ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Decision	☐
Recommendation	☐
Discussion/Direction	☒
Information	☐

DATE: May 26, 2020

FROM: Graduate Studies Committee

SUBJECT: Graduate Academic Calendar Migration project

GRADUATE STUDIES COMMITTEE MANDATE:
- Under the Policy Framework, Academic Council is the designated approval authority for academic polices and procedures
- The Graduate Studies Committee (GSC) is seeking Academic Council's approval of the below policy instruments

MOTION FOR CONSIDERATION:
That, pursuant to the recommendation of GSC, Academic Council hereby approve the following policy documents, as presented.

- i. *Graduate Admission and Application Requirements Policy*
- ii. *Graduate Admission Categories and Decisions Policy*
- iii. *Graduate Program Changes and Transfers Policy*
- iv. *Graduate Equity, Diversity, and Inclusion and Non-Standard Admission Policy*

BACKGROUND/CONTEXT/RATIONALE:
Further to the GSC Committee Report, May 28, 2019 detailing the Graduate Academic Calendar migration to the Policy Library, several academic policies and procedures have been migrated from the Academic Calendar to the Policy Library over the course of the last year, and approved via the GSC and Academic Council.

GSC is bringing forward the following academic policies for approval by Academic Council:

- Graduate Admission and Application Requirements Policy
- Graduate Admission Categories and Decisions Policy
- Graduate Program Changes and Transfers Policy
- Graduate Equity, Diversity, and Inclusion and Non-Standard Admission Policy

According to the Policy Framework, the Policy Library is the central repository for Policy Instruments. Remaining policies and procedures will come forward as they are reviewed.

CONSULTATION:
In conjunction with the Policy Office, the following approval path was determined for the new policy documents:

- Deliberative Body: GSC April 2020 for recommendation
- Approval Authority: Academic Council May 2020

NEXT STEPS:
- Pending the approval of these items by Academic Council, the new Policy Instruments will be migrated from the Graduate Academic Calendar to the Policy Library and the Graduate Academic Calendar text updated as presented, effective Fall 2020

SUPPORTING REFERENCE MATERIALS:

- **Graduate Admission and Application Requirements Policy**
  - Draft Graduate Admission and Application Requirements Policy
  - Graduate Admission and Application Requirements Policy - Policy Summary
  - Graduate Admissions - Calendar Copy

- **Graduate Admission Categories and Decisions Policy**
  - Draft Graduate Admission Categories and Decisions Policy
  - Graduate Admission Categories and Decisions Policy - Policy Summary
  - Refer to Graduate Admissions - Calendar Copy

- **Graduate Program Changes and Transfers Policy**
  - Draft Graduate Program Changes and Transfers Policy
  - Graduate Program Changes and Transfers Policy – Policy Summary
  - Refer to Graduate Admissions - Calendar Copy

- **Graduate Equity, Diversity, and Inclusion and Non-Standard Admission Policy**
  - Draft Graduate Equity, Diversity, and Inclusion and Non-Standard Admission Policy
  - Graduate Equity, Diversity, and Inclusion and Non-Standard Admission Policy – Policy Summary
  - Refer to Graduate Admissions - Calendar Copy

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-2020

GRADUATE ADMISSION AND APPLICATION REQUIREMENTS POLICY

PURPOSE

1.   The purpose of this Policy is to define the University's graduate-level admission and application requirements, including English language proficiency and Transfer Credit.

DEFINITIONS

2.   For the purposes of this Policy the following definitions apply:

"Academic Standing" means a student's official status of enrolment at the University as evaluated at the end of each Semester; used to assess whether students are meeting the standards prescribed for continuing in the University and/or their Programs.

"Course" means a unit of work in a particular subject normally extending through one Semester or session, the completion of which carries credit toward the requirements of a degree or diploma.

"Grade Point Average (GPA)" means the weighted average of the grade points awarded on the basis of academic performance during a single Semester.

"Graduate Program Director" means academic administrators with a graduate faculty appointment within an academic unit and help to ensure the success of the Program and its students.

"Prerequisite" means a Course that must be successfully completed prior to commencing a second Course for which it is required.

"Program" means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

"Semester" means sixty days of lectures and a final examination period.

"Time-Status" means the declared registration status of a graduate student. Graduate students can be registered full-time or part-time.

"Transcript" means the complete report of a student's academic record.

"Transfer Credit" means the academic credit granted for work completed at an institution other than Ontario Tech University.

SCOPE AND AUTHORITY

3. This Policy applies to graduate-level admission and application requirements as outlined below. Types of Admission and decisions, Program changes and transfers and graduate-level equity, diversity and inclusion and non-standard admission are governed under separate policies. [insert links]

4. This Policy does not apply to undergraduate-level admissions, application requirements or related matters. For more information regarding undergraduate-level admission-related policies and procedures please refer to the University's policy library.

5. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. **Application for Admission**

   6.1. Applications for admission to graduate studies programs are submitted online.

   6.2. Application deadlines are determined by the School of Graduate and Postdoctoral Studies. Applications submitted after published deadlines may be considered on an individual basis.

   6.3. **Assessment of Eligibility**

   a) Stated grade requirements are normal minimum requirements.

   b) The actual cut-off levels for admission cannot be determined until applications are received.

   c) Preference is given to students presenting the strongest admission averages.

   d) Students whose grades have been affected by exceptional circumstances that can be documented are encouraged to write to the School of Graduate and Postdoctoral Studies with appropriate information.

   e) Applicants seeking information on the applicability of their educational backgrounds may seek informal guidance from the School of Graduate and Postdoctoral Studies, if their circumstances are straightforward.

   f) Applicants wanting a formal assessment of their credentials prior to application should contact a credential evaluation service.

   g) Official determination of admissibility and transfer of credit cannot be made until the point of application.

   h) Regardless of educational background, all applicants to graduate Programs must have specific ~~Prerequisite~~ required subject knowledge for their intended Program of study.

i) The ~~Prerequisite~~ required subjects for each Program and other program-specific requirements are listed in the faculty sections of the Graduate Academic Calendar and on the Graduate Studies website.

j) Normally, Courses taken more than eight years prior to application will not be accepted.

k) Individuals that do not meet the minimum admission requirements, may apply as non-standard applicants. They may also be required to upgrade Prerequisite Courses for their intended Program of study. See non-standard applicants for more information.

6.4. Honesty in Applications

a) Students must declare fully their educational history when applying to the University.

b) The School of Graduate and Postdoctoral Studies requires full disclosure of all marks achieved in all attempts at post-secondary Courses.

c) Students must also advise the School of Graduate and Postdoctoral Studies should they attend another post-secondary institution while registered as a student at the University.

d) Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the University, including possible revocation of degrees awarded.

7. Admission Requirements

7.1. Academic Requirements

a) The academic requirements are established by the School of Graduate and Postdoctoral Studies and are the minimum required for entry into a graduate Program.

b) **Minimum Academic Requirements for Master's Programs:**

- Hold a four-year honours degree or equivalent from a recognized institution in the area of graduate study or a closely related subject.

- Overall Academic Standing of at least a B average (GPA: 3.0 on a 4.3 scale), with a minimum B average in the last two full-time years (four Semesters) of undergraduate work or equivalent.

c) **Minimum Academic Requirements for Doctoral Programs:**

- Completion of a research project or thesis-based master's level degree from a recognized institution in the same area of graduate study or a closely related subject.

- A minimum B+ average (GPA: 3.3 on a 4.3 scale).

d) **Minimum Academic Requirements for Graduate Diploma Programs:**

- Hold a four-year honours degree or its equivalent from a recognized institution in the area of graduate study or a closely related subject.

- A minimum B-minus average (GPA: 2.7 on a 4.3 scale).

e) Some Programs may have additional requirements, which could include higher GPA requirements than those required by the School of Graduate and Postdoctoral Studies. Program-specific requirements will be listed in the Graduate Academic Calendar.

f) Satisfaction of minimum entry conditions does not ensure admission.

7.2. **Supporting Document Requirements**

a) Applicants must submit the following supporting documentation to the School of Graduate and Postdoctoral Studies to complete an application for admission:

- A minimum of two letters of recommendation must be completed by individuals having direct knowledge of the applicant's academic and/or relevant professional competence. Some Programs may have additional requirements.

- Proof of English proficiency if the first language is not English. See the policy on English language proficiency.

- One official or certified copy (certified by the institution) of each previous undergraduate and graduate Transcript.

- A one- to two-page statement of academic intent outlining the applicant's objectives in undertaking graduate study.

- A photocopy of the applicant's degree parchment(s).

- Any required Program-specific documentation.

b) Some Programs may have additional requirements than those listed. Applicants should refer to the Graduate Academic Calendar for Program-specific requirements.

c) Applicants may also be asked to submit a brief description of the Courses listed on the official Transcripts or provide a copy of the relevant calendar in which they are listed.

8. **English Language Proficiency**

8.1. All applicants are required to give evidence of their oral and written proficiency in English. This policy outlines the standard ways that applicants must use to satisfy the English language proficiency requirement.

8.2. If an individual Program requires higher levels of proficiency or a difference in what is needed to demonstrate English language proficiency, this is listed in the individual Program requirements in the Graduate Academic Calendar.

8.3. English language proficiency requirements may be higher for employment, including teaching assistant duties.

8.4. The English language proficiency requirement may be satisfied with one of the following:

a) The applicant's mother tongue or first language is English;

b) The applicant has studied full-time for at least three years (or equivalent in part-time studies) in a university degree Program where the language of instruction and examination was English; or,

c) The applicant has completed a university degree Program where the language of instruction and examination was English.

- Applicants will be asked to provide official verification from the university confirming that the language of instruction and examination was English.

- The minimum three-year requirement does not include full-time enrolment in English as a Second Language (ESL) programs.

d) Successful completion of all levels of an approved ESL program that has been designed for university preparation. Information on whether a particular program is approved as satisfying the English proficiency requirement can be obtained from the School of Graduate and Postdoctoral Studies.

e) The applicant has achieved the required proficiency as listed below on one of the tests in English language acceptable to the University.

- TOEFL (iBT): 83-87; Minimum sub-scores: Listening 20, Reading 20, Speaking 19, Writing 20

- TOEFL (paper-based): 560

- IELTS: 6.5, The School of Graduate and Postdoctoral Studies only accepts IELTS scores in the Academic testing format. Scores from the IELTS General Training format will not be accepted.

- MELAB: 85

- CAEL: 70, with no sub-score below 60

f) Original test scores must be submitted from the testing centre to the School of Graduate and Postdoctoral Studies. ~~The university's TOEFL Code is 7178. Applicants need to provide this code to TOEFL at the time of testing in order for test scores to be forwarded to the university.~~

g) Test results dated more than 24 months prior to the date of the application for admission to the University will not be considered. An official test score is required.

8.5. English language proficiency test scores shall prevail as the determining evidence of English language proficiency.

8.6. Notwithstanding the above, individual applicants may be able to establish their spoken and written English language proficiency through some other combination of education, work experience or testing.

a) Individual candidates who wish to establish their English language proficiency other than the ways outlined in this section should contact the School of Graduate and Postdoctoral Studies.

b) Despite the possibility of other options, please note that a test score from an approved English language proficiency test still prevails as the determining evidence of English language proficiency.

8.7. The only exception to the English language proficiency admission requirement is if an applicant is a Canadian citizen who has completed a degree at a Canadian university where the language of instruction is French.

8.8. The University reserves the right to test the English language proficiency of all students and to require further English language training.

9. Transfer Credits

9.1. The University adheres to the General Policy on the transfer of Course credits, as adopted by the Council of Ontario Universities. While learning experiences may differ in a variety of ways, Course substance may be virtually equivalent in terms of Course content and rigour. When possible, acceptance of Transfer Credit should allow maximum recognition of previous learning experiences in university-level Courses.

9.2. Credits from other universities within and outside Canada are evaluated on an individual basis.

9.3. Credit is subject to the University's residency requirement and to faculty-specific regulations.

9.4. All Course credit transfers into graduate Programs must normally be made prior to the start of the Semester in which the applicant was admitted and require the approval of the Graduate Program Director of the faculty delivering the equivalent Course.

9.5. Graduate Courses are not considered for Transfer Credit if they were completed more than eight years prior to admission or if the grade received in the Course is below B-minus (70 per cent).

9.6. Transfer Credits are indicated by a T on the student's Transcript and are not included in the calculation of the GPA.

9.7. Normally, Transfer Credits must not have been credited towards an acquired degree or other academic credential.

9.8. **Re-evaluation of Transfer Credit decision:**

    a) Students may request to have the outcome of an application for Transfer Credits re-evaluated on the basis of new information or additional clarification.

    b) The request should be directed to the Dean of Graduate and Postdoctoral Studies who will refer the case back to the appropriate admissions committee for a final decision.

    c) The request must be lodged in the academic Semester in which the application for Transfer Credit is made.

10. Visiting Students

10.1. If certain conditions are met, students may apply to take Courses at other universities within and outside Canada and may request for credits earned to be transferred to their graduate Program at the University.

10.2. Similarly, students from other universities within and outside Canada may apply to take Courses at the University that can be applied to their graduate work at the institution at which they are registered.

10.3. For application instructions, eligibility requirements, and restrictions, students should review the relevant section of the Graduate Academic Calendar or policy.

11. Readmission of Former Graduate Students

11.1. Students previously admitted to the University, who have withdrawn from their Program, are required to apply for readmission.

11.2. Graduate students who have been dismissed from the University are not eligible to apply for readmission.

MONITORING AND REVIEW

12. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

13. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

14. Graduate Academic Calendar
Graduate Admission Categories and Decisions Policy
Graduate Program Changes and Transfers Policy
Graduate Equity, Diversity and Inclusion and Non-Standard Admission Policy
Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy

Graduate Admission and Application Requirements Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy. Changed "term" to Semester to be consistent with definitions and undergraduate language.
Definitions	Definitions added.
Scope and Authority	Solely GR.
Application for Admission	Existing GR calendar language added from Application procedure, Application deadline, Assessment of eligibility and Honesty in applications section. Removed reference to SGPS mailing address. 6.2 editorial amendments for clarity on SGPS setting deadlines and remove reference to SGPS website. 6.3 h), i) changed reference of "prerequisite" to "required" as it does not refer to a defined policy term. 6.3 i) editorial amendment to clarify reference to Graduate Academic Calendar. 6.3 k) clarifying language amendment to replace "in this situation" with "Individuals that do not meet admission requirements". 6.4 b) sentence moved into Honesty in applications section from Assessment of eligibility section. No changed to content.
Admission Requirements	Existing GR calendar language added. 7.1 a) editorial amendment to remove extra wording "listed in this section". 7.1 b), c), d) section names revised to include "Minimum Academic Requirements For" Master's/Doctoral/Diploma programs. 7.1 e) editorial language addition to include reference to SGPS and reference to SGPS website corrected to Graduate Academic Calendar.

Graduate Admission and Application Requirements Policy

	7.2 a) editorial language amendment where wording was duplicated in regulation and clarify submission of supporting documents to SGPS. 7.2 b) reference to SGPS website corrected to Graduate Academic Calendar and removal of informational reference to document submission instructions.
English Language Proficiency	Existing GR calendar language added. Minor edits to change "you" and "your" to "Applicant" or "Applicant's" throughout. 8.1 changed "regulation" to "policy". 8.2 added reference to Graduate Academic Calendar. 8.3 editorial change to remove unnecessary wording "It is also important to note". 8.4 c) changed "may" to "will". 8.4 f) editorial amendments and remove procedural reference to the University's TOEFL Code, already included on SGPS website. 8.5 editorial change to remove unnecessary wording "If you take an approved".
Transfer Credits	Existing GR calendar language added. 9.4 language amendment to add that requests for course credit transfers should be made prior to the start of semester. 9.8 new section heading added.
Visiting Students	Existing GR calendar language added. Two general statements from Visiting Students section. 10. 3 new language added to refer to Graduate Calendar and/or policy when created.
Readmission of Former Graduate Students	Existing GR calendar language added.

Policy Calendar Copy

The following sections of the Graduate Academic Calendar are impacted by the proposed Graduate Admission and Application Requirements Policy, Graduate Admission Categories and Decisions Policy, Graduate Program Changes and Transfers Policy and Graduate Equity, Diversity, and Inclusion and Non-standard Admission Policy.

SECTION: Admission policies and regulations

Application procedure

Applications for admission to graduate studies programs are submitted online through the Graduate Studies website at gradstudies.ontariotechu.ca/applynow.

Information on how to submit supporting documentation can be found on the Graduate Studies website.

Application deadline dates

Prospective students should refer to gradstudies.ontariotechu.ca/deadlines for application deadlines. Applications submitted after published deadlines may be considered on an individual basis.

Assessment of eligibility

Applications for admission will be assessed for eligibility in accordance with the University's policy on Graduate Admission and Application Requirements [insert link]. Meeting the minimum requirements does not guarantee admission.

Students whose grades have been affected by exceptional circumstances that can be documented are encouraged to write to the School of Graduate and Postdoctoral Studies with appropriate information. Applicants should refer to the Graduate Equity, Diversity and Inclusion and Non-standard Admission Policy [insert link] for more information.

Honesty in applications

Applicants are expected to comply with the University's Honesty in Applications policy, found in the Graduate Admission and Application Requirements Policy [insert link].

Failure to declare previous or concurrent post-secondary education, or the falsification of any documents related to such academic pursuits, may result in suspension or expulsion from the University, including possible revocation of degrees awarded.

Admission requirements

Academic requirements

The academic requirements have been established by the School of Graduate and Postdoctoral Studies and are the minimum required for entry into a graduate program. These are detailed in the Graduate Admission and Application Requirements Policy [insert link].

Some programs may have additional requirements, which could include higher GPA requirements than those required by the School of Graduate and Postdoctoral Studies. Program-specific requirements will be listed in the Graduate Academic Calendar.

Supporting document requirements
A number of supporting documents must be submitted to the School of Graduate and Postdoctoral Studies to complete an application for admission. Required supporting documentation is outlined in the Graduate Admission and Application Requirements policy [insert link].

Some programs may have additional requirements than those listed. Applicants should refer to the Graduate Academic Calendar for program-specific requirements.

Information on how to submit supporting documentation can be found on the Graduate Studies website.

Transfer from a thesis-based master's to a PhD program

This transfer option is for exceptional students who have demonstrated superior academic credentials and outstanding research potential in their master's degree program. Students should refer the Graduate Program Changes and Transfers Policy [insert link] for more information on eligibility to request a transfer.

Some faculties may have specific requirements pertaining to transfer from a thesis-based master's to a PhD program. Please refer to the relevant Program information the Graduate Academic Calendar.

Transfer from a PhD to a master's program

In exceptional circumstances, graduate students may apply to transfer from PhD to master's programs. Students should refer the Graduate Program Changes and Transfers Policy [insert link] for more information on eligibility to request a transfer.

Transfer credits

In some cases, graduate students may transfer credits from another institution. Please see the Transfer Credits section of the Graduate Admission and Application Requirements Policy [insert link] for more information.

English language proficiency

All applicants are required to provide evidence of their oral and written proficiency in English. The Graduate Admission and Application Requirements Policy [insert link] outlines the

minimum requirements and the means by which an applicant may meet the University's English language proficiency requirements.

If an individual program requires higher levels of proficiency to demonstrate English language proficiency, this is listed in the individual program requirements in the Graduate Academic Calendar.

The University reserves the right to test the English language proficiency of all students and to require further English language training.

Types of graduate students and offers of admission

Applicants may be admitted as a regular student, a qualifying student or as a special student at the graduate level. Offers of admission may be firm or conditional upon other factors. For the types of graduate students and information on offers of admission, please see the University's Graduate Admission Categories and Decisions Policy [insert link].

Deferral of applications and offers

A request for a deferral of application or offer must be submitted to the School of Graduate and Postdoctoral Studies. Applicants should refer to the Graduate Admission Categories and Decisions Policy [insert link] for requirements and/or more information.

Refusal of admission

The University may, at its sole discretion, refuse admission to an applicant even if the minimum admission criteria have been met. See the University's Graduate Admission Categories and Decisions Policy [insert link].

~~Students with disabilities~~ Equity, diversity and inclusion in applications

Applicants with disabilities, Indigenous applicants and equity-seeking applicants may apply for consideration under the Graduate Equity, Diversity and Inclusion and Non-standard Admission Policy [insert link].

Program changes

Students wishing to pursue a program of study other than the one to which they were originally admitted may request a change of program. Students should refer to the Program Changes section of the Graduate Program Changes and Transfers Policy [insert link].

Non-standard applicants

Non-standard applicant status allows individuals the opportunity to demonstrate academic potential by other than conventional academic means. For more information see the Non-standard Applicants section of the Graduate Equity, Diversity and Inclusion and Non-standard Admission Policy [insert link].

Readmission of former graduate students

In accordance with the Graduate Admission and Application Requirements Policy [insert link], Students previously admitted to the University, who have withdrawn from their program, are required to apply for readmission.

Graduate students who have been dismissed from the University are not eligible to apply for readmission.

Calendar copy previously approved:

Classification of graduate students

Regular and qualifying students may be classified as full- or part-time as defined in the Registration and Course Selection policy [insert link].

Sections addressed by other policies:

The following section(s) referred to within this policy will be governed by a stand-alone policy. The calendar language will be updated at that time:

   • **Visiting students**

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-2020

GRADUATE ADMISSION CATEGORIES AND DECISIONS POLICY

PURPOSE

1.   The purpose of this Policy is to define graduate-level admission categories and decisions.

DEFINITIONS

2.   For the purposes of this Policy the following definitions apply:

 "Course" means a unit of work in a particular subject normally extending through one Semester or session, the completion of which carries credit toward the requirements of a degree or diploma.

"Graduate Program Director" means academic administrators with a graduate faculty appointment within an academic unit and help to ensure the success of the Program and its students.

"Program" means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

 "Semester" means sixty days of lectures and a final examination period.

"Time-Status" means the declared registration status of a graduate student. Graduate students can be registered full-time or part-time.

SCOPE AND AUTHORITY

3.   This Policy applies to graduate-level admission decisions and categories of admission.

4.   This Policy does not apply to undergraduate-level admissions, application requirements or related matters. For more information regarding undergraduate-level admission-related policies and procedures please refer to the University's policy library.

5.   The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6.   Offers of Admission

    6.1.   Offers of admission for regular and qualifying graduate students are based on the recommendation of the graduate admissions committee for each Program.

    6.2.   Offers of admission will include the specific Program of study, start-term and may confirm the student's intended Time-Status, either Full-Time or Part-Time.

7.   Regular Student

    7.1.   Applicants meeting the minimum admission requirements are considered for admission as a regular student.

    7.2.   Regular student offers of admission are either firm offers with no conditions, conditional offers or offers with additional requirements.

    7.3.   Conditional Admission

        a)   Conditional offers of admission may include, but are not limited to:

- requirements for submitting full official documentation;
- completing a previous degree or attaining; and/or,
- a minimum score on an ESL test.

        b)   Conditional offers of admission have time limits for the completion of conditions.

        c)   The offer of admission will be rescinded if these conditions are not met.

    7.4.   Admission with Additional Requirements:

        a)   In exceptional circumstances, applicants who have some minor deficiency may be offered admission as a regular student with additional requirements.

        b)   Offers of admission with additional requirements may include, but are not limited to:

- taking additional Courses to make up for minor deficiencies; or,
- meeting other minor requirements or standards of performance.

        c)   Offers of admission with additional requirements may have time limits.

        d)   Meeting additional requirements are required for successful completion or continuation in a Program.

8.   Qualifying Student

    8.1.   In exceptional circumstances, applicants who do not meet the minimum admission requirements may be considered for admission to a qualifying Semester or Semesters.

8.2. Applicants must be approved by the Graduate Program Director who will prescribe a Program of study to meet the admission requirements.

8.3. During this time, the qualifying applicant will be admitted as a non-degree student until the qualifications outlined have been met and the qualifying student can be moved into regular student status.

8.4. Courses taken and other work done during this qualifying period cannot be transferred for credit to the graduate degree or diploma.

9. Special Graduate Student

9.1. In exceptional circumstances, applicants who are non-degree or non-diploma seeking students may apply to take graduate-level Courses for professional upgrading or personal interest.

9.2. Applicants must apply through the School of Graduate and Postdoctoral Studies and successful students must receive faculty consent prior to registering for the Course.

9.3. Normally, Courses taken as a special student cannot be transferred for credit to a graduate degree or diploma.

10. Deferral of Applications and Offers

10.1. A request for a deferral of application or offer must be made in writing to the School of Graduate and Postdoctoral Studies.

10.2. A deferral of application is normally made after an application has been received by the University and before an offer has been made.

a) Applicants may defer their application for up to one year.

b) Where an application is deferred, the applicant will not have to reapply but will be reassessed for admissibility on a competitive basis in the relevant admission period.

10.3. Applicants who are offered admission may apply to defer their offer of admission for up to one year.

a) The deferral must be requested before the start of the term in which the student is scheduled to begin.

b) The deferral of offer specifies the new start-time(s) for the offer; this cannot be more than one year.

c) Deferrals of offer include a reassessment of scholarships, research assistantships, teaching assistantships and other funding commitments.

d) An application for deferral of offer may be rejected. In such cases, an applicant will be given the option of a deferral of application for a specified start-time when it will be reassessed for admissibility on a competitive basis in the relevant admission pool.

11. **Refusal of Admission**

    11.1. Due to enrolment limitations and additional requirements in some Programs, meeting the minimum requirements does not guarantee admission to the Program.

    11.2. The University may, at its sole discretion, refuse admission to an applicant even if the minimum admission criteria have been met.

    11.3. **Refusal of Admission and Academic Upgrading**

        a) Applicants who do not meet the minimum admission requirements and who are refused admission may be advised by the Graduate Program Director to complete a prescribed set of undergraduate Courses to upgrade their credentials in the hope of a more favourable consideration of the student's application at a later date.

        b) Students who successfully complete the prescribed set of undergraduate Courses are not guaranteed admission to a graduate Program.

        c) They must resubmit an application to the Program in question and this will be considered with all other applications submitted for that application period.

        d) Courses taken and other work done to upgrade a student's credentials cannot be transferred for credit to a graduate degree or diploma.

        e) Students completing this undergraduate work apply and register as special students as defined by the University's Office of the Registrar.

MONITORING AND REVIEW

12. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

13. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

14. Graduate Academic Calendar
Graduate Admission and Application Requirements Policy
Graduate Equity, Diversity and Inclusion, and Non-Standard Admission Policy
Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy

Graduate Admission Categories and Decisions Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy. Changed "term" to Semester to be consistent with definitions and undergraduate language.
Definitions	Definitions added.
Scope and Authority	Solely GR.
Offers of Admission	New heading. 6.1 general regulation statement from Qualifying Student section included here. 6.2 new language added for clarity regarding offers of admission from Graduate Student Terms and Conditions.
Regular Student	Existing GR calendar language added.
Conditional Admission	Existing GR calendar language added.
Admission with Additional Requirements	Existing GR calendar language added. 7.4 a) clarifying language added to reference "In exceptional circumstances".
Qualifying Student	Existing GR calendar language added. 8.1 clarifying language added to reference "In exceptional circumstances".
Special Graduate Student	Existing GR calendar language added. 9.1 clarifying language added to reference "In exceptional circumstances".
Deferral of Application and Offers	Existing GR calendar language added. Deferral of Applications and Deferral of Offers regulations combined into one section.
Refusal of Admission	Existing GR calendar language added. Additional heading added to section for clarity "Refusal of Admission and Academic Upgrading". 11.3 e) updated language to correctly reference the Office of the Registrar instead of the Undergraduate Calendar.

Classification Number	
Framework Category	Academic
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Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-2020

GRADUATE PROGRAM CHANGES AND PROGRAM TRANSFERS POLICY

PURPOSE

1. The purpose of this Policy is to provide a framework for graduate-level Program changes and Program transfers.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

"Graduate Program Director" means academic administrators with a graduate faculty appointment within an academic unit and help to ensure the success of the Program and its students.

"Program" means a complete set and sequence of courses, combination of courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

"Master's Degree" means an advanced degree that is normally completed after receiving a first degree in a related subject area. It contains a prescribed set of courses, and/or other units of study, research or practice within an area of disciplinary or interdisciplinary study, normally requiring at least 30 credit hours of study. Master's Degrees may comprise a thesis component, a project or major paper, or be primarily comprised of coursework:
   a) A **Master's Degree with thesis** is a research oriented Program comprised of advanced courses and intensive research culminating in a thesis. The thesis constitutes at least nine credit hours and involves an oral examination with assessment by an external examiner.
   b) A **Master's Degree with a project or major paper** is a research oriented Program comprised of advanced courses and intensive research culminating in a project or major paper. The project or major paper constitutes at least six credit hours of supervised research and assessment by a research supervisor and a second reader.
   c) A **Master's Degree by coursework** is comprised primarily of course work, and may also include other units of study, research and practice.

 "Doctoral Degree" means an advanced degree in a specific area of disciplinary or interdisciplinary study that includes course work and a candidacy exam. It is normally completed after receiving a Master's Degree in a related subject area. A Doctoral Degree requires intensive

research and the creation and defence before an examining committee of a thesis that constitutes an original contribution to a field of study.

SCOPE AND AUTHORITY

3. This Policy applies to graduate-level Program changes and transfers between one graduate Program and another.

4. This Policy does not apply to undergraduate-level Program changes and Program transfers. For more information regarding undergraduate-level Programs please refer to the relevant policies or procedures in the University's policy library.

5. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. **Program Changes**

    6.1. Students wishing to pursue a Program of study other than the one to which they were originally admitted must contact the School of Graduate and Postdoctoral Studies.

    6.2. Such requests are subject to the admission requirements of the new Program of study and final approval rests with the graduate admissions committee of the Program.

    6.3. Changes are permitted only if space is available and all academic requirements are met.

    6.4. Students may be required to complete another application for admission.

    6.5. ~~Program change R~~requests must be submitted to the School of Graduate and Postdoctoral Studies before the last day to submit a program change request in the Graduate Academic Schedule each Semester. ~~September 1 for the fall Semester, January 1 for the winter Semester and May 1 for the spring/summer Semester.~~

7. **Transfer from a Thesis-based Master's Degree Program to a Doctoral Degree Program**

    7.1. This transfer option is for exceptional students who have demonstrated superior academic credentials and outstanding research potential in their Master's Degree Program.

    7.2. Applicants are considered on a case-by-case basis and may not be considered at all in some Programs.

    7.3. If a transfer from a Master's Degree Program to a Doctoral Degree Program is allowed in a Program, the following criteria must be met before a transfer from a Master's to a Doctoral Degree Program can be considered:

        a) Completion of a full Master's Degree Program of course work with at least an A-minus average.

        b) Significant progress in the student's Master's research project.

        c)   Strong evidence of ability for advanced independent research.

        d)   Approval of the transfer by the Research Supervisor(s), supervisory committee, the Graduate Program Director and the Dean of Graduate and Postdoctoral Studies.

        e)   Satisfactory completion of the PhD candidacy exam.

7.4. A judgment of satisfactory in the candidacy exam allows the student to transfer from a Master's Degree Program to a Doctoral Degree Program.

7.5. Upon transferring, the student must fulfill all other requirements for the Doctoral Degree Program.

7.6. If the judgment is unsatisfactory, the student will continue in the Master's Degree Program.

7.7. There will be only one examination allowed for the transfer from a Master's Degree Program to a Doctoral Degree Program.

7.8. Some faculties may have specific requirements pertaining to transfer from a thesis-based Master's Degree Program to a Doctoral Degree Program. Refer to the Graduate Academic Calendar for more information.

8. **Transfer for a Doctoral Program to a Master's Program**

8.1. In exceptional circumstances, Graduate students may apply to transfer from Doctoral Degree Program to a Master's Degree Program.

8.2. Transfers are only permitted if they are appropriate for the graduate student's personal and/or professional goals.

8.3. Doctoral students who are not performing at a satisfactory level in their Doctoral Degree Program normally will not be considered for transfer to a Master's Degree Program.

MONITORING AND REVIEW

9. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

10. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Graduate Academic Calendar
Graduate Admission and Application Requirements Policy
Graduate Admission Categories and Decisions Policy
Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy

Graduate Program Changes and Transfers Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy. Changed "term" to Semester to be consistent with definitions and undergraduate language.
Definitions	Definitions added.
Scope and Authority	Solely GR.
Program changes	Existing GR calendar language added. 6.1 editorial language changes to clarify they must contact SGPS and remove procedural reference to submission of program change form. 6.5 language amendment to reference the Graduate Academic Schedule for the last day to submit a program change request.
Transfer from a Thesis-based Master's Degree Program to a Doctoral Degree Program	Existing GR calendar language added. Changed "PhD" to "Doctoral". Editorial changes to ensure consistency in wording throughout with Master's Degree Program/Doctoral Degree Program. 7.8 editorial language amendment to reference Graduate Academic Calendar instead of individual programs.
Transfer for a Doctoral Program to a Master's Program	Existing GR calendar language added. Changed "PhD" to "Doctoral". Editorial changes to ensure consistency in wording throughout with Master's Degree Program/Doctoral Degree Program. 8.1 clarifying language added to reference "In exceptional circumstances".

Classification	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2019-2020

GRADUATE EQUITY, DIVERSITY AND INCLUSIVITY AND NON-STANDARD ADMISSION POLICY

PURPOSE

1. The purpose of this Policy is to outline exceptional conditions under which admission to a graduate Program may be considered.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

    "Course" means a unit of work in a particular subject normally extending through one semester or session, the completion of which carries credit toward the requirements of a degree or diploma.

    "Disability" means**:**

    a) any degree of physical Disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

    b) a condition of mental impairment or a developmental Disability,

    c) a learning Disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,

    d) a mental disorder, or

    e) an injury or Disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act.*

    "Grade Point Average (GPA)" means the weighted average of the grade points awarded on the basis of academic performance during a single semester.

    "Indigenous Peoples" means a collective name for the original peoples of North America and their descendants (Government of Canada, 2019).

    "President's Equity Taskforce (PET)" means the group tasked with mobilizing a diverse movement of people across the University to create and establish equitable and inclusive practices at (Ontario Tech) within a three-year term (Ontario Tech, 2019).

"Program" means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

SCOPE AND AUTHORITY

3.   This Policy applies to graduate-level exceptional conditions under which admission may be considered.

4.   This Policy does not apply to undergraduate-level special considerations for admission.

5.   The Dean of Graduate and Postdoctoral Studies, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6.   Equity Admissions

6.1.   Applicants who consider themselves personally or academically disadvantaged for reasons that are beyond their control, may apply as a non-standard applicant.

6.2.   The School of Graduate and Postdoctoral Studies may consult with the President's Equity Taskforce in the assessment of the application for admission.

7.   Students with Disabilities

7.1.   In addition to their application for admission to a graduate Program, the University welcomes supporting documentation from applicants with Disabilities.

7.2.   The School of Graduate and Postdoctoral Studies, in co-operation with Student Accessibility Services, will ensure that each applicant is treated in a fair and equitable manner.

7.3.   Any documentation should be forwarded directly to the appropriate department by the application deadline.

7.4.   Applicants should submit relevant supporting documentation to the University's Student Accessibility Services by the application deadline.

8.   Indigenous Applicants

8.1.   The University is dedicated to accessible education and recognizes that Indigenous Peoples make valuable contributions to learning and discovery.

8.2.   An applicant who has self-identified as Indigenous to Canada, who has completed an undergraduate degree, but does not meet the minimum GPA for admission to a graduate diploma or master's Program, may be considered for non-standard admission by the Program and School of Graduate and Postdoctoral Studies.

8.3.   Admission may be based on additional factors such as the student history, cultural knowledge, work experience, educational goals and other achievements.

9.   Non-standard Applicants

9.1.   Non-standard applicant status allows individuals the opportunity to demonstrate academic potential by other than conventional academic means.

9.2.   Applicants that have completed a baccalaureate degree in a relevant discipline and have not met the normal minimum admission requirements may apply for non-standard admission to a master's level Program, providing that:

   a)   They have a minimum of four years of relevant professional experience; and, ~~Four years after completion of a baccalaureate degree in a relevant discipline, applicants who do not meet the normal minimum admission requirements may apply as a non-standard applicant to a master's level program.~~

   b)   Have graduated no less than four years prior to application for admission. ~~Non-standard applicants with a degree must have a minimum of four years of relevant professional experience.~~

9.3.   Applicants who have not earned a baccalaureate degree, may apply for non-standard admission to a master's level Program, providing that:

   a)   ~~but who~~ they have other relevant academic credentials; and,

   b)   ~~normally~~ 10 or more years of extensive and relevant workplace experience ~~may also be considered as a non-standard applicant for a master's level program.~~

9.4.   Non-standard applicants must submit references that specifically make a case that the applicant has an aptitude for research and graduate education.

9.5.   Non-standard applicants normally cannot receive transfer credit for any Courses.

9.6.   In addition to meeting all University and Program-specific admission documentation requirements, non-standard applicants must provide a resumé, a one- or two-page statement of academic intent and a qualification portfolio.

   a)   The statement of intent should cover the following points:

   •   Reasons for wanting to pursue graduate studies; and,

   •   Future career goals.

   b)   The qualification portfolio should include the following components:

   •   An explanation of how activities that they have engaged in, including work or volunteer experience, professional development activities, personal study and interests, have prepared them for success in graduate studies at university;

   •   Explanations/documentation for any previous poor academic performance; and,

   •   Samples of writing within a professional context (e.g., company reports) that demonstrate their academic potential.

9.7.   Non-standard applicants without a degree must demonstrate how they have satisfied the equivalent of the bachelor's degree-level expectations that have been established by the Council of Ontario Universities.

9.8. By doing this, non-standard applicants without a degree must show how they have the equivalent of a relevant degree at an appropriate level of performance.

9.9. These degree-level expectations are available from the School of Graduate and Postdoctoral Studies.

9.10. Only a few Programs will consider non-standard applicants without degrees.

9.11. Non-standard applicants without degrees may be admitted into a qualifying Program as a transition into full admission.

9.12. Individual Programs may request additional requirements and materials from non-standard applicants.

MONITORING AND REVIEW

10. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

11. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

12. Graduate Academic Calendar
Graduate Admission and Application Requirements Policy
Graduate Admission Categories and Decisions Policy

Graduate Equity, Diversity and Inclusion and Non-standard Admission Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy.
Definitions	Definitions added.
Scope and Authority	Solely GR.
Equity Admissions	New language added to address equity in admissions.
Students with Disabilities	Existing GR calendar language added. 7.1 language amendment to clarify "in addition to their application for admission", supporting documents are welcome. 7.4 clarifying editorial amendments to remove reference to both University campus locations, addition of "relevant supporting" documentation and addition of "by the application deadline".
Indigenous Applicants	Existing GR calendar language added. 8.2 editorial language addition clarifying may be considered for "non-standard" admission. 8.3 editorial language addition to clarify "Admissions may be based on" and remove reference to graduate studies email address.
Non-standard Applicants	Existing GR calendar language added. 9.2 & 9.3 reorganized regulation section for better clarity and combined duplicate information. No changed made to content or intent. 9.7 editorial amendment to remove "In addition". 9.10 removal of procedural language referencing contacting SGPS for information on options for a particular program. 9.12 removal of procedural language referencing contacting SGPS for formatting guidelines.