

Recommendations for admission are made to the CGPS. The application must be complete, and all relevant documentation must be uploaded. Where applicable, all recommendations for admission shall identify any and all conditions or terms of probation being placed upon the student's admission including proof of degree, official transcripts and proof of English proficiency.

## **2.1. ACADEMIC UNIT RESPONSIBILITY**

It is the responsibility of the academic unit to compile the complete file, to review the application, to judge the suitability/capability of the applicant, and to recommend the acceptance of those applicants they wish to have admitted. It is the responsibility of each unit with authority over admission decisions to ensure that the criteria for admission, application procedure and the process for evaluation of applicants are consistent with University policy and the requirements stated clearly in the University of Saskatchewan Catalogue. When the criteria for admission includes multiple elements, the weights assigned to these elements shall be specified. If a unit uses media other than the Catalogue to advertise programs, such as brochures or web pages, either the media shall contain this information or the material shall refer the student to the admissions information in the University of Saskatchewan Catalogue.

Academic units will recommend admission only for students they believe are likely to succeed in the program and for whom they have necessary resources (including supervisory personnel, facilities and financial support, where appropriate). Any submission of fraudulent or plagiarized documents must be reported to the College of Graduate and Postdoctoral Studies.

Applicants rejected by the academic unit are notified by the unit. University Council Policy on Admission to Degree Programs provides for an opportunity for applicants to appeal negative decisions as follows: "Grounds for an admission appeal shall be limited to (1) unit procedural errors, (2) evidence that the information used in the assessment of the decision was wrong or incomplete, or (3) evidence that the assessment was not made according to the published admission qualifications and selection criteria. A failure by the applicant to provide accurate and complete information in accordance with the established admission qualifications and selection criteria shall not be grounds for an appeal. Academic unit level appeals of admission decisions shall follow the procedures for appeals of standing in program. The academic unit head or designate shall appoint the hearing board members, and the secretary for the Graduate Academic Affairs Committee shall serve as hearing board secretary.

Applicants accepted by the academic unit should be informed that their application has been forwarded to the CGPS and that the student has been recommended for admission. Academic units must ensure, however, that prospective students understand this is not an official offer of admission.

## **2.2. SPECIAL CASE ADMISSION**

Academic units without a regular graduate program may apply for the admission of a graduate thesis student on a special-case basis.

For special case admissions, the entire program of study must be outlined prior to approval, and final approval for the admission shall be by the Graduate Academic Affairs Committee.

## **PROCEDURES AND GUIDELINES 2.2**

Special case provisions should be used to admit the occasional special student or in the development stages of a regular graduate program. They are not meant to be used on an ongoing basis. After an academic unit has successfully offered a graduate program to 8-10 students, it should proceed to propose a regular program. See section 1.6 for Special Case Application requirements.

## **2.3. INDEPENDENT INTERDISCIPLINARY ADMISSION**

The CGPS Interdisciplinary Committee serves as equivalent in authority, role and responsibility to an academic unit's Graduate Affairs Committee, with the Interdisciplinary Committee Chair acting in an equivalent role as a Graduate Chair for all students in independent Interdisciplinary programs.

Prior to making a recommendation to the CGPS to admit an independent interdisciplinary student, the Interdisciplinary Committee shall review and formally recommend the proposed interdisciplinary program of study.

## **2.4. OFFERS OF ADMISSION**

The CGPS is the final authority on approval of student admissions. Offers of admission shall be valid for a specified period of time as indicated in the offer of admission. The CGPS has delegated the authority for making final decisions on offers of admission to domestic students to the academic unit. Such admissions must meet minimum admission criteria.

### **2.4.1. CONDITIONAL ADMISSION**

An offer of admission will be conditional when an applicant is recommended for admission under one or more of the following circumstances:

1. The undergraduate or graduate degree is not yet complete
2. The applicant has not yet met minimum standards for proof of English language proficiency
3. Official required documents, such as transcripts are not yet available

Initial registration in the first term of a program may be allowed prior to receipt of final, official copies of transcripts provided the CGPS has received unofficial copies. Official copies of transcripts must be received for continuation in the program. Registration in the program will not be allowed prior to receipt of proof of English language proficiency. **[Approved CGPS Council 211116]**

## **2.4.2. PROBATIONARY STATUS**

Applicants whose academic qualifications are difficult to assess or whose qualifications are marginal for admission to a graduate program may be admitted to a program on a probationary status. Such applicants may be required to take a certain number of preparatory courses to improve their qualifications. Students completing preparatory courses that are not part of the graduate program will be assessed additional tuition. The student's status shall be reviewed after each term. If the probationary requirements have been satisfied, that shall be noted on the student's electronic file.

In certain exceptional situations, the academic unit may extend the probationary period and/or introduce a new set of requirements, agreed to by the student and by CGPS. Students who do not achieve the probationary requirements may voluntarily withdraw, or they will be required to discontinue.

In all cases:

- The maximum length of the probationary period shall not exceed 12 months;
- The minimum average of all final grades achieved in the courses completed during the probationary period shall be 70%;
- The minimum course requirements for probationary assessment shall be the lesser of 9 credit units or at least 50% of program requirements required for the degree.

## **PROCEDURES AND GUIDELINES 2.4.2**

Terms of probation are determined by the academic unit in consultation with the CGPS. It is generally recommended that the probation length be one term - that being the student's first term of study. In this period, the student will have to meet some minimum standards of performance which would demonstrate the student's preparedness and ability to continue on and be successful in the graduate program.

For example, if an academic unit sees fit to recommend admission of a student, but that student has an admission average of 69%, and is thus marginally deficient of the minimum admission average - that student may be admitted on probation, with the following probationary term:

"You must achieve a minimum 70% in 9 credit units of coursework completed in your first term of study"

As another example, an academic unit may wish to admit a student whose academic background is deficient in some prerequisite components (e.g. the graduate program requires some background/knowledge in Statistics, and the student has completed limited/insufficient coursework in Statistics). The terms of probation in that student's offer letter may be:

"You must:

- Register in and successfully complete STAT 845 in your first term of study
- Achieve a minimum 70% in each of the graduate courses completed in your first term of study"

Note: Academic units are under no obligation to offer probationary admission to applicants who fall below the minimum requirements - they may access this option at their discretion, generally in instances which they deem as exceptional.

### **2.4.3. ADMISSION DEFERRALS**

Academic units are not required to grant deferrals, and may choose not to do so. An applicant may request, in writing to the academic unit, a deferral of admission for up to one year. This request and written approval from the unit shall be submitted to the CGPS for review and approval.

### **2.4.4. NEGATIVE DECISIONS BY THE CGPS**

Negative decisions will first be reported to the recommending academic unit. Following academic unit consultation with CGPS, where an applicant wishes to appeal a negative decision of the CGPS, the academic unit may file an appeal on the applicant's behalf.

The University Council Policy on Admission to Degree Programs provides for an opportunity for applicants to appeal negative decisions as follows: "Grounds for an admission appeal shall be limited to (1) unit procedural errors, (2) evidence that the information used in the assessment of the decision was wrong or incomplete, or (3) evidence that the assessment was not made according to the published admission qualifications and selection criteria. A failure by the applicant to provide accurate and complete information in accordance with the established admission qualifications and selection criteria shall not be grounds for an appeal." This appeal shall follow the procedures for appeals of standing in program.

The decision of the committee shall be final.