

SECTION B: QUALIFYING PROGRAMS

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B. Qualifying Programs

I. APPLICATIONS AND ADMISSIONS

Admission Requirements

See Graduate Calendar for a description of the Qualifying Program and the basic admission requirements.

Applications

A student applying directly to a Qualifying Program completes the Application for Admission to the School of Graduate Studies (see [Appendix 1](#), Admission). In most cases, students are recommended to the Qualifying Program by the Graduate Program Director (GPD).

Admission Procedures

The Qualifying Program admission form (print or web version) is sent to the Faculty designate and should contain:

- the original copy of the application form
- official transcripts of previous university-level work in the original language and in English or French. Diplomas are also required for some countries.

Formal Admission

Enrolment Services and the Faculty will verify that the file is complete and the applicant admissible, and will contact the GPD if anything appears questionable. The formal letter of admission will state any requirements beyond basic requirements or any transfer credit granted. It will also state conditions of admission, such as the completion of academic work in progress and the submission of an official transcript verifying completion. Conditions of admission must be met before formal registration in the program.

Note: Tuition information for international students must be included in the letter of acceptance.

II. REGISTRATION

Classification

Qualifying program students are classified as full- or part-time according to the undergraduate system.

B. Qualifying Programs

Registration

Qualifying program students who have not registered by the early registration deadline should contact Enrolment Services or GPD for information on web or telephone registration.

Deadlines

Registration dates for Qualifying Program students are set by Enrolment Services.

Informing Students

Students should be informed of the deadlines and procedures for registration as outlined in the Undergraduate Calendar.

Late Registration

Returning qualifying program students who register late are subject to late registration fees and will be admitted to courses only if space is available. Late registrations must be approved by the Department.

Withdrawals

Qualifying Program students may withdraw from courses up to normal deadlines for undergraduate students as published in the undergraduate calendar. Approval of the GPD for withdrawals is not required by Enrolment Services. Students withdraw by using the web registration system.

Note: Rebates of tuition are given in accordance with the regular undergraduate regulations.

Extension of Withdrawal Deadline

Extensions of the withdrawal deadline must be approved by the Faculty's Student Request Committee through a Student Request Form (at the undergraduate level).

Qualifying Program Tuition

Qualifying Program students pay regular undergraduate tuition.

Note: Code Permanent and Quebec Residency requirements apply.

III. ACADEMIC REGULATIONS AND GRADES

Academic Regulations

Qualifying Program students are governed by the graduate academic regulations as published in the Graduate Calendar in the section entitled "Graduate Admissions" but are governed by the undergraduate registration and withdrawal dates.

Grades

Qualifying program students are graded according to the undergraduate grading system.