

## Ontario Visiting Graduate Student Plan

### **General Information**

The Ontario Visiting Graduate Student (OVGS) Program 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 his/her own institution. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit processes. The student pays fees to his/her Home University and is classed as a “visiting graduate student” at the Host University where he/she pays 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 Department Chair 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 programme. 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 Department Chair and Graduate Dean, the Home University agrees to credit work done at the Host University toward the student’s degree programme, 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.

Failure to meet this responsibility may result in the student being assigned a failing grade for the course(s) at the Home University.

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 Department Chair 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 – Department Chair & Graduate Dean:**

Home University Department Chair 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).

Such approval also ensured payment by the Home University accounts office to the Host University of \$1100 per half course or \$2200 per full course. This payment may be waived, or replaced by another amount, following written agreements between the universities and departments involved in the transfer.

### **Host University – Department Chair and Graduate Dean**

Host University Department Chair 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).

### **Host University – Accounts Office or Comptroller**

A copy of the approved Visiting Graduate Student application form will be submitted to the Host University Accounts or Comptroller office. The accounts office (or comptroller) will bill the equivalent office of the Home University in the amount of<sup>1</sup>:

- \$1,100 per half course (one term or one semester in length)
- \$2,200 per full course (two terms or two semesters in length)

It is requested that such billing take place after the MTCU report date for the term concerned and that all billings for Visiting Graduate Students to a specific Home University be issued in bulk.

Note: A payment may be waived, or replaced by another amount, following written agreements between the specific universities and departments involved in the transfer arrangement.

**Questions regarding the Visiting Graduate Student Plan should be directed to the Graduate Studies Office of the Home or Host University.**

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<sup>1</sup> The above course fees will take effect on September 1, 2015.

## Ontario Visiting Graduate Student Plan

### **General Information**

The Visiting Graduate Student Plan allows a graduate student registered at a university in Ontario (Home University) to take a graduate course at another Ontario University (Host University) without completing further admission formalities. The student pays fees to the Home University and is classified as a visiting student at the Host University, where he/she pays no fees.

### **Responsibilities of the Student**

The student must complete the *Visiting Graduate Student Application*, ensuring that all requested information is clearly indicated. He/she must then obtain approval for the course(s) requested in the sequence specified on the form.

*It is the student's responsibility to ensure that the application reaches the Host University Graduate Office as early as possible, and not later than the final date for registration of the term in which the course(s) concerned are to be taken.*

In the event of withdrawal from a course, the student must send a *Notification of Withdrawal from Course(s)* to the Graduate Offices of his/her Home University and of the Host University. *The last date for withdrawal is the date specified for this purpose by the Host University. Failure to respect this deadline may result in the recording of a failing grade on the student's record.*

Refunds, if any, are governed by the appropriate policies of the student's Home University.

The student must 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.

### **Responsibilities of the Home University Department Chair and Graduate Dean**

Upon approving a Visiting Graduate Student Application, the Department Chairperson and the Graduate Dean certify that the student:

1. Is pursuing a graduate degree programme as indicated on the application form;
2. Is in good standing and is enrolled for the relevant term(s);
3. Needs the course(s) as part of his/her degree requirements; and
4. Will receive course credit provided the necessary standing is obtained.

To avoid questions regarding standing arising from differing grading policies, the Home University is urged to specify the minimum passing grade which the student should obtain under the heading "internal recommendations."

### **Responsibilities of the Host University Department Chair and Graduate Dean**

Upon approving a Visiting Graduate Student Application, the Department Chair and Graduate Dean of the Host University certify that:

1. The course(s) specified on the form will be offered during the term(s) indicated;
2. The student will be assured a place in the course(s); and
3. The student will be identified as a visiting student not required to pay fees and not to be reported for formula claims (MTCU).

### **Additional Information**

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

# Ontario Visiting Graduate Student Application

|   |                       |   |                                       |      |                    |
|---|-----------------------|---|---------------------------------------|------|--------------------|
| <b>Name and Address in Full:</b>  |                       |   | <b>Social Insurance Number</b>        |      |                    |
|   |                       |   | <b>I.D. Number at Home University</b> |      |                    |
| (type or print clearly)   |                       |   | <b>Previous Surname</b>               |      |                    |
| ( )   |                       |   | _____ / _____ / _____                 |      |                    |
| <b>Area code</b>  | <b>Telephone No.</b>  | <b>Date of Birth(MM/DD/YYYY)</b>                                    |                                       |      |                    |
| <b>Home University</b>  | <b>Home Dept.</b>     | <b>Degree Program</b>   |                                       |      |                    |
| I hereby request permission to take the following course(s) required for my degree at Host University _____ Host Dept. _____ for the period from _____ (month) to _____ of the year _____ (month) |                       |   |                                       |      |                    |
| <b>Course Code Number</b>   | <b>Title</b>          | <b>Weight</b>   | <b>Term(s)</b>                        |      |                    |
|   |                       |   | Half                                  | Full | Fall Winter Spring |
| Is there a similar course available at your Home University?  | Yes _____<br>No _____ | If yes, indicate Home University Course # and Course name:<br>_____ |                                       |      |                    |

Dates of previous registration at Host University \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Internal recommendations:

Approvals (in sequence of number)

|    |                                  |             |
|----|----------------------------------|-------------|
| 1. | _____                            | Date: _____ |
|    | Home University Department Chair |             |
| 2. | _____                            | Date: _____ |
|    | Home University Graduate Dean    |             |
| 3. | _____                            | Date: _____ |
|    | Host University Department Chair |             |
| 4. | _____                            | Date: _____ |
|    | Host University Graduate Dean    |             |

On signing approval, Host University Graduate Dean sends copy to Home Graduate Dean and Student. Each Dean sends copies to departmental chair, Registrar & Accounts Office.

After the student has enrolled and after the term enrolment report date the host university Accounts Office is requested to send invoice to:

**ONTARIO VISITING GRADUATE STUDENT**  
**NOTIFICATION OF WITHDRAWAL**

In the event of withdrawal from a course (or courses) at the Host University, the student must complete this form in duplicate and send

- one copy to the Dean of Graduate Studies at the Host University
- one copy to the Dean of Graduate Studies at the student's Home University.

Failure to submit this form prior to the last date for withdrawal from courses published in the Host University Graduate Calendar may result in a failing grade on the record for the course(s).

**PRINT CLEARLY OR TYPE ALL INFORMATION**

Date: \_\_\_\_\_ Student Number: Home University \_\_\_\_\_  
 Host University \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home University \_\_\_\_\_ Department \_\_\_\_\_  
 Host University \_\_\_\_\_ Department \_\_\_\_\_

**Course(s) Dropped**

| Course No. | Title | Term Offered<br>(Fall/Winter/Summer) |
|------------|-------|--------------------------------------|
|            |       |                                      |
|            |       |                                      |

**Reasons for withdrawal:**

Student Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

On receipt of this form the Graduate Dean of the Home University and the Host University send copies to the Department Chair concerned and the Office of the Comptroller (or Accounts Office) or their own university. A grade of "withdrawn" or similar grade should be reported by the Graduate Dean of both universities.