Memo

To: Graduate Coordinators and Graduate Administrators

From: Josie Lalonde, Director, Student Academic Services

Date: September 7, 2018

Re: Ontario Visiting Graduate Student Agreement

Dear Graduate Coordinators and Administrators,

The Ontario Visiting Graduate Student (OVGS) Agreement was established in 1993 and allows a graduate student to take a course at another Ontario university while remaining registered at their home university. The agreement permits a University of Toronto registered graduate student in good academic standing to take a maximum of one full course (1.0 FCE) towards their degree program course requirements at another Ontario university (Host University) without completing further admission formalities.

Registration: The student completes an Ontario Visiting Graduate Student Agreement form which indicates the course(s) to be taken and the term during which the course is offered at the Host University. The student submits the form to their Graduate Unit at U of T. OVGS registration is not complete until the student receives notification from the Student Academic Services Office, School of Graduate Studies, U of T confirming that the visit has been approved by all parties. The Host University will also notify the student confirming registration. The student will remain registered at U of T. The student must pay U of T fees for the term(s) during which the course(s) takes place.

Courses: The course(s) selected must be at the graduate level and required for the student’s degree program. Such course(s) may not be “extra” or “audit” courses for the student.

Transfer of Credit: Upon successful completion of the course(s), it is the student’s responsibility to arrange for a transcript to be sent directly to the Student Academic Services Office, School of Graduate Studies, U of T. Transfer credit will be limited to one full course (1.0 FCE) of the program course requirements. A minimum grade equivalent to the U of T grade of B- must be obtained at the Host University in order for a course to be considered for graduate transfer credit.

Withdrawal from Course(s): If a student wishes to withdraw, it is their responsibility to immediately notify the graduate school of the host university and the School of Graduate Studies, U of T by completing and submitting the Visiting Graduate Student Notification of Course(s) Withdrawal form. Failure to notify both the Host and Home Universities of withdrawal may result in the student being assigned a failing grade for the course.

Responsibilities of the Visiting Graduate Student:

1. Follows relevant registration and course enrolment deadlines.
2. Ensures that the Ontario Visiting Graduate Student Agreement form is completed and approved by the Department Chair/Coordinator.
3. Submits the form to their Graduate Unit.
4. Arranges to have an official record of his/her final mark sent to the Student Academic Services Office, School of Graduate Studies, U of T as soon as the final results of the course(s) are available.

5. Should they decide to drop a course at the Host University, ensures that a Visiting Graduate Student Notification of Course(s) Withdrawal form is submitted to the Student Academic Services Office, School of Graduate Studies, U of T, and informs the Host University at the earliest possible date.

Responsibilities of the Department Chair/Coordinator:

Graduate Units forward approved Ontario Visiting Graduate Student Agreement forms to SGS. The Department Chair’s/Coordinator’s signature on the form certifies that the student:

1. Is pursuing a graduate degree as indicated on the form;
2. Is in good standing;
3. Requires the course(s) specified; and
4. Will receive course credit for the course (providing suitable standing is obtained).

Such approval commits the U of T to paying the Host University $1100 per half course or $2200 per full course.

For questions or further details, please contact the SGS Student Academic Services Office: 416-978-6614, graduate.information@utoronto.ca

Thank you.