

Senate Policy

Special Students

1.10

Description:

This policy outlines Special Student status which allows eligible non-program students to take credit courses at OCAD University.

Approvals:

Approved by Enrollment, Retention and Recruitment Committee May 1, 2007
Approved by Academic Council: May 28, 2007
Date Effective: September 2007

Revised by Academic Standards Committee: October 2018
Approved by Senate: October 2018
Date Effective: October 29, 2018

Approval Authority: Senate

Signature: b.h. Yael, Chair

Policy

All students must be formally admitted to OCAD University (OCAD U) before they may register for credit courses. Special Student status allows eligible individuals to take OCAD U credit courses without being admitted to a major/program.

Special Students may register for a lifetime total of 2.5 credits with no more than 1.0 credit in a given term. By exception, OCAD U alumni admitted to Special Student status may register for a lifetime total of 7.5 credits.*

Special Students must meet all prerequisite requirements and normally require special approval to register.

Special Student Status

There are four categories of Special Students:

- a) Individuals interested in taking credit course(s) on a Letter of Permission from another accredited university/university-level institution (Letter of Permission required);
- OR
- b) Individuals who hold undergraduate degrees from other accredited university/university-level institutions (official transcripts required).
- OR
- c) Individuals who wish to fulfill academic or professional development requirements (appropriate documentation required).
- OR
- d) OCAD University alumni

Additional Requirements:

- Applicants from countries with a language other than English as the official language of instruction are required to present proof of proficiency in English.
- International students must hold a valid study permit (student visa)
- International students must participate in the University Health Insurance Plan (UHIP).

Application for Admission

All applicants seeking Special Student status must submit the [Special Student Admission Application](#), and non-refundable application fee to the Office of the Registrar at least six weeks prior to the first week of classes. Payment of the application fee does not guarantee admission to the university, nor does it guarantee registration in a course.