

The SIGS new Admission-Registration HOLDS Process

Provisional Admission (code: PROV):

Students who are missing required credentials* at the time of admission to a graduate program are admitted in Provisional Status, with a graduate admissions hold placed on their account preventing future registration. Graduate programs will sometimes lift the hold but then not follow-up with the students subsequently to assure that the missing admissions credentials are received by graduate admissions. SIGS continues to see a number of students apply for graduation who are missing required admissions credentials; therefore, SIGS has created a new PROV admission hold that will be placed on the student's record during the admission process which will prevent registration for the next term if the admissions credentials have not been received by that time.

A reminder email is sent to the student a week before term registration starts as a prompt for the student to satisfy the conditions for the hold. The PROV hold can only be removed by SIGS upon receipt of the official documents outstanding.

After the PROV hold is removed, SIGS will inform the Registrar's office to move the students to Good Standing and a note will be sent to the graduate program updating the student's status.

*Required credentials are listed under each program notice (final degree-bearing transcripts and any other required documents which include recommendation letters, test score (GMAT, GRE, TOEFL/IELTS, MAT etc..) and are to be submitted by the student during the admission process.

Provisional Probation (code: PPRB):

Programs that wish to admit a student who does not meet SIGS' minimum GPA admissions requirement of 2.5 must file an admissions variance with SIGS outlining the rationale for admitting the student. If approved by SIGS, the student will be admitted in Provisional Probation Status (PPRB). This new status will place a hold on the student's record which will prohibit registration for the next term. The PPRB will be removed by SIGS upon verification that the student has achieved at least a 3.0 GPA after the first semester of graduate study. If the student meets the GPA requirement, SIGS will inform the Registrar's office to move the students to Good Standing Status and also update the student's graduate program.

Final note: Programs will still retain the authority to remove graduate admissions holds for students admitted in Special Conditions status.