

**RYERSON UNIVERSITY  
POLICY OF SENATE**

**GRADUATE STATUS, ENROLMENT, AND EVALUATION**

**Policy Number: 164**

**Policy Approval Date:** May 29, 2018

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**Responsible Committee or Office:** Yeates School of Graduate Studies

## 1. PURPOSE

To establish student status, outline the minimum standard of academic performance, establish evaluation of degree requirements, and provide for determining students' eligibility to graduate.

## 2. APPLICATION AND SCOPE

This policy is to be followed by all students enrolled in graduate programs and courses at Ryerson University and the faculty, staff, and administrators involved in the delivery of these programs and courses.

## 3. DEFINITIONS

Key terms, abbreviations, and acronyms can be found in [Appendix 1](#).

## 4. GOALS, VALUES, AND PRINCIPLES

The values stipulated in the University's *Senate Policy Framework* are applicable and fundamental to this policy.

Program delivery and assessment is intended to be clear, transparent, consistent, and timely with all parties accountable for their outlined responsibilities.

## 5. CATEGORIES OF STUDENTS

### 5.1. Program students

Program students are registered in full-time or part-time studies in a graduate program (Master's, Doctoral or Professional Master's Diploma) at the University.

#### 5.1.1 Full-time graduate student

Students are full-time graduate students if they:

- 5.1.1.1. are enrolled in a full-time graduate program;
- 5.1.1.2. pursue graduate studies as a full-time commitment;
- 5.1.1.3. regularly interact with faculty members and utilize University resources either virtually or in-person; and
- 5.1.1.4. progress at a satisfactory pace as defined by the requirements of their respective programs and determined by their Graduate Program Director (GPD).

#### 5.1.2. Part-time graduate student

Students are part-time graduate students if they:

- 5.1.2.1. are enrolled in a part-time graduate program;
- 5.1.2.2. are pursuing a diploma or degree but do not meet the requirements of full-time status as defined in Section 5.1.1; and
- 5.1.2.3. are not registered in more than two courses each term unless an exception exists within their program.

### 5.1.3. **Joint-degree student**

Students are joint-degree students if they:

- 5.1.3.1. are pursuing a joint program;
- 5.1.3.2. meet the requirements of a full-time or part-time graduate student at Ryerson University; and
- 5.1.3.3. meet the requirements of the joint program.

### 5.1.4. **Dual-degree student**

Students are dual-degree students if they:

- 5.1.4.1. are pursuing a dual-degree program;
- 5.1.4.2. meet the requirements of a full-time graduate student at Ryerson University; and
- 5.1.4.3. meet the requirements of the dual-program.

## 5.2. **Non-program students**

Non-program students are permitted to take graduate courses or conduct research under the supervision of a faculty member without being registered in a graduate program in YSGS.

### 5.2.1 **Special status students**

Students are special status students if they:

- 5.2.1.1. are not enrolled in a graduate program at the University;
- 5.2.1.2. intend to register at the University in no more than two graduate courses within a graduate discipline as a special student and/or conduct research under the supervision of a faculty member who is a member of YSGS; and
- 5.2.1.3. have approval from the GPD, research supervisor, and/or the instructor of the course(s).

### 5.2.2. **Exchange students**

Students are exchange students if they:

- 5.2.2.1. are not enrolled in a graduate program at the University;
- 5.2.2.2. are enrolled in an Exchange Program;
- 5.2.2.3. intend to register in courses at the University and/or conduct research under the supervision of a faculty member who is a member of YSGS; and
- 5.2.2.4. have approval from the GPD, research supervisor, and/or the instructor of the course(s).

### 5.2.3. **Ontario Visiting Graduate Students (OVGS)**

Students are OVGS if they:

- 5.2.3.1. are graduate students registered at another Ontario university (the home university) and enrol in graduate courses at Ryerson University (the host university) while remaining registered at the home university;

- 5.2.3.2. meet the criteria, and have been approved through the OVGS procedure as outlined on the website;
- 5.2.3.3. have approval from the instructor of the course(s), the GPD, and the Vice-Provost and Dean of YSGS; and
- 5.2.3.4. have approval from their home university to complete one or more of their degree requirements at Ryerson University.

## 6. ACADEMIC PERFORMANCE EVALUATION

### 6.1. Course requirements

Course requirements are applicable to all graduate level required courses and electives as well as directed study courses.

- 6.1.1. Graduate students must complete courses in accordance with their program's degree requirements.
- 6.1.2. All program requirements are included in the graduate calendar.

### 6.2. Grading in courses

- 6.2.1. The course instructor assigns final course marks as letter grades or other defined status designations, as appropriate.
- 6.2.2. Credit towards program requirements will only be granted for a course where a student achieves a minimum grade of:
  - 6.2.2.1. B- at the Master's level; or
  - 6.2.2.2. B for the Doctoral level; or
  - 6.2.2.3. Pass in Pass/Fail courses.
- 6.2.3. Graded course performance designation

#### 6.2.3.1. Graduate grading scale and GPA scale conversion

Percentage grades	Letter grade	Ryerson GPA
90-100	A+	4.33
85-89	A	4.0
80-84	A-	3.67
77-79	B+	3.33
73-76	B	3.0
70-72	B- (master's level only)	2.67
0-69 (Master's) 0-72 (Doctoral)	F	0

#### 6.2.3.2. Variance from graduate percentage conversion to letter grades

Courses that use a different conversion scale than specified in Section 6.2.3.1 must clearly state the conversion process in the course outline.

#### 6.2.3.3. Rounding of percentage grades

The final numerical grade in a course will be rounded to the nearest integer in accordance with standard mathematical practice before converting to a letter grade. For example, 69.5% would be rounded to 70% and 69.3% would be rounded to 69%.

#### 6.2.4. Other course status designations

<b>Designation Code</b>	<b>Meaning</b> (A full description is located in Appendix 2)
AEG	Aegrotat
AUD	Audit
CNC	Course not for credit
CRT	Credit
DEF	Deferred
FNA	Failure, non-attendance
GNR	Grade not recorded
INC	Incomplete
INP	In progress
PSD	Passed

### 6.3. Scholarly research and creative activity (SRC) requirements

SRC requirements include but are not limited to, theses, MRPs, comprehensive/candidacy examinations, and dissertations.

- 6.3.1. Graduate students in research based master's programs must complete an MRP, creative work or a thesis in accordance with their program requirements.
- 6.3.2. Graduate students in doctoral programs must complete a dissertation, creative work and/or an oral exam in accordance with their program requirements.
- 6.3.3. All program requirements are outlined in the Graduate Calendar.

## 6.4. Evaluation in SRC requirements

- 6.4.1. Final evaluation for a SRC requirement is assigned by the GPD, supervisor, or examining committee as appropriate.
- 6.4.2. Credit towards graduation requirements will only be granted where a final evaluation for a SRC requirement is indicated as completed.
- 6.4.3. SRC performance designation
  - 6.4.3.1. An examining committee will assess the written and/or creative work as well as a student's ability to defend it, where appropriate, by vote in accordance with the procedures.
  - 6.4.3.2. Students will receive a final performance designation for each degree requirement.
    - 6.4.3.2.1. **Completed** is granted for work that meets the expectations of the examining committee; or
    - 6.4.3.2.2. **Fail** is granted for work that does not meet the expectations of the examining committee

## 6.5. Progress report designation

Once students have begun SRC requirements, they will be assigned a performance designation by their supervisor/Supervisory Committee based on their annual progress reports.

- 6.5.1.1. **INP (in progress)** is granted for satisfactory progress; or
- 6.5.1.2. **UNS (unsatisfactory)** is granted for unsatisfactory progress.

## 6.6. Other program requirement completion designations

Students will receive the designation of **Completed** for the completion of non-course and non-SRC program requirements.

## 7. ACADEMIC STANDING

At the end of each term, grades will be published on the University student administrative system, indicating academic standing (clear, provisional or withdrawn) for that term.

### 7.1. Clear

- 7.1.1 Clear status is assigned when students have:
  - 7.1.1.1 a minimum passing grade in each graduate course; and
  - 7.1.1.2 INP progress reports, where applicable.
- 7.1.2 Students with a clear standing may continue in their program of study.

### 7.2. Provisional

- 7.2.1. Provisional status is assigned when students have:
  - 7.2.1.1. one UNS progress report but no failed grades; or
  - 7.2.1.2. one failed grade but no UNS progress reports; or
  - 7.2.1.3. failed to meet a specific program requirement.
- 7.2.2. Students with Provisional status may not continue their program of study until a specific provisional plan to correct academic deficiencies

has been authorized in writing by their supervisor and GPD, signed by the student, and recorded with the Office of the Registrar. Normally the deficiencies must be addressed within a maximum of one year. Students who are substituting a different course for a failed course must request, before the last day to add courses, that the substituted course be used in place of the failed course for GPA calculation and graduation requirements.

- 7.2.3. Students who fail to have a provisional plan approved prior to the official last date to add a course in the term following the application of the Provisional status, may have their enrolment cancelled for that term, or be withdrawn from the program.

### **7.3. Withdrawn**

- 7.3.1. Withdrawn status is assigned when students have:

- 7.3.1.1. Two UNS progress reports; or
- 7.3.1.2. Two failed grades; or
- 7.3.1.3. One failed grade and one UNS progress report; or
- 7.3.1.4. Failure to develop a provisional plan; or
- 7.3.1.5. Failure to meet the requirements of a provisional plan; or
- 7.3.1.6. A final performance designation of Fail for a thesis, major project/paper or dissertation; or
- 7.3.1.7. Failure to complete the graduate program within the allowable time to completion as defined in the in the procedures.

- 7.3.2. Students who have been withdrawn from a program are not eligible for readmission into that program.

### **7.4. Disciplinary withdrawal**

Disciplinary withdrawal is assigned in response to violations of Policy 60: Academic Integrity and Policy 61: Ryerson Student Code of Non-Academic Conduct.

### **7.5. Open**

Open status is used when an academic status has not been assigned and students may continue in the program; normally used when there is an INP or INC designation in a course during the term.

## **8. GRADUATION**

Students are eligible to graduate from a graduate program when they have:

- 8.1.1. been formally admitted to and registered in the program;
- 8.1.2. successfully completed all graduate program requirements within the allowable time to completion permitted by the program; and
- 8.1.3. have formally applied to graduate.

## **9. INTERPRETATION AND APPLICATION**

The interpretation and application of this policy is the responsibility of The Vice-Provost and Dean, YSGS, who also makes final decisions, where required, under this policy.

### **RELATED PROCEDURES:**

Procedures: Graduate Status, Enrolment, and Evaluation

### **RELATED POLICIES:**

Policy 163: Graduate Admissions

Policy 60: Academic Integrity

Policy 61: Ryerson Student Code of Non-Academic Conduct

### **RELATED DOCUMENTS:**

YSGS Graduate Calendar



# Appendix 1: Acronyms and Key Terms

## Acronyms

CGPA	Cumulative Grade Point Average
GDLE	Graduate Degree Level Expectations
GGGM	Governor General Gold Medal
GPA	Grade Point Average
GPD	Graduate Program Director
LAC	Library and Archives Canada
LOP	Letter of Permission
LOA	Leave of Absence
MRP	Major Research Paper/Project
OVGS	Ontario Visiting Graduate Students
PMDip	Professional Master's Diploma
SRC	Scholarly Research and Creativity Activity
YSGS	Yeates School of Graduate Studies

## Key Terms

Academic Year	For graduate studies the academic year starts in the fall term and continues through the following winter and spring/summer terms.
Course	A formally recognized academic unit of study approved for inclusion in one or more programs, which has a unique course code, title, and description recorded in the graduate calendar.
Cumulative Grade Point Average (CGPA)	<p>A cumulative average calculated as an indicator of overall academic performance within an academic program.</p> <p>A CGPA is calculated as the sum earned grade points divided by the sum of the cumulative GPA weights, and rounded to the nearest hundredth.</p>
Doctoral Program	The complete set and sequence of courses, combination of courses, and/or milestones prescribed by the University for the fulfilment of a doctoral degree. Degrees are granted for meeting the established requirements at the specified standard of performance consistent with the University's Graduate Degree Level Expectations (GDLE).
Dual-degree Program	A formal agreement between a Ryerson University program and another university that allows students to enroll at both institutions to complete the dual-degree program requirements and receive degrees from both institutions.
Exchange Program	A formal agreement between a Ryerson University graduate program and another university that allows students to complete some program requirements at the other institution.
Faculty / faculty	<p>When capitalized, an academic unit consisting of teaching departments/schools and established by Senate and the Board of Governors. The head of a Faculty is the Dean.</p> <p>Non-capitalized, the term "faculty," for the purpose of this policy, refers to the academic teaching staff of the University.</p>
Graduate Program	The complete set and sequence of courses, combination of courses, and/or milestones prescribed by the University for the fulfilment of a graduate diploma or degree. See also "Doctoral Program," "Master's Program," and "Professional Master's Diploma Program."
Interdisciplinary Program	A graduate program that is delivered by faculty members from multiple Faculties.

Joint Program	A graduate program that is delivered by Ryerson University in partnership with another institution under the auspices of a formal agreement. Students are enrolled at one institution and cross-registered at the other. Upon completion of program requirements, a single degree is granted with the names of both institutions on it.
Master's Program	The complete set and sequence of courses, combination of courses, and/or milestones prescribed by the University for the fulfilment of a master's degree. Degrees are granted for meeting the established requirements at the specified standard of performance consistent with the University's Graduate Degree Level Expectations (GDLE).
Non-course Program Requirement	Non-course program requirements include but are not limited to graduate seminars, theses, major research papers, major research projects, comprehensive/candidacy examinations, dissertations, and required certifications.
Ontario Visiting Graduate Student (OVGS)	A provincial program that allows a graduate student enrolled at an Ontario university (home University) to complete a graduate course at another Ontario university (host University) while remaining registered at the student's own institution with the approval of both institutions.
Professional Master's Diploma Program	The complete set and sequence of courses, combination of courses, and/or milestones prescribed by the University for the fulfilment of a professional master's diploma program. Diplomas are granted for meeting the established requirements at the specified standard of performance consistent with the University's Graduate Degree Level Expectations (GDLE).
Program	See "Graduate Program"
Scholarly research and creative activity (SRC) Requirement	Program requirements including but are not limited to, theses, major research papers, major research projects, comprehensive/candidacy examinations, and dissertations.
Student	Generally, in policies and procedures relating to graduate students, this refers to an individual currently enrolled at Ryerson University in a graduate program or course.

## Appendix 2: Course Designations

- AEG:** (Aegrotat) - credit granted by the Vice-Provost and Dean, YSGS, in consultation with the instructor, only under exceptional circumstances when there has been acceptable performance in a course and some course work remains to be completed.
- AUD:** (Audit) - course attended as auditor only.
- CNC:** (Course not for credit) - course not for credit in the current program, this designation is recorded on the transcript as information supplementary to the grade earned in the course.
- CRT:** (Credit) - transfer credit achieved through an acceptable grade in an equivalent graduate course which has been completed at Ryerson University or in a graduate program at another institution and which is deemed equivalent to a course in the student's graduate program. Equivalency is determined by the GPD or faculty member who is responsible for teaching the course in the student's graduate program. Such credit should be granted as a part of the admission process. For a student already registered in the Program, this type of credit will normally require a Letter of Permission from the student's GPD prior to registering in the course.
- Transfer credits will count toward the student's graduation requirements but will not be used in grade point average calculation. Students may not receive transfer credits for more than 50% of their current Program course requirements.
- DEF:** (Deferred) - an interim grade assigned during the investigation of academic misconduct (as described in Policy 60: Academic Integrity). The DEF grade will be replaced by an official course grade upon resolution of the matter.
- FNA:** (Failure, Non Attendance) - awarded by the instructor when the student has been absent from the majority of course meetings and/or has submitted no work for evaluation. This grade will be assigned when a student abandons a course without completing a formal withdrawal prior to established deadline dates. This grade is counted as a failure in the calculations of GPA and academic standing.
- GNR:** (Grade not recorded) – grades have not been submitted for an entire class. The student should immediately initiate an inquiry with the faculty member and/or graduate program.
- INC:** (Incomplete) - incomplete coursework or a missed final examination due to documented health or compassionate grounds. An INC can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternate examination may result in a passing final grade. The outstanding work or alternate examination must be completed by a specified date not later than the end of classes in the next term unless alternate arrangements have been made. The INC will be replaced by an official course grade when the work is completed, or with an "F" if not completed. An INC is not included in GPA calculation, nor as a credit or failed course.
- INP:** (In Progress) – indicates coursework in progress with at least one more term of formal course enrolment and study required for completion (e.g. extended absence

requires repeating the course is still in progress). An INP is not included in GPA calculation, nor as a credit or failed course.

**PSD:** (Passed) - acceptable performance in a course graded only pass or fail, as predefined in the Graduate Calendar.\

**RYERSON UNIVERSITY**

**PROCEDURES: GRADUATE STATUS, ENROLMENT, AND EVALUATION**

**Approval Date:** May 29, 2018

**Next Review Date:** 2023

**Responsible Office:** Yeates School of Graduate Studies (YSGS)

**Contact Office:** Office of the Vice-Provost and Dean, YSGS

## 1. **PURPOSE OF PROCEDURES**

The Graduate Status, Enrolment, and Evaluation Procedures (“Procedures”) outline the procedures to be followed throughout the graduate student cycle from enrolment to graduation at Ryerson University (the “University”) and identify the roles and responsibilities of those involved in processes.

## 2. **RESIDENCY**

In order to earn a Ryerson University graduate degree or diploma, all students are required to complete a minimum of 50% of their program’s course requirements and all non-course program requirements while enrolled in the program from which they are graduating at Ryerson University.

## 3. **MINIMUM RESIDENCY**

- 3.1 All graduate programs must specify a minimum length in terms, which is normally the shortest period of time a student must be registered in a program in order to qualify for the degree.
- 3.2 The minimum residency for a program normally predetermines the minimum total academic fees that the student must pay prior to graduation.
- 3.3 In cases where a minimum residency is not indicated by the program, the following apply:
  - 3.3.1 PMDip: 2 full-time terms or equivalent
  - 3.3.2 Master’s: 3 full-time terms or equivalent
  - 3.3.3 Doctoral: 8 full-time terms or equivalent

## 4. **FIRST ENROLMENT**

Students beginning their graduate programs will register for the first time at the start of the academic term indicated in their letter of admission.

## 5. **CONTINUOUS ENROLMENT**

Students admitted to graduate programs are required to maintain continuous enrolment, including payment of applicable fees, in every fall, winter, and spring/summer term of their program until all requirements of their program have been met, unless they have been granted a leave of absence or have withdrawn from the program.

## 6. **SIMULTANEOUS REGISTRATION**

- 6.1 Simultaneous registration in more than one full-time graduate program (including at other institutions) is not permitted.
- 6.2 With the consent of both graduate programs concerned and the Vice-Provost and Dean, YSGS, simultaneous registration in a full-time and a part-time program or in two part-time programs may be permitted.
- 6.3 Students are normally responsible for fees charged for both programs.

## 7. TRANSFER CREDITS

- 7.1 A graduate level course completed prior to enrolment in a student's current program may be assessed for use towards degree requirements if:
- 7.1.1 No more than 50% of their program requirements are fulfilled with transfer credits;
  - 7.1.2 No degree has been conferred using the course;
  - 7.1.3 The student provides proof that they have withdrawn from any other programs;
  - 7.1.4 The course was not used towards the basis for admission to the current program; and
  - 7.1.5 The Graduate Program Director (GPD) grants approval.
- 7.2 A graduate level course completed at another institution while students are enrolled in a program at Ryerson University may be assessed and used toward degree requirements if:
- 7.2.1 It is formally approved on a Letter of Permission (LOP) prior to enrolment;
  - 7.2.2 No more than 50% of their program requirements are fulfilled with transfer credits; and
  - 7.2.3 The GPD grants approval.

## 8. TIME TO COMPLETION

All graduate students are expected to complete their programs in the timeline outlined by the graduate program.

### 8.1 Maximum time to completion

- 8.1.1 In some circumstances students may require more time than specified by their program to complete the program requirements. In these circumstances, students must still meet all requirements within the maximum allowable time to completion:
- 8.1.1.2 Master's program (full-time): three years
  - 8.1.1.3 Master's program (part-time): five years
  - 8.1.1.4 Doctoral program (part-or full-time): six years
- 8.1.2 Students who are granted a change in status from part-time to full-time or from full-time to part-time will have their time to completion adjusted for completion included in their approval.

### 8.2 Extension of time to completion

If students cannot complete program requirements before the maximum time to completion as stipulated in Procedure 8.1, they must apply for an extension.

- 8.2.1 Under extenuating circumstances the GPD, in consultation with the student's supervisor, can grant a one term extension to the time to completion.



- 8.2.2 An application for an extension of more than one term or a second petition must be granted final approval from the Vice-Provost and Dean, YSGS.
- 8.2.3 Students who do not apply for extension by the last date to add a course for the term, or if the petition is not approved, will be withdrawn from the program.
- 8.2.4 Students who are withdrawn from their program must reapply to reenter the program and apply for an extension.

## **9. LEAVE OF ABSENCE (LOA)**

### **9.1 Parental LOA**

- 9.1.1 Students will be granted an LOA at any time during their pregnancy or within twelve months of the date of birth or custody to provide full-time care.
- 9.1.2 Parental leave must commence within twelve months of the date of birth or custody.
- 9.1.3 Approval of a parental LOA will only be granted with the application that outlines their plan for a successful return to their program and appropriate supporting documentation.
- 9.1.4 The GPD can grant a student's parental LOA for a maximum of five terms.

### **9.2 Health, Financial or Compassionate LOA**

- 9.2.1 In rare circumstances, where students are unable to meet the requirement of continuous enrolment, an LOA may be granted.
- 9.2.2 A student may apply for an LOA where there are serious or significant health, financial or compassionate situations.
- 9.2.3 Approval of an LOA will only be granted with the application that outlines their plan, with appropriate supporting documentation, for a successful return to their program.
- 9.2.4 The GPD can grant a student's first LOA for a maximum of one term.
- 9.2.5 The Vice-Provost and Dean, YSGS must grant final approval for LOAs of more than one term, but the LOAs cannot exceed three terms.
- 9.2.6 Students will not normally be granted more than one LOA during their graduate program.
- 9.2.7 Under extraordinary circumstances, an extended LOA or a second LOA may be approved by the Vice-Provost and Dean, YSGS.

### **9.3 Terms of an LOA**

- 9.3.1 Students who are granted an LOA will not:
  - 9.3.1.1 be required to pay fees during the leave;
  - 9.3.1.2 have that term of the leave included in the calculation of time to completion for the degree;
  - 9.3.1.3 be entitled to use the services of the University or the program during the leave;
  - 9.3.1.4 have access to supervisors or supervision;
  - 9.3.1.5 have access to labs or research facilities; and

- 9.3.1.6 be working towards the completion of diploma or degree requirements while on leave.
- 9.3.2 An LOA will not be granted for students in the first term of a program as indicated in their letter of admission.
- 9.3.3 Students who are granted an LOA will have their funding packages evaluated for eligibility while on the leave.
- 9.3.4 Students who are returning from a LOA must:
  - 9.3.4.1 have a plan for completion of program requirements upon their return that has been approved by their faculty advisor/supervisor, GPD, and Vice-Provost and Dean, YSGS, where appropriate; and
  - 9.3.4.2 register for a minimum of one term before completion of the program.
- 9.3.5 Students who fail to return from an LOA on the expected date will be withdrawn from their program.

## **10. CHANGE OF PROGRAM OR STATUS**

All changes of program or status are governed by the Graduate Admissions Policy.

### **10.1 Program Transfer from Master's to Doctoral level**

- 10.1 In some graduate programs, a graduate student may transfer from a Master's program to a Doctoral program without completing the Master's degree.
- 10.2 YSGS requirements for this type of transfer include:
  - 10.2.1 completion of all course requirements for the Master's degree with a minimum 3.67 GPA;
  - 10.2.2 demonstrated strong research potential; and
  - 10.2.3 GPD and supervisor or Supervisory Committee's permission.
- 10.3 Program specific requirements for this type of transfer can be found on the YSGS or graduate program website.
- 10.4 A student who transfers from a Master's program to a Doctoral program may not transfer back to the Master's level nor receive a Master's degree in that program.

### **10.2 Program transfer from Doctoral to Master's level**

- 10.2.1 In some graduate programs, a graduate student may transfer from a Doctoral program to a Master's program.
- 10.2.2 The specific conditions for this type of transfer, including additional requirements and number of terms allowed to complete requirements, will be outlined in the student's offer of admission.
- 10.2.3 A student who transfers from a Doctoral program to a Master's program may not transfer back to the Doctoral level.

### **10.3 Program change from one degree to another in the same program**

- 10.3.1 In some graduate programs, a student may transfer from one degree to another (example: MEng to MAsc) subject to consultation with and the approval of the GPD.

10.3.2 The specific conditions for this type of transfer including additional requirements and number of terms allowed to complete requirements will be stipulated in the student's offer of admission.

#### **10.4 Program change from one program to another**

Students who want to change graduate programs must apply through the standard admissions procedure.

#### **10.5 Change of status between part-time and full-time**

10.5.1 In some circumstances, 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 program GPD.

10.5.2 Normally, a student may not transfer from full-time to part-time when the only remaining graduation requirement is a thesis, MRP or dissertation.

### **11. ENROLMENT FEES**

11.1 Students are required to pay applicable fees from initial enrolment in a program through to the term in which they complete all degree requirements or officially withdraw.

11.2 Students who are granted an LOA will not be required to pay fees during the leave.

### **12. MINIMUM DEGREE FEES**

The minimum degree fee for all programs (part-time and full-time) is based on the minimum time to completion for a full-time student in the program, as stated on the YSGS website.

12.1 If students complete their program without paying the minimum degree fee, a "Balance of Degree Fee" may be assessed just prior to graduation.

12.2 The fee is based on tuition fees only, as published on the fees schedule in effect at the time of graduation.

### **13. VOLUNTARY WITHDRAWAL**

13.1 A student who chooses not to continue in a program must officially withdraw from the program. Withdrawn students will not be entitled to use the services of the University or the program.

13.2 A student who voluntarily withdraws from their program must reapply through the Graduate Admissions Office to reenter the program. Readmission is not guaranteed and may be subject to conditions including but not limited to additional courses or other academic work to align with any curriculum changes.

### **14. ADMINISTRATIVE WITHDRAWAL**

14.1 A student who has not participated in, nor paid fees for their program, or has not responded to program correspondence for a term, will be withdrawn from the program. Withdrawn students will not be entitled to use the services of the University or the program.

14.2 A student who is administratively withdrawn from their program must reapply through the Graduate Admissions Office to reenter the program. Readmission is

not guaranteed and may be subject to conditions including but not limited to additional courses or other academic work to align with any curriculum changes.

## **15. COURSE RELATED PROCEDURES**

### **15.1 Add/Drop Courses**

All graduate course additions and drops must be processed by the dates listed on the Significant Dates in the Graduate Calendar.

### **15.2 Course Audit**

15.2.1 To audit a course, students must have written approval from their supervisor and from the instructor for the course. Any requirements of the auditor must be stipulated in writing by the instructor at the time of authorization.

15.2.2 A graduate student, while paying program fees, may audit the equivalent of two one-credit courses in any graduate or undergraduate program at the University without additional fees.

15.2.3 Courses taken for audit will not count for credit toward the student's program, but will appear on the student's transcript with the designation "AUD" in lieu of a grade.

15.2.4 Failure of the auditor to fulfil the requirements will result in withdrawal from the course.

### **15.3 Course Substitution**

Students may use an appropriate non-program course to fulfil a program requirement or elective with authorization from the student's supervisor/advisor and GPD.

### **15.4 Grade Substitution**

15.4.1 For the purpose of improving GPA/CGPA, students may substitute a different course for a previously taken elective course regardless of the mark received, with authorization from the student's supervisor/advisor and GPD.

15.4.2 Students are required to submit a GPA Adjustment Form to Enrollment Services and Student Records no later than the final date to add a course for the term.

### **15.5 Course Repeat**

15.5.1 Students may be allowed to repeat a course once, with approval from their GPD.

15.5.2 The original grade will continue to appear on the student's academic record, but only the last grade achieved for a repeated course (whether higher or lower) will count in the GPA and CGPA.

## **16. SUPERVISION**

### **16.1 Advisor or supervisor arrangement**

- 16.1.1 Graduate students require a faculty advisor or supervisor who is a YSGS member from the student's program who is approved by the GPD.
- 16.1.2 When a faculty advisor is initially paired with a student in a program where research is involved, a supervisor will be determined once the student's research area is identified.

### **16.2 Supervisory relationship**

- 16.2.1 Graduate students and faculty supervisors must adhere to all University policies and all expectations outlined by the YSGS.
- 16.2.2 Graduate students and faculty supervisors must adhere to all expectations outlined within their graduate program.
- 16.2.3 The role of the faculty advisor or supervisor is to provide academic advising and monitor the student's progress toward the completion of the program.
- 16.2.4 Where a dissertation, thesis or MRP is part of a student's curriculum, the student's supervisor shall:
  - 16.2.4.1 meet regularly with the student;
  - 16.2.4.2 review the student's proposal and recommend its approval to the GPD normally not less than one to two terms (depending on the length of the program) prior to the expected date of program completion;
  - 16.2.4.3 complete the supervisor's portion of the student's annual Progress Report;
  - 16.2.4.4 evaluate the readiness of the MRP, thesis or dissertation (and the paper or project if required) to be examined orally, and make a recommendation to the GPD regarding a date for the defence and the composition of the Examining Committee;
  - 16.2.4.5 ensure that a copy of the student's work is sent to each member of the student's Examining Committee when required; and
  - 16.2.4.6 uphold any graduate program specific expectations of supervisors.

### **16.3 Supervisory Committee for Doctoral students**

- 16.3.1 The membership of a student's Supervisory Committee:
  - 16.3.1.1 is composed of two to four members, who should remain on the committee throughout the student's research, including: the student's supervisor(s) and one faculty member from the student's program who is a member of YSGS;
  - 16.3.1.2 may include a non-academic expert professional in the field of research or a Ryerson University faculty member who is not a member of YSGS; and
  - 16.3.1.3 is recommended by a student's supervisor to the GPD for approval.

- 16.3.2 The GPD shall forward to the Vice-Provost and Dean, YSGS the recommendations for committee appointments in accordance with program expectations no later than the beginning of the third year of study.
- 16.3.3 The Supervisory Committee shall:
  - 16.3.3.1 be chaired by the student's supervisor;
  - 16.3.3.2 at minimum, meet once annually with the student;
  - 16.3.3.3 review the student's preparedness and establish a timeline of expected progress;
  - 16.3.3.4 update the GPD when the student successfully completes a non-course program component and has set a research topic;
  - 16.3.3.5 update the GPD when the student is unsuccessful in completing a non-course program component and provide detailed reasons for the decision to the GPD, Vice-Provost and Dean, YSGS, and the student within two weeks of the failed attempt;
  - 16.3.3.6 formally approve the dissertation proposal;
  - 16.3.3.7 complete any requirements as indicated by the graduate program; and
  - 16.3.3.8 evaluate the readiness of the dissertation to be examined and, with a minimum of majority agreement, make a recommendation to the GPD regarding the formation of the Examining Committee.

## 17. PROGRAM OF STUDY

The Program of Study establishes the plan for courses and/or research that a student will follow to complete degree requirements.

- 17.1 In consultation with the student, the faculty advisor or supervisor will recommend an initial Program of Study and submit to the GPD for approval.
- 17.2 This should normally be completed within the first four weeks of the program.
- 17.3 The Program of Study should be reviewed each term, prior to course enrolment by the student, and any additions or changes should be discussed with and approved by the faculty advisor or supervisor.

## 18. PROGRESS REPORTS

Progress Reports are used to maintain a record of student progress toward degree requirements and to assign an annual performance designation for progress in non-course program requirements (research progress for MRP/thesis/creative work/dissertation) where appropriate.

- 18.1 Every student in a degree program is required to submit one Progress Report per year, normally at the end of the winter term in the form and format set out by YSGS.
- 18.2 Individual programs may set requirements for additional program level reports.
- 18.3 The student will initiate the process by completing the student portion of the report.
- 18.4 Where appropriate the supervisor will assign a performance designation of:

INP (in progress) for satisfactory progress; or  
UNS (unsatisfactory) for unsatisfactory progress.

18.5 If UNS is assigned:

18.5.1 a detailed reason for this judgement must be included;

18.5.2 specific instructions on deliverables for the following term must be outlined; and

18.5.3 the student's Academic Standing will become Provisional.

18.6 In the event that the student does not present a Progress Report for review, the supervisor will complete one, a UNS will be assigned and the student's Academic Standing will be adjusted accordingly;

18.7 The GPD will add any additional comments.

18.8 A copy of the report must be given to the student and the GPD.

## **19. READINESS FOR EXAMINATION**

19.1 The supervisor(s) or supervisory committee, in consultation with the student, will determine if written work is ready to stand for defence and will establish an Examining Committee and schedule the defence.

19.2 If consensus is not reached with regard to readiness, the student has the right to petition the GPD in order to have the written work stand for defence, establish the Examining Committee, and schedule the defence.

19.3 Where the GPD is the student's supervisor, the student may petition the Vice-Provost and Dean, YSGS.

## **20. MASTER'S MRP REQUIREMENTS**

### **20.1 Readiness of Examination**

Refer to Procedure 19 for the process.

### **20.2 Examining Committees**

20.2.1 The Examining Committee will be appointed by the GPD when the student and supervisor agree the MRP is ready for assessment.

20.2.2 The Examining Committee is composed of a minimum of three members: the student's supervisor(s), the GPD or designate, and one faculty member from the student's program who is a member of YSGS.

20.2.3 The Vice-Provost and Dean, YSGS may approve the appointment of an expert professional in the field of the MRP, or a Ryerson University faculty member who is not a member of the YSGS, to serve as a member of the Examining Committee.

20.2.4 The committee will vote by simple majority on the assessment decision.

20.2.5 The GPD, or designate, will serve as Chair and will only have a vote in the event that other votes result in a tie.

### **20.3 Conduct of Examination**

Evaluation of MRP is coordinated by a student's supervisor in accordance with the graduate program's procedures.

## **21. MASTER'S THESIS REQUIREMENTS**

### **21.1 Readiness for Examination**

Refer to Procedure 19 for the process.

### **21.2 Examining Committee**

- 21.2.1 Committee membership is recommended by the student's supervisor and must be approved by the GPD.
- 21.2.2 The Examining Committee is composed of a minimum of four members: the student's supervisor(s), the GPD or designate, one faculty member from the student's program who is a member of YSGS, and one faculty member who is not involved in the student's research and is a YSGS member from any graduate program.
- 21.2.3 The Faculty Dean or the Vice-Provost and Dean, YSGS may approve the appointment of an expert professional in the field of the thesis, or a Ryerson University faculty member who is not a member of the YSGS, to serve as a member of the Examining Committee.
- 21.2.4 The GPD, or designate, will serve as Chair.

### **21.3 Examination Date**

The examination date is set by the student's supervisor in consultation with the Examining Committee and student, only when the Examining Committee is formally appointed.

### **21.3 Circulation of material**

- 21.3.1 The student will provide the final document for examination to each committee member at least two weeks prior to the defence or as determined by the program.
- 21.3.2 Committee members may request digital or hard copies as necessary.

### **21.4 Role of the Chair**

- 21.4.1 The Chair is responsible for maintaining decorum during the examination, and ensuring that the student's work is given a fair and equitable assessment.
- 21.4.2 The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination.
- 21.4.3 The Chair presides over the deliberations of the Examining Committee but only votes in the case of a tie.

### **21.5 Non-attendance**

- 21.5.1 Member(s) of the committee who cannot attend the defence in-person or through video conferencing, must submit a written report to the Chair at least one week before the defence.



- 21.5.2 The Chair will appoint a delegate for the absent member, who cannot be an existing member of the committee, to present the report at the examination.
- 21.5.3 No more than two members may be absent from the defence. The supervisor(s) must attend the defence.
- 21.5.4 If any committee member is absent, and has not been replaced by a delegate, the examination may proceed only with the approval of the student and the Examining Committee Chair.
- 21.5.5 Delegates have the status of a committee member, and their vote substitutes for that of the absent member.

## **21.6 Presentation**

- 21.6.1 The examination begins with an oral presentation by the student using whatever aids are required to make an effective presentation.
- 21.6.2 The focus of the presentation is the main contributions and conclusions of the work.

## **21.7 Questions**

- 21.7.1 The Chair gives priority to questions from members of the committee.
- 21.7.2 Usually the questions by the supervisor are last.
- 21.7.3 The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions deemed necessary.
- 21.7.4 At the discretion of the Chair, non-committee members in attendance may ask questions.

## **21.8 Deliberations**

- 21.8.1 Only the Examining Committee, including delegates, will be present during deliberations.
- 21.8.2 Examining Committee members who are attending remotely are responsible for ensuring confidentiality.

## **21.9 Decisions**

- 21.9.1 The decision of the Examining Committee shall be by vote and shall be based on the written and/or creative work and on the student's ability to defend it.
- 21.9.2 The committee will vote by simple majority on the assessment decision.
- 21.9.3 Where there is a co-supervisor, one vote will be shared equally between them.
- 21.9.4 The Chair will only vote in the event that other votes result in a tie.
- 21.9.5 The Chair will record the decisions of all committee members including those who are attending remotely.
- 21.9.6 The student must pass both the oral examination and the written work.
- 21.9.7 The following decisions are open to the examining committee:

### **21.9.4.1 Oral Examination Decisions**

**Pass** is granted for work that meets the expectations of the examining committee.

**Decision deferred** until major revisions on written/creative work are submitted and the committee has reconvened when necessary.

**Fail** is granted for work that does not meet the expectations of the examining committee.

#### 21.9.4.2 **Written and/or Creative Work Decisions**

**Pass** is granted for work that may require minor revisions that do not radically modify the development/argument of the thesis. Expectations shall be clearly specified in writing to the student and the supervisor shall ensure that they are made. When the supervisor confirms that the changes have been made, the examination requirement has been met.

**Major Revision** is granted for work that requires revisions ranging from rewriting a large part of a chapter to including additional work. Detailed reasons for referring the paper for major revision and expectations will be supplied in writing by the Chair of the Examining Committee to the Vice-Provost and Dean, YSGS, the GPD, the supervisor and the student within one week following the oral examination.

The Examining Committee must give final approval to the major revisions by reconvening the examination or by consultation.

If the decision by consultation on the major revisions is **unsatisfactory**, the examination must be reconvened.

Upon reconvening, a final decision must be made.

Decisions are limited to **Pass** or **Fail**.

**Fail** is granted for work that does not meet the expectations of the committee. Detailed reasons for the decision will be supplied in writing by the Chair of the Examining Committee to the Vice-Provost and Dean, YSGS, the GPD, and the student within one week following the oral examination.

## 22. DOCTORAL PREPARATORY PHASE

22.1 Every Doctoral program requires the completion of one or more preparatory or foundation phases. This may take the form of one or more of the following examples:

- 22.1.1 comprehensive examination;
- 22.1.2 candidacy examination;
- 22.1.3 qualifying examination;

- 22.1.4 dissertation proposal; and/or
- 22.1.5 proposal defence.
- 22.2 Preparatory phase requirements must normally be completed successfully within two years, and no later than three years, from the date of program registration or a UNS will be assigned.
- 22.3 Individual programs may also require an internal preliminary examination before approval to go to formal presentation, which may include an external examination.

## **23. DOCTORAL DISSERTATION PHASE**

### **23.1 Readiness for Examination**

Refer to Procedure 19 for the process.

### **23.2 Examining Committee**

- 23.2.1 Committee membership is recommended to the GPD by the student's supervisory committee in consultation with the student .
- 23.2.2 The Examining Committee will normally be composed of: the supervisor(s); two faculty members from the student's program who are members of YSGS; one faculty member from outside of the program who is a member of the YSGS; one member external to the University (the requirements for the external member are at Procedure 23.4); and a non-voting Chair that is appointed by the Vice-Provost and Dean, YSGS.
- 23.2.3 If appropriate, an additional member who is an expert professional in the field of the dissertation, or a Ryerson University faculty member who is not a member of the YSGS may be recommended.
- 23.2.4 GPDs shall forward their recommendation regarding the composition of the Examining Committee to the Vice-Provost and Dean, YSGS for approval, appointment, and assignment of the Chair.

### **23.3 Examination Date**

The examination date is set by the student's supervisor in consultation with the Examining Committee and student, only when the Examining Committee is formally appointed.

### **23.3 Circulation of material**

- 23.3.1 The student will provide the final document for examination to each committee member at least four weeks prior to the defence or as determined by the program.
- 23.3.2 Committee members may request digital or hard copies as necessary.

## **23.4 External Examiner**

23.4.1 External examiners will normally:

- 23.4.1.1 Be an expert in the field of the dissertation;
- 23.4.1.2 Have experience with doctoral level graduate studies;
- 23.4.1.3 Be at arms' length from the dissertation; and
- 23.4.1.4 Normally not have served on a Ryerson University examining committee in the previous three years.

23.4.2 The External Examiner's Report must:

- 23.4.2.1 be sent to the GPD at least two weeks prior to the scheduled defence; and
- 23.4.2.2 will be circulated to the Examining Committee Chair, student, and their supervisor one week before the examination.

## **23.5 Role of the Chair**

- 23.5.1 The Chair is responsible for maintaining decorum during the examination, and ensuring that the student's work is given a fair and equitable assessment.
- 23.5.2 The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination.
- 23.5.3 The Chair presides over the deliberations of the Examining Committee but only votes in the case of a tie.

## **23.6 Non-attendance**

- 23.6.1 Member(s) of the committee who cannot attend the defence in-person or through video conferencing, must submit a written report to the Chair at least one week before the defence.
- 23.6.2 The Chair will appoint a delegate, who cannot be an existing member of the committee, for the absent member.
- 23.6.3 No more than two members may be absent from the defence. The supervisor(s) must attend the defence.
- 23.6.4 If any committee member is absent, and has not been replaced by a delegate, the examination may proceed only with the approval of the student and the Examining Committee Chair.
- 23.6.5 Delegates have the status of a committee member, and their vote substitutes for that of the absent member.

## **23.7 Presentation**

- 23.7.1 The examination begins with an oral presentation of the dissertation by the student using whatever aids are required to make an effective presentation.
- 23.7.2 This focus of the presentation is the main contributions and conclusions of the work.

## **23.8 Questions**

Following the presentation, questions may be asked.

- 23.8.1 The Chair gives priority to questions from members of the committee.
- 23.8.2 Usually the external examiner's questions are presented first.

- 23.8.3 Usually the questions by the supervisor are last.
- 23.8.4 The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions deemed necessary.
- 23.8.5 At the discretion of the Chair, non-committee members in attendance may ask questions.

### **23.9 Deliberations**

- 23.9.1 Only the Examining Committee, including delegates, will be present during deliberations.
- 23.9.2 Examining committee members who are attending remotely are responsible for ensuring confidentiality.
- 23.9.3 If the external examiner is absent, the full external examiner's report is shared with the committee.

### **23.10 Decisions**

- 23.10.1 The decision of the Examining Committee shall be by vote and shall be based on the written and/or creative work and on the student's ability to defend it.
- 23.10.2 The committee will vote by simple majority on the assessment decision.
- 23.10.3 The Chair will only have a vote in the event that other votes result in a tie.
- 23.10.4 The Chair will record the decisions of all committee members including those who are attending remotely.
- 23.10.5 Where there is more than one supervisor, a vote will be shared equally between them.
- 23.10.6 The student must pass both the oral examination and the written work.
- 23.10.7 The following decisions are open to the Examining Committee:

#### **23.10.5.1 Oral Examination Decisions**

**Pass** is granted for work that meets the expectations of the Examining Committee

**Decision deferred** until major revisions submitted and the committee has reconvened when necessary

**Fail** is granted for work that does not meet the expectations of the Examining Committee.

#### **23.10.5.2 Written and/or Creative Work**

**Pass** is granted for work that may require minor revisions that do not radically modify the development/argument of the paper. Expectations shall be clearly specified in writing to the student and the Supervisor shall ensure that they are made. When the Supervisor confirms that the changes have been made, the examination requirement has been met.

**Major Revision** is granted for work that requires revisions ranging from rewriting a large part of a chapter to including additional work. Detailed reasons for referring the paper for major revision and expectations will be supplied in writing by the Chair of the Examining Committee to the Vice-Provost and Dean, YSGS, the GPD, the supervisor and the student within one week following the oral examination.

The Examining Committee must give final approval to the major revisions by reconvening the examination or by consultation.

If the decision by consultation on the major revisions is **unsatisfactory**, the examination must be reconvened.

Upon reconvening, a final decision must be made.

Decisions are limited to **Pass** or **Fail**.

**Fail** is granted for work that does not meet the expectations of the program. Detailed reasons for the decision will be supplied in writing by the Chair of the Examining Committee to the Vice-Provost and Dean, YSGS, the GPD, and the student within one week following the oral examination.

## 24. Submission and Deposit of Theses and Dissertations

- 24.1 Following a successful examination, the student must submit the final copy of the thesis or dissertation, and MRP where required by the program, along with verification by the student's supervisor and the GPD, that all required corrections or revisions have been made, in accordance with the submission procedures found on the YSGS website.
- 24.2 As a condition of engaging in a graduate program of the University, the author of a submitted MRP, thesis or dissertation grants certain licenses and waivers with respect to the circulation and copying of the MRP, thesis or dissertation. These licenses and waivers take effect upon the submission of the copies listed above, except in cases of research non-disclosure, where they will take effect following the period of withholding. The licenses and waivers are as follows:
  - 24.2.1 the University Library will be permitted to allow consultation of the MRP, thesis or dissertation as part of the library collection and the making of single copies for another library or similar institution or for an individual for private study and research; and
  - 24.2.2 submission of a thesis or dissertation to the Library and Archives Canada (LAC) will be made as agreed to by the student on the LAC Non-exclusive Licence to Reproduce Theses form. The LAC does not accept major research papers/projects.

## **25. Research Non-Disclosure**

In cases where a student's non-course program requirement contains confidential or proprietary information, the student may request the following:

- 25.1 attendance of oral examination limited to the examining committee;
- 25.2 non-disclosure agreements with all examining committee members; and/or
- 25.3 delayed circulation of the document for a period of no more than 12 months from the date of final examination.

## **26. Governor General Gold Medal Award (GGGM)**

- 26.1 The GGGM is awarded annually to the graduate student(s) who achieve(s) the highest academic standing at the graduate level.
- 26.2 The recipient(s) must be enrolled in full-time studies and have completed their program within the normal time frame (as determined by YSGS).
- 26.3 The Chair of a student's Examining Committee will determine at the time of defence if a student should be considered for the award.
- 26.4 The GGGM is awarded at the Fall convocation and all students who completed their studies in the past year may be considered.
- 26.5 The number of GGGMs available each academic year is determined by the Office of the Governor General of Canada.

### **RELATED POLICY:**

Policy 164: Graduate Status, Enrolment, and Evaluation

### **RELATED DOCUMENTS:**

GPA Adjustment Form

LAC Non-exclusive Licence to Reproduce Theses form