

## **Senate Policy**

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### **Graduate Studies Admission**

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#### **Description:**

This policy outlines the general admission requirements for application to graduate programs at OCAD University.

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#### **Approvals:**

Approved by Senate Graduate Studies Committee: November 2011

Approved by Senate: December 2011

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**Approval Authority:** Senate

**Signature:** Archie Graham, Senate

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#### **Policy:**

##### **Admission**

##### **General:**

Before applying for admission, the prospective student should obtain information about admission requirements and procedures from the relevant Program Handbook or from the Office of Graduate Studies. Application forms are available on the OCAD University Graduate Studies website. Applicants meeting the minimum university requirements for admission given below are not assured admission into any graduate program. Normally each graduate program has admission requirements in addition to the minimum published. Furthermore, program admission is limited to students whose interests are compatible with available resources and faculty expertise.

##### **Admission to a Master's or Graduate Diploma Program:**

The minimum university requirements for admission to a Master's or Graduate Diploma program are as follows:

- a. a bachelor's degree with a cumulative grade point average of at least 75% (B) from a recognized university, or the equivalent; and
- b. submitted evidence, including letters from qualified referees, of the student's ability to undertake graduate level work in the area of interest.

In exceptional circumstances, a student not meeting the minimum university

requirements may be admitted based on professional experience relevant to the proposed area of study.

(Cf. Admissions requirements of individual programs.)

### **Conditional Admission:**

Conditional admission may be offered to an applicant who is substantially ready to undertake a program but who has not completed all admission requirements at the time of application. An offer of conditional admission will specify the remaining requirements to be met and a limited time period within which to meet them. Normally, the requirements must be fulfilled either prior to registering in the program, or within the first semester of registration.

### **Admission:**

Applicants who meet or exceed minimum requirements for admission are not assured of admission to any graduate program.

Normally, admission decisions may not be appealed. In exceptional circumstances, unsuccessful applicants may appeal to the Senate Committee on Graduate Studies to review admissions procedures. The Committee will not review an applicant's credentials.

### **Part-Time Studies:**

In those programs where a part-time option is available, part-time students are admitted at the discretion of the Admissions Committee in consultation with the Associate Vice-President, Research, and Dean, Graduate Studies. A student may change status from full-time to part-time or part-time to full-time subject to consultation with and the approval of the Graduate Program Director.

Normally part-time graduate students do not receive OCAD U scholarships or needs-based bursaries nor are they eligible for Graduate Teaching or Research Assistantships.

Part-time graduate students in studio-based programs do not normally have access to graduate studio space.

### **Admission as an Exchange Student:**

Graduate students at other universities who wish to take courses at OCAD U not leading to a degree may be admitted based on the recommendation of the OCAD U Graduate Program Director and the Dean or designate of graduate studies at the other university, with the permission of the appropriate Graduate Program Committee and the Office of Graduate Studies.

### **Application for Admission:**

Application forms may be obtained from the Office of Graduate Studies or

from the OCAD U Graduate Studies website. Completed forms and accompanying materials must be submitted before the specified deadline. Applicants are advised to check with the Office of Graduate Studies regarding application procedures and deadlines for the graduate program in which they are interested. Applicants are advised that deadlines for applications for awards and teaching assistantships may be earlier than the deadlines for application to a graduate program.

All decisions on graduate admissions are approved by the Associate Vice-President, Research and Dean, Graduate Studies on recommendation from Graduate Program Committees.

### **Application to a Second Graduate Degree:**

Applicants with a graduate degree from another university may apply for admission to a master's degree program at OCAD U under the following constraints:

- a. no course work taken for the first degree shall count towards the second,
- b. none of the research completed for the first degree shall be replicated for the second.

### **English Language Competence:**

The official language of graduate instruction at OCAD U is English.<sup>1</sup> An applicant whose primary language is not English or whose previous education has been conducted in another language must demonstrate command of English sufficient to pursue their chosen program before being accepted into the program. Applicants are required to achieve a satisfactory score on one of the following standardized English tests that include a writing component:

TOEFL IBT (Test of English as a Foreign Language internet-based test) with an overall score of 90 and no scores below the following:

- 22 Reading
- 20 Listening
- 22 Writing
- 22 Speaking

If IBT is not available, a) minimum PBT (paper-based) TOEFL of 600 and essay of 5, or b) minimum IELTS (International English Language Testing System) score of 7 on the academic modules.

### **Transfer Credit:**

With the approval of the Graduate Program Director and the Office of Graduate Studies, transfer credit may be granted for graduate work completed in another

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<sup>1</sup> **Note:** Subject to the approval of the Graduate Program Committee of the program concerned, a student may write his/her thesis and be examined in French. Cf. Graduate Studies General Policies, Section 11: Submission and Examination of Master's Theses.

program, provided that the course(s) has not been credited towards another degree, diploma, certificate or any other qualification. One half of the minimum course work of the applicable program, not including the written thesis or thesis project/exhibition, must be taken at OCAD U.

Students participating in an approved exchange program with the approval of the Graduate Program Director may receive transfer credit for up to 50% of the course requirements for their degree. One half of the minimum course work of the applicable program not including the written thesis or thesis project/exhibition, must be taken at OCAD U.

Transfer credit arrangements for exchange program participants must be approved in advance by the Office of Graduate Studies.

### **Graduate Diplomas:**

Students may be admitted directly to a Graduate Diploma program. The minimum admission requirement to a Graduate Diploma program is normally an undergraduate degree.

Normally Graduate Diploma students do not receive OCAD U scholarships or needs-based bursaries nor are they eligible for Graduate Teaching or Research Assistantships.

Graduate Diploma students in studio-based programs do not normally have access to graduate studio or work/study space.

Graduate Diploma students may not take additional courses beyond those required for the completion of the Graduate Diploma.

Graduate Diploma students who wish to transfer to a Master's degree program must apply to the Master's degree program by the advertised application deadline. Courses taken in fulfillment of the Graduate Diploma requirements may count towards a Master's degree, subject to the approval of the Graduate Program Admissions Committee.