

# 2017-2018 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2017-2018 academic years, including the Summer Semester 2017, Fall Semester 2017 and the Winter Semester 2018.

For your convenience the Graduate Calendar is available in PDF format.

If you wish to link to the Graduate Calendar please refer to the [Linking Guidelines](#).

The University is a full member of:

- The Association of Universities and Colleges of Canada

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## **Disclaimer**

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The Office of Graduate Studies has attempted to ensure the accuracy of this on-line Graduate Calendar. However, the publication of information in this document does not bind the university to the provision of courses, programs, schedules of studies, fees, or facilities as listed herein.

## **Limitations**

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The University of Guelph reserves the right to change without notice any information contained in this calendar, including any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs.

The university will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by the faculty, staff or students of the university or by others, civil unrest or disobedience, Public Health Emergencies, or any other cause of any kind beyond the reasonable control of the university.

The University of Guelph reaffirms section 1 of the Ontario Human Rights Code, 1981, which prohibits discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status or family status.

The university encourages applications from women, aboriginal peoples, visible minorities, persons with disabilities, and members of other under-represented groups.

## **Introduction**

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### **Collection, Use and Disclosure of Personal Information**

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm). This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <https://www.uoguelph.ca/registrar/>

### **Statistics Canada - Notification of Disclosure**

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For further information, please see Statistics Canada's web site at <http://www.statcan.gc.ca> and Section XIV Statistics Canada.

### **Address for University Communication**

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Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

#### **Email Address**

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The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly.

#### **Home Address**

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Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through the Office of Graduate Studies.

### **Name Changes**

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The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

### **Student Confidentiality and Release of Student Information Policy Excerpt**

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The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <http://www.uoguelph.ca/policies>.



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## Admission

### Admission Requirements

In the Graduate Calendar, the typical Canadian university curriculum and university system are understood to be the academic standard of reference. Herein, grades are as assessed by the Office of Graduate Studies.

Admission to a graduate program, whether in the “Regular”, “Provisional”, or “Special” category (see section Enrolment and Registration, below) is, in all cases, based upon the recommendation of the program and department concerned and is subject to the approval of the Assistant Vice-President (Graduate Studies) on behalf of the Board of Graduate Studies.

Note: Admission to advanced courses of instruction or to the privileges of research does not imply admission to candidacy for a higher degree.

**Master's:** Normally, the minimum requirement for admission to a master's program is successful completion of an undergraduate degree/ baccalaureate, in an honours program or the equivalent, from a recognized university.

The applicant must have achieved a grade average of at least 70% (B-) in the last four semesters of study, normally the last two years of undergraduate study (full-time equivalent).

Applicants who have not achieved the minimum grade average may wish to upgrade their academic qualifications prior to applying to a master's program. For information on upgrading, see "Upgrading Standards" below.

Applicants who hold the DVM degree (or equivalent) and who are applying to the master's program must have achieved an overall average grade of at least 70% (B-) in their DVM program.

Applicants are advised that for admission to some master's programs, a higher program grade average than the minimum 70% (B-) average may be required.

For information on alternate admissions criteria for master's programs, see “*Alternate Admissions Criteria*” below.

**Doctoral:** Normally, the minimum requirement for admission to a doctoral program is the successful completion of an undergraduate/baccalaureate degree, and successful completion of a graduate/master's degree – both from recognized universities.

The applicant must have achieved a grade average of at least 73% (B) in the master's degree program. Applicants are advised that for admission to some doctoral programs, a higher program grade average may be required.

Applicants who have not achieved the minimum grade average may wish to upgrade their academic qualifications prior to applying to a doctoral program. For information on upgrading, see "Upgrading Standards" below.

Applicants who hold the DVM degree (or equivalent) and who are applying to the DVSc program must have achieved an overall average grade of at least 73% (B) in their DVM program.

Some programs offer direct admission to a doctoral program from an Honours undergraduate/Baccalaureate degree program. For details, refer to the section entitled “Direct Admission to PhD Programs from an Honours Undergraduate/ Baccalaureate Program”.

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**Upgrading/Non-degree:** Students not currently registered in a graduate degree, graduate diploma, or non-degree program at the University of Guelph or elsewhere and who wish to enroll in graduate courses for academic/professional upgrading and/or personal interest should apply on-line through Undergraduate Admission Services, Office of Registrarial Services. At the time of application to Undergraduate Admission Services, the applicant should indicate clearly that they wish to apply as an undergraduate student, and that they are not currently registered for a graduate degree or diploma. A registered undergraduate student may take undergraduate courses or a graduate course with the permission of the chair or director of the academic unit offering the course and the permission of the instructor of the course. In certain limited circumstances, graduate courses taken by undergraduate students may be credited to a graduate program at the University of Guelph. See the Office of Graduate Studies for details.

### Application for Admission

Potential students may apply through our on-line application process which can be accessed from the Graduate Studies website at <http://www.uoguelph.ca/graduatestudies/apply>.

Please check with the specific program of interest for application date deadlines. The applicant is responsible for assembling all relevant documentation (see below) and any additional program-specific application materials (outlined on the program-specific website). In order to be considered for admission to graduate studies, the applicant must submit all required admission documents to the student information system (WebAdvisor) to complete the applicant process.

**Transcripts:** Applicants are required to submit through WebAdvisor a copy of their transcripts for each previous undergraduate and graduate program from each postsecondary institution attended. Should the applicant be offered conditional acceptance to a program, a certified official transcript from any and all postsecondary institutions attended must be submitted by the end of the first registered semester. Applicants from institutions where only one official transcript/degree certificate is provided should contact the Office of Graduate Studies before submitting the application.

**Referee Assessment Forms:** Assessment forms must be submitted by at least two individuals who are well acquainted with the applicant's academic record, and academic and research aptitude, capacity and proficiency. Academic references are preferred, but former employers are also acceptable referees. Referees will be contacted via email by the Office of Graduate Studies requesting the reference on the behalf of the applicant after the application is submitted.

**English Proficiency:** Courses at the University of Guelph are completed in approximately 12 weeks. Students therefore must be proficient in the use of English, both written and oral, when they begin their studies at Guelph. The university requires that certification of such proficiency be provided by applicants whose first language is not English.

Examples of acceptable assessment of proficiency include official scores or results from the Test of English as a Foreign Language (TOEFL) of the Educational Testing Service, the International English Language Testing System (IELTS), the Michigan English Language Assessment Battery (MELAB), Pearson Test of English Academic (PTE-A) and the Canadian Academic English Language (CAEL) assessment. The minimum overall scores are 89 with no individual component below 21 for Internet Based TOEFL, 6.5 for IELTS, 85 for MELAB, an overall score of 60 with a minimum score of 60 in each of the 4 categories for PTE-A and 60 for CAEL (these minimum acceptable scores are subject to change). Applicants should make arrangements to take one of these tests at least nine months before the first day of the semester. Other forms of proficiency assessment may apply in individual cases; please contact the admitting department or program for additional information.

Applicants may choose to enrol in the University of Guelph's English Language Certificate Program (ELCP) which is offered through the University of Guelph's Open Learning and Educational Support. Applicants who complete the advanced level of this program are considered to have fulfilled the English language requirements and are eligible to apply to a graduate program at the University of Guelph. Information on the “advanced level” of the program is found on-line at <http://www.eslguelph.ca/>

Applicants may also choose to enroll in the University of Guelph's Graduate Preparation Program (GPP) which is offered through Open Learning and Educational Support. Applicants may be offered admission based on the provision that they complete the GPP, which includes completion of advanced level English (level 9 and 10 of the ELCP) as well as graduate preparatory work. The expected duration of the GPP is two semesters. Upon successful completion applicants may continue on to the graduate program identified in their offer of admission. Details about the GPP may be found at <http://www.eslguelph.ca/>

**Other Documents and/or Examinations:** In some departments, a Statement of Research/Interest that outlines the applicant's major research interests and objectives in undertaking graduate study, and/ or additional supplementary documents such as a CV/resume, or a writing sample, may be required for admission. Applicants are advised to review the department's website for specific program admission requirements.

Some departments require applicants to complete and submit the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) to determine admissibility to some programs. If so, this requirement will be noted with the program-specific admissions application information on the departmental website. The applicant's official test results must be forwarded directly to the graduate program in the department to which application has been made. It is the responsibility of the applicant to ensure that test results are submitted to the department by the application deadline.

### Refusal of Admission

Limitations of funding, space, facilities or personnel may make it necessary for the university, at its discretion, and in spite of the admission requirements set out above, to refuse admission to an otherwise qualified applicant. Applicants will be notified via email by the Office of Graduate Studies if their application for admission is refused.

### Admission of Faculty Members

Members of the faculty of the university who are:

- senior in rank to a lecturer are not eligible for admission to master's degree studies,
- senior in rank to an assistant professor are not eligible for admission to doctoral studies

Permission to undertake graduate studies must be obtained from the President of the University of Guelph.

## **Conditional Admission**

Conditional admission may be granted to an applicant whose record to date is acceptable but whose application is incomplete (final official documents have not been received). If the hard copy (paper) final official documents are deemed satisfactory by the Office of Graduate Studies once submitted, the student's admission will be confirmed. If the documents submitted are unsatisfactory, or if the applicant does not meet the conditions listed in their letter of offer, the offer of admission may be rescinded. The assessment of most applications for admission to graduate studies is completed using unofficial electronic documents, and may result in a conditional offer of admission. Such conditional offers of admission require submission of the applicant's hard copy/ paper official documents in order to confirm the offer of admission. As well, applicants must meet any conditions required for admission as stipulated in the offer of admission by the deadline set out in the letter of offer. Note: conditional admission will not be granted on the basis of any English Language Proficiency test results other than the University of Guelph's English Language Certificate Program (ELCP) – see Application for Admission information (above) for more information.

## **Letter of Permission**

Students who are completing graduate programs at universities outside Ontario and who wish to complete some course work at the University of Guelph may apply for admission to a non-degree program on a Letter of Permission.

Students who wish to be admitted to a non-degree program on Letter of Permission must complete and submit the University of Guelph "Application for Admission to Graduate Studies" form (available from the Office of Graduate Studies) along with a letter from the Dean of Graduate Studies/ Assistant Vice-President (Graduate Studies) or equivalent of the student's home university. This letter must outline precisely what course work the student is expected to complete while at Guelph, and how the work completed at the University of Guelph will be applied and credited to the student's program of study at the home university. No further admission documentation is required.

Students admitted on a Letter of Permission will be registered as "Special" status students in the non-degree program. It is the student's responsibility to request that the University of Guelph transcripts be submitted to the home university. See the Office of Graduate Studies for more information.

## **Ontario Visiting Graduate Student Plan**

The Ontario Council of Graduate Studies (OCGS), through the Council of Ontario Universities, has established an agreement among the Ontario universities whereby graduate students may take courses at other Ontario universities while remaining registered at their home universities. This plan is known as the Ontario Visiting Graduate Student (OVGS) Plan. For information concerning the regulations and procedures involved, interested students are asked to contact the graduate studies office at their home university.

## **Direct Admission to PhD Programs from an Honours Undergraduate/ Baccalaureate Degree**

Applicants who have successfully completed an Honours Baccalaureate/ undergraduate degree may apply directly to a doctoral program on their initial application for admission. The applicant must have achieved a superior academic record in the last two years of full time equivalent study. A superior record is normally defined as a cumulative average of 80% (A-) or above, as assessed by the Office of Graduate Studies. The reference on the Referee Assessment Form must rate the student as "outstanding". A statement of the applicant's research interests including evidence of his/ her research aptitude, capability, and proficiency is required.

Following an examination of the application materials submitted, the Graduate Program Committee will submit a written recommendation to the Assistant Vice-President (Graduate Studies) regarding the request for direct admission to the PhD program. Such direct admission students are designated as "Regular". Typically such offers of direct admission include a strong recommendation from the Graduate Program Committee directed to the student's Advisory Committee that at least 0.5 graduate level course credits should be required elements of the student's Program of Study. These credits must be successfully completed by the end of the student's first year of study.

## **Admission of Applicants Already Holding a Doctoral or Master's Degree**

Applicants who hold a recognized doctoral degree deemed to be equivalent to a Canadian doctoral degree in the same field of study as the program to which they are applying will not be considered for admission. Applicants in this situation are directed to contact the Office of Graduate Studies. In cases where it is not sufficiently evident that the program applied for is different from the completed program and where the department wishes to admit the applicant, the department will be required to clarify in writing the differences between the completed and proposed areas of research. See the Office of Graduate Studies for more information.

An applicant who holds a recognized doctoral degree in one field and who wishes to study at the master's or doctoral level in a different field may be admissible. In cases where it is not sufficiently evident that the program applied for is different from the completed program and where the department wishes to admit the applicant, the department will be required to clarify in writing the differences between the completed and proposed areas of research. See the Office of Graduate Studies for more information.

The same conditions and requirements for applicants to doctoral programs shall apply to those holding a recognized master's degree deemed to be equivalent to a Canadian master's degree and who wish to apply to a master's program

## **Transfer of Credits, Post Admission**

Students who have left an uncompleted graduate program elsewhere and have gained admission to graduate studies at the University of Guelph may be eligible to transfer some credits by submitting an "Application for Transfer Credit" form. Transfer credit may be assigned if the courses are deemed relevant to the student's program of study.

Graduate courses taken for credit in non-degree programs or through the University of Guelph Open Learning Program (at either the graduate or undergraduate level) may also be considered for transfer credit. Such courses must not have been used for credit towards any degree or honours equivalent qualification, and must not have been a part of the basic minimum admissions requirement for the University of Guelph graduate program.

Students may not complete more than half of their prescribed course requirements outside of the University of Guelph graduate program, whether through Letter of Permission, the Ontario Visiting Graduate Student program, or advanced standing credit or transfer procedures, and must meet the minimum duration of the program into which they have been accepted.

See section Establishment of the Program of Study for more information.

## **Advanced Standing Credit**

In some specific instances, students in particular graduate programs may seek approval for advanced standing credit, based on graduate courses taken before their admission to the University of Guelph graduate program. A maximum of two courses will be considered for advanced standing credit. The requirements and procedures for seeking such approval are summarized below. Courses submitted for consideration for approval must include the following elements:

- must be credit courses in a graduate degree program offered through an accredited institution;
- must include evaluative components that are graded (i.e. include assignments or exams that are graded);
- must be of comparable credit weight to graduate courses offered at the University of Guelph;
- must not duplicate work already completed by the student in the University of Guelph program.

Requests for advanced standing credit are considered on their individual merits.

To apply for advanced standing credit, students must submit a formal written request to the relevant Graduate Program Coordinator, including a course outline with sufficient detail that the course can be assessed against the above criteria. If a sufficiently detailed course outline is not available, it is the student's responsibility to obtain additional information from the institution at which the course was taken. The application for advanced standing must be submitted at the time of application to graduate studies, and no later than the end of the first week of the semester of the student's first registered semester.

The request shall be submitted by the Graduate Program Coordinator to the Graduate Program Committee, which will review the documentation according to the following criteria.

- The course was not used by the student to obtain a degree.
- The course was not used to obtain admission to the graduate program.
- The course is equivalent in credit weight and level to the course within the University of Guelph program for which it is to substitute.

If approved, the advanced standing credit(s) will be noted on the student's Graduate Degree Program form and transcript.

## **Internal Program Transfer**

An internal program transfer is a transfer between degrees within the same program (e.g. from the MSc to the PhD in Plant Agriculture; from Graduate Diploma to DVSc; from PhD to MA in History, etc.). Should a student wish to transfer to a different program, the regular "Application for Admission" policies and processes shall apply.

## **Internal Program Transfer Application Procedures**

Transfer requests, including all required documentation, must be submitted before the end of the fourth semester (unless otherwise specified below). Requests must not be initiated prior to the end of the student's second semester of study.

- Transfer requests must be submitted using the "Transfer Application" form. Along with the request to transfer, the student must include a written report of progress in research. The report should include a review of research conducted and any papers presented, published or submitted, research seminar title, etc.



- Confirmation of funding is required through the submission of a “Funding Form” (which accompanies the transfer application) from the department into which the student wishes to transfer.
- The student must be recommended highly by the Advisory Committee, supported by a written recommendation from Department Chair and the Graduate Program Committee. All the materials – including the application, the funding form, the research progress report, and the written recommendations, shall be forwarded to the Admissions & Progress Committee for a final decision
- In all cases, a transfer fee is payable to the Office of Registrarial Services when the application is submitted to the Office of Graduate Studies

### **From Master's to Doctoral (i.e. when the student does not hold the equivalent of a master's degree from a Canadian University)**

- The “Application for Transfer to Another Program” form must be initiated by the student during semester 3 or 4. Requests must not be initiated prior to the end of the student's second semester for study.
- The student must have an accredited undergraduate degree with an average of at least 77% (normally B+ to A+).
- The student must have completed at least 1.0 graduate level course credits (two 0.5-credit graduate courses), plus a seminar or equivalent course recognized for credit at the University of Guelph, with grades of at least 80% (A-)
- The student must submit a written report of progress in research. The report should include a review of research conducted for the master's thesis and any papers presented, submitted or published.
- The request to transfer and the research progress report shall be reviewed by the student's Advisory Committee, which shall provide written commentary on the candidate's aptitude for doctoral-level research, and on the suitability of the master's research project for expansion to a doctoral project.
- The request to transfer, the research progress report and the statement from the Advisory Committee shall be reviewed by the Graduate Program Committee and the Department Chair/Director who will provide a statement concerning the candidate's research aptitude, capability, and proficiency.
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application.

### **From Master's to Doctoral (i.e. when the student holds a recognized master's degree in a related field)**

- The “Application for Transfer to Another Program” form must be initiated by the student during semester 3 or 4.
- The student must have accredited undergraduate and graduate degrees with an average of at least (normally) 77 (B+ to A+)
- The student must have completed at least 0.5 graduate level course credits (one 0.5 credit graduate course), plus a seminar or equivalent course recognized for credit at the University of Guelph, with at least grades of at least 80% (A-).
- Supporting documentation from the Advisory Committee commenting on the candidate's aptitude for doctoral-level research, as well as the suitability of the master's research project for expansion to a doctoral-level project must be included.
- A statement from the Graduate Program Committee and the Department Chair/Director concerning research aptitude, capability, and proficiency must be included.
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application.

### **From Graduate Diploma to DVSc**

- The “Application for Transfer to Another Program” form must be initiated by the student no later than the end of the student's second semester
- The student must have successfully completed a DVM degree with high academic standing as set out in the admission requirements
- The student must have achieved a “superior record to date” in the Graduate Diploma program and must show a particular aptitude for applied studies (see the degree regulations for the Doctor of Veterinary Science, Admissions section, Chapter IV)
- Supporting documentation is required from the Advisory Committee, the Graduate Program Committee and the Interdepartmental DVSc Committee commenting on the candidate's aptitude for doctoral-level research
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application

### **From DVSc to PhD**

- The “Application for Transfer to Another Program” form must be initiated by the student.
- In cases where the student was admitted on the basis of a good quality (i.e. high academic standing as set out in the “Admission Requirements”) master's degree but has not yet completed the DVSc Qualifying Examination, transfer requests are normally approved.

- Where the student has successfully completed the DVSc Qualifying Examination, consideration may be given by the Graduate Program Committee to deem it equivalent to the PhD Qualifying Examination. In cases where there is a considerable change in the field of study, the Graduate Program Committee may require that the student complete the PhD Qualifying Examination.
- Supporting documentation is required from the Advisory Committee, the Graduate Program Committee, and the Department Chair/ Director.
- A doctoral-level Funding Form must be included with the application; funding must be guaranteed for a minimum of nine semesters, including funding already provided in the DVSc program.

### **From PhD to DVSc**

- The “Application for Transfer to Another Program” must be initiated by the student. The student must hold a DVM degree with high academic standing, as set out in the “Admission Requirements”.
- In instances where the student has not yet completed the PhD Qualifying Examination, transfer requests are normally approved.
- Where the student has successfully completed the PhD Qualifying Examination, consideration may be given by the Interdepartmental DVSc Graduate Program Committee to deem it equivalent to the DVSc Qualifying Examination. In cases where there is a considerable change in the field of study, the Interdepartmental DVSc Graduate Program Committee may require that the student complete the DVSc Qualifying Examination.
- Supporting documentation is required from the Advisory Committee, and the Interdepartmental DVSc Graduate Program Committee.
- A completed doctoral-level Funding Form must be included with the application; funding must be guaranteed for a minimum of nine semesters, including funding already provided in the PhD program.

### **From Doctoral to Master's (prior to completion of the Qualifying Examination)**

- The “Application for Transfer to Another Program” must be initiated by the student.
- Requests are normally approved on the basis of the student changing goals/career paths.
- In some instances, the Advisory Committee may recommend a transfer to a master's program after having determined that the student's aptitude and/or background preparation for research are not adequate for PhD/ DVSc studies. In cases where the student has failed the first attempt at the Qualifying Examination and has decided, in consultation with the Advisory Committee, that a transfer to the master's program would be appropriate, such a transfer may be approved.
- Where the student had been admitted to the program with a master's degree previously completed, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.
- Supporting documentation from the Advisory Committee, the Graduate Program Committee, and the Department Chair/ Director is required.
- A completed master's-level Funding Form must be included with the application.

### **From Doctoral to Master's (after successful completion of the Qualifying Examination)**

- The “Application for Transfer to Another Program” must be initiated by the student.
- Requests are normally approved as a result of the student changing goals/career paths, or for medical/compassionate reasons.
- Where the student had been admitted to the program with a master's degree previously completed, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.
- Supporting documentation from the student's Advisory Committee, the Graduate Program Committee, and the Department Chair/ Director is required.
- A master's-level Funding Form must be included with the application.

### **From Doctoral to Master's (after 2nd failed attempt to successfully complete the Qualifying Examination or the Final Oral Examination)**

- No transfer will be permitted.
- A "Required to Withdraw" notation (RTW) will be entered on the transcript of the student's last PhD/ DVSc registration.
- In the event that the student wishes to enter the master's program, the student must apply for admission to that program.
- Should the student be admitted to the master's program, he/ she shall be placed in semester 1 of the master's program.
- Where the student had been admitted to the program with a prior master's degree, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.

- The master's degree, if undertaken, must be completely self-contained; the student must complete all the required elements of the program, including required courses, thesis, thesis defence, etc. The Advisory Committee will make a recommendation regarding any credits to be transferred from the incomplete PhD/DVSc.
- A master's-level "Funding Form" must be included with the application.

### From Master's to Graduate Diploma (Type 1)

- An opportunity to transfer from a master's program to a Graduate Diploma (Type 1) is available only where there is an approved Graduate Diploma (Type 1) program in place for the particular program.
- In some instances, the Advisory Committee may recommend a transfer to a Graduate Diploma (Type 1) after having determined that the student's aptitude and/or background preparation for research are not adequate for master's studies.
- The "Application for Transfer to Another Program" must be initiated by the student.
- Students should consult with the Office of Graduate Studies for more information.

### Upgrading Standards

#### a. Applicants to a Master's program who do not hold an honours equivalent degree as assessed by the Office of Graduate Studies

Applicants who have not completed undergraduate courses above the 30 required for a three-year general degree will be required to complete one full year (ten semester courses) of senior level (3000 or 4000) undergraduate courses (5.0 course credits) and maintain a minimum average of 70% (B-). These courses will be evaluated independently of the applicant's previously completed coursework. If the student does not achieve the required minimum average of 70% on these courses, s/he should then complete an additional 2 senior level (3000 or 4000) undergraduate courses (1.0 course credits) and the evaluation will be repeated on the full 6.0 course credits.

In cases where the student has completed more than the 30 required undergraduate courses, these will be deducted from the number of courses required. For example, if the applicant has completed 32 semester courses, s/he will only be required to complete an additional eight semester courses or 4.0 course credits. Upgrading does not guarantee admission.

#### b. Applicants to a Master's program who hold an honours equivalent degree at a level of performance marginally below the minimum university requirement

Applicants will normally be required to complete three senior level (3000 or 4000) undergraduate courses (1.5 course credits) in a single semester and maintain a minimum grade average of 70% (B-). These courses will be evaluated independently of the student's previously completed coursework. If the student does not achieve the required minimum average of 70% (B-) in these courses, s/he should then complete an additional two senior level (3000 or 4000) undergraduate courses (1.0 course credits) and the evaluation will be repeated on the full 2.5 credits. Upgrading does not guarantee admission.

In both a) and b) above, courses taken as upgrading will NOT subsequently be considered for advanced credit or transfer credit toward a Master's degree at this university.

#### c. Applicants to a Doctoral program who hold a Master's degree at a level of performance marginally below the minimum university requirement

Applicants will be required to complete a minimum of three semester courses (1.5 course credits) at the graduate level. They must maintain a minimum grade average of 73% (B) with no individual grade below 70%. Upgrading does not guarantee admission.

In all cases (a, b, and c above), the applicant will be directed to the department of interest for assistance with the selection of courses and for information about departmental admission requirements. The department requirements may be higher than those listed here, but must be consistent across all applicants. For example, if a department has established an admission requirement of 75% instead of the University's 70% minimum, they must apply that standard to all entering and upgrading students.

### Alternate Admissions Criteria

Applicants who believe that their experiential learning may compensate for academic standing that does not meet the university minimum requirements are directed to contact the program(s) of interest regarding availability of alternative admissions criteria.

Applicants to some graduate programs (with the exception of doctoral-level programs) who are able provide evidence of a significant, sustained record of relevant experience and relevant task performance (normally a minimum of 5 years) to compensate for the shortcomings or deficiencies in the type or quality of their previously completed undergraduate degree may contact the program of interest regarding the availability of alternate criteria. Similarly, if an applicant has not completed an honours degree or its equivalent, but can demonstrate relevant skill development over a sustained period of time, admission on the basis of alternate admissions criteria may be considered.

Admissions on the basis of alternate criteria shall be considered on an exceptional basis only. Normally, the regular admissions criteria shall apply. No more than 15% of the graduate students in a program may be admitted under alternate admissions criteria. In programs of fewer than 7 students, no more than one student may be admitted under alternate admissions criteria.

See details and exceptions in the program-specific information below.

Should a Graduate Program Committee recommend admission of an applicant based on alternate criteria (normally on the basis of sufficient evidence of sustained experience - normally a minimum of 5 years - relevant to the field of study, and as well as the Graduate Program Committee's assessment and support of the applicant's ability, aptitude and capacity to pursue graduate studies as included in the student's application materials), the student's file is submitted to the Office of Graduate Studies by the Graduate Program Committee for a final determination on whether the alternate admission criteria are satisfied. The Office of Graduate Studies may consult with and defer to the Admission and Progress Committee when making decisions on such applications.

Students admitted on the basis of alternate criteria shall be classified as Provisional (see section Registration Status and Student Classification, below).

### University-wide Alternate Admissions Criteria (excepting the graduate programs listed below):

An applicant who does not meet the university's minimum academic requirements for admission may be considered for admission to a master's or diploma program if the following criteria are met:

- The student must present a significant record of relevant experience in the field of study, normally of at least five years. The nature of the relevant experience for admission shall be determined by the specific Graduate Program Committee for the field of study.
- The application must include a) a positive recommendation from the Graduate Program Committee based on a personal interview with the candidate (verbal) and b) a written statement from the candidate outlining the purpose and goal of pursuing graduate studies.
- The application must include identification of a proposed advisor (the candidate must seek support from the proposed advisor in advance) and a proposed Program of Study, including the anticipated time to completion according to the Maximum Registration policy.
- The application for admission must include references from the potential advisor (a faculty member) and the graduate program coordinator in which the applicant's aptitude for graduate studies is addressed explicitly.
- When required by the department, school, or program, the applicant must submit the results of any specified standardized examinations (e.g. GMAT, general GRE, disciplinary GRE, etc.) with whatever specified levels of performance are required. The decision to require submission of such standardized test scores is at the discretion of the department or school.

### Master of Fine Arts

No more than 50% of the graduate students in this program in any given year shall be admitted under alternate admissions criteria. An applicant to this program who does not meet the university minimum academic requirements for admission may be considered for admission if the following criteria are met:

- The student must present a significant and sustained record of relevant experience through on-going educational or professional development in the field of study (normally at least five years). The nature and quality of the relevant experience for admission shall be determined by the Graduate Program Committee.
- The application for admission must include references from a potential advisor (the applicant must seek support from a proposed faculty advisor in advance) and the graduate program coordinator in which the applicant's aptitude for graduate studies is addressed explicitly.
- The application must include: a) a positive recommendation from the Graduate Program Committee based on a personal interview with the candidate (verbal); and: b) a written statement from the candidate outlining the purpose and goal of pursuing graduate studies.
- The application must include a proposed Program of Study, including the anticipated time to completion according to the Maximum Registration policy.

### Master of Arts (Leadership), Master of Business Administration (Distance Education format) and Master of Business Administration (Residential format)

There is no limit to the number of applicants who may be admitted through alternate admissions criteria to these particular programs.

An applicant to any of these programs who does not meet the university minimum academic requirements for admission may be considered for admission if the following criteria are met:

- A significant and sustained record of relevant experience, normally at least five years. The nature of the relevant experience for admission shall be determined by the specific Graduate Program Committee for the field of study.

- Submission of positive references from people who can judge such matters (usually an advisor or Graduate Program Coordinator) in which the applicant's aptitude for graduate education, and, in the case of admission to the executive programs, ability to cope with the distance education format, are specifically addressed.
- A recommendation from the Graduate Program Committee based on the results of the applicant's interview (verbal) and/or statement of purpose (written).
- For some programs, the application must include identification of a proposed advisor (the candidate must seek support from the proposed advisor in advance) and a proposed Program of Study, including the anticipated time to completion according to the Maximum Registration policy. See program specific information.
- Demonstration of continuous successes in continuing education or professional development.
- When required by the department, school, or program, the applicant may be required to submit the results of any standardized examinations specified (e.g. GMAT, general GRE, disciplinary GRE, etc.) with whatever specified levels of performance are required. The decision to require submission of such standardized test scores is at the discretion of the department or school.