



### What is the Western Deans' Agreement?

An agreement was established in 1974 as an expression of cooperation and mutual support among Universities offering Graduate Programs in Western Canada. Its primary purpose is the reciprocal enrichment of Graduate Programs throughout Western Canada. Under the terms of this agreement, graduate students of the member universities may take courses at another member institution which are not available at their home institution for credit in their graduate programs.

1. The Western Deans' Agreement (WDA) provides a tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution
2. Students may be required to pay student activity, application or other ancillary fees to the host institution according to general policies in effect at the host institution. Whenever possible, these fees will be waived.
3. Students will qualify for the tuition waiver if they:
  - a) present the "**Western Deans' Agreement Authorization and Course Registration**" form, signed by the Dean or designate and Department Head or Graduate Advisor of a participating Western Canada University specifying the courses to be taken for credit toward a graduate degree program at their home institution along with a course syllabus and information indicating how the course is to be graded.
  - b) are in good standing in a graduate program at the home institution and are registered at their home institution.
  - c) have paid all current and back fees at the home institution.
4. Students must meet all requirements as prescribed by the host institution's regulations, admission procedures, deadline, class capacities, and course prerequisites/requirements.
5. Registration in courses under the Western Deans' Agreement is possible at both graduate and undergraduate levels, and in credit courses offered through distance education or other means. Note that not all courses or programs at member institutions participate in the WDA. To be eligible, course(s) must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for Audit or non-credit courses.
6. Students must have the Authorization and Course Registration Form approved by the relevant Department Head and the Faculty of Graduate Studies at the host institution at least **six weeks** prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.
7. Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution confirming successful completion of courses selected.
8. Students must send confirmation of registration and notice of any change to the Graduate Records Office of the home institution at the time of registration or course change is completed.
9. Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months total.
10. Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program and grade requirements. Students should ensure that their requests are within these limits.

## WHAT DO I HAVE TO DO?

Students currently registered in a **graduate program at UVic** who wish to undertake studies at another university for transfer credit toward their graduate degree at this university, must complete a WDA authorization and course registration form, specifying the host institution, the exact courses and their unit values. The form must be supported with the signature from the supervisor of their committee. The form must then be returned to Graduate Admissions and Records (GARO) for the Director's approval along with a course syllabus and information indicating the grading of the course. If approval is given, the form will be sent directly to the host institution for their approvals. ***The proposed host institution is not obligated to accept the request.***

Each host institution may have different requirements and limitations on the WDA. Contact the potential host institution for details as soon as you receive verbal approval from your supervisor.

Students who are **attending other universities** covered under the WDA who wish to attend UVic must submit a completed WDA authorization form specifying their proposed courses (and sections, if known). Incomplete forms will be returned to the student for completion before a decision on admission is made. UVic does not require completion of a regular application for admission and will waive the usual application fee.

Once the WDA form is received in GARO with the appropriate signatures from the student's home department and home graduate office, it will be forwarded to the department in which the course is offered, for approval. *The proposed host department is not obligated to accept the applicant.* When returned to this office, it is given to the Director of GARO for final approval. You will receive a letter indicating the outcome of your request. You will be registered in the course(s) upon approval. If you change your mind about attending, you must notify GARO by the normal course drop deadlines.

## HOW LONG DOES THE PROCESS TAKE?

Students are encouraged to begin the process at least eight weeks (and preferably 12 weeks) prior to the start of classes at the host institution. Students must have the WDA form approved by the relevant Department Head and the Faculty of Graduate Studies at the host institution at least six weeks prior to the commencement of the course(s) requested. Late registration fees may be assessed for forms received after this date. The tuition fee waiver is generally not available after the course has begun.

## IS TRANSFER CREDIT GUARANTEED?

Students are subject to regulations of the home institution governing credit for the course(s) to be undertaken. As a condition of registering at the host institution, students must arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.

Each university has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. Students should ensure that their requests are within these limits.

Students must send confirmation of registration and notice of any change to the Graduate Records Office of the home institution at the time registration or course change is completed.

Students may not claim fee waivers under the terms of the WDA for a period of more than 12 months total.

## **WHAT IF I WISH TO TAKE A COURSE AT ANOTHER UNIVERSITY FOR INTEREST OR IN A COURSE OR PROGRAM THAT IS NOT PARTICIPATING IN THE WDA?**

With the support of your supervisor, you may enrol at another university under a "Letter of Permission". Your supervisor must submit a letter to the Graduate Admissions and Records Office recommending that you take the course. The letter should provide course details and whether or not the course should be included in your program. There will be no tuition waiver. UVic students must maintain registered or temporarily withdrawn status at UVic while attending elsewhere on a Letter of Permission.

## **WHAT UNIVERSITIES ARE INVOLVED?**

The following universities participate in the WDA:

BC Institute of Technology  
Brandon University  
Concordia University College of Alberta  
Royal Roads University  
Simon Fraser University  
University of Alberta  
University of Athabasca  
University of British Columbia  
University of Calgary  
University of Lethbridge  
University of Manitoba  
University of Northern British Columbia  
University of Regina  
University of Saskatchewan  
University of Victoria

**\*\* *Western Deans' Agreement: Authorization and Registration Form available at:***  
***<http://registrar.uvic.ca/grad/forms>***

## WESTERN DEANS' AGREEMENT: AUTHORIZATION AND COURSE REGISTRATION

**Students: Please note that this form must be submitted and all approvals must be obtained well in advance of the start date of the course(s) you plan to take. Check the deadlines of the host institution. If this form is not received and approved in time, you may not receive permission to take the course(s).**

Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Male	Date of Birth (YY/MM/DD)
			<input type="checkbox"/> Female	
Country of Citizenship:		Immigration Status:		
Current Address:		Telephone Number:		
		E-mail Address:		
Name of Home Institution:		Student Number at Home Institution:		
Name of Department at Home Institution:		Degree Expected:	Expected completion date:	
<input type="checkbox"/> I am registered at my home institution for the term of the request course or <input type="checkbox"/> Please register me in GS 502 for the term indicated to assess tuition fees.				
Name of Host Institution:				
Have you ever attended the Host Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what was your Student Number there?		
This information is collected under the authority of the provincial Universities Act, which mandates the provision of programs and services, the Freedom of Information and Protection of Privacy (FOIP) Act, the Taxation Act (Canada), and the Statistics Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements. For more information on the uses and disclosure of this information, contact the Administrator of the Faculty of Graduate Studies at the relevant university.				

**I hereby accept and agree to abide by the statutes, rules, and regulations of the host institution while attending as a registered student under the terms of the Western Deans' Agreement.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Courses to be taken:**

(must attach course description or form will be returned) (Must be registered in classes at home institute for applicable terms)

Department	Course & Course Number	(Dept. Use Only) Section & Catalogue Number	Course Title	Credit/Weight	Term

1. Students are subject to regulations of the home institution governing credit for the courses to be taken. As a condition of registration at the institution designated above, students will provide the home institution with official transcripts from the host institution after completion of courses.
2. Deadlines in effect at both the home and host institutions must be observed.
3. Students must send confirmation of registration and notice of any change to the Faculty of Graduate Studies of the home institution at the time registration or course change is completed.
4. The host institution will not assess tuition fees but students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. This form, duly signed, will be the sole authority for this fee waiver. No other documentation is required.
5. Under the provisions of the Western Dean's Agreement Authorization students will qualify if they:
  - a. present the "Western Dean's Agreement Authorization and Course Registration" form, signed by the Dean or designate and Department Head or Graduate Advisor of a participating Western Canada University specifying the courses to be taken for credit toward a graduate degree program at their home institution along with a course syllabus and information indicating how the course is to be graded.
  - b. are in good standing in a graduate program at the home institution and are registered at their home institution.
  - c. have paid all current and back fees at the home institution.

### AUTHORIZATION SIGNATURES

*This form will not be processed without all four signatures, obtained in the order 1 to 4.*

**The student named above is in good standing (including current fees paid) in a graduate degree program and has permission to take the courses listed above for degree credit as a Visiting Student under the provisions of the Western Deans' Agreement at**

(Host Institution) \_\_\_\_\_ during the period \_\_\_\_\_

#### Home Institution

<b>1. Department/Graduate Program Approval</b> Name (print): _____ Date: _____ Signature: _____	<b>2. Graduate Admissions and Records Office Approval</b> Name (print): _____ Date: _____ Signature: _____
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#### Host Institution

<b>3. Department/Graduate Program Approval</b> Name (print): _____ Date: _____ Signature: _____	<b>4. Faculty of Graduate Studies Approval</b> Name (print): _____ Date: _____ Signature: _____
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