Open Studies

190 Open Studies

190.1 Definition

Open Studies students are part-time students who take selected university-level credit courses without following a specific degree or diploma program.

190.2 Admission and Registration

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 or online at www.registrar.ualberta.ca. A nonrefundable fee must accompany each application. Documentation of past education is usually not required; see (2) and (3) below.

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

(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 2.0 (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

(1) Course Load: Maximum registration ★6 or less per term.

(2) Cumulative Course Weight: At most, ★30 may be completed in Open Studies.

(3) Fall/Winter: The registration period for Fall/Winter begins 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 ★. Some courses are available on a delayed registration basis only and are designated by the symbol ★. Registration for such courses is permitted the last week in August. See §11. Students requesting a course other than the approved courses must obtain consent from the Department offering that course.

Most courses can be added by using the Bear Tracks web registration system. Please refer to the Registration and Courses menu at www.registrar.ualberta.ca for detailed registration information. Students must confirm their registration by paying a nonrefundable fee deposit of $175 in accordance with the deadlines outlined on our website under the Registration and Courses menu.

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(6) for rules of computation of the GPA. Students are expected to maintain a minimum GPA of 2.0. Students who do not maintain this level of academic performance may be required to withdraw. A review of academic performance is conducted for each student at the end of each Fall/Winter and Spring/Summer. The assignment and reassignment of categories of academic standing are based on a student’s performance in a minimum of ★9 within Open Studies. 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 2.0 or greater may continue in Open Studies.

Marginal Standing: Students with a GPA of 1.7 to 1.9 inclusive will be placed under academic warning. If the student’s GPA falls below 2.0 at the time of the next review, the student will be required to withdraw.

Unsatisfactory Standing: Students with a GPA of 1.6 or below will be required to withdraw from Open Studies.

(3) 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 (§30 in the GPC Policy Manual).
(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.

### 190.5 Fresh Start Program

The Fresh Start Program is open to students with less than 160 in participating Faculties: Agriculture, Forestry, and Home Economics, Arts, Education, Faculté Saint-Jean, School of Native Studies, Physical Education and Recreation, and Science, who are assigned unsatisfactory academic standing, are required to withdraw, have not previously been required to withdraw from any postsecondary institution, have a grade point average between 1.3 and 1.6, and are recommended for admission to this program by their Faculty. The Fresh Start Program makes it possible for students to re-establish satisfactory standing and regain eligibility for readmission to the Faculty in which they were originally registered or to another Faculty.

#### 190.5.1 Requirements of the Fresh Start Program

1. Students are required to enroll in the Fresh Start Program in the academic year following assessment of unsatisfactory standing and being required to withdraw from a Faculty unless other arrangements are made in advance with the Dean of that Faculty.
2. EDU 200 is required for all students. Remedial instruction or other assistance such as math help, effective writing, time management, study skills, ESL courses, etc. may be required as assessed by the Faculty from which the student was required to withdraw, the Fresh Start Program Academic Advisor and/or the Academic Support Centre.
3. Students normally take a reduced course load with no more than 24 in one Fall/Winter. The Faculty from which the student was required to withdraw may specify a minimum and/or maximum number of courses to be taken in a given time period.
4. Students may not take more than a total 24 in the Fresh Start Program.
5. In order to prepare the student for readmission, the recommending Faculty may provide a list of courses that the student should take while enrolled in the Fresh Start Program. If a student does not wish to re-enroll in the program from which they were required to withdraw, they should, with the help of the Fresh Start Program Academic Advisor, select courses relevant to the program to which they wish to apply upon reestablishing satisfactory academic standing.
6. Upon completion of the Fresh Start Program, consideration for admission or readmission to any Faculty requires satisfactory standing.

#### 190.5.2 Academic Standing

**Assessment of Academic Standing** is conducted for each student at the end of Fall/Winter regardless of whether the student was registered in one or both terms.

**Satisfactory Standing:** Awarded to a student who obtains a GPA of 2.7 or greater on a minimum of 18 or a GPA of 2.0 or greater on a minimum of 24, plus a grade of D or greater in EDU 200.

**Unsatisfactory:** Students who do not maintain satisfactory academic standing will be required to withdraw and will not be considered for readmission to the University of Alberta.

### 190.6 Visiting Student Certificate Program

The Visiting Student Certificate Program is a unique program which allows international students the opportunity to spend one calendar year at the University of Alberta enrolling in intensive English as a Second Language classes as well as regular academic courses alongside Canadian students.

#### 190.6.1 Requirements of the Visiting Student Certificate Program

1. The Visiting Student Certificate Program is offered through the Office of the Registrar, Open Studies in concert with International Student Services (ISS) at the International Centre which will assist in the program’s administration, ongoing advising, and support services.