



Graduate Studies General Policies

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, but 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 Chairs and supervises their activities as such.

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 Regulations 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 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 Chairs: each graduate program is chaired by a faculty member affiliated with that program.

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 (comprising three faculty members) helps the student define and develop a program of studies and reports on the student's progress to the Graduate Program Committee. The Supervisory Committee is chaired by the student's Principal Supervisor 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:** The Graduate Program Committee is chaired by the Program Chair and is responsible for recommending admission, reviewing the student's progress, and arranging for the supervision and examination of the student. For most graduate programs, the Graduate Program Committee comprises the Graduate Faculty directly affiliated with that program.

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 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 Chair in consultation with the Dean or designate of the faculty member's home Faculty. Similar to cross-Faculty appointments, the Graduate Program Chair contributes to the biennial Performance Review and any tenure and promotion decisions regarding the faculty member conducted by his/her home 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 Supervisor and/or mentor a Principal Supervisor.

External Supervisory Mentor: during the first few years of graduate programs at OCAD, experienced graduate faculty from neighbouring institutions will be appointed External Supervisory Mentors (see below, 2.4).

2.2.2 Principal Supervisor: may serve as a graduate student's Principal Supervisor and chair the student's Supervisory Committee; if the faculty member has no previous graduate thesis supervisions, must work with a Mentor for the first two years.

2.2.3 Committee/Teaching: may serve on a Supervisory Committee and teach in the program, but may not serve as Principal Supervisor.

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 Supervisory privileges are extended only to tenured and probationary faculty 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 On an ongoing basis, Principal Supervisors inexperienced with graduate thesis supervision will be paired with a Supervisory Mentor until such time as they have successfully supervised a thesis from beginning to end.
- 2.4.2 During the first few years of graduate programs at OCAD (ca. 2008 – 2011), experienced graduate faculty members from neighbouring universities will supplement OCAD's small pool of Supervisory Mentors and participate in OCAD's development of supervisory skills through a mentoring program. In instances where a student's Supervisory Committee includes a Principal Supervisor with no or limited experience supervising a graduate thesis, a Supervisory Mentor will 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 will 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 Supervisor, 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 Supervisor to discuss supervisory issues.
- 2.4.5 Supervisory Mentors as a group, both internal and external, 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 xx hours.

3. Admission

3.1 General: Before applying for admission, the 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. OCAD graduates (BFA, BDes, or AOCAD) may not apply for admission to a graduate program for at least two years following the completion of their undergraduate studies.

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 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 Program Chair 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.

3.5 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 appropriate Program Chair 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.

3.6 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.

3.7 English Language Competence:

The official language of graduate instruction at OCAD is English.* 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 CBT (computer based) TOEFL score of 250 and essay score of 5, or b) minimum PBT (paper-based) TOEFL of 600 and essay of 5, c) or minimum IELTS (International English Language Testing System) score of 7 on the academic modules.

*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.

4. Registration

4.1 Completion of Registration:

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 two weeks to finalize their registration, without financial penalty.

The course or research-related work for which the student registers must have the approval of his/her Principal Supervisor.

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.

4.2 Course Audit:

Graduate students may audit courses, with permission of the instructor and their Principal Supervisor. Course audits are recorded as AU (?) on the student's transcript. Prior to registration, the student, instructor, and Principal Supervisor must agree on the requirements for auditing the class. Audited courses will not count toward degree requirements.

5. Academic Standing

5.1 Normal Grading System

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

A+ = 95%+
A = 85-94%
A- = 80-84%
B = 75-79%
B- = 70-74%
C = 60-69%
F = < 60%
P = Pass (Summer Off-Campus Only)*
I = Incomplete**

*A grade of P is not used in grade point average (GPA) calculations.

**Incomplete work must be completed no later than the end of the following term.

A course that is dropped before the end of the second week of the semester will not be recorded on the student's transcript. A course that is dropped within the third to seventh weeks (inclusive) will be recorded on the transcript with the notation "Withdrawn" and requires the approval of the Principal Supervisor. No course may be dropped after the end of the seventh week except in extenuating circumstances approved by the Principal Supervisor and the Graduate Program Chair. See Calendar for dates that apply each semester.

5.2 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.

5.3 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 the First Year Review and on any other reviews conducted by her/his Supervisory Committee. (Cf. Graduate Studies General Policies, Section 9: Progress, Withdrawal, and Leave.)

5.4 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.

6. Supervision

6.1 General

Except in the case of executive master's programs, each student will work with a three-member Supervisory Committee, including the student's Principal Supervisor, 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' first semester, must be formalized at the beginning of the second semester. The Supervisory Committee Form must be completed and signed by all supervisors before it is submitted to the Program Chair for the Office of Graduate Studies' official records.

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. To ensure that all

students are treated equitably, any questions or problems with the advising process should be addressed to the Program Chair.

All 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 Supervisors.

6.3 Change in the Supervisory Committee

Continuity of supervision is important in all graduate work. As a consequence, a change in Supervisory Committee, especially a change in Principal Supervisor, may be made only on the basis of strong reasons. A request for a change in the Supervisory Committee may come from the student or any member of the Supervisory Committee. It shall be sent to the Graduate Program Committee accompanied by the reasons, in writing, for the proposed change. If the Graduate Program Committee concurs with the request, it shall be sent to the Vice-President, Research and Graduate Studies for final approval.

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 Letters of Permission, Residencies, Internships

Only approved off-campus residencies, internships, placements, or specialized courses taken on Letter of Permission (LoP) may serve as or substitute for elements of a graduate program. Cf. individual program descriptions for details about residencies, internships, LoPs, and other summer program options.

7.4 Time limit

Except in the case of executive master's programs, full-time students should normally complete their program within five semesters. Once students have finished all course requirements, except for the written thesis and/or the culminating project/exhibition, their master's candidacy shall continue for a maximum of two full academic years. 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.

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 shall report on the student's progress at least once each year. This report will be sent, in writing, to the Graduate Program Committee 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 appears to be unsatisfactory, the Principal Supervisor or the Program Chair 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 Supervisor and, in exceptional circumstances, the Graduate Program Chair 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 Chair 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 Supervisory Committee and the Graduate Program Committee. 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.

10. Human Subjects Ethics Review

All research plans involving human subjects must receive ethics approval. Copies of the Research Ethics Policy, as well as procedures and forms for this review may be obtained from the Office of Graduate Studies or from the OCAD web site.

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. 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 of ca. 10,000 words. For the MA degree, the primary component is the written master's thesis of ca. 30-35,000 words, which is supported by a creative work. Cf. the specific thesis 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, at least four copies of the thesis, produced in conformity with the guidelines in the *Graduate Students' Handbook*, shall be deposited with the Graduate Program Chair.

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 Chair verifying that the thesis is of sufficient quality to proceed to formal examination

11.2 Examining Committee

11.2.1 After the Supervisory Committee has confirmed that the thesis may proceed to examination, the Principal Supervisor identifies three potential external examiners to participate in the thesis examination and defence. The Examining Committee is named by the Graduate Program Chair, in consultation with the Supervisory Committee and the Vice-President, Research and Graduate Studies, and the date, place, and time of the defence determined.

11.2.2 The Examining Committee consists of the Program Chair, the Principal Supervisor, one other member of the Supervisory Committee, an internal external 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.

11.3 Preparation for Thesis Examination

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

11.3.2 A “Pre-Oral Defence” form is supplied on which each examiner must verify whether they recommend that the oral examination should proceed. These forms must be returned to the Graduate Program Chair at least one week before the scheduled date of the oral defence.

11.3.3 A negative response by any member of the Examining Committee will result in cancellation of the defence and return of the thesis to the student and his/her Supervisory Committee.

11.4 Thesis Exhibition and Defence

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 defence 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 defences 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 defence by the Program Chair.

11.4.4 The Examining Committee and the defence examination will be chaired by the Graduate Program Chair.

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 defence.

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 Supervisor, 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 defence), 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 Chair within two weeks of the oral defence. Minor revisions are defined as corrections that can be made immediately to the satisfaction of the Principal Supervisor. 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 Supervisor to demonstrate to the Examining Committee that the required revisions have been made.

11.6 Final Submission

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

11.6.2 An approved thesis may be submitted at any time following the oral defence. However, candidates wishing to graduate at Spring 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 (original copy only), 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.

11.7 Microfilming and Binding of Thesis

11.7.1 When the thesis is submitted, the candidate is required to complete a "Non-Exclusive Licence to Reproduce Theses" (Form NL/BN91 [90-09]). This gives consent for the thesis to be microfilmed by the National Library of Canada. There is a fee for this service and the candidate is billed for this at the time the final approved thesis is submitted.

11.7.2 Binding arrangements are made through the Office of Graduate Studies. Students are required to pay binding and microfilming costs at the time of the final submission. The thesis will not be sent for binding or microfilming until fees have been paid.

11.8 Copyright

For information concerning copyright law, please refer to the current *Graduate Students' Handbook*, available from the Office of Graduate Studies and through the OCAD web site.

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 on forms available from the Office of the Registrar.

12.2 Award of the Degree

Award of the degree is by resolution of Academic Council and confirmed by the Board of Governors.

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 Principal Supervisor, Graduate Program Chair, and Vice-President, Research and Graduate Studies.

13.1 Grades

Grades may be appealed to the instructor and/or Graduate Program Chair.

13.2 Progress Evaluations

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

13.3 Admission

Applicants who meet or exceed minimum requirements for admission are not assured of admission to any graduate program (cf. Graduate Studies General Policies, Section 3: Admissions, as well as the admissions requirements of individual programs).

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

13.4 Other Appeals

Students should consult their Graduate Program Chair regarding procedures for all other appeals.