

# Open Studies

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## 190 Open Studies

Effective Intercession 1997, the name "Open Studies" replaced the category of "Unclassified".

### 190.1 Open Studies Students

An Open Studies student is registered in selected credit courses but is not committed or admitted to a degree or diploma program.

### 190.2 Admission and Registration Procedures

Admission and registration in Open Studies are administered by the Office of the Registrar and Student Awards.

#### 190.2.1 Application and Admission

- (1) **Application:** Forms are available from the Office of the Registrar and Student Awards. A nonrefundable fee must accompany each application. Documentation of past education is usually not required; see (2) and (3) below.

For registration in	Applications must be received by
September	August 15
January	December 15
May	April 15
July	June 15

Applications may be mailed or personally delivered to the Office of the Registrar and Student Awards.

- (2) **English Language Proficiency Requirements:** See §13 for further information.
- (3) **"Required to Withdraw":** Students who have been required to withdraw from any postsecondary institution because of unsatisfactory academic performance must provide official transcripts indicating that a minimum of ★15 (transferable) with a GPA of at least 5.0 (or equivalent) have been completed since having been required to withdraw. Students who have been required to withdraw more than once from any postsecondary institution or program are not eligible for admission to Open Studies.

#### 190.2.2 Registration Requirements

- (1) **Course Load:** Maximum registration ★6 or less per term in Winter Session and in Intercession.
- (2) **Cumulative Course Weight:** At most, ★30 may be completed in Open Studies.
- (3) **Departmental Consent:** Certain courses are approved as Open Studies courses. Students requesting a course other than the approved courses must obtain consent from the Department offering that course.
- (4) **Registration and Fees Assessment:** The following is basic information for Open Studies students. For more information, see §22. Fees are assessed and are due and payable in accordance with the fees regulations set out in §22.2.

The registration period for Winter Session will begin in mid-March for continuing students and in early May for newly admitted students. The courses which are available to Open Studies students are designated in the Course Listings (§201) by the symbol **S**. Some courses are available on a delayed registration basis only and are designated by the symbol **D**. Registration for such courses is permitted the last week in August. See §11

Most courses can be added by telephone registration. Please refer to the *Registration Procedures* manual for details about telephone registration.

- (5) **Changes to Audit:** Open Studies students are not permitted to change from credit to audit.

#### 190.2.3 Student Responsibility

Students are responsible for the completeness and accuracy of their registration. They are also responsible for adjustments in registration made necessary by changes to their academic status.

Students are responsible for ensuring that they have the necessary prerequisites and corequisites for courses. Refer to §§22.1.4 and 22.1.5 for more information.

Students are required to confirm their Winter Session registration by obtaining their timetable according to the schedule in the *Registration Procedures* manual.

**Registrations of students who do not confirm their Winter Session registration by retrieving their timetables will be cancelled.**

**Intercession:** Students wishing to register in Intercession should consult the Intercession Guide (available from the Office of the Registrar and Student Awards) for relevant information.

#### 190.2.4 Changes in Registration

Changes in registration may be made until the end of the registration period. After these deadlines, students who wish to add courses (if permitted), withdraw from courses, or withdraw from the University must complete the appropriate forms at the Office of the Registrar and Student Awards. **Students may not abandon a course; failure to properly withdraw may result in the assignment of a failing grade.**

### 190.3 Academic Standing

- (1) **Assessment of Academic Standing:** Academic standing will be assessed on the basis of a grade point average (GPA). Refer to §23.4(7) for rules of computation of the GPA. Students are expected to maintain a minimum GPA of 5.0. Students who do not maintain this level of academic performance may be permitted to continue under academic warning or may be required to withdraw. A review of academic performance is conducted for each student at the end of each Winter Session and Intercession. The assignment and reassignment of categories of academic standing are based on a student's performance in a minimum of ★9. If, at the time of the first review, the student has attempted fewer than ★9 within Open Studies, the assignment of an academic standing category will be deferred until a minimum of ★9 has been attempted within Open Studies. Subsequent assessments will be made once a further ★9 has been attempted within Open Studies and will be based upon only the courses attempted within Open Studies since the previous assessment. If, at the time of review, a student has attempted fewer than ★9 since the last assignment of an academic standing category, the review will be deferred and the academic standing assigned at the last review will remain in effect until the next review.
- (2) **Categories of Academic Standing:**
  - Satisfactory Standing:** Students with a GPA of 5.0 or greater may continue in Open Studies.
  - Marginal Standing:** Students with a GPA of 4.5 to 4.9 inclusive will be placed under academic warning. If the student's GPA falls below 5.0 at the time of the next review, the student will be required to withdraw.
  - Unsatisfactory Standing:** Students with a GPA of 4.4 or less will be required to withdraw from Open Studies.
- (2) **Reexaminations:** Open Studies students are not permitted reexaminations.

### 190.4 Appeals

Procedures exist to enable Open Studies students to appeal certain decisions regarding academic and nonacademic matters. Formal appeals are often avoidable and students are therefore encouraged, in the first instance, to seek advice from Open Studies advisors in the Office of the Registrar and Student Awards.

- (1) **Grade Appeals:** Students who wish to appeal a ruling relating to a grade, examination result or standing in a particular course should consult the appeals policy of the Faculty offering the course.
- (2) **Discipline Offences:** Students who wish to appeal a discipline offence ruling (plagiarism, cheating, etc.) should follow the procedures stated in the Code of Student Behavior (§26).
- (3) **Academic Standing:** Open Studies students who wish to appeal a decision affecting their academic standing as described in §190.3 should direct their appeal in the first instance to the Associate Registrar and Director of Records. Copies of the Open Studies academic appeal procedures and regulations are available from the Office of the Registrar and Student Awards.

See also §23.8 for a discussion of General Faculties Council policies regarding appeals and grievances.