

## Academic Council Policy

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Graduate Studies General Policies

# 6000

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### **Description:**

The Graduate Studies General Policies define roles and responsibilities for students and faculty from admission to graduation.

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### **Approvals:**

Revised by Graduate Studies Committee: December 2010

Approved by Academic Policy and Planning: January 2011

Approved by Academic Council: January 2011

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**Approval Authority:** Academic Council

**Signature:** Archie Graham, Academic Council

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### **Policy:**

#### **1. Administration**

- 1.1 Vice-President of Research and Graduate Studies:** The Vice-President is responsible for the general supervision of graduate work at the university and chairs the Academic Council Committee on Graduate Studies.
- 1.1.1** Reports to the President, and consults with the Vice-President, Academic on all academic matters.
- 1.1.2** Participates in university administration through membership in President's Cabinet, Executive Leadership Group, and Academic Council, and serves as a resource to the Board of Governors.
- 1.2 The Office of the Vice-President of Research & Graduate Studies:** facilitates the operation of graduate programs as follows:
- 1.2.1** Serves as home for all graduate programs.
- 1.2.2** Oversees the selection of Graduate Program Directors and, with the Dean of Faculty, supervises their activities.
- 1.2.3** Ensures that applications for admission meet university standards.
- 1.2.4** Is responsible for overseeing the maintenance of student records on the student information system in coordination with the Office of the Registrar.

- 1.2.5 Ensures that Graduate Studies General Policies are followed as students progress through their programs.
- 1.2.6 Administers the establishment of criteria for, admission to, and periodic review of Graduate Faculty.
- 1.2.7 Maintains a current file of all Ontario Council on Graduate Studies (OCGS) format curriculum vitae of Graduate faculty.
- 1.2.8 Advises on and administers the development and approval of new graduate programs, and serves as the liaison with the Ontario Council on Graduate Studies.
- 1.2.9 Advises on and administers the periodic review of graduate programs by OCGS.
- 1.2.10 In coordination with the Student Financial Aid Office, organizes competitions for all internal and most external merit-based awards; keeps records and administers payments; liaises with national and provincial granting agencies.
- 1.2.11 Facilitates the resolution of individual and program issues among students, faculty members, and graduate programs.
- 1.3 **Graduate Program Directors:** each graduate program is chaired by a tenured or tenure-track faculty member affiliated with the program. Graduate Program Directors are appointed by the Vice-President Research & Graduate Studies on the recommendation of the Dean of Faculty or, for interdisciplinary programs, the Deans of Faculties in which the program is taught.
- 1.4 **Committees:** The committees responsible for the supervision of graduate students are the Supervisory Committee, the Graduate Program Committee, and the Academic Council Committee on Graduate Studies. The functions of these committees in relation to individual students are as follows:
  - 1.4.1 Supervisory Committee: The student's Supervisory Committee helps the student define and develop a program of study, research, and thesis/Major Research Paper/Project (MRP) and/or final exhibition, and reports on the student's progress to the Graduate Program Committee. The Supervisory Committee is chaired by the student's Principal Advisor and forms part of the student's final examination committee. (Cf. Graduate Studies General Policies, Section 6: Supervision, for further details.)
  - 1.4.2 Graduate Program Committee: Each Graduate Program Committee is chaired by its Graduate Program Director. Committee members should be graduate faculty members associated with that particular program. Committees normally consist of a minimum of five graduate faculty members, including the Graduate Program Director.
    - 1.4.2.1 Roles and Responsibilities: The committee is responsible for admissions decisions; scholarship allocation (when applicable); reviewing student progress; curriculum development; and providing advice to the Graduate Program Director on matters related to the graduate program. On the advice of the Graduate Program Director, the committee may form sub-committees to address specific elements of its mandate. Committee members must attend regularly scheduled meetings of the committee. Members must maintain the confidentiality of all proceedings.
    - 1.4.2.2 Terms of Appointment: Graduate Program Committees are normally appointed for a period of up to three years, based on the academic year (July 1 to June 30). Appointments are renewable. The Graduate Program Director is

responsible for recommending to the Associate Vice-President, Research and Associate Dean, Graduate Studies, as well as to the Dean of Faculty (or Faculties in the case of inter-Faculty programs) the names of individuals and their terms. The Associate Vice-President, Research and Associate Dean, Graduate Studies will forward letters of appointment to individuals selected. Committee membership is public and will be published in the Graduate Student Handbook.

- 1.4.3** Academic Council Committee on Graduate Studies: This committee has the final authority on admissions and the administration of regulations concerning graduate work.

## **2. Graduate Faculty**

### **2.1 Membership in the Graduate Faculty:**

All tenured and tenure track and CLTA faculty members who teach and supervise graduate students must be members in good standing of the Graduate Faculty. This designation does not affect the home Faculty status of the faculty member. Graduate course and supervision assignments are arranged by the Graduate Program Director in consultation with the Dean or designate of the faculty member's home Faculty. Similar to cross-Faculty appointments, the Graduate Program Director contributes to the tri-annual Performance Review and any tenure and promotion decisions regarding the faculty member conducted by his/her home Faculty.

From time to time, a Graduate Program Director may recommend the appointment of non-OCAD faculty to teach and/or participate on a graduate student's committee. Such individuals must meet the requirements for appointment to the Graduate Faculty.

- 2.2 Categories:** The following categories apply to members of the Graduate Faculty:

- 2.2.1** Mentor: previous graduate supervisory experience. May serve as a Principal Advisor and/or mentor a Principal Advisor.
- 2.2.2** External Supervisory Mentor: experienced graduate faculty from nearby institutions may be appointed External Supervisory Mentors (see below, 2.4).
- 2.2.3** Principal Advisor: may serve as a graduate student's Principal Advisor and chair the student's Supervisory Committee. Normally, faculty members must have experience on two graduate supervisory committees prior to being eligible for appointment as Principal Advisor.
- 2.2.4** Committee/Teaching: may serve on a Supervisory Committee and teach in the program, but may not serve as Principal Advisor.

### **2.3 The General Criteria for Membership in the Graduate Faculty are:**

- 2.3.1** A minimum of two years' full-time teaching experience at the university level or equivalent.
- 2.3.2** Principal Advisory privileges are extended only to tenured and probationary faculty members who have attained at least a Master's degree or equivalent professional recognition.

- 2.3.3 Currency in the faculty member's discipline as demonstrated through an active practice and ongoing record of exhibitions/commissions/consultancies and/or through research, conference presentations, and peer-reviewed publications.
- 2.3.4 Participation in the university's Graduate Supervisory Development Program.
- 2.3.5 Membership in the Graduate Faculty does not constitute an agreement by the university to assign the faculty member either graduate courses to teach or graduate students to supervise.

#### **2.4 Supervisory Mentors / External Supervisory Mentors:**

- 2.4.1 Principal Advisors inexperienced with graduate thesis supervision may be paired with a Supervisory Mentor and/or attend required workshops and seminars on graduate supervision.
- 2.4.2 OCAD may supplement its pool of Supervisory Mentors with experienced graduate faculty members from nearby universities who will participate in OCAD's development of supervisory skills through a mentoring program. In instances where a student's Supervisory Committee includes a Principal Advisor with no or limited experience supervising a graduate thesis, a Supervisory Mentor may be assigned to the committee as the third member. When an appropriate internal Mentor is unavailable to serve on a Supervisory Committee, an External Supervisory Mentor may be arranged.
- 2.4.3 External Supervisory Mentors will, along with the student's entire Supervisory Committee, meet with the student at the outset of the program and thereafter at least once per term. While the primary role of the Supervisory Mentor is to mentor and advise the Principal Advisor, the student will have benefit of the Mentor's expertise and advice with regard to his/her program of study.
- 2.4.4 In addition to participating on the student's Supervisory Committee, the External Supervisory Mentor shall meet from time to time with the Principal Advisor to discuss supervisory issues.
- 2.4.5 Supervisory Mentors as a group shall contribute to the development and delivery of a Supervisory Skills Development Program.
- 2.4.6 External Supervisory Mentors will be appointed to the position of Adjunct Graduate Faculty for a term of two years. The expected annual time commitment for External Supervisory Mentors shall not exceed 13 hours per semester.

### **3. Admission**

#### **3.1 General:**

Before applying for admission, the prospective student should obtain information about admission requirements and procedures from the relevant Program Handbook or from the Office of Graduate Studies. Application forms are available on the OCAD Graduate Studies website. Applicants meeting the minimum university requirements for admission given below are not assured admission into any graduate program. Normally each graduate program has admission requirements in addition to the minimum published. Furthermore, program admission is limited to students whose interests are compatible with available resources and faculty expertise.

#### **3.2 Admission to a Master's Program:**

The minimum university requirements for admission to a master's program are as follows:

- a) a bachelor's degree with a cumulative grade point average of at least 75% (B) from a recognized university, or the equivalent; and
- b) submitted evidence, including letters from qualified referees, of the student's ability to undertake graduate level work in the area of interest.

In exceptional circumstances, a student not meeting the minimum university requirements may be admitted based on professional experience relevant to the proposed area of study.

(Cf. Admissions requirements of individual programs.)

### **3.3 Conditional Admission:**

Conditional admission may be offered to an applicant who is substantially ready to undertake a program but who has not completed all admission requirements at the time of application. An offer of conditional admission will specify the remaining requirements to be met and a limited time period within which to meet them. Normally, the requirements must be fulfilled either prior to registering in the program, or within the first semester of registration.

### **3.4 Admission:**

Applicants who meet or exceed minimum requirements for admission are not assured of admission to any graduate program.

Normally, admission decisions may not be appealed. In exceptional circumstances, unsuccessful applicants may appeal to the Academic Council Committee on Graduate Studies to review admissions procedures. The Committee will not review an applicant's credentials.

### **3.5 Part-Time Studies:**

In those programs where a part-time option is available, part-time students are admitted at the discretion of the Admissions Committee in consultation with the Vice-President, Research and Graduate Studies. A student may change status from full-time to part-time or part-time to full-time subject to consultation with and the approval of the Graduate Program Director.

Normally part-time graduate students do not receive OCAD scholarships or needs-based bursaries nor are they eligible for Graduate Teaching or Research Assistantships.

Part-time graduate students in studio-based programs do not normally have access to graduate studio space.

### **3.6 Admission as an Exchange Student:**

Graduate students at other universities who wish to take courses at OCAD not leading to a degree may be admitted based on the recommendation of the OCAD Graduate Program Director and the Dean or designate of graduate studies at the other university, with the permission of the appropriate Graduate Program Committee and the Office of Graduate Studies.

### **3.7 Application for Admission:**

Application forms may be obtained from the Office of Graduate Studies or from the OCAD Graduate Studies website. Completed forms and accompanying materials must be submitted before the specified deadline. Applicants are advised to check with the Office of Graduate Studies regarding application procedures and deadlines for the graduate program

in which they are interested. Applicants are advised that deadlines for applications for awards and teaching assistantships may be earlier than the deadlines for application to a graduate program.

All decisions on graduate admissions are approved by the Academic Council Committee on Graduate Studies, on recommendation from Graduate Program Committees.

### **3.8 Application to a Second Graduate Degree:**

Applicants with a graduate degree from another university may apply for admission to a master's degree program at OCAD under the following constraints:

- a) no course work taken for the first degree shall count towards the second,
- b) none of the research completed for the first degree shall be replicated for the second.

### **3.9 English Language Competence:**

The official language of graduate instruction at OCAD is English.<sup>1</sup> An applicant whose primary language is not English or whose previous education has been conducted in another language must demonstrate command of English sufficient to pursue their chosen program before being accepted into the program. Applicants are required to achieve a satisfactory score on one of the following standardized English tests that include a writing component:

TOEFL IBT (Test of English as a Foreign Language internet based test) with an overall score of 90 and no scores below the following:

- 22 Reading
- 20 Listening
- 22 Writing
- 22 Speaking

If IBT is not available, a) minimum PBT (paper-based) TOEFL of 600 and essay of 5, or b) minimum IELTS (International English Language Testing System) score of 7 on the academic modules.

### **3.10 Transfer Credit:**

With the approval of the Graduate Program Director and the Office of Graduate Studies, transfer credit may be granted for graduate work completed in another program, provided that the course(s) has not been credited towards another degree, diploma, certificate or any other qualification. One half of the minimum course work of the applicable program, not including the written thesis or thesis project/exhibition, must be taken at OCAD.

Students participating in an approved exchange program with the approval of the Graduate Program Director may receive transfer credit for up to 50% of the course requirements for their degree. One half of the minimum course work of the applicable program not including the written thesis or thesis project/exhibition, must be taken at OCAD

Transfer credit arrangements for exchange program participants must be approved in advance by the Office of Graduate Studies.

## **4. Registration**

### **4.1 Completion of Registration:**

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<sup>1</sup> **Note:** Subject to the approval of the Graduate Program Committee of the program concerned, a student may write his/her thesis and be examined in French. Cf. Graduate Studies General Policies, Section 11: Submission and Examination of Master's Theses.

Registration begins two months before the start of each semester and must be completed by the Friday preceding the start of classes. New students are allowed an additional one week to finalize their registration, without financial penalty. Students should refer to the Calendar for dates and deadlines. The course or research-related work for which the student registers must have the approval of his/her Principal Advisor.

#### 4.2 Continuity of Registration:

All OCAD graduate students must register in every semester until all requirements for the degree have been fulfilled. This includes students registered on leave. A student who does not register is considered to have withdrawn from the university.

#### 4.3 Course Audit:

Graduate students may audit courses in accordance with OCAD Auditing Policy, with permission of the instructor, the relevant Associate Dean or designate (for undergraduate courses), and the Graduate Program Director. . Course audits are recorded as AU on the student's transcript. Prior to registration, the student and instructor must agree on the requirements for auditing the class. Audited courses will not count toward degree requirements.

### 5. Academic Standing and Grading

#### 5.1 Normal Grading System:

The following grades are used at the graduate level in the university:

Letter Grade	Numerical Scale
A+	95-100
A	85-94
A-	80-84
B+	75-79
B	70-74
C	60-69
F	0-59
P	Pass
I	Incomplete
W	Withdrawn without Academic Penalty
AU	Audit

#### Non-Grade Notations:

**I: Incomplete:** Assigned as a final grade by an instructor on the basis of incomplete course work in special circumstances (e.g., medical reasons or when there are no grounds for assigning a failing grade). "I" carries no credit for the course and is not considered for averaging purposes.

**W: Withdrawal without academic penalty:** Assigned by the Graduate Program Committee, when there are extenuating circumstances, upon approval of the student's request for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.

Dropped courses do not appear on the student's transcript. A course that is dropped after

the second week of the semester requires the approval of the Principal Advisor. No course may be dropped after the end of the seventh week except in extenuating circumstances approved by the Principal Advisor and the Graduate Program Director. See Calendar for dates that apply each semester.

#### Deadlines for Submitting Grades:

Deadlines for grade submission change nominally each year. Current deadlines are published each year in the Graduate Studies Calendar.

### **5.2 Grade Changes:**

Any revision of a final grade must be submitted to the Graduate Program Director for approval. Changes to the final non-grade notation "I" can be made only by special petition to the Graduate Studies Committee. Requests for such changes must be made using the Grade Revision Form, including a written explanation for the change.

### **5.3 CGPA Required For Continuation and Graduation:**

A student in a master's program is required to maintain a cumulative grade point average (CGPA) of at least 75% (B+). Failure to meet the minimum CGPA is evidence of unsatisfactory progress and the matter will be considered by the Graduate Program Committee.

Under no circumstances will a student whose CGPA is below 75% be awarded a graduate degree.

### **5.4 Good Standing:**

A graduate student maintains good standing by achieving at least a grade of B in all of his/her courses, and gaining a favourable assessment on their annual progress report and on any other reviews conducted by her/his Supervisory Committee. (Cf. Graduate Studies General Policies, Section 9: Progress, Withdrawal, and Leave.)

### **5.5 Graduate Students Retaking a Course:**

A graduate student may retake a course when the student wishes to improve the grade earned in the course. Permission of the Graduate Program Committee is required.

Both grades are recorded on the student's transcript with the notation that the course was retaken to improve the grade. However, only the better grade is used in calculating the CGPA and the credit hours for the course are used only once towards the requirements for the degree.

### **5.6 Course Work Extensions:**

Graduate Studies sets deadlines for the completion of course work and grade submission for all courses taught in graduate programs. Students are expected to meet these deadlines and are advised to plan their individual studio, self-directed learning and research projects accordingly. Students who find themselves unable to meet the relevant deadlines may apply for extensions for completing course work after the dates set by Graduate Studies.

Graduate programs may establish deadlines earlier than those set by Graduate Studies for the completion of course work and may prescribe penalties for late completion of work and failure to complete work, provided that these penalties are announced at the time the



instructor makes available to the class the methods by which the student performance shall be evaluated.

#### **5.6.1 Petitions for Extensions to Complete Course Work:**

The authority to grant an extension for the completion of work in a course beyond the original Graduate Studies deadline for that course rests with the graduate program in which the course was offered, not the instructor of the course. Students will petition the graduate program for extensions, using a standard form provided by Graduate Studies.

The deadline for requesting an initial extension is the deadline for completion of course work and grade submission as specified in the Graduate Studies Calendar.

A student on extension who is unable to complete the required course work in the extension period specified by the graduate program may apply to the graduate program for a continuation of the extension (subject to the time-limits and deadlines for extensions, set out below). The student must make such a request before the expiry date of the extension period in place.

#### **5.6.2 Grounds for Extensions:**

Legitimate reasons for an extension can be academic in nature or nonacademic. In order to ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the graduate program must be reasonably certain that:

- (i) the reasons for the delay are serious and substantiated: the student is to provide a statement detailing the reasons, together with a physician's letter in the case of illness;
- (ii) the student would not be granted an unfair academic advantage over fellow students in the course;
- (iii) the student would not be placing in jeopardy the normal and satisfactory completion of new course work; and
- (iv) the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

#### **5.6.3 Time Limits for Extensions:**

If a graduate program grants a petition for an extension, it must specify an extension period, which is not to run beyond the Office of Graduate Studies deadline for completion of course work and grade submission for the term following the original Office of Graduate Studies deadline for the course. (An extension may not be granted for a period of more than four months beyond the original Office of Graduate Studies deadline for submitting course work for that course.) The dates for these deadlines for course extensions will be listed each year in the Graduate Studies Calendar.

Extensions beyond the deadlines will require the approval of both the graduate program and the Office of Graduate Studies.

#### **5.6.4 Grade Reporting Procedures:**

The graduate program will assign the temporary grade of 'I' (Incomplete) to a student on extension, pending receipt from the instructor of a final course grade. The final course report will take the form either of a regular grade or of the non-grade notation 'I' ('Incomplete'), as appropriate. It is due no later than the Office of Graduate Studies deadline for completion of

course work and grade submission for the term following the original one for the course. If, by that date, a final grade is not available and the student has not submitted the outstanding course work, then the grade of 'I' will be the final grade. This will be a permanent transcript entry. (Amendments require the approval of the Graduate Studies Committee.)

#### **5.6.5 Graduate Studies and Home Graduate Program Notification:**

Graduate programs notify Office of Graduate Studies of extensions no later than the original deadlines for submitting grades for the relevant courses or, in case of continuations, no later than the expiry dates of the original periods of extension and provide in each case the new deadline for completion of course work.

### **6. Supervision**

#### **6.1 General**

Except in the case of executive master's programs, each student will work with a Supervisory Committee, including the student's Principal Advisor, to guide his/her program of study and culminating thesis project. All members of each student's Supervisory Committee must be members of OCAD's Graduate Faculty. Regular meetings (at least once per term) will be organized between the student and his/her full Supervisory Committee.

The Supervisory Committees, which are normally identified prior to the students' third semester, must be formalized at the beginning of the fourth semester. The Supervisory Committee Form must be completed and signed by all supervisors before it is submitted to the Graduate Program Director for the Office of Graduate Studies' official records.

It is the responsibility of the Graduate Program Committee to develop guidelines for supervisory committee membership, including composition, and to ensure that these are consistent with university policies and procedures. Guidelines must be approved by the Graduate Studies Committee.

#### **6.2 Supervisor and Student Responsibilities:**

Supervisors advise students on all aspects of their graduate work. The advising process is monitored by the Office of Graduate Studies and the Graduate Program Director. To ensure that all students are treated equitably, any questions or problems with the advising process should be addressed to the Graduate Program Director.

All Supervisory Committee members are expected to contribute to the progress and development of the graduate student on a regular basis throughout the graduate student's residency period. The following basic principles should apply:

- Regular contact – not less than once per semester. More frequent contact is strongly encouraged.
- Timely review of submitted material.
- Adequate notice of prolonged absence.
- Adequate notice of impending deadlines.
- Courteous, respectful, and clear communication.

Students are responsible for setting up regular appointments with their Principal Advisors.

#### **6.3 Change in the Supervisory Committee:**

Continuity of supervision is important in all graduate work. A request for a change in the

Supervisory Committee may come from the student or any member of the Supervisory Committee. The Graduate Program Director is responsible for the review and approval of changes to Supervisory Committee membership.

The Graduate Program Director will report all changes to Supervisory Committee membership to the Office of Graduate Studies in a timely manner.

## **7. Residency, Course Requirements, and Time Limits**

### **7.1 Residency Requirement for the Master's Degree:**

The aim of the residency requirement is to ensure that each student spend a period of time in contact with faculty members and other students. Except in the case of executive master's programs, master's students must register for a minimum of three semesters. The three-semester minimum includes approved off-campus residencies and internships, but does not include leaves of absence.

### **7.2 Courses in Master's Programs:**

The following rules apply to the minimum course work requirement:

- \* One half of the minimum course work of the applicable program, not including the written thesis or thesis project/exhibition, must be taken at this university.
- \* None of the university minimum may be courses taken in order to qualify for admission.

A graduate student may apply to take one or more courses at another university for credit towards a degree at Ontario College of Art & Design under the following conditions.

- a) Such applications shall be made at least two months before the course/courses start and shall be approved by the student's Supervisory Committee and Graduate Program Committee, and be sent to the Vice-President, Research and Graduate Studies for final approval.
- b) While taking a course/courses at another university under these provisions, the student shall maintain normal registration at OCAD.

A graduate student may apply to have credit for graduate courses taken prior to admission applied to the requirements for the degree, under the following conditions.

- a) Courses must have been taken within five years of starting the Ontario College of Art & Design program.
- b) Courses may not have been used to earn another credential and may not have been taken as part of a qualifying year.
- c) Application for transfer credit must be made at the time of application for admission, and must be approved by the Graduate Program Committee and the Vice-President, Research and Graduate Studies.

### **7.3 Non-OCAD Courses and Research – Student Mobility Opportunities:**

Only approved non-OCAD residencies, internships, placements, or specialized courses taken on Letter of Permission (LoP) or as part of Ontario Visiting Graduate Student Agreement (OVGS), the Canadian University Graduate Transfer Agreement (CUGTA) or the Canadian Graduate Student Research Mobility Agreement (CGSRMA) may serve as or substitute for elements of a graduate program.

### **7.4 Time Limits for Degree Completion:**

Except in the case of executive master's programs, full-time students should normally complete their program within five semesters. Once students have completed all course requirements,

except for the written thesis and/or the culminating project/exhibition or Major Research Paper/Project, their master's candidacy shall continue for a maximum of an additional two full academic years (maximum total time of eleven semesters). At the expiration of the two-year period, candidacy status shall lapse. Once candidacy has lapsed, the student may resume work towards a graduate degree at OCAD only if approved by the Academic Council Committee on Graduate Studies and subject to the payment of any additional fees required for reinstatement of candidacy.

Part-time students should normally complete their program within fourteen semesters. The normal or minimum time to completion is established at the program level and published in the Graduate Student Handbook.

When students switch their status from part-time to full-time or from full-time to part-time (cf. Graduate Studies General Policies, Section 3.4), the effect on the time for completion requirement will be determined in consultation with the Graduate Program Director, and an agreement in writing shall be part of the student record.

## **8. Academic Integrity**

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Ethical conduct is the obligation of every member of the university community and breaches of academic integrity constitute serious offences. Cf. *OCAD Academic Misconduct Policy for Undergraduate and Graduate Students*, available on the OCAD web site.

## **9. Progress, Withdrawal and Leave**

### **9.1 Progress Evaluation:**

The Supervisory Committee or the Principal Advisor for a student completing a Research Paper/Project shall report on the student's progress at least once each year. This report will be sent, in writing, to the Graduate Program Director with a copy to the student. The evaluation of student progress in course work will rely in part on their maintenance of a CGPA of 75%, as required by Graduate Studies General Policy 5.2.

### **9.2 Review of Unsatisfactory Progress:**

If a student's progress is unsatisfactory, the Principal Advisor or the Graduate Program Director shall make a written report to the Graduate Program Committee, and provide a copy to the student. That committee shall consider whether the student's progress has been satisfactory. The Graduate Program Committee, in consultation with the Supervisory Committee, may:

- a) require the student to withdraw, or
- b) inform the student of the unsatisfactory progress and require the student to improve in specific ways within a specific period of time.

The student concerned has the right to appear before the Graduate Program Committee when the case is considered, and may submit any materials relevant to the case. A student who is required to withdraw shall be informed, in writing, with copies to the Vice-President, Research and Graduate Studies and the Office of the Registrar. If required to improve within a specific period of time, the student shall be informed in writing as to what precisely is required, with copies to the Vice-President, Research and Graduate Studies and the Office of the Registrar.

Any decision of the Graduate Program Committee under the provisions of this section may be appealed to the Academic Council Committee on Graduate Studies through the Vice-President, Research and Graduate Studies. The student has the right to appear before the Academic

Council Committee on Graduate Studies when the case is heard. The decision of that committee shall be final.

### **9.3 Withdrawal from Courses and from the University:**

Permission of the Principal Advisor and, in exceptional circumstances, the Graduate Program Director is required to withdraw from a course. (Cf. Graduate Studies General Policies, Section 5.1.)

A student may withdraw from the university at any time by notifying the Graduate Program Director and the Office of the Registrar. A student who has withdrawn from the university and wishes to re-enter shall apply for permission under the same conditions as any other applicant.

### **9.4 Leave of Absence:**

Students are expected to maintain continuous registration (cf. Graduate Studies General Policies, Section 4.2). However, a student may apply to go on leave if both of the following conditions obtain:

- a) a situation arises which makes it necessary to interrupt the graduate program, and
- b) no substantial use will be made of university facilities.

Permission to register on leave must be approved by the student's Principal Advisor and Supervisory Committee (if applicable) and the Graduate Program Director. Students on leave are required to register during the normal registration period for each semester by indicating "on leave" status when registering. Students who wish to register "on leave" for more than two successive semesters must submit a written application for approval by the Vice-President, Research and Graduate Studies. Time spent on Leave of Absence will not be included in the calculation of time to the completion of the degree (cf. Graduate Studies General Policies, Section 7.4)

#### **9.4.1 Parental Leave of Absence:**

Parental leave may be taken by an enrolled graduate student at the time of pregnancy, birth or adoption, and/or to provide full-time care during the child's first year. Parental leave must be completed within twelve months of the date of birth or custody. Parental leave can be taken for a maximum of three semesters.

## **10. Human Subjects Ethics Review**

All research plans involving human subjects must be reviewed by and receive the approval of the OCAD Research Ethics Board.

## **11. Submission and Examination of Master's Theses**

Except in the case of executive master's programs, a candidate for a master's degree will undertake research and produce a thesis or Major Research Paper/Major Research Project (MRP). For the MFA and MDes degrees, the master's thesis comprises a body of creative work or a curated public exhibition plus a supporting paper. For the MA degree, the primary component is the written master's thesis which may be supported by a creative work. A Major Research Paper/Major Research Project (MRP) may be completed towards the MFA, MDes or MA degree,. (Cf. the specific requirements of each program.) Subject to the approval of the Graduate Program Committee at the outset of the student's course of study, a candidate may write his/her thesis and be examined in French.

### **11.1 Submission of the Thesis for Examination:**

**11.1.1** Depending on program requirements, candidates must supply one paper copy of the thesis produced in conformity with the *Guidelines for the Preparation of the Thesis*, to each member of the Supervisory Committee and the Graduate Program Director.

**11.1.2** Supervisory Committee members shall review a completed version of the thesis and send a signed "Pre-Exam" form to the Graduate Program Director verifying that the thesis is of sufficient quality to proceed to formal examination and indicating three potential external examiners to participate in the thesis examination and defence. The Graduate Program Director shall review the thesis and sign the Pre-Exam form if the thesis is ready to proceed.

## **11.2 Examining Committee:**

**11.2.1** The Examining Committee is named by the Graduate Program Director, in consultation with the Principal Advisor and the date, place, and time of the defence determined.

**11.2.2** The Examining Committee consists of the Graduate Program Director, the Principal Advisor, one other member of the Supervisory Committee, an internal faculty member, and an External Examiner (five members in total).

**11.2.3** The External Examiner must not have any affiliation with OCAD or the candidate that might be construed as creating a conflict of interest.

**11.2.4** For programs in which the final requirement is a Major Research Paper/Project, the Graduate Program Director will identify a two person Examining Committee of Principal and Second Reader and report the formation of this committee to the Office of Graduate Studies.

## **11.3 Preparation for Thesis Examination:**

**11.3.1** Copies of the thesis shall be distributed to members of the Examining Committee by the Office of Graduate Studies *at least three weeks* prior to the scheduled date of the oral defence, along with a covering letter explaining the status of the thesis and the range of options for its disposition.

## **11.4 Thesis Exhibition and Defense:**

**11.4.1** Both the MFA and MDes theses culminate with a thesis exhibition/presentation reviewed on site by the Examining Committee.

**11.4.2** Normally the defense occurs simultaneously with the thesis exhibition. Following review of the exhibition by the Examining Committee, the candidate defends the thesis in an oral examination that is open to the university community. In the examination, candidates will be required to give evidence (or, in the case of the MFA or MDes, corroborating evidence) that they have a thorough knowledge of the discipline(s) in which they have been working.

**11.4.3** All graduate thesis defenses will have the Examining Committee and the candidate physically present at the examination. In situations where the external examiner cannot attend in person, the external examiner may be asked to review the thesis and provide a detailed written assessment of the thesis and questions that will be asked during the defense by the Graduate Program Director.

**11.4.4** The Examining Committee and the defense examination will be chaired by the Graduate Program Director or designate.

**11.4.5** A quorum consists of 50% plus one of the Examining Committee.

**11.4.6** Subject to the policy of individual graduate programs, any member of the OCAD community is free to attend an oral thesis defense.

**11.4.7** The Chair will give priority to questions from members of the Examining Committee and will adjourn the examination when the Examining Committee decides that further questioning is unnecessary.

**11.4.8** The deliberations of the Examining Committee are held and delivered to the candidate in camera.

**11.4.9** It is the responsibility of the Chair to see that a report on the examination is prepared before the committee adjourns.

**11.4.10** The voting is based on a simple majority.

### **11.5 Examination Outcomes:**

**11.5.1** Five recommendations are open to the Examining Committee:

- a) the thesis is approved as it stands, or
- b) the thesis is approved provided certain minor revisions are made by a certain date and approved by the Principal Advisor, or
- c) the thesis is approved provided certain major revisions are made by a certain date and approved by all members of the Examining Committee, or
- d) the thesis is not approved as it stands but may be resubmitted and re-examined by some or all of the Examining Committee (this may or may not involve another oral defense), or
- e) the thesis is not approved.

**11.5.2** If revisions are required, each member of the Examining Committee must provide a written list of required revisions, consistent with verbal feedback provided to the student, to the Graduate Program Director within one week of the oral defense. Minor revisions are defined as corrections that can be made immediately to the satisfaction of the Principal Advisor. Major revisions are defined as corrections requiring structural changes, or other substantive revision. When a thesis is accepted with major revisions, a precise description of the modifications must be included with the Examining Committee's report. It is then the responsibility of the candidate's Principal Advisor to demonstrate to the Examining Committee that the required revisions have been made.

### **11.6 Final Submission:**

**11.6.1** The Graduate Program Director, in consultation with the Principal Advisor, must verify that appropriate corrections have been made, and then submit a summary report of the thesis defense and examination to the Office of Graduate Studies.

**11.6.2** An approved thesis may be submitted at any time following the oral defense. However, candidates wishing to graduate at convocation should refer to the deadlines for submission of final copies of the successfully defended thesis. Candidates not meeting these deadlines are required to re-register until the thesis has been formally submitted and approved by the university.

**11.6.3** Formal submission of the thesis to the university is made to the Office of Graduate Studies, where the format of the thesis, including visual documentation, will be checked.

**11.6.4** After the thesis has been formally approved, the candidate submits the required copies and pays the cost for binding and microfilming/electronic processing.

### **11.7 Microfilming and Binding of Thesis:**

**11.7.1** When the thesis is submitted, the candidate may choose to complete a “ Thesis Non-Exclusive License” form. The license enables Library and Archives Canada to microfilm, reproduce and/or harvest theses for inclusion in Theses Canada and other international bibliographies and databases..

**11.7.2** Binding arrangements are made through the Office of Graduate Studies. Students are required to pay binding and processing costs at the time of the final submission. The thesis will not be considered submitted until these fees have been paid.

## **12. Award of the Degree**

### **12.1 Application for Graduation:**

Every candidate for a graduate degree is responsible for applying for graduation by the published deadline using forms available from the Office of the Registrar.

### **12.2 Award of the Degree:**

Award of the degree is by resolution of Academic Council.

### **12.3 Transcripts:**

Certified official transcripts of the student's graduate academic record may be obtained from the Office of the Registrar. Only individually signed copies with the university seal are valid.

## **13. Graduate Student Appeals**

Graduate students are encouraged to seek informal resolution of problems through discussions with their course instructor, Principal Advisor, Graduate Program Director, and the Graduate Studies Officer.

A grade appeal is a written request from a student that an academic decision be changed, based on evidence supplied by the student.

A student may appeal the grade received in a course. An appeal may be filed because the student:

- a) questions the grade assigned, or
- b) believes that the method of evaluation was not valid or reasonable in the circumstances, or
- c) believes that the evaluation criteria deviated substantially from the course outline without reasonable notice, or
- d) believes that the university's published regulations governing evaluation were misapplied.

### **13.1 Progress Evaluations:**

Progress Evaluations may be appealed to the Academic Council Committee on Graduate Studies.

## **14. Intellectual Property**

The Copyright Act protects the expressions of ideas. When, as a requirement of an academic program, a student submits to the university work that is eligible for copyright, the university acknowledges the student's sole copyright ownership with the following conditions:

1. The physical document submitted to OCAD by a student becomes the property of OCAD.
2. OCAD receives a non-exclusive royalty-free licence to:



- i) circulate the thesis as part of OCAD Library collection;
  - ii) make copies or representations of the thesis for academic and scholarly research purposes within OCAD;
  - iii) make copies of the thesis or dissertation deposited in OCAD Library at the request of other universities or bona fide institutions for academic and scholarly research purposes;
  - iv) submit the thesis to Library and Archives Canada , in the required format (optional and with the permission of the student) and,
  - v) publish the abstract of the thesis in hard copy and electronic form.
3. The work has not been completed as part of a third party agreement in which OCAD and the student are required to transfer the copyright ownership to a third party.

The student retains the exclusive right to publish the thesis or sections of the thesis as a monograph and/or articles in professional and academic journals.

Computer programs written or partially written by a student in support of a thesis or dissertation may have potential value as a marketable intellectual property. The university acknowledges the student's ownership of all rights with respect to such software except as follows:

1. Students may be required to sign a waiver of rights to software by the academic department for which a supervised project or thesis is to be undertaken, or by the faculty supervisor of the project or thesis.
2. The university assumes a non-exclusive, paid-up, royalty-free license to use, for the university's administration, education and research activities, all software written using university facilities or written in support of academic work at the university. This license does not include the right to use the software for commercial purposes or to distribute the software to others.
3. Students acquire no rights to software written under supervision in the course of employment by the university.