	11
4. Research Project	13
4.1 MSc research project	13
4.2 Use of generative Artificial Intelligence in milestones	14
5. Timelines, Deadlines and (Un)Satisfactory Progress	15
5.1 Time limit to degree completion.....	15
5.2 Program completion	16
5.3 Transitioning to the PhD program.....	16
5.4 Unsatisfactory progress	17
5.5 Withdrawal.....	17
6. Forms, Fees and Administrative Procedures	18
6.1 Adding and dropping courses	18
6.2 Registration and fees	19
6.3 Personal Time Off Policy	21
6.4 Leaves of absence — personal, medical, parental and internship	21
6.5 Appeals.....	23
6.6 University of Toronto Policy for Official Correspondence with Students	24
7. Contact Information and Resources	25
Graduate Office	25
Key student resources	26

Important Dates 2026–27

Please see the [School of Graduate Studies Sessional Dates 2026–2027](#) for a complete list. Key departmental dates are listed below.

Fall 2026

Date	Event
June 30	Deadline to request a leave of absence for Fall 2026 session.
July 5	Deadline to submit Plan of Study form for pre-enrolment in Fall and Winter session courses.
July 13	Registration (fee deferral) for Fall session on ACORN begins.
July 31	Deadline to request Fall Convocation .
Aug. 3	Civic Holiday – University closed.
Aug. 5	Open course enrolment for DCS courses begins for Fall and Winter courses.
Aug. 14	Deadline to complete the final research paper and send it to readers for Fall Convocation.
Aug. 21	Recommended tuition fee payment deadline. International students must make a payment by this date to ensure UHIP coverage at the beginning of September.
Aug. 31	Deadline for readers to submit reader reports to Graduate Office for Fall Convocation.
Sept. 7	Labour Day – University closed.
Sept. 8	DCS Graduate and cross-listed courses and seminars begin.
Sept. 11	Deadline to submit the final version of MSc research paper to the Graduate Office if program completing without Fall registration.
Sept. 18	Registration deadline. After this date a late registration fee will be assessed.
Sept. 23	Final date to add Fall and ‘Y’ courses without an Add/Drop Course(s) Form .
Oct. 12	Thanksgiving holiday – University closed.
Oct. 15	Deadline to request a leave of absence for Winter 2027 session.
Oct. 26	Final date to drop Fall courses on ACORN without academic penalty.
Oct. 26	Deadline to request graduation if completing without registering in Winter term.
Oct. 26–30	Reading Week – no classes in some courses. Check with course instructor for details.
Dec. 10	Deadline to complete the final research paper and send it to readers if completing program without registering in Winter term.
Dec. 11	Last day of classes in Fall session.
Dec. 24	First day of Winter break – University closes.

Winter 2027

Date	Event
Jan. 6	University re-opens. Deadline for readers to submit reader reports to Graduate Office.
Jan. 11	DCS graduate and cross-listed courses and seminars begin.
Jan. 13	Grades for Fall 2026 session courses available for viewing by students on ACORN .
Jan. 15	Deadline to submit the final version of MSc research paper to the Graduate Office if program completing without Winter registration.
Jan. 15	Registration deadline for students registering or starting their program in January.
Jan. 18	Final date to add Winter courses without an Add/Drop Course(s) Form .
Feb. 10	Deadline to request a leave of absence for Summer 2027 session.
Feb. 15	Family Day holiday – University closed.
Feb. 15-19	Reading Week – no classes in some courses. Check with course instructor for details.
Feb. 26	Final date to drop Full-Year and Winter courses on ACORN without academic penalty.
Mar. 2	Deadline to request graduation if completing without registering in Summer term for June Convocation.
Mar. 19	Deadline to complete the final research paper and send it to readers for June Convocation.
Mar. 26	Good Friday – University closed.
Apr. 2	Deadline for readers to submit reader reports to Graduate Office.
Apr. 9	Last day of classes in Winter session. Deadline to submit the final version of MSc research paper to the Graduate Office if program completing without Summer registration.
Apr. 30	Payment deadline to avoid service charges on unpaid Fall/Winter tuition for students registered without payment.

Summer 2027

Date	Event
May 3	DCS Graduate and cross-listed courses and seminars begin.
May 10	Final date to enrol in May–June or May–August session courses.
May 12	Grades for Winter 2027 session courses available for viewing by students on ACORN .
May 24	Victoria Day holiday – University closed.
May 31	Final date to drop May-to-June F section courses without academic penalty.
June 21	National Indigenous Peoples Day – University Closed.
June 28	Final date to drop May-to-June Y section courses without academic penalty.
July 1	Canada Day – University closed.
July 31	Deadline to request Fall Convocation .
Aug. 2	Civic Holiday – University closed.
Aug. 14	Deadline to complete the final research paper and send it to readers for Fall Convocation.
Aug. 31	Deadline for readers to submit reader reports to Graduate Office for Fall Convocation.



1. Introduction

This handbook describes the requirements for the MSc degree program in the Department of Computer Science and the associated administrative procedures. All MSc students should become familiar with its contents.

The main goal of a successful MSc is to develop a student's ability to conduct independent research and to prepare them for further professional development, whether in industry, government or doctoral studies. One aspect of this training is to ensure that students have both broad and deep knowledge of Computer Science. The starting point for this is the completion of the MSc course and breadth requirements. However, coursework is, by design, limited to relatively narrow and well-defined assignments, projects and exams.

To be a successful MSc student, a candidate needs a broader set of skills, including the maturity to cope with the open-ended uncertainty of research. This includes the ability to engage with the existing literature, identify meaningful problems, develop new approaches and communicate results clearly. The expectation is that the foundations for these skills will be developed and demonstrated through the MSc research project (CSC4000Y).

Foundational skills for MSc candidates:

- The ability to apply the tools and techniques of Computer Science in potentially new ways, along with an understanding of what they know and what they have yet to learn.
- The ability to identify and engage with significant research contributions in a chosen area, and to understand their context within the broader literature.
- The ability to relate published research papers to one another and to assess the overall state of knowledge in a research area.
- The ability to critique the research methods used in published work, including identifying strengths, weaknesses and likely threats to validity.

- The ability to identify limitations of reported results and their implications for future research directions.
- The ability to suggest alternative approaches to answering research questions and to evaluate their relative merits.
- The ability to conduct original research — formulating a research question, designing a methodology, executing the work and writing up the results to a standard suitable for peer-reviewed publication.

These skills are developed progressively throughout the program, and students are expected to demonstrate them through their research project and in their interactions with their supervisor and the broader research community. The MSc program is also an excellent foundation for students who wish to continue to the PhD program; see [Section 5.3](#) for details on transitioning.

Course groups

Group	Areas
Group 1	Algorithms, Complexity, Cryptography, Theory of Distributed Computing
Group 2	Artificial Intelligence, Machine Learning, Knowledge Representation, Computational Linguistics, Computational Biology and Medicine, Robotics, Vision
Group 3	Systems, Networks, Databases, Security, Programming Languages, Compilers, Software Engineering, Scientific Computing
Group 4	Human Computer Interaction, Computational Social Science, Visualization, Graphics, Sustainability Computing, Computer Science Education

MSc students wishing to continue to the PhD program should be aware that PhD students must complete at least five courses on the approved list from at least three different groups. Please consult the [PhD Handbook](#) for more information.

Understanding how course requirements and breadth work together

Course requirements and breadth requirements are distinct, and both must be met to satisfy program requirements. It may be helpful to think of each requirement separately.

MSc course and breadth requirement checklist

Requirement	MSc
Full-Course Equivalents (FCE)	2.0 FCE (4 half courses)
Unique Course Groups	2
Courses taken from the approved list	At least 3 courses

2.3 Breadth evaluation

Graduate courses completed in a prior **graduate** program may be deemed equivalent to courses on the approved list and hence qualify to fulfill the breadth requirement. The optional [Breadth Evaluation Form](#) allows a student to request such equivalency. Breadth evaluation is distinct from transfer credit and does not result in a reduction in the number of courses a student is required to take. The assessment is done by the Associate Chair, Graduate Studies, sometimes in consultation with other faculty members. To support a Breadth Evaluation request, the student should submit:

- a syllabus or copy of the course notes;
- the course grading scheme;
- copies of assignments or exams;

- copies of their course projects; and
- proof of their grade in the course (e.g., their transcript).

Note that graduate courses taken during a Bachelor's degree do not count towards the breadth requirement. Submit the [Breadth Evaluation Form](#) to gradoffice.cs@utoronto.ca.

2.4 Plan of study

By the end of the first month of registration in the MSc program, students must submit a [Plan of Study Form](#) to the [Graduate Office](#) for approval, listing the courses they propose to take to satisfy the breadth requirement. If the list of courses changes, the student must submit a revised [Plan of Study Form](#).

Students who submit their [Plan of Study Form](#) by the advanced deadline (July 5, 2026) will be eligible for priority enrolment in up to 2 CS graduate courses in each of the Fall and Winter sessions.

2.5 Courses outside Computer Science

Students are allowed to take courses offered by other departments, provided that the department offering the course grants permission to enrol, and that the student's overall coursework meets the breadth requirements of their degree. Students may propose courses to be added to the approved [list](#) by contacting the [Graduate Office](#) and providing a course syllabus, grading scheme, projects and assignments for formal review.

2.6 Part-time studies

Although most MSc students choose full-time studies, part-time studies are also possible. However, part-time students do not receive funding. The degree requirements for part-time students are the same as for full-time students, but they may not enrol in more than one course per session. The time limit for the degree is six years. Transfers between part-time and full-time study require approval of the supervisor and the Associate Chair, Graduate Studies. Students requesting to transfer should submit their request in writing at least 3 weeks prior to the start of the session. Students may not transfer mid-session.

2.7 Breadth requirements for students who began prior to September 2024

Students who began their MSc program prior to September 2024 can either fulfill the breadth requirements described above or can fulfill the breadth requirements described in the MSc handbook from any year since they began their MSc program. The handbooks from previous years can be found on the [DCS website](#). To change to the new breadth requirements, a student should submit a new [Plan of Study Form](#).



3. MSc Student Supervision

Every MSc student is assigned a supervisor (and possibly a co-supervisor) upon admission to the program. In some cases, such as for students in the Theory Group, students will be assigned an interim advisor prior to registration and a research supervisor by the beginning of their second term. In such cases, once a supervisor has been assigned, the student should submit a [Graduate Supervision Form](#) to the Graduate Office.

The supervisor advises on course selection and research topics and provides ongoing support while the student conducts research. All students are required to consult frequently with their supervisors throughout their graduate studies, to report on their progress, to ask questions, to obtain advice regarding their research and to get approvals for plans of study and internships.

To be the sole supervisor or a co-supervisor of an MSc student, a faculty member must hold an Associate, Full or Emeritus Graduate Faculty Membership in the School of Graduate Studies (SGS) within the University of Toronto, with a specific graduate faculty appointment in the Department of Computer Science (CS-SGS membership). When an MSc student is co-supervised, one of their co-supervisors must be identified as the primary supervisor (also known as the supervisor of record). The other co-supervisor must hold Associate, Full or Emeritus GFM in CS-SGS.

Successful supervision is a shared responsibility between the student and the supervisor. Students are responsible for attending mutually agreed upon meetings and for being responsive to supervisor feedback. The [supervision guidelines provided by SGS](#) are excellent resources for making the most of this relationship. Take note of the checklists in Appendix 2 of both the [Supervision Guidelines for Students](#) and the [Supervision Guidelines for Faculty](#). The Department of Computer Science supports the expectations stated in these guides, and we encourage students to discuss these guidelines with their supervisor(s).

Even when their supervisor is on leave, a student is responsible for maintaining good academic progress. Prior to taking a leave, a supervisor should meet with their student to discuss how the student will be supervised during the leave. If a student has questions about supervision during a leave, they can contact the [Graduate Office](#).

Occasionally, the student–supervisor match is unproductive. Any student who finds themselves in such a situation should discuss difficulties or concerns with their current supervisor, a member of the [Graduate Office](#), the [Graduate Student Liaison](#), or the Associate Chair, Graduate Studies.

Students are also encouraged to take advantage of SGS [resources](#) and the confidential support offered by the [Centre for Graduate Mentorship and Supervision](#). In many cases, the issues might be resolved by talking about them. If a resolution cannot be found, students are invited to seek advice from the Associate Chair, Graduate Studies.

Note that students registered in the MSc program are required to have a supervisor to progress through their program. When a change of supervisor is made, a student must submit the [Graduate Supervision Form](#) to the [Graduate Office](#) for formal approval.

*The **Graduate Student Liaison** is a Computer Science faculty member who provides confidential non-supervisory guidance on your program, academic concerns, and support in navigating your supervisory relationship. Please reach out via email at gradliaison.cs@utoronto.ca to schedule an appointment.*



4. Research Project

4.1 MSc research project

An MSc research project (CSC4000Y) should demonstrate the student's ability to conduct independent work, review the relevant literature, identify a problem in a research area, organize existing concepts, suggest and develop new approaches to solving problems in that area and report the results. The standard is that this work could reasonably be submitted for peer-reviewed publication, such as a conference or a workshop. Negative results are also acceptable, provided a reasonable prior hypothesis and a thorough analysis of the reasons for them.

A major component of the research project is writing a research paper. It should contain a thorough discussion of related work and a comprehensive list of references. Depending on the nature of the research, the paper should include a clear description of the motivation, the model, the algorithms, the experimental methodology, the experimental results or the results of user studies. All claims must be fully supported. This may include complete proofs or links to code or other artifacts, such as videos, that are part of the student's research project. A rough guideline for the length is 25 to 60 double-spaced pages using an 11- or 12-point font.

The completed research paper must have the written approval of two readers, one of whom must be the student's supervisor. The second reader must hold an Associate, Full or Emeritus GFM. If a student has a co-supervisor, the co-supervisor can serve as the second reader. The readers should be given at least two weeks to review the paper. They will then submit their evaluation of the paper to the Graduate Office for review and consideration by the Associate Chair, Graduate Studies.

If the research paper is unacceptable to any reader, the reader will provide the student with a list of required revisions, and the student will have an opportunity to improve the paper. After the improvements, the research paper is resubmitted to the same readers. Most papers are revised at least once. Students should allow ample time for revisions so that final approval can be received by the

program completion deadline (see [Section 5.1](#) below). Missing this deadline incurs significant additional tuition fees.

4.2 Use of generative Artificial Intelligence in milestones

Generative artificial intelligence (AI) tools, meaning those that produce new text, code, images, audio or other content, are increasingly used in research and writing. Their use in any work submitted for a graduate academic milestone, including the MSc research project, must uphold the core principles of academic quality, research integrity and transparency. This section summarizes key points; for full detail, students and supervisors should consult the School of Graduate Studies [Guidance on the Appropriate Use of Generative Artificial Intelligence for Graduate Academic Milestones](#).

Students are expected to seek and document, in writing, unambiguous approval from their supervisor(s) before using generative AI tools in milestone work. In particular:

- Approval applies to each specific task. Permission to use a tool for one purpose (for example, searching the literature) does not extend to others (for example, drafting or editing thesis text), and separate approval is required for each use.
- Students remain fully responsible for all content they submit, including any produced with AI, and are accountable for its accuracy and originality, as well as for compliance with requirements regarding intellectual property, privacy and research ethics.
- Any use of generative AI must be clearly cited and described, including which tools were used, how and why they were used, in accordance with citation norms, as with other methods and tools.
- The MSc Research Paper must represent the student's own original contribution to knowledge. Content generated by AI may not meet this originality standard, and the Readers must be able to distinguish the student's contributions from those of any tool.

Students should also be aware of the limitations of these tools, which can produce inaccurate, biased or fabricated material, including references to works that do not exist, and which raise security and privacy considerations. Relying on AI for writing may also impede the development of the scholarly writing skills that are central to graduate training. Unauthorized use of generative AI in milestone work may constitute an offence under the [Code of Behaviour on Academic Matters](#) or research misconduct under the [Policy on Ethical Conduct in Research](#).



5. Timelines, Deadlines and (Un)Satisfactory Progress

5.1 Time limit to degree completion

The full-time MSc program is designed to be finished in 16 months, which aligns with the department’s limit for guaranteed funding. The Reader Reports indicating satisfactory completion of research papers must be received, and all course requirements must be completed by this deadline.

Full-time MSc students who do not complete their program by the end of the 16 months of registration may continue to maintain registration up to the SGS maximum of 36 months in the program. Students beyond 16 months of registration in the MSc program are responsible for tuition and fees. Part-time MSc students are expected to be finished in 32 months but may continue to maintain registration up to the SGS time limit of 72 months.

Deadlines are serious! Students who miss the deadline to request to graduate will be liable for tuition and fees for any additional sessions registered, a substantial expense that will not be covered by their departmental funding.

Program	Departmental funding	SGS time limit for degree
MSc Full-time	16 months	36 months
MSc Part-time	No funding	72 months

In exceptional circumstances, a student who does not complete all the requirements for the degree within the SGS time limit may be considered for up to three one-year [program extensions](#). The first two extension requests require the approval of the Associate Chair, Graduate Studies; the third requires approval from both the Associate Chair, Graduate Studies and the School of Graduate Studies.

Students who have serious health problems or personal circumstances that prevent them from making satisfactory progress are entitled to take a leave from graduate studies. Such a leave effectively stops the clock for funding and time to degree completion. Students encountering difficulties should connect with the Graduate Office at gradoffice.cs@utoronto.ca.

5.2 Program completion

Master's students must request to graduate immediately following the completion of their degree requirements. The University of Toronto offers three convocations: Fall, Winter (in absentia – no ceremony) and Spring. Those students who complete their program at the end of the Fall session can select either Winter or Spring for their convocation date. Students who have completed their coursework and breadth requirements and have their research paper ready for evaluation should complete the following:

MSc request to graduate

When you are ready to graduate, you will need to submit the [Request to Graduate Form](#) to the Graduate Office to convocate. Deadlines for submission are sent out by the Graduate Office each session and are listed in the [Important Dates](#).

MSc Reader Reports

When you submit the [Request to Graduate Form](#), your readers will automatically be sent a unique link for the Reader Report form. The deadline for receiving these reports from readers is set by the Graduate Office and announced to students via email and in the list of [Important Dates](#).

Submission of final MSc research paper

Students must submit the final version of their MSc research paper, as approved by their readers, to the [Graduate Office](#). Submission deadlines are listed in the [Important Dates](#).

MSc graduation

Once you have completed the MSc program requirements, the Graduate Office will submit your degree recommendation to SGS. An email with graduation information and instructions regarding convocation dates, diploma pickup and ticket reservations will be sent to your mail.utoronto.ca email address from the Convocation Office.

5.3 Transitioning to the PhD program

For an MSc student to be allowed to transition to the PhD program upon completion of the degree, all readers of the MSc research paper must indicate in their evaluation that it achieves the standard expected for transition to the PhD program. Readers must also complete the corresponding section of the evaluation form and attach a detailed letter of reference recommending the student's admission to the PhD program.

One of the readers must indicate on their form that they are interested in supervising the student's PhD studies. Upon approval for transition, a student must complete an SGS admission application and pay the application fee to register in the PhD program. Students transitioning to the PhD program can

commence their doctoral program in either the Winter (January) session immediately after completing their MSc or the following Fall (September) session.

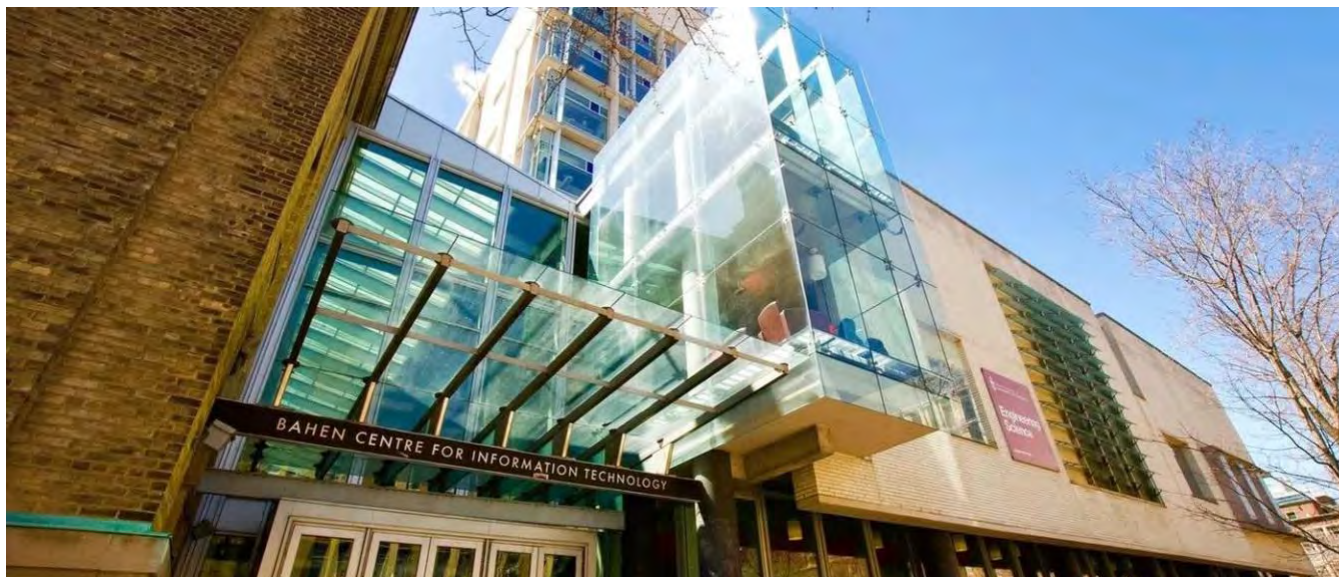
Funding for transitioning students: *Approved students will be allowed to transition to the PhD program without interruption in their departmental funding upon completion of their MSc as long as they maintain registration. An additional 44 months of departmental funding is guaranteed for the PhD program.*

5.4 Unsatisfactory progress

Not making satisfactory academic progress — for example, failing a course, not successfully completing course requirements, dropping courses or not moving forward in research — can have serious consequences. A student who is making unsatisfactory progress may lose all or part of their Departmental Fellowship. A student who continues to make unsatisfactory progress may be offered the option to [withdraw](#) from the program or their registration may be terminated (see [SGS information on termination](#)).

5.5 Withdrawal

Students considering program withdrawal must contact the [Graduate Office](#) to discuss their options. Any student who withdraws from their program and is interested in rejoining must re-apply to the program. Re-admission is not guaranteed.



6. Forms, Fees and Administrative Procedures

DCS and SGS forms for all common requests are available on the [DCS Graduate Forms and Handbooks webpage](#) and the [DCS Graduate Studies SharePoint site](#).

6.1 Adding and dropping courses

Students may enrol in courses for the 2026-27 Fall and Winter sessions starting on August 5 on [ACORN](#). The last day to add courses for the Fall session is September 23, and for the Winter session is January 18; after these dates, an [Add/Drop Course\(s\) Form](#) is needed to enrol in courses. For the Fall 2026 term, courses may be dropped in [ACORN](#) until October 26 and for the Winter 2027 term, until February 26. After that, an [Add/Drop Course\(s\) Form](#) is required to petition that the drop be done without penalty.

Dates and deadlines for graduate courses cross-listed with undergraduate courses: Students taking a graduate course that has been cross-listed with an undergraduate course must follow the dates and deadlines for course enrolment outlined in the [SGS Calendar](#). It is the graduate student's responsibility to know the appropriate add and drop deadlines.

Coursework extension requests:

Occasionally, due to unforeseen circumstances (such as a documented medical reason), students may require additional time beyond the grade submission deadline to complete coursework. Coursework extensions must be signed by the course instructor and submitted to the Graduate Office at gradoffice.cs@utoronto.ca through the submission of an [Extension to Complete Coursework Form](#). Approved extensions will be marked as SDF (Standing Deferred) on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the Graduate Office.

6.2 Registration and fees

Students are registered as soon as they have paid the minimum tuition and incidental fees or have made appropriate arrangements to defer their fees. Regardless of whether they are taking courses, students are expected to register every year and remain continuously registered until they complete their degree, unless they take approved leave. When students return from an approved leave, they must re-register. Students who fail to register or are not permitted to register because they have reached the time limit for their degree (and a program extension was not approved) will have their registration end. Students who fail to register may not make demands on the university's resources, attend courses or expect advice from their supervisor. Students who fail to register by the sessional registration deadline will be charged a late registration fee.

General fee information

- Fee schedules are available on the University Registrar's [website](#), and students may pay or defer their fees if eligible, as soon as their invoice is updated on [ACORN](#).
- UHIP charges for international students are included on their fees invoice.
- Students wishing to make a fees payment from outside of Canada may choose one of the fee payment options outlined on the University Registrar's [website](#).
- While students with outstanding severe conditions will be blocked from requesting registration without payment on [ACORN](#), they can still pay fees at the bank. The payment will not change an INVIT status to REG.
- Continuing students with outstanding conditions from the previous year, who have allowed their registration to lapse, or have met their candidacy or program time limit, do not have an INVIT created for the session and will not be able to pay fees until conditions are cleared.

Failure to register

If you fail to register and wish to return to your studies, you must request to be reinstated in your program. Reinstatement is permitted, upon approval by the Associate Chair, Graduate Studies, if you are still within the maximum allowable time for your degree program. For more information, please contact gradoffice.cs@utoronto.ca.

Reinstated students in programs requiring continuity of registration must pay fees owing for any session(s) in which they did not register. More information is available on the School of Graduate Studies webpage, [Manage Your Program](#).

Outstanding conditions

Students admitted to the program are usually admitted with two types of conditions: severe and non-severe. The most common severe conditions are the receipt of formal transcripts directly from the issuing institutions to the graduate office. Students will not be permitted to register until all severe conditions are cleared. Some students will also have severe conditions related to English Language Proficiency testing. Students can see their conditions on their formal SGS admission letter. Students should consult with the Graduate Office if they have any questions. Non-severe conditions must also be cleared by the end of the first Fall term of registration, or by the deadline stated in the admission letter, whichever is earlier. Failure to meet all conditions will result in a student's registration being revoked.

Requesting to register without payment (tuition fee deferral)

Students can request to register without payment via [ACORN](#) if they have no outstanding fees from a previous session and they are the recipient of one of the following awards, which exceeds the Minimum Payment to Register amount on their invoice:

- University funding (major award, research stipend or teaching assistantship);
- Award from an external agency (for example, NSERC or OGS);
- OSAP loan;
- Other provincial government loan; or
- U.S. government loan.

If a student is receiving a major award, research stipend or teaching assistantship which is not part of a funding package or requesting to register without payment after the registration deadline, the [Register Without Payment \(Fee Deferral\) Form](#) must be used. Policies about deadlines to pay tuition after a deferral are outlined on the form.

Invoices and paying tuition fees

Fee deferral only defers the payment of tuition. Students with a funding package will have a part of that package automatically applied to their tuition charges by the university. Students who defer their tuition and are not receiving one of these payments (generally University of Toronto Fellowships, NSERC or OGS/QEII) will have to arrange for payment themselves. Graduate students who receive their funding through different sources, such as the Human Resources Information System (HRIS) or payroll, are still eligible to defer their fees; however, they will need to pay their tuition and incidental fees manually in [ACORN](#). Graduate students can learn more about the different sources of their income and how these are paid by reviewing their annual funding letter. Students are informed of fees payable through [ACORN](#). Students should remain aware of the status of the various items in their account. Failure to pay the full invoice amount by the deadline will result in accrual of interest charges and a block on registration for the next academic year.

Balance of degree fee

All MSc students must pay a minimum degree fee. This fee is based on the full-time program length for the MSc program. The minimum degree fee represents the minimum amount of tuition that every student, whether registered full-time or part-time, must have paid prior to graduation.

If, at the end of your program, the total amount of tuition you paid during the time you were registered is less than the minimum degree fee, you will be required to pay the difference, which is called a balance of degree fee. This is assessed prior to graduation.

Students who undertake their studies on a part-time basis are required to pay at least as much tuition for their degree as a full-time student. Full-time students who accelerate their program and finish the degree requirements in less than the program length must also pay a Balance of Degree Fee.

Request for off-campus registration

Full-time students must be geographically available and visit the campus regularly. In some cases, it may be appropriate, with the approval of the student's supervisor, to be absent from the University for an extended period. In these cases, the student must submit a [Request for Off-Campus Registration Form](#) to the graduate office for review by the Associate Chair, Graduate Studies. Students who plan to be outside of Canada (including in the U.S.A.) must register with the University of Toronto Centre for International Experience [Safety Abroad Database](#).

6.3 Personal Time Off Policy

The Personal Time Off Policy allows full-time registered graduate students to take up to 15 business days of personal time off per academic year (Sept–Aug), in addition to statutory holidays and days designated as university closures or holidays. Students who are enrolled for only part of the academic year will have their allowable personal time off prorated. This will not result in any changes to registration or funding. The time off is not mandatory. See [the SGS Personal Time Off / Policy and Understanding Personal Time Off](#) for more information.

A student must consult with, and receive approval from, their supervisor in advance of the time off. The time off must not compromise student research, coursework, overall progression through the curriculum or deadlines. This time off applies only to the students' academic program, not to their obligations as teaching assistants (which are regulated by the CUPE 3902 Unit 1 Collective Agreement) or to other research assistant/casual work. Students are responsible for documenting time off information and keeping their annual records for the duration of the program.

6.4 Leaves of absence — personal, medical, parental and internship

Personal, medical and parental leaves

Students requiring an extended period away from their studies should notify the [Graduate Office](#) as soon as possible. All students considering a leave of absence should meet with the Graduate Office in advance. Leaves of absence cannot be taken without formal approval from the Associate Chair, Graduate Studies. Leaves are always granted for an entire session and cannot be prorated to months or weeks.

Paid parental leave: (1) If the supervisor is supporting the student from an NSERC, CIHR or SSHRC grant, the student may be entitled to continued support for up to 12 months while on parental leave; see the [Tri-Agency Financial Administration guide](#) for details. (2) The student may be eligible for an SGS Parental Grant for two or three sessions; see the [SGS Parental Grant webpage](#) for details.

Internships

Internships are not a component of the research programs in the Department of Computer Science. However, they are recognized as an important experience for many of our graduate students. SGS does not distinguish between personal and internship leave, so students considering an internship leave should select “personal” on their leave-of-absence form. It is important to notify the [Graduate Office](#) well in advance of taking up an internship (see the table below) to determine whether a leave of

absence is appropriate. Failure to meet these deadlines may result in repayment of tuition, departmental funding and scholarships. If there is a substantive reason why a student is unable to meet the notification deadline, contact the Graduate Office.

Internship leave notification deadlines

Session	Notify Graduate Office by
Summer (May–August)	February 10
Fall (September–December)	June 30
Winter (January–April)	October 15

How to request a Leave of Absence

Students considering taking leave should consult the Graduate Office. Students may request an official leave of absence for one to three sessions by completing an SGS [Request for Leave of Absence form](#) and submitting it to the [Graduate Office](#) with a brief statement of the reasons that the leave is requested. The statement must be approved by their supervisor.

Key considerations for Leaves of Absence

Time to completion

For approved leaves, the remaining funding, the remaining components of the program and the time-to-completion for the degree will be extended by the amount of time (number of sessions) taken for the leave. This is calculated per session and cannot be prorated by weeks or days.

Tuition and fees

Students on an approved leave of absence are not registered in the program and will only be charged for sessions in which they are registered. For students registered in full-time programs, tuition and fees are assessed only during the Fall and Winter sessions.

Funding and scholarships

Student funding will be put on hold for the duration of an official leave. Students must notify the [Graduate Office](#) when they return from leave so that registration and funding can resume. Students who receive their sessional funding before a leave of absence begins may need to repay a portion of the payment they received. This can be avoided by submitting the necessary paperwork by the deadline outlined above. The 16-month funding package is based on the program's typical registration sequence: Fall, Winter, Summer and Fall (FWS-F), and covers the cost of three sessions of tuition. Leaves may impact the tuition portion of your funding package.

Agencies such as OGS and NSERC allow for medical leave. However, students on personal or internship leave must check the regulations of any scholarships they are receiving to ensure that the agency will allow a break for work experience and the deferral of payments.

A break in registration may also impact income tax calculations. Further, it may mean that any student loans will be immediately payable! Students should check with their loan agency about repayment regulations.

International students

International students should ensure they have an appropriate visa that allows them to be registered as a student while they work at an internship, and that they have health insurance coverage during this period. International students should consult the [Graduate Office](#) as well as a licensed immigration advisor (such as at the [Centre for International Experience](#)). Failure to do so may have severe implications on immigration status as well as financial ramifications.

University Services

Students taking a leave of absence should note that their UTGSU health insurance is paid in two parts: Fall and Winter (which covers insurance for the Winter and Summer terms). Students returning from a leave at the beginning of the Summer session will not have access to health insurance until the start of the Fall session. Students should consult with the University of Toronto Graduate Student Union or CUPE concerning potential changes to their health insurance. Students on leave will generally not have access to university services, unless they pay to continue for them. Fees for this are listed in the leave of absence form.

Students on leave may be granted an exception to continue receiving physician care at Health & Wellness. All conditions below must be met before an exception is considered:

- The student received mental health care OR has been treated for the medical condition which is also the reason for the Leave at the Health & Wellness Centre – UTSG within six months prior to the start of the leave.
- The student has valid health insurance, such as OHIP (or coverage from other Canadian provinces), UHIP or private insurance, that will cover physician visits, lab tests and hospital visits.
- The student has opted in to continued access to campus services.

6.5 Appeals

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of program requirements, decisions about the student's continuation in any program or any other decision with respect to the application of academic regulations and requirements to a student ([SGS General Regulation 10](#)). Students may not appeal admissions decisions, fees or the voluntary withdrawal from a graduate program. Academic appeals are heard only from students who are currently registered in the School of Graduate Studies or who were registered at the time the ruling or action was taken. Students must file an appeal within eight weeks of the initial decision.

Appeals are first initiated within the Department of Computer Science, with the [Graduate Department Academic Appeals Committee](#) (GDAAC). Students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. Should the matter not be resolved with that person and the student wishes to pursue it, the student must discuss it with the Associate Chair, Graduate Studies. Should such discussions fail to resolve the matter, the student may then make a formal appeal to the Chair of the GDAAC.

The decision resulting from the GDAAC may be appealed to the Graduate Academic Appeals Board ([GAAB](#)). The GAAB's decision may be appealed to the [Academic Appeals Committee](#) of the Governing Council.

6.6 University of Toronto Policy for Official Correspondence with Students

The University and its divisions will communicate with students primarily via email, and all students are required to obtain and maintain a University of Toronto email address. This is the only email address that will be used for official correspondence. Official correspondence may include, but is not limited to, matters related to students' participation in their academic programs, important information concerning University and program scheduling, fees information and other matters concerning the administration and governance of the University.

Students are responsible for maintaining and updating their contact information on the student information system ([ACORN](#)). This information must include current and valid mailing and permanent addresses as well as a University of Toronto email address. Failure to provide and maintain this information may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the university.



7. Contact Information and Resources

Graduate Office

If you have any questions regarding administrative matters such as registration, enrolment, grades, fees, financial support and awards, please feel free to contact gradoffice.cs@utoronto.ca. The Graduate Office offers drop-in in-person meetings as well as virtual and in-person by appointment. Please make sure to bring your TCard.

The Graduate Office is open Monday to Friday, 9:30 am – 4:30 pm.

BA4281, BA4237 and BA4239
Bahen Centre for Information Technology
Department of Computer Science, University of Toronto
40 St. George Street, Room 4283, Toronto, ON M5S 2E4

Departmental Website: <https://web.cs.toronto.edu/graduate/programs>

DCS Graduate Student SharePoint site: <https://utoronto.sharepoint.com/sites/ArtSci-DCS-grad>

Key student resources

ACORN – Student Web Service

The Accessible Campus Online Resource Network ([ACORN](https://www.acorn.utoronto.ca)) is your main online resource for updating contact and student account information, as well as student life resources. Access [ACORN](https://www.acorn.utoronto.ca) using your UTORid and password. Use ACORN to: defer fees; view tuition invoices and financial account; update contact information; order transcripts; print tax forms; and access information on housing, health and support, and more. Visit www.acorn.utoronto.ca.

Arts & Sciences support for graduate student development

- Graduate Writing Support: <https://www.artsci.utoronto.ca/graduate/graduate-opportunities/support-graduate-student-development>
- Graduate Professional Development Resources: <https://www.artsci.utoronto.ca/graduate/graduate-opportunities/support-graduate-student-development>

Health and Wellness

- Health & Wellness: <https://studentlife.utoronto.ca/department/health-wellness/>
- Graduate Mental Health & Wellness Support: <https://www.sgs.utoronto.ca/resources-supports/graduate-wellness-services-at-sgs/>
- U of T Telus Health Student Support (THSS): <https://mentalhealth.utoronto.ca/telus-health-student-support/>
- Employee and Family Assistance Program (EFAP): <https://people.utoronto.ca/employees/efap/>

International student resources

- SGS International Portal: <https://www.sgs.utoronto.ca/international-portal/before-you-arrive/>
- The Centre for International Experience (CIE): <https://internationalexperience.utoronto.ca/>

SGS supports for program progress and mentorship

- Graduate Centre for Academic Communication: <https://www.gcac.utoronto.ca/>
- Centre for Graduate Mentorship and Supervision: <https://www.cgms.utoronto.ca/>
- Centre for Graduate Professional Development: <https://www.cgpd.utoronto.ca/>
- SGS GradHub: <https://www.sgs.utoronto.ca/gradhub/>
- Quercus (U of T's online course communication system): <https://q.utoronto.ca/>
- Student Guidelines for the Doctoral Thesis: <https://www.sgs.utoronto.ca/current-students/program-completion/producing-your-thesis/doctoral-thesis-guidelines/student-guidelines-for-the-doctoral-thesis/>

Teaching assistantship resources

- CUPE Benefits plan: <https://www.cupe3902.org/u1-benefits>
- CUPE Local 3902 Unit 1 Job Postings: <https://unit1.hrandequity.utoronto.ca/>

- HR Self-service (payslips): <https://people.utoronto.ca/hr-service-centre/>
- Teaching Assistant's Training Program (TATP) at CTSI: <https://tatp.utoronto.ca/>

University of Toronto Graduate Student Union

- UTGSU: <https://utgsu.ca/>
- Health and Dental Plan: <https://utgsu.ca/health-and-dental/>

TCard

The TCard is the campus ID card, which provides access to services and facilities such as libraries, athletic facilities, exams, meal plans and printing services. Once students have their TCard, they can also enable their UTORid and U of T email address and access U of T WiFi. As of May 1, 2026, students can begin initiating their TCards by uploading a photo. More information is available at tcard.utoronto.ca.

University of Toronto Multi-Factor Authentication (UTORMFA)

UTORMFA is the University of Toronto's multi-factor authentication solution. It verifies your identity with a second factor, such as a mobile device or hardware token. Self-Enrolment for UTORMFA: <https://security.utoronto.ca/services/utormfa/>

Computer Science — University of Toronto — Innovation that matters.



University of Toronto – Department of Computer Science
Bahen Centre for Information Technology
40 St. George Street, Room 4283, Toronto, ON M5S 2E4

Contact Us

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