

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 25 February 2020

FROM: Graduate Studies Committee and Undergraduate Studies Committee

SUBJECT: Academic Calendar Migration project

COMMITTEE MANDATES:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval. Items which are editorial in nature are presented to the deliberative body for information
- The Graduate Studies Committee (GSC) and Undergraduate Studies Committee (USC) have a mandate of maintaining the academic standards set by Academic Council

MOTION:

That, pursuant to the recommendation of GSC and USC, Academic Council hereby approve the Auditing Courses Policy and the Registration and Course Selection Policy, as presented.

BACKGROUND/CONTEXT/RATIONALE:

The Undergraduate and Graduate Academic Calendar migration to the Policy Library project is on-going. 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 former CPRC, current USC, GSC, and Academic Council.

According to the Policy Framework, the Policy Library is the central repository for Policy Instruments. Remaining policies and procedures will come forward for approval as required, and updated calendar copy will be provided for information and feedback.

CONSULTATION:

In conjunction with the Policy Office, the following consultation and approval path was determined:

- Related undergraduate changes (Registration and Course Selection policy, Auditing an Undergraduate and Graduate Course policy) recommended by Undergraduate Studies Committee (USC) – January 21, 2020

- Deliberative bodies: Undergraduate Studies Committee (USC) – January 21, 2020
Graduate Studies Committee (GSC) – January 28, 2020
- Approval Authority: Academic Council – February 25, 2020

NEXT STEPS:

- Pending the approval of the Academic Council, the policy and procedure instruments will be migrated from the Graduate Academic Calendar to the Policy Library and the Academic Calendar text will be updated

SUPPORTING REFERENCE MATERIALS:

- **Registration and Course Selection Policy**
 - Draft ACD 1508 Registration and Course Selection policy
 - Registration and Course Selection – Policy Summary
 - Registration and Course Selection Policy - Calendar Copy
- **Auditing an Undergraduate and Graduate Course policy**
 - Draft Auditing an Undergraduate and Graduate Course policy
 - Refer to Registration and Course Selection Policy - Calendar Copy

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	
Approval Date	DRAFT September 2019
Review Date	
Supersedes	

POLICY ON AUDITING AN UNDERGRADUATE AND GRADUATE COURSE

PURPOSE

1. The purpose of this Policy is to outline the categories, registration and fee-payment requirements for Auditors of a Course at the University.

DEFINITIONS

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

“**Auditor**” means the people who attend a Course without receiving evaluation or a grade.

“**Registered Undergraduate Students**” means the students registered at the University in an undergraduate program.

“**Registered Graduate Students**” means the students registered at the University in a graduate program.

“**Non-registered Students**” means the non-registered people or employees at the University that are under the age of 65 years.

“**Senior Citizens**” means Non-registered Students at the University that are 65 years of age or older.

“**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.

SCOPE AND AUTHORITY

3. This Policy applies to the undergraduate and graduate Courses identified by the Faculties as having enrolment capacity and instructor permission.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. General

- 5.1. Audited Courses will not appear on a student's transcript.
- 5.2. Auditors may audit only one Course at a time per semester.

- 5.3. The University's Student Conduct Policy and Disciplinary Procedures in Non-Academic Matters will apply to Auditors.
- 5.4. The registration dates and fee payment dates that are outlined in the Academic Schedule will apply to Auditors.
- 5.5. Graduate Students participating in the Ontario Visiting Graduate Student program are not eligible to register as an Auditor for graduate Courses.

6. Categories of Auditors

There are three categories of Auditors: Registered Undergraduate Students, Registered Graduate Students and Non-registered Students.

Normally, Non-registered Students will not be permitted to register for graduate Courses.

- 6.1. Registered Undergraduate Students:
 - a. May audit a Course provided they obtain the permission of the Course instructor(s);
 - b. Are not permitted to write examinations or receive any form of evaluation; and,
 - c. Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.
- 6.2. Registered Graduate Students:
 - a. Are permitted to audit Courses provided they have the approval of their supervisor (if applicable), graduate program director and the Course instructor;
 - b. Are not permitted to write examinations or receive any form of evaluation;
 - c. Must register formally as Auditors with the School of Graduate and Postdoctoral Studies.
- 6.3. Non-registered Students (including Senior Citizens):
 - a. May audit available courses that have been approved by the Faculty and course instructor;
 - b. Are not permitted to write examinations or receive any form of evaluation; and,
 - c. They must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

7. Course fees

There are four categories of Course fees for Auditors:

- 7.1. Registered Undergraduate Students will pay an auditing fee as per the auditing fee schedule, as well as university ancillary fees. Students will have access to University Services in accordance with the ancillary services paid as an undergraduate student.
- 7.2. Registered Graduate Students will pay an auditing fee as per the auditing fee schedule as well as ancillary fees, and will have access to University Services in accordance with the ancillary fees paid as a graduate student.
- 7.3. Non-registered Students will pay an auditing fee as per the auditing fee schedule, and have access to the University Library.

- 7.4. Senior Citizens will pay fifty percent of the auditing fee and will have access to the University Library.

8. Payment deadlines

The Academic Schedule will outline the date that payment will be required each Semester.

MONITORING AND REVIEW

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

RELEVANT LEGISLATION

10. University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch. 0.

RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Procedure for Auditing an Undergraduate Course (to be created).
12. Procedure for Auditing a Graduate Course (to be created).
13. Auditing fee schedule



Classification	ACD 1508
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	
Review Date	
Supersedes	Academic Regulations – Undergraduate Academic Calendar 2016-2017, Academic Regulations, Graduate Academic Calendar 2019-20

REGISTRATION AND COURSE SELECTION POLICY

PURPOSE

1. The purpose of this Policy is to outline the University’s ~~undergraduate level~~ Registration and Course selection framework.

DEFINITIONS

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

“Academic Transcript” means the complete report of a student's academic record.

“Academic Year” means the period from September 1 to August 31.

“Credit Hours” means a measure used to reflect the relative weight of a given Course toward the fulfilment of degree requirements. Unless otherwise indicated, a Course normally has a Credit Hour value of three.

“Corequisite” means a Course that must be taken concurrently with the Course for which it is required.

“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.

“Examination” means a form of testing intended to assess the level of students' knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a Course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations. This does not include PhD candidacy, master’s or doctoral thesis examinations.

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

“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.

“Session” means a period of approximately six consecutive weeks in the summer Semester consisting of 30 days of lectures and a final Examination period. The first half of summer Semester is designated as spring Session; the second half is designated as summer Session.

“Time-Status” means the declared registration status of a graduate student. Graduate students can be registered full-time or part-time regardless of the number of courses in which they are registered. Time-status means full or part-time status for an Undergraduate student, which is defined by the student’s registered course load.

SCOPE AND AUTHORITY

3. This Policy applies to all ~~undergraduate-level~~ Course selections for undergraduate and graduate students.
4. ~~This Policy does not apply to graduate-level course selections. For more information regarding graduate-level courses, please refer to the Graduate Academic Calendar.~~ The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.
5. The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of this Policy as they pertain to graduate students.

POLICY

The following outlines the requirements regarding registration and Course selection for undergraduate and graduate students.

6. Course Selection

- 6.1. Requirements for Programs of study are listed in the faculty or Program sections of the academic calendar. Students should become familiar with the Program and/or degree requirements and plan their Programs accordingly.
- 6.2. Academic advice is available to undergraduate students who experience difficulty when selecting Courses.
- 6.3. All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study.
- 6.4. Graduate students ~~are advised~~must ~~to~~ consult with their graduate program director, faculty advisor or research supervisor as part of the planning process.
- 6.5. All Courses in the student's Program must be approved by the graduate program director.

- 6.6. Graduate students may take graduate Courses outside their Program with permission from the student's supervisor (if applicable), graduate program director for the Program and the graduate program director for the Course. Graduate students may be charged fees in addition to their regular Program fee for such Courses.
- 6.7. Graduate students cannot take Courses for credit in addition to the Course requirements for their graduate Program.
- 6.8. Not all Courses are offered in any one Semester, Session, or Academic Year. Elective offerings may vary from Semester to Semester.

7. Prerequisites and Corequisites

- 7.1. Some Courses have Prerequisites or Corequisites.
- 7.2. An undergraduate student may have Prerequisites and Corequisites waived with the permission of the faculty.
- 7.3. A graduate student may have Prerequisites or Corequisites waived with the permission of the graduate program director.
- 7.4. Any student who requests such a waiver is responsible to ensure that they are adequately prepared to proceed with the level of study required in the Course.
- 7.5. Inadequate preparation is not a basis for appeal of a final grade in a Course for which a student requested a waiver of Prerequisite or Corequisite.

8. Repeating Courses

8.1. Undergraduate students

- a) Undergraduate students are not allowed to repeat the same Course, or its equivalent, more than two times.
- b) All instances of a Course will appear on the Academic Transcript. Only the grade achieved on the most recent attempt will be included in the calculation of the student's Grade Point Average.
- c) Students who have failed a third attempt of a Program required Course will be dismissed from the Program.

8.2. Graduate students

- a) Graduate students who fail one Course are required to repeat the Course or an approved alternative within 12 months of receiving the failing grade.
 - If the failed Course is designated as a mandatory Course in the Program, students must retake the same Course.
 - If the failed Course is an elective Course, students may be able to take an alternative elective Course approved by the graduate program director.
 - Students who have a second failure are dismissed from the University.
- b) All instances of a Course appear on the Academic Transcript. Only the grade achieved on the most recent attempt. The highest grade earned for the

~~same Course~~, or an approved alternative Course, is used to calculate the student's GPA.

- c) Repeating Courses impacts graduate student academic standing. This is outlined in "Graduate Student Grading System and Academic Standing Policy".

9. Auditing Courses

9.1. Undergraduate and graduate Students may audit a Course(s) in accordance with the Policy on Auditing an Undergraduate and Graduate Course

9.2. Audited Courses will not appear on a student's Academic Transcript.

10. Curriculum Substitution

10.1. Undergraduate students wishing to substitute one Course for another in a set of Program requirements may request permission to do so from the dean of the faculty or designate. Requests are referred to the appropriate Faculty Council for decision.

10.2. Any changes to a graduate student's Program must be approved by the graduate program director.

11. Letters of Permission for Undergraduate Students

11.1. Students wishing to take a Course at another institution must apply for and receive a letter of permission from the University in advance of their application to the visiting institution.

11.2. A letter of permission ensures that the Courses to be taken at the host institution will be recognized for credit at the University and are applicable to the student's Program of study.

11.3. For application instructions, eligibility requirements, and restrictions, students should visit uoit.ca/lop.

12. Graduate Student Course and Research Exchanges

12.1. ~~If certain conditions are met~~, Graduate 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.

12.2. Graduate 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.

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

13. Course-Registration Changes

13.1. Course Changes

The academic schedule for each Academic Year will outline predetermined dates for the following for each Semester ~~and/or Session~~:

- a) Last day to add Courses.

- b) Last day to drop Courses and receive a 100 per cent refund of tuition fees.
- c) Last day to drop Courses and receive a 50 per cent refund of tuition fees.
 - Dropping Courses on or prior to this date can be done without academic consequences.
 - Dropping Courses after this date, and up to the last day to drop Courses, will result in a W being placed on the student's record indicating withdrawal.
 - The W will not affect the Grade Point Average (GPA). However, a large number of W grades may affect the way an Academic Transcript is viewed by graduate schools or potential employers.
- d) Last day to drop Courses.
 - Withdrawal deadlines are not the same as the refund deadlines. Students should consult the University's academic schedule [and Fees and Charges policies](#) when considering withdrawal.

13.2. [Graduate Student Registration Change Requests](#)

[The academic schedule for each Academic Year will outline predetermined dates for graduate students to submit:](#)

- [a\) Request for Program change;](#)
- [b\) Request to change Time-Status; or](#)
- [c\) Requests for Leave of Absence](#)

14. Voluntary Withdrawal

- 14.1. Withdrawal from a Course can have implications for a student's academic Program, student aid and awards eligibility and full-time status.
- 14.2. A dropped Course does not count toward degree requirements and cannot be used to satisfy Prerequisites for further Courses. In addition, the Course that is dropped may not be available in the next Semester or Session. Students are advised to consider all Course changes carefully or consult an advisor [or graduate program director](#).
- 14.3. Students are reminded that non-attendance in a Course is not equivalent to withdrawal. Students who cease to attend a Course but do not formally withdraw will be academically and financially responsible for that Course.

15. Request for Consideration for Late Withdrawal from a Course(s) for Undergraduate Students

- 15.1. Students may submit a request to the Registrar's office to consider a late withdrawal from a Course(s) due to extenuating circumstances beyond their control (such as medical reasons, death in the family, etc.).
- 15.2. All relevant supporting documentation must accompany the request.
- 15.3. Such requests must be submitted in writing no later than 10 working days after the commencement of the subsequent Semester (including fall, winter or summer Semester) in which the student is enrolled.

16. Continuous Registration for Graduate Students

- 16.1.** Students must be registered in each Semester (including fall, winter and summer Semester) commencing with the Semester specified in their letter of offer and continuing until graduation.
- 16.2.** Students are automatically registered in a graduate continuance Course until graduation, withdrawal or Program termination. Students must actively register for all other Program Courses. Students who do not formally register in a course cannot attend classes, access Course materials on the learning management system, submit assignments for evaluation or be assigned a grade in that Course.
- 16.3.** If a student fails to maintain continuous registration in a Program or to register after the expiry of an approved leave of absence, the student's status is changed to inactive for up to one year.
- 16.4.** Students who wish to re-register within the one year period may apply for reinstatement. If reinstatement is approved, students are required to pay all fees owing as well as any reinstatement fees that are in effect at the time of reinstatement.
- 16.5.** If the student fails to register for three consecutive Semesters, their file is closed and the student is withdrawn from the Program.
- 16.6.** Should a student who has been withdrawn wish to continue their graduate studies, the student must apply for readmission. Readmission to the University and/or the student's original Program is not guaranteed.

17. Concurrent Registration

Graduate students may not be enrolled concurrently in two Programs unless the Programs are formally structured and approved for concurrent registration.

18. Absences from Studies for Graduate Students

- 18.1.** Graduate students are expected to be uninterruptedly registered in their designated Program of study in order to support the timely completion of their degree. However, the University recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with the University.
- 18.2.** Such circumstances must have sufficient cause and an official leave of absence must be requested through the School of Graduate and Postdoctoral Studies and approved by the Dean of Graduate and Postdoctoral Studies.
- 18.3.** Acceptable circumstances include the following:
 - Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
 - Maternity leave, which is available to students during or following a pregnancy.
 - Parental leave, which is available to students who face extraordinary demands in parental responsibilities or whose duties require that they be absent from their studies for a period of time.

- 18.4.** A leave normally begins on the first day of the Semester for a period of one, two or three academic Semesters. Normally, retroactive leaves of absences will not be granted.
- 18.5.** During the period of leave, the following conditions apply:
- Students are not registered or required to pay fees.
 - Students may not undertake any academic or research work, or use any of the University's facilities.
 - Students are not eligible to receive scholarships or assistantships from the University. In the case of other graduate student awards, the regulations of the particular granting agency apply.
 - Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. The time limits for completing the degree Program will be extended by the duration of the leave taken (i.e., one, two or three Semesters, as appropriate).
 - Leave of absence forms will not be processed for students who have outstanding fees. Students must inform the University immediately upon return.

19. Time Status for Undergraduate Students

- 19.1.** Each Program has associated with it a number of Credit Hours that constitute a full Course load. In many Programs, this number is 15 per Semester or 30 per Academic Year.
- 19.2.** Students will be considered full-time if they are registered in a Course load of nine Credit Hours or more.
- a)** Full-time status may have an impact on such things as student aid and awards eligibility, fees, income tax credits, athletic eligibility and other areas.
- 19.3.** Students are considered part-time status if they are registered in a Course load of less than nine Credit Hours.

20. Time-Status for Graduate Students

- 20.1.** Students are required to register as full-time or part-time students at the time of admission and registration.
- 20.2.** With permission from the graduate program director, students may change their status from full-time to part-time, or vice versa, by completing a Change in Full-time or Part-time Status form and submitting it to the School of Graduate and Postdoctoral Studies for approval by the Dean of Graduate and Postdoctoral Studies.
- 20.3.** A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.

20.4. Full-time status

Graduate students are considered full-time if they meet the following criteria:

- a) Pursue their studies as a full-time occupation.
- b) Formally identify themselves as full-time students on all documentation.
- c) Maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly.
- d) If employed by the University, work no more than an average of 10 hours per week at diversionary employment while they are registered as a full-time student.
 - Diversionary employment is work that takes a student's time away from their Program of study and research. For example, teaching assistant positions are diversionary employment, while most graduate research assistantships are not if they directly support students in their Programs of study and research.
 - In calculating this diversionary work average, it is recognized that employment opportunities for full-time students may fluctuate throughout the year.
 - Students have a diversionary work allocation of 510 hours in any 12-month period and no more than 255 hours in any of each of three Semesters: fall (September to December), winter (January to April) and spring/summer (May to August).

20.5. Part-time status

Graduate students who do not meet the above criteria are deemed part-time students. Part-time students may have Course load restrictions. Students should consult the individual faculty with regard to the availability of part-time studies within their Program.

MONITORING AND REVIEW

21. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

22. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

23. Undergraduate Fees and Charges Policy
Graduate Fees and Charges Policy
Graduate Academic Calendar
Undergraduate Academic Calendar

REGISTRATION AND COURSE SELECTION POLICY

Section	Notes on updates/changes
Where existing policy language was identical and consistent between undergraduate and graduate, no changes were made.	
Editorial updates	<p>Name change of policy to include Registration.</p> <p>Added "undergraduate where appropriate to clarify".</p> <p>Capitalized defined terms throughout the policy.</p> <p>Changed "term" to Semester to be consistent with definitions and undergraduate language.</p>
Time-status Definition	Added to definitions when GR calendar language on time-status was incorporated in the policy. Clarification note that time-status is not dependent on course load for GR students.
Scope and Authority	Updated to include GR students.
Course selection	Updated to include language from "Selecting Courses" and "Taking graduate courses outside the program" sections of the GR calendar. Already incorporated "Degree Requirements" section.
Prerequisites and Corequisites	Updated to separate undergraduate students and graduate student policy.
Repeating Courses	<p>Separate sections created to reflect undergraduate and graduate policies.</p> <p>Formatting (bullet points vs paragraph).</p> <p>8.2 b) Updated language to mirror undergraduate.</p> <p>8.2 c) New language added to clarify the correlation between repeating courses the potential impact on academic standing.</p> <p>Paragraph 3 and 4 of existing "Repeating Courses" section of the GR calendar moved to new "Graduate Grading System and Academic Standing" policy.</p>
Auditing Courses	Updated language to reference new Auditing Policy.
Curriculum Substitution	Sentence from "Program changes" section included in 10.2.
Graduate Student Course and Research Exchanges	Two general statements from original "Visiting students" section of the GR calendar.

	<p>New policy under development incorporating remaining calendar language, addressing all types of research and course exchange at the graduate level.</p>
Registration Changes	<p>Title change to reflect changes to registration status for graduate students.</p> <p>Updated language under "Course Changes" to incorporate GR calendar language.</p> <p>Added other types of registration changes to mirror existing language in the Academic Schedule Guidelines (approved 2018).</p> <p>Existing calendar section "Course changes and voluntary withdrawal" were separated into two sections (13 and 14).</p>
Voluntary Withdrawal	<p>Updated to include consultation with GPD.</p>
Continuous Registration for Graduate Students	<p>GR section that includes existing calendar sections: "Registration", "Inactivity and reinstatement", "Inactivity and involuntary withdrawal", "Session dates".</p> <p>16.1 editorial add: "(including fall, winter and summer Semester)".</p>
Concurrent Registration	<p>Existing section added from GR calendar.</p>
Absences from Studies	<p>Existing section added from GR calendar.</p>
Time-status for Graduate Students	<p>Updated to separate undergraduate students and graduate student policy.</p> <p>Title change for consistency with undergraduate and graduate sections.</p> <p>Existing GR calendar sections "Full-time/part-time status" and "Classification of graduate students" included.</p>



Policy Calendar Copy

The following sections of the Graduate Academic Calendar are impacted by the proposed Registration and Course Selection policy.

SECTION: Registration policies and regulations

Degree requirements

All candidates pursuing a graduate degree or diploma shall enrol in an advanced course of study approved by the graduate program director of the program in which the student is registered. Students should refer to the Registration and Course Selection Policy [insert link] for more information on degree requirements.

Prerequisites/corequisites

Some Courses have Prerequisites or Corequisites. Students should consult the Graduate Academic Calendar for information on course-specific prerequisites or corequisites. A student may request a waiver in accordance with the Registration and Course Selection policy [insert link].

Full-time/part-time status

Students are required to register as full-time or part-time students at the time of admission and registration. With permission from the graduate program director, students may change their status from full-time to part-time, or vice versa, by completing a Change in Full-time or Part-time Status form and submitting it to the School of Graduate and Postdoctoral Studies for approval by the Dean of Graduate and Postdoctoral Studies.

A change in status may have an impact on student aid and awards eligibility, fees, income tax credits and other areas.

For definitions of full-time and part-time students, see the Registration and Course Selection policy.

Selecting courses

Requirements for programs of study are listed in the program sections of this calendar. should become familiar with the degree requirements and plan their programs accordingly. Not all courses are offered in any one semester or academic year. Elective offerings may vary from semester to semester. Students are advised to consult with their graduate program director, faculty advisor or research supervisor as part of the planning process. All courses in the student's program must be approved by the graduate program director.

Students cannot take courses for credit in addition to the course requirements for their graduate program. Course selection is governed by the Registration and Course Selection policy [insert link].

Registration

Students must be registered in each semester commencing with the semester specified in their letter of offer and continuing until graduation.

Students are automatically registered in a graduate continuance course until graduation, withdrawal or program termination. Students must actively register for all other program courses.

Students who do not formally register in a course cannot attend classes, access course materials on the learning management system, submit assignments for evaluation or be assigned a grade in that course. Students should refer to the Registration and Course Selection policy for more information [insert link] on Registration.

Inactivity and reinstatement

A student that does not maintain continuous registration will have their status changed to inactive. An inactive student may apply for reinstatement within a one-year period.

If the request is approved, students are required to pay all fees owing as well as any required administrative fees. For information on inactivity and reinstatement, see the Registration and Course Selection policy [insert link].

Inactivity and involuntary withdrawal

A student that is inactive for three consecutive semesters, will have their file is closed and will be administratively withdrawn from the program. A student that has been administratively withdrawn due to inactivity and would like to continue their graduate studies, must apply for readmission. Readmission to the University and/or the student's original program is not guaranteed. For information on inactivity and involuntary withdrawal, see the Registration and Course Selection policy [insert link].

Concurrent registration

Graduate students may not be enrolled concurrently in two programs unless the programs are formally structured and approved for concurrent registration. For information on Concurrent registration, see the Registration and Course Selection policy [insert link].

Auditing courses

Graduate students interested in auditing a course should refer to the Policy on Auditing an Undergraduate and Graduate Course [insert link].

Taking graduate courses outside the program

Graduate students may take graduate courses outside their program with permission from the student's supervisor (if applicable), graduate program director for the program and the graduate program director for the course. Students may be charged fees in addition to their regular program fee for such courses. Students should refer to the Registration and Course Selection policy for more information [insert link].

Course changes and voluntary withdrawal

Students may add courses or withdraw from a course or program within the dates specified in the Academic Schedule [insert link] in accordance with the Registration and Course Selection policy [insert link].

Students are advised to consider all course changes carefully. Students are reminded that non-attendance in a course is not equivalent to withdrawal.

Students who cease to attend a course, but do not formally withdraw, are academically and financially responsible for that course.

Program changes

Any changes to a graduate student's program must be approved by the graduate program director in accordance with the Registration and Course Selection policy [insert link].

Absences from studies

The University recognizes that under certain circumstances students may need to request a leave of absence from their studies. To request a Leave of Absence, contact the School of Graduate and Postdoctoral Studies.

The request must fall under the University's acceptable circumstances and supporting documentation may be required. All leaves of absence must be approved by the Dean of Graduate and Postdoctoral Studies.

For information on acceptable circumstances and conditions of absence, see the Registration and Course Selection policy [insert link].

Repeating courses

Students who fail one course are required to repeat the course or an approved alternative. For information on repeating courses, see the Registration and Course Selection policy [insert link].

Any course failure, including the repeated course, will impact the student's Academic Standing. For more information refer to the University's Graduate Grading System and Academic Standing policy [insert].

SECTION: ADMISSION POLICIES AND REGULATIONS

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**

Sections to be removed from the calendar:

The following two sections can be removed as full-time and part-time status are defined under "Time-Status of Graduate Students" in the Registration and Course Selection policy.

- **Full-time status**
- **Part-time status**