

BIO A02

Life on Earth: Form, Function and Interactions

Spring 2017

COURSE SYLLABUS

Objectives and Outcomes

The primary goal of this UTSC course (BIO A02) is to provide students with the strong foundation needed to become a successful biologist. During the term you will learn:

- (1) the major principles of plant and animal form and function;
- (2) the key concepts of ecology focusing on the interactions among organisms and between organisms and their environment;
- (3) an examination of the diversity of life in the plant, animal and fungal kingdoms;
- (4) the essential skills to become an active learner of science;
- (5) some basic laboratory techniques that are required to pursue your chosen field in science;
- (6) some approaches for finding and reading relevant biology research articles;
- (7) the proper approach to collecting and analyzing data and then communicating the results using the writing and critical thinking skills presented in labs.

Overview

BIO A02 is taught in the Spring Term (January to April) and consists of 36 lectures on Biology content (three 50-minute lecture/week) and six labs (one 3-hour lab practical every two weeks throughout the term).

The **Biology Lectures are on Tuesday, Thursday and Friday** (at times depending on your Lecture Section (LEC01, LEC02 and LEC 60). There are **three modules consisting of 12 lectures per module**.

Module 1 will introduce students to plant form and function and examine the diversity of the plant kingdom.

Module 2 will focus on animal form and function and explore the diversity of the animal kingdom.

Module 3 will examine ecological relationships at the population, community and ecosystem level and outline the applications for conservation biology.

The **Biology Labs are scheduled on Mondays, Tuesdays, Wednesdays and Thursdays** (at times depending on your Practical Section, see pages 10 & 11). These labs are led by teaching assistants (TAs) and are designed to provide students with opportunities to develop a variety of important skills that will be beneficial throughout their university experience in biology. Key concepts in science writing, math, statistics and critical thinking will be integrated into the course content.

Course Personnel

There are several key people you should get to know in this course:

Name	Title	How to contact ¹	Office and Office Hours ²
Dr. Ivana Stehlík	Instructor for Module 1	Email biolife@utsc.utoronto.ca (include Stehlik in subject)	SW563C Hours: TBA
Dr. Stephen Reid	Instructor for Module 2	Email biolife@utsc.utoronto.ca (include Reid in subject)	SW526 Hours: TBA
Dr. Rachel Sturge	Instructor for Module 3	Email biolife@utsc.utoronto.ca (include Sturge in subject)	SW563B Hours: TBA
Karolyn Keir	Lab/Course Coordinator for BIOA02 - Contact regarding late enrollment, missed tests, missed labs, marks management and general advising as related to the course as a whole	Email biolife@utsc.utoronto.ca (include Keir and A02 in subject) ³	SW238 Hours: TU 2-3pm TH 2-3pm
Nicole Alber	Lecture – Bio Help TA	nikki.alber@utoronto.ca (include biohelp – lecture in the subject)	Please see Blackboard.
Sara Campbell	Laboratory – Bio Help TA	sarae.campbell@mail.utoronto.ca (include biohelp - lab in the subject)	Please see Blackboard.
	Laboratory TA	TBA in your first lab	

¹All emails must be sent from your university issued email account (@mail.utoronto.ca)

²All Course Personnel are only available in their offices during stated office hours.

³Karolyn Keir will only respond to emails during regular business hours (M-F, 9am-5pm)

Facilitated Study Groups

BIOA02 is supported by Facilitated Study Groups. These weekly study sessions are open to everyone in the class. Attendance is voluntary, but students who attend regularly often earn higher grades. Please be sure to fill out the survey in the first week of class to help ensure the study groups are scheduled at optimal times. If you have any questions, please ask your facilitator, or visit the FSG website: <http://ctl.utsc.utoronto.ca/home/fsg/>

Communication within BIO A02

Blackboard Portal

The main source for information for BIO A02 is the Course Webpage provided on Blackboard. Information such as contact information and office hours, lecture outlines and notes, assignment instructions, test dates and locations and other useful resources will be posted on Blackboard throughout the semester. Announcements and the video-taped lectures for BIO A02 will be posted on Blackboard. Exam Marks will also be posted to the Blackboard Course Webpage.

Each Lab Practical section also has its own Blackboard webpage; TAs will post information related to their Lab Practicals and course assignments on this webpage. All associated BIO A02 marks will be posted on the Blackboard Main course webpage. Please check the BIO A02 Course Webpage frequently!

Always check the BIO A02 Course Webpage for information before contacting the Instructors/Course Coordinator, or your TA.

Students should use their UTORid to log on to BIO A02 Webpage. Log onto Blackboard by clicking the “Blackboard Portal” link on the UTSC Homepage.
NOTE: You will need a UTSC computer account in order to logon onto Blackboard.

Intranet

Some events are visible through the Events function of the UTSC Intranet. Official announcements of these events will come through Blackboard once confirmed.

Email

To help your professors stay organized and answer your emails more quickly and effectively, one central email address serves BIO A02. To communicate with your course instructors and the Lab/Course Coordinator, please email:

biolife@utsc.utoronto.ca

Include the name of the person you wish to email the subject of the email. This will direct your email. If there is no instructor listed then **your email will not be opened or answered.**

Please do not use professors' email addresses for BIO A02 communication!
Remember to always contact the Instructors, Lab/Course Coordinator, and Teaching Assistants using your U of T issues email address.
Emails from other email addresses will not be answered.

Required Course Materials:

1. Textbook

The complete textbook package can be purchased at the UTSC Bookstore, located above Tim Horton's in the Bladen Wing. **The purchase of a textbook is required for BIO A02.**

The textbook for BIO A02 is:

Morris J, Hartl D, Knoll A, Lue R. Michael M. 2016. **Biology How Life Works (2nd ed.)** W.H Freeman & Company: Macmillan Education Imprint. 1096pp.

2. LaunchPad Access (online learning tool)

LaunchPad is an additional, online supplement to help you master the material presented in BIO A02.

With the digital resource LaunchPad that accompanies the Morris 2nd edition textbook, you will have access to some exciting learning resources such as animations, videos, quizzes and simulations that can help your understanding and knowledge in BIO A02. You can purchase and access LaunchPad a few different ways:

1. Packaged at no extra cost with the loose-leaf text -\$129.99 (approx.) or hard-cover text - \$172.99 (approx.) purchased through the bookstore
2. As a stand-alone item that includes the e-text for \$88.99 and this can either be purchased through the campus bookstore website or directly through the Macmillan website.

For Technical Support please call: **1-800-936-6899**

3. Lab Manual

The Lab Manual is a separate publication that is required for all Lab Practicals and can be obtained at the UTSC Bookstore (available in mid-December 2016). It is titled:

Keir K., Rush S., Gladilina E., Armstrong C. 2017. *BIO A02 - Life on Earth: Form, Function and Interactions - Lab Manual for Spring 2017*. Toronto, Ontario: University of Toronto Scarborough Printing Services. 189p.

Photocopies of old, and now out-of-date, lab manuals are **NOT ACCEPTABLE**.

Lab Reports at the end of each lab for 2017 are unique to this version of the manual, and originals from the manual are required to receive credit for your Practicals.

Students must have their own copy of the appropriate lab information when they come to their Practical. It is the responsibility of each student to read each lab in advance and bring the manual to each of their scheduled Practicals.

4. Laboratory Coat and Protective Eyewear

Lab coats and protective eyewear are required for all Biology labs at UTSC. Lab coats and protective eyewear are sold in various locations on campus (BioSA, EPSA, Bookstore; refer to your lab manual for details). Disposable gloves and other supplies will be provided in the labs as needed. Students should bring pencils, pens, markers, rulers, erasers, and calculators to all labs. **Always check your Lab Manual for any special requirements for each of your labs.**

Course Organization

The content in **BIO A02** will be delivered through thirty-six 50 – minute lectures and six 3 – hour labs. Students will be evaluated through quizzes, assignments, a formal lab report, and three term tests (one for each module). Each of the modules will evaluate the students' understanding of the material with a **term test** (see schedule below). All term tests will use a multiple – choice question format and the date/time and location will be announced later and posted on the BIO A02 Course Webpage on Blackboard.

Module and Instructor	Approximate schedule for term test
1 – Dr. Stehlík	Early- to mid February 2017
2 – Dr. Reid	Early- to mid March 2017
3 – Dr. Sturge	During UTSC Exam Period in April 2017

Course Evaluation

The final grade in BIO A02 will be determined as follows:

Laboratory component of final grade = 31% (see breakdown below)

Labs: Module 1: 2 labs X 3% each = 6 % of final grade

Module 2: 2 labs X 3% each = 6 % of final grade

Module 3: 2 labs X 3% each = 6 % of final grade

Laboratory Assignment = 5% of final grade

(This will be handed out in Lab 1 and is due at the beginning of your Lab 2; no late assignments will be accepted)

Formal Lab Report = 8.0 % of final grade

(Will be due at the end of February 2017, exact date will be made available in January 2017)

Late penalty of 10% per day including weekends will apply. Your Formal Lab Report will be submitted to Turnitin through the Blackboard Portal; failure to do so or failure to submit a Turnitin readable document will **result in a grade of zero for the FLR**.

Lecture component:

Term test #1 (Module 1) 23% of final grade (all Term Test #1)

Term test #2 (Module 2) 23% of final grade (all Term Test #2)

Term test #3 (Module 3) 23% of final grade (see breakdown below)

20% Term Test #3

1% Online Assessment 3a

1% Online Assessment 3b

1% Online Assessment 3c

Statement regarding use of Turnitin

In BIO A02S Winter 2017 we will be using Turnitin.com (through the Blackboard portal) for the submission of the Formal Lab Report. You should be aware of the following policy for the use of Turnitin at the University of Toronto.

"Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site".

Course Content

A. Lecture dates, times and locations

Lecture Section	Day	Time	Room
L01	TUES	11:00-12:00	IC130
	THURS	11:00-12:00	IC130
	FRI	10:00-11:00	AC223
L02	TUES	13:00-14:00	AC223
	THURS	13:00-14:00	AC223
	FRI	11:00-12:00	AC223
L60	Online lecture (available ~24 hours after in class lecture)		

B. Lecture Topics (*tentative; may change over course*)

Module 1: Plant Form and Function	<ul style="list-style-type: none"> • Tree of Life – Plants • Plant Cells and Tissues • Reproduction and Development in Flowering Plants • Transport in Plants • Plant Nutrition and Soils
Module 2: Animal Form and Function	<ul style="list-style-type: none"> • Tree of Life – Animals • Animal Physiology • Nervous System • Endocrine System • Skeletal Muscles • Hearts and Circulatory Systems • Respiratory System • Digestive System • Immune System
Module 3: Ecology	<ul style="list-style-type: none"> • Animal Behaviour • Population Ecology • Community Ecology • Ecosystem Ecology • Biomes • Global Ecology • The Anthropocene

C. Lab Topics

Lab 1: Flower Morphology and Plant Sexual Systems/ Investigating the Effects of Nutrients on Plant Growth: Set-up for Formal Lab Report

Lab 2: Plant Vegetative Morphology/Investigating the Effects of Nutrients on Plant Growth: Analyzing data for Formal Lab Report

Lab 3: Behavioural Responses in Terrestrial Isopods

Lab 4: Physiological Responses to Temperature using *Daphnia* spp.

Lab 5: Population Sampling Methods

Lab 6: Population Growth Experiment using an Aquatic Plant Bioassay

Course Regulations

Attendance at Lectures

If you are in L01 or L02, it is **highly recommended that you attend all scheduled lectures.** In order to get maximum benefit from the lectures in this course, students are advised:

- **to read the relevant sections in your Textbook before the Lecture** (see lecture schedule with textbook references). Do not take extensive notes or memorize the material at this stage - just read and become familiar with the terms and concepts to be covered
- **to download posted lecture material** from the BIO A02 Webpage before each lecture
- **to come to lecture and take your own notes** with the aim of understanding the main concepts covered
- to re-read the relevant sections in your textbook **as needed** after the lecture and create your own study notes; review your notes frequently
- **to arrange to see the Instructor(s) and/or Bio-Lecture help TA** during scheduled office hours or by appointment if you are having difficulties understanding the concepts covered in the lectures

Attendance in Labs

Attendance in the Labs is required to get credit for that lab and any work associated with the lab. Labs 3-6 will start with a Quiz on the Lab Background Information so **BE ON TIME!** If you arrive at your lab within 10 minutes of the scheduled start time, you may write the quiz in the time remaining. The lab door will be closed at the end of the quiz while the TA introduces the lab. **If you arrive late and the door is closed, you will have missed the pre-lab talk by the TA and will not be allowed to participate in the lab.**

If you are more than 10 minutes late for a lab or if you miss a lab entirely, you may **discuss your situation with the Course Coordinator, Karolyn Keir.** This is a large course and rescheduling labs may not be an option.

You are only allowed to miss one lab practical with valid documentation during the course of the term. Any other labs missed will be assigned a grade of zero for any associated work. Any labs missed without valid documentation will be assigned a grade of zero.

Students who attend lab practicals that they are not registered in, without prior discussion with the Course Coordinator, Karolyn Keir, will be assigned a grade of zero for any associated work. You must attend the lab practical that you are registered in!

You will not be allowed to submit Lab Reports/Assignments for labs that you have not attended. Any Lab Reports/Assignments/Formal Lab Reports allowed to be submitted late must be given to the Course Coordinator and will be assessed the appropriate late penalty (10% of the mark per day including weekends); work will not be accepted if more than 5 days late. Times and dates to hand in late material will be posted on blackboard; assignments will not be accepted on either Saturdays or Sundays.

Tests / Exams

If you cannot attend Friday evening or Saturday Term Tests for religious reasons, please notify the Course Coordinator, Karolyn Keir, in writing (by email) within one week of the announced Term Test date; an alternative time will be presented if approved by the Instructor.

Students who miss Term Test #1 or #2, you must contact the Course Coordinator, Karolyn Keir, within 72 hours (or 3 days) of the scheduled exam (by email). Only students with a valid, documented and verifiable medical reason or a personal documented excuse (of an extreme nature) will be given any consideration for a Makeup Term Test. **Documentation must apply to the date/time of the originally scheduled test.** (Note: The format of the makeup term test may differ from the original, while covering the same content).

Students who miss Term Test #3, which is scheduled during the Final Exam Period, must contact the Registrar's Office

(http://www.utsc.utoronto.ca/~registrar/current_students/deferred_exams) and follow the procedures outlined in order to arrange to write a Deferred Final Exam. The Deferred Final Exam will be scheduled during the August 2017 Exam Period (Note: The format of the Deferred Final Exam may differ from the original term test while covering the same content).

Required Documentation for Missed Term Work (e.g. assignments/labs/tests)

In order to be eligible for consideration for a missed Term Test or for missed lab work, students **must** provide a valid documented reason **to the Course Coordinator within 1 week of the missed evaluation.** **Note: Photocopies of term work will be graded ZERO; all work when handed in should be original.**

For medical reasons, **the attending physician (who must be registered with the College of Physicians and Surgeons) must complete the Standard University of Toronto Medical Certificate.** Copies of the standard University of Toronto Medical Certificate are available by following this link:

<https://www.utsc.utoronto.ca/registrar/sites/utsc.utoronto.ca.registrar/files/resource-files/UTSCmedicalcertificate.pdf>

The **date/time of the original lab/test that was missed MUST BE CLEARLY INDICATED as well as a clear statement of the medical problem.** Make sure that the student's name and student number are clearly indicated.

For other reasons (death in family, car accident/problems, transportation issues), students must provide verifiable documentation as appropriate to the situation and discuss the situation with the Course Coordinator, Karolyn Keir, as soon as possible. Students should always get valid and verifiable documentation for any situations that causes them to miss any course marked work in the course.

NOTE: Reasons such as work, vacation, sleeping-in, other tests/exams and assignments in other courses are NOT ACCEPTABLE reasons for not completing work in BIO A02.

2017 Spring Semester - Important Dates

Monday, January 2	Classes begin in S courses and resume in Y courses.
Sunday, January 8	Last day for students writing deferred examinations in April to adjust their current course load (on ROSI/ACORN only).
Sunday, January 15	Last day to add S courses (on ROSI/ACORN only).
Friday, February 10	Last day to confirm intention to graduate at the 2017 Spring Convocation.
Sunday, February 12	Last day to drop Y courses without academic penalty and have them removed from the transcript (on ROSI/ACORN only).
Sunday, February 12	Last day to add or remove the CR/NCR mode of assessment for a Y section course (on ROSI/ACORN only). (Note: For details go to www.utsc.utoronto.ca/registrar)
Monday, February 20	Family Day holiday → University closed.
Tuesday, February 21 – Saturday, February 25	Reading Week → No classes held.
Monday, February 27	Classes resume in S and Y courses.
Sunday, March 19	Last day to drop S courses without academic penalty and have them removed from the transcript (on ROSI/ACORN only).
Sunday, March 19	Last day to add or remove the CR/NCR mode of assessment for an S section course (on ROSI/ACORN only). (Note: For details go to www.utsc.utoronto.ca/registrar)
Friday, March 31	Last day of classes and last day for submission of term assignments in S and Y courses. (Note: Classes are held on this date <u>only</u> for courses that normally meet on a Friday .)
Saturday, April 1 – Tuesday, April 4	Study Break.
Saturday, April 1 – Saturday, April 22	2016 Fall deferred examinations.
Tuesday, April 4	Last day to drop UTSC S and Y courses and have them remain on the transcript with a grade of LWD indicating withdrawal without academic penalty. After this date grades are recorded on transcripts whether course work is completed or not (with a '0' assigned for Incomplete work) and they are calculated into GPAs. (Note: See www.utsc.utoronto.ca/registrar for LWD dates for courses on other campuses.)
Wednesday, April 5 – Saturday, April 22	Final examinations in S and Y courses.
Friday, April 14	Good Friday – University Closed.
June TBA	2017 Spring Convocation. Check "Ceremony Dates" at www.utoronto.ca/convocation for the date of the UTSC ceremonies.

PRACTICAL SCHEDULE

WEEK	LAB #	PRACTICALS	DATE (2017)
1	1	Odd-numbered Practicals (e.g P0001, P0003, P0005 . . . P0041, P0043)	Jan. 2 to Jan.6
2	1	Even-numbered Practicals (e.g. P0002, P0004, P0006 . . . P0042, P0044)	Jan. 9 to Jan. 13
1	2	Odd-numbered Practicals (e.g. P0001, P0003, P0005 . . . P0041, P0043)	Jan. 16 to Jan. 20
2	2	Even-numbered Practicals (e.g. P0002, P0004, P0006 . . . P0042, P0044)	Jan. 23 to Jan. 27
1	3	Odd-numbered Practicals (e.g. P0001, P0003, P0005 . . . P0041, P0043)	Jan. 30 to Feb. 3
2	3	Even-numbered Practicals (e.g. P0002, P0004, P0006 . . . P0042, P0044)	Feb. 6 to Feb. 10
1	4	Odd-numbered Practicals (e.g. P0001, P0003, P0005 . . . P0041, P0043)	Feb. 13 to Feb. 17
N/A	N/A	Reading Week	Feb. 21 to Feb. 24
2	4	Even-numbered Practicals (e.g. P0002, P0004, P0006 . . . P0042, P0044)	Feb. 27 to Mar. 3
1	5	Odd-numbered Practicals (e.g. P0001, P0003, P0005 . . . P0041, P0043)	Mar. 6 to Mar. 10
2	5	Even-numbered Practicals (e.g. P0002, P0004, P0006 . . . P0042, P0044)	Mar. 13 to Mar. 17
1	6	Odd-numbered Practicals (e.g. P0001, P0003, P0005 . . . P0041, P0043)	Mar. 20 to Mar. 24
2	6	Even-numbered Practicals (e.g. P0002, P0004, P0006 . . . P0042, P0044)	Mar. 27 to Mar. 31

NOTE: P0041 to P0044 are Mondays from 1pm to 4pm

PRACTICAL	Week	Day	Time	Lab
P0001	1	Tuesday	9am to 12pm	SW-237
P0002	2	Tuesday	9am to 12pm	SW-237
P0003	1	Tuesday	9am to 12pm	SW-240
P0004	2	Tuesday	9am to 12pm	SW-240
P0005	1	Tuesday	12pm to 3pm	SW-237
P0006	2	Tuesday	12pm to 3pm	SW-237
P0007	1	Tuesday	12pm to 3pm	SW-240
P0008	2	Tuesday	12pm to 3pm	SW-240
P0009	1	Tuesday	3pm to 6pm	SW-237
P0010	2	Tuesday	3pm to 6pm	SW-237
P0011	1	Tuesday	3pm to 6pm	SW-240
P0012	2	Tuesday	3pm to 6pm	SW-240
P0013	1	Tuesday	6pm to 9pm	SW-237
P0014	2	Tuesday	6pm to 9pm	SW-237
P0015	1	Tuesday	6pm to 9pm	SW-240
P0016	2	Tuesday	6pm to 9pm	SW-240
P0017	1	Wednesday	10am to 1pm	SW-237
P0018	2	Wednesday	10am to 1pm	SW-237
P0019	1	Wednesday	10am to 1pm	SW-240
P0020	2	Wednesday	10am to 1pm	SW-240
P0021	1	Wednesday	1pm to 4pm	SW-237
P0022	2	Wednesday	1pm to 4pm	SW-237
P0023	1	Wednesday	1pm to 4pm	SW-240
P0024	2	Wednesday	1pm to 4pm	SW-240
P0025	1	Thursday	9am to 12pm	SW-237
P0026	2	Thursday	9am to 12pm	SW-237
P0027	1	Thursday	9am to 12pm	SW-240
P0028	2	Thursday	9am to 12pm	SW-240
P0029	1	Thursday	12pm to 3pm	SW-237
P0030	2	Thursday	12pm to 3pm	SW-237
P0031	1	Thursday	12pm to 3pm	SW-240
P0032	2	Thursday	12pm to 3pm	SW-240
P0033	1	Thursday	3pm to 6pm	SW-237
P0034	2	Thursday	3pm to 6pm	SW-237
P0035	1	Thursday	3pm to 6pm	SW-240
P0036	2	Thursday	3pm to 6pm	SW-240
P0037	1	Thursday	6pm to 9pm	SW-237
P0038	2	Thursday	6pm to 9pm	SW-237
P0041	1	Monday	1pm to 4pm	SW-237
P0042	2	Monday	1pm to 4pm	SW-237
P0044	2	Monday	1pm to 4pm	SW-240

Important UTSC Policies

The University of Toronto Scarborough is dedicated to fostering an academic community in which the learning and scholarship of every member may flourish, with vigilant protection for individual human rights and a resolute commitment to the principles of equal opportunity, equity and justice.

1. Information on Academic Integrity

Academic integrity is essential to the pursuit of learning and scholarship in a University, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters outlines behaviour that constitutes academic dishonesty and the processes for addressing such offences (see <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>)

If you have questions or concerns about what constitutes appropriate academic behavior, research or citation methods, you can seek out additional information from your Instructor(s) or from other institutional resources (see <http://www.utoronto.ca/academicintegrity/resourcesforstudents.html>).

2. Information Regarding AccessAbility Services at UTSC

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach the Instructors in BIO A02 and/or the AccessAbility Services Office (**Room SW-302**) as soon as possible. Note all enquiries are confidential. You can contact AccessAbility Services at **416-287- 7560** or ability@utsc.utoronto.ca or visit their website (www.utsc.utoronto.ca/~ability/).

3. Information on Religious Observances

It is a policy at UTSC to provide special consideration for recognized holy days, which may be observed by our students. Though not all holy days require students to be absent from school, accommodations may still be necessary in some cases. As a student, it is your responsibility to check the due dates for all course work and scheduled dates for tests/exams on a regular basis. **Inform the Course Coordinator** of any potential conflicts **at least 7 days prior to the date of the test/assignment**. Failure to do so may result in special consideration not being granted; documentation may be required.

4. Procedures regarding Final Marks

The final mark in BIO A02 is based on term work; the evaluation breakdown is given in this document under "Course Evaluation". After the term test (for Module 3), final marks are calculated and submitted to the Department for review. Once approved, the final mark for each student in the course will be released on ROSI/ACORN.

Final marks are not negotiable and instructors are not permitted to discuss final marks with students. If students have concerns about their final mark, they should consult the proper procedures to be followed as outlined by the Registrar's Office:

http://www.utsc.utoronto.ca/~registrar/current_students/petitions#deadlines

Once final marks are posted it is an academic offense to ask for your mark to be changed. (See Academic Handbook)