



ONTARIO VISITING GRADUATE STUDENT PLAN

General Information

The Ontario Visiting Graduate Student Plan allows a graduate student registered at a university in Ontario (Home University) to take graduate courses at another Ontario university (Host University) without completing further admission formalities. The student pays fees to the Home University and is classified as a visiting student at the Host University, where s/he pays no fees.

Responsibilities of the Student

The student must complete the Ontario Visiting Graduate Student Application, ensuring that all requested information is clearly indicated. S/he must then obtain approval for the courses requested in the sequence specified on the form. It is the student's responsibility to ensure that the application reaches the Host University Graduate Office as early as possible and in any event not later than the last date for registration of the term in which the course(s) concerned are to be taken.

In the event of withdrawal from a course, the student must send a Notification of Withdrawal from Courses to the Graduate Offices of his/her Home University and of the Host University. The last date for withdrawal is the date specified for this purpose by the Host University. Failure to respect this deadline may result in the recording of a failing grade on the record of the student.

Refunds, if any, are governed by the appropriate policies of the Home University of the student.

Responsibilities of the Home University Department Chair and Graduate Dean

Upon approving a Ontario Visiting Graduate Student Application, the Program Chair and the Graduate Dean certify that the student:

- 1) is pursuing a graduate degree programme as indicated on the form;
- 2) is pursuing the above degree full-time;
- 3) is in good standing and is enrolled for the terms concerned;
- 4) needs the course(s) as part of the requirements for the degree;
- 5) will receive course credit provided the necessary standing is obtained.

To avoid questions regarding standing arising from differing grading policies, the Home University is urged to specify the minimum passing grade, which the student should obtain under the heading "Internal Recommendations".

Responsibilities of the Host University Department Chair and Graduate Dean

Upon approving a Visiting Graduate Student Application, the Department Chair and Graduate Dean of the Host University certify that:

- 1) the course(s) specified on the form will be offered during the term(s) indicated;
- 2) the student will be assured a place in the course(s);
- 3) the student will be identified as a visiting student not required to pay fees and not to be reported for formula claims (MTCU).

The Host University also agrees to report the grade(s) obtained by the student to the Home University Graduate Dean without any undue delay.

Additional Information

Requests for additional information about the Ontario Visiting Graduate Student Plan should be directed to the Graduate Studies Office of the Home or the Host University.



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Last Name:	First Name:
Address:	
City:	Postal Code:
Student Number at Home University:	E-mail Address:
Host University:	Degree Program:
Dkt j f cvg:	

Note: Courses not required for the student's degree, as well as "audit" courses are not to be taken under this Plan. I hereby request permission to take the following graduate courses required for my degree at:

Host University: _____, **Host Department:** _____
 for the period from _____ to _____ of the year 20 ____ .
 (month) (month)

Course Number	Title	Weight		Term(s)		
		Half	Full	Fall	Winter	Summer
		Half	Full	Fall	Winter	Summer
		Half	Full	Fall	Winter	Summer
		Half	Full	Fall	Winter	Summer

Dates of any previous registration at host university (if applicable) _____

Student's Signature _____ Date _____

If the student withdraws after the withdrawal deadline of the host university, the student will be charged \$500 for the course if it is a half course and \$1000 if it is a full course. Failure to submit the withdrawal form at the earliest possible date may result in the student receiving a failing grade in the course(s).

Internal Recommendations:

Approvals (must be obtained in this order)

1) Home University	Department Chair	Date
2) Home University	fortVice-Provost,tSGPS	xxtxxDate
3) Host University	Department Chair	Date
4) Host University	Graduate Dean	Date

On signing approval, Host University Graduate Dean sends copy to Home Graduate Dean and Student. Each Dean sends copies to departmental chairs, Registrar and Accounts Office. After the student has enrolled and after the term enrolment report date, the Host University Accounts Office is requested to send an invoice to: c/o OVGs, School of Graduate and Postdoctoral Studies, Room 4180, Support Services Building, University of Western Ontario, London, Ontario, N6G 1G9.