

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.