ONTARIO VISITING GRADUATE STUDENT

GENERAL INFORMATION:
The Ontario Visiting Graduate Student Plan allows a graduate student of an Ontario university (Home University) to take **graduate courses** at another Ontario university (Host University) while remaining registered at his/her own university. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit difficulties. The student pays fees to Brock University and is classed as a "Visiting Graduate Student" at the Host University where he/she pays no fees.

APPLICATION: Brock University graduate student completes an Ontario Visiting Graduate Student application form which he/she must obtain from the web at: http://www.brocku.ca/graduate-studies/current-students/student-forms or from the Faculty of Graduate Studies. On this form he/she must indicate the course(s) to be taken and the term during which the course is offered at the Host University. The student must also provide a course(s) description and a course outline (if available). Approval is not complete until the form has been approved (signed) by the Graduate Program Director and Associate Director of Brock University, and the Department Chair (or approved signee) and Dean of the Host University.

COURSES: The course(s) selected **must be at the graduate level and required for the student's degree program**. Such courses **may not be "extra" or "audit" courses** for the student. The student may only take 2 half-credit courses at a visiting Ontario university.

REGISTRATION: Once the approved application form is received and approved by the graduate office of the Host University, the student will be registered by the Faculty of Graduate Studies at Brock University in the course(s) for the term(s) indicted on the form. The student will then be notified of the approval via your Brock email. The student must check their Student Self Serve, under Finance History in order to make payment to Brock University for the term during which the course takes place.

CREDIT: By virtue of approval of the Visiting Graduate Student application form by Brock Graduate Program Director and Associate Director, Brock University, it is agreed that credit work done at the Host University will be used toward the student's degree program, assuming suitable standing is obtained by the student.

RESIDENCE: Time spent as a Visiting Graduate Student is credited to the residence requirement at the student's Home University by virtue of his/her registration during that time period, subject to the regulations of Brock University.

REPORTING OF MARKS: It is the responsibility of the student to arrange to have an official record (e.g. an official transcript, where possible) sent by the Host University to the Associate Director of Brock University as soon as the final mark is available. The student is required to pay any costs connected with this service (e.g. transcript charges). An interim report may be provided by the Host University in the form of a signed memorandum by the Instructor/Graduate Office of the course. Failure to meet this responsibility may result in the student being assigned a failing grade for the course(s) at Brock University.

WITHDRAWAL FROM COURSE(S): An official withdrawal form is available on the web at http://www.brocku.ca/graduate-studies/current-students/student-forms or from the Faculty of Graduate Studies for Ontario Visiting Graduate Students. It is the responsibility of the student to notify both the Host University Graduate Dean and the Brock University Associate Director of his/her withdrawal at

the earliest possible date by completion of the appropriate form in duplicate. The official withdrawal date is that pertaining to the Host University.
Failure to notify the Faculty of Graduate Studies at Brock University and the Graduate Dean of the Host University, of withdrawal may result in the student being assigned a failing grade for the course.

RESPONSIBILITIES OF THE VISITING GRADUATE STUDENT:

1. To ensure that the Visiting Graduate Student application form is completed and submitted to the Faculty of Graduate Studies at Brock University prior to the beginning date of the course(s).
2. To submit a course description of the graduate level course and also a course outline (if available).
3. To ensure that a Notification of Withdrawal from Course(s) form is filed with the Associate Director of Brock University and the Host University at the earliest possible date should he/she decide to drop a course at the Host University (see above).
4. To arrange to have an official record of his/her final mark sent to the Associate Director of Brock University as soon as the final results of the course(s) are known.

BROCK UNIVERISTY – GRADUATE PROGRAM DIRECTOR AND ASSOCIATE DIRECTOR: By signing a Visiting Graduate Student Application Form, the Graduate Program Director and the Associate Director of Graduate Studies, certify that the student is pursuing a graduate degree as indicated on the form, is in good standing at Brock University, requires the specified course, and will receive course credit for the course (providing suitable standing is obtained).

HOST UNIVERSITY – DEPARTMENT CHAIR AND GRADUATE DEAN (or Approved Signees)

By signing the Ontario Visiting Graduate Student application form, the Host University certifies that the course specified will be offered during the term indicated and the student will be assured a place in the course.

FACULTY OF GRADUATE STUDIES
500 Glenridge Avenue
St. Catharines, ON L2S 3A1
Tel: 905-688-5550
Fax: 905-688-0748
Website: http://www.brocku.ca/graduate-studies

ONTARIO VISITING GRADUATE STUDENT APPLICATION

Student ID Number: _____ **Title: (Mr. Ms., Mrs., Dr.)**

Name: (Surname)_____ **(Middle)**_____ **(First)**_____

Address: _____ **Apt #**_____

City: _____ **Prov.** _____ **Postal Code:** _____

Brock Email Address: _____ **Tel:**_____

Social Insurance Number: _____ **Date of Birth:** _____

Brock Graduate Program: _____

I hereby request permission to take the following course(s) required for my degree at:

Host University: _____ Host Department: _____

For the period beginning _____ Ending _____
(Month and Year) (Month and Year)

Course(s) requested:

Course Code	Course Number	Course Title	Weight		Session Year 20____ - 20____				Equivalent Course Code at Brock University	Credit
			Half	Full	May-Aug	Sept-Dec	Jan-Apr	Sept-Apr		

Student's Signature: _____ **Date:** _____

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of The Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of the University and its programs and services. Questions about this collection should be addressed to the Director, Graduate Studies, Brock University, St. Catharines, Ontario, L2S 3A1, 905-688-5550.

Approvals: (in sequence of number)

1. **BROCK UNIVERSITY**_____ Date: _____
   Home University Signature of Graduate Program Director

2. **BROCK UNIVERSITY**_____ Date: _____
   Home University Signature of Faculty of Graduate Studies

3. _____ Date: _____
   Host University Signature of Department Chair (or Approved Signee)

4. _____ Date: _____
   Host University Signature of Graduate Dean (or Approved Signee)

After signing approval, the host Graduate School sends a copy of the form to the **Faculty of Graduate Studies**. After the student has enrolled and after the term enrolment report date, the host university Finance Office is requested to send an invoice to the **Faculty of Graduate Studies, Brock University, 500 Glenridge Ave., St. Catharines, Ontario, L2S 3A1.**