

Open Studies

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AGNES (second year Faculté Saint-Jean)
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 National Excellence Award

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. A nonrefundable fee must accompany each application. Documentation of past education is usually not required; see (2) and (3) below.

For registration in	Applications must be received by
September	August 15
January	December 15
May	April 15
July	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 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

- (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 telephone registration. Please refer to the *Registration Procedures* manual for details about telephone registration. Students must confirm their registration by paying a nonrefundable fee deposit of \$175 in accordance with the deadlines outlined in the *Registration Procedures* manual.

- (4) **Spring/Summer:** Students wishing to register in Spring/Summer should consult the *Spring/Summer Guide* available from the Office of the Registrar and Student Awards or at www.specialsessions.ualberta.ca

Fees are assessed and are due and payable in accordance with the fees regulations set out in §22.2.

Note: Open Studies students are **not** permitted to register as Auditors or 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.

190.2.4 Changes in Registration

Changes in registration may be made without penalty until the end of the registration period. After this deadline, 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 (see §11 for further information). **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 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 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.
- (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 *GFC 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 Open Studies Fresh Start Program

The Open Studies Fresh Start Program is open to first- or second-year students in participating Faculties who are assigned unsatisfactory academic standing, are required to withdraw, have a grade point average between 4.0 and 4.4 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) 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 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 ★30 in Open Studies.
- (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 Open Studies. 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 Academic Advisor, select courses relevant to the program to which they wish to apply upon reestablishing satisfactory academic standing.
- (6) Students must maintain satisfactory academic standing as specified in §190.3 while registered in the Open Studies Fresh Start Program.
- (7) Upon completion of the Fresh Start Program, consideration for readmission to any Faculty requires successful completion of ★18 with a GPA of 6.0 or more or ★24 with a GPA of at least 5.0.

- (6) Students must maintain satisfactory academic standing as specified in §190.3 while registered in the Visiting Student Certificate Program.
- (7) Students receive a Certificate of Participation in the Visiting Student Certificate Program and a U of A transcript. Credits to their undergraduate degree are granted by their home institution.

To receive a Certificate of Participation, students must complete the intensive daytime ESL course(s) and write an ELP Post-test, take at least one regular class for credit or audit, demonstrate satisfactory attendance in all classes, complete all assignments and exams, participate in an extracurricular commitment, attend all VSCP meetings and interviews, and have no outstanding fees or fines 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.
- (2) Like all visiting students, students in the Visiting Student Certificate Program are bona fide students of other universities or colleges who have been permitted to take one or more courses for transfer credit to their own institutions which have agreed in advance to such an arrangement.
Document Requirements:
 - a. Completed VSCP application form with a signature from an official from the student's home institution;
 - b. An official transcript (in English translation) of all completed course work;
 - c. A letter of support from a professor from the student's home institution;
 - d. TOEFL score, if available
- (3) Because the Visiting Student Certificate Program is designed to accommodate the participation of international students whose home university academic calendars are not synchronous with the U of A's Calendar, there are three possible start dates: May 1, July 1, and September 1.
Note: The application deadlines are January 15 for a May 1 start, April 15 for a July 1 start, and June 15 for a September 1 start.
- (4) Students participate in the English Language Program (ELP) at the Faculty of Extension during the first two to four months of the Visiting Student Certificate Program.
- (5) After the initial period of participation in intensive English language instruction, students move to regular academic work for either credit or audit depending on their English Language Program performance and the assessment of the Academic Advisor. Students may take up to ★18 in Fall/Winter.