

UPGRADING STANDARDS

a. **Applicants to a Master's program who do not hold an honours equivalent degree as assessed by the Office of Graduate and Postdoctoral Studies**

Applicants who have not completed undergraduate courses above the 30 required for a three-year general degree will be required to complete one full year (ten semester courses) of senior level (3000 or 4000) undergraduate courses (5.0 course credits) and maintain a minimum average of 70% (B-). These courses will be evaluated independently of the applicant's previously completed coursework. If the student does not achieve the required minimum average of 70% on these courses, s/he should then complete an additional 2 senior level (3000 or 4000) undergraduate courses (1.0 course credits) and the evaluation will be repeated on the full 6.0 course credits. In cases where the student has completed more than the 30 required undergraduate courses, these will be deducted from the number of courses required. For example, if the applicant has completed 32 semester courses, s/he will only be required to complete an additional eight semester courses or 4.0 course credits. Upgrading does not guarantee admission.

b. **Applicants to a Master's program who hold an honours equivalent degree at a level of performance marginally below the minimum university requirement**

Applicants will normally be required to complete three senior level (3000 or 4000) undergraduate courses (1.5 course credits) in a single semester and maintain a minimum grade average of 70% (B-). These courses will be evaluated independently of the student's previously completed coursework. If the student does not achieve the required minimum average of 70% (B-) in these courses, s/he should then complete an additional two senior level (3000 or 4000) undergraduate courses (1.0 course credits) and the evaluation will be repeated on the full 2.5 credits. Upgrading does not guarantee admission. In both a) and b) above, courses taken as upgrading will **not** subsequently be considered for advanced credit or transfer credit toward a Master's degree at this university.

c. **Applicants to a Doctoral program who hold a Master's degree at a level of performance marginally below the minimum university requirement**

Applicants will be required to complete a minimum of three semester courses (1.5 course credits) at the graduate level. They must maintain a minimum grade average of 73% (B) with no individual grade below 70%. Upgrading does not guarantee admission. In all cases (a, b, and c above), the applicant will be directed to the department of interest for assistance with the selection of courses and for information about departmental admission requirements. The department requirements may be higher than those listed here, but must be consistent across all applicants. For example, if a department has established an admission requirement of 75% instead of the University's 70% minimum, they must apply that standard to all entering and upgrading students.