

Graduate Special Student Policy

Approved at Senate: January 15, 2019

The proposal to allow Special Non-degree students to enroll in Graduate Courses:

- 1) The student must possess the requisite academic background for success in the course by meeting the minimum admission requirements of a program or be deemed acceptable by the Program Director and the Dean of Graduate Studies. The student must apply and submit official transcripts and a rationale for admission as a special student. (No reference letters or 'plan of study' are required).
- 2) Faculty have no obligation to accept a non-degree student into a course. Under exceptional circumstances if a student does not meet the minimum admissions requirements of a program they may be deemed acceptable to enroll in a graduate course if approved by the Course Instructor, Program Director, and Dean of Graduate Studies.
- 3) Enrolment is subject to space availability; degree students are given first priority for space in any graduate course.
- 4) Normally, only Masters level courses are open to non-degree students.
- 5) Non-degree students are eligible to take up to a maximum of two half credits or one full credit.
- 6) Fees are set annually. Payment is due upon registration.
- 7) Credits earned as a non-degree student may be accepted for credit to a degree program upon approval of the Program Director.