

ONTARIO VISITING GRADUATE STUDENT INFORMATION

General Information

The Ontario Visiting Graduate Student Program (OVGS) allows a graduate student enrolled at an Ontario university (Home University) to complete a graduate course at another Ontario University (Host University) while remaining registered at their own institution. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit processes. The student pays their Home University and is classed as a ‘visiting graduate student’ at the Host University where they pay no fees. Additional fees associated with the course are the student’s responsibility.

Admission

The student completes a Visiting Graduate Student Application form, which must be obtained from the graduate office of the Home University. This form must indicate the course(s) to be taken and the term during which the course is offered at the Host University. Admission is not complete until the form has been approved (signed) by the Graduate Program Director (or designate) and Graduate Dean of both the Home University and the Host University.

Courses

The course(s) selected must be at the graduate level and required for the student’s degree program. Such courses may not be “extra” or “audit” courses for the student. The student is subject to any regulations of his/her Home University with respect to the maximum number of courses which may be taken at another Ontario university. If the requested course is available at the Home University, the Home University course must be noted on the application form.

Enrolment/Registration

Once the approved application form is received by the graduate office of the Host University, the student is considered registered and enrolled in the course(s) for the term(s) indicated on the form. The Visiting Graduate Student will be reported as enrolled at his/her Home University. The student must pay fees to his/her Home University for the term(s) during which the course(s) take place.

Transfer of Credit

By virtue of approval of the Visiting Graduate Student form by the Home University Graduate Program Director (or designate) and Graduate Dean, the Home University agrees to credit work done at the Host University toward the student’s degree program, assuming suitable standing is obtained by the student.

Residence

Time spent as a Visiting Graduate Student is credited to the residence requirement (if any) at the student’s Home University by virtue of his/her registration during that time period, subject to the regulations of the Home University.

Reporting of Marks

It is the responsibility of the student to arrange to have an official record (for example, an official transcript, where possible) sent by the Host University to the Graduate Dean of the Home University as soon as the final mark is available. The student is required to pay any costs connected with this service (for example, transcript charges). An interim record may be provided by the Host University in the form of a signed memorandum by the course instructor.

Withdrawal from Course(s)

An official withdrawal form is available in all Graduate Studies offices (Dean’s office) for Ontario Visiting Graduate Students. It is the responsibility of the student to notify both the Host University Graduate Dean and the Home University Graduate Dean of his/her withdrawal at the earliest possible date by completion of the appropriate form in duplicate. The official withdrawal date is that pertaining to the Host University.

Failure to notify both Deans of withdrawal may result in the student being assigned a failing grade for the course.

➤ **Responsibilities of the Visiting Graduate Student**

1. To ensure that the Visiting Graduate Student application form is completed and submitted to the Graduate Program Director (or designate) of his/her Home University prior to the beginning date of the course(s);
2. To ensure that a Notification of Withdrawal from Course(s) form is filed with the Graduate Dean of the Home and Host Universities at the earliest possible date should s/he decide to drop a course at the Host University; and
3. To arrange to have an official record of his/her final mark sent to the Graduate Dean of his/her Home University as soon as the final results of the course(s) are available.

➤ **Home University – Graduate Program Director (or designate) & Graduate Dean**

Home University Graduate Program Director (or designate) and Graduate Dean signatures on the Visiting Graduate Student application form certifies that the student:

1. Is pursuing a graduate degree as indicated on the form;
2. Is in good standing at the Home University;
3. Requires the course(s) specified; and
4. Will receive course credit for the course (providing suitable standing is obtained).

➤ **Host University – Graduate Program Director (or designate) and Graduate Dean**

Host University Graduate Program Director (or designate) and Graduate Dean signatures on the Visiting Graduate Student Application form certifies that:

1. The course(s) specified will be offered during the term(s) indicated on the form;
2. The student will be assured a space in the course; and
3. The student will be identified as a “Visiting Graduate Student” and will not be reported for formula entitlement (BTCU).

Request for additional information about the Ontario Visiting Graduate Student Plan should be directed to the Graduate Studies Office of the Home or Host University.