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190  Open Studies

Effective Interterm 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

<table>
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<tr>
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<tr>
<td>September</td>
<td>August 15</td>
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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 Intersession.

(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 ★. 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.

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.

Intersession: Students wishing to register in Intersession should consult
the Intersession 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
Intersession. The assignment and reassignment of categories of academic
standing are based on a student’s performance in a minimum of ★9. If,
the 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
degraded 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 available 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.