graduate studies | YORK U UNIVERSITÉ UNIVERSITY

Department/Unit: Faculty of Graduate Studies	Employees: FGS Employees
Portfolio: Student Affairs	Implementation Date: N/A
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Description: This procedure describes the steps for admitting an applicant who has had a previous association with York University. The procedure called "Internal Promotion" is used for a Master's student who would like to apply to a doctoral program (that is the same program as the Master's degree that they are completing). The procedure called "Program Outreach" is used for an undergraduate student who would like to apply to a Master's program that is aligned to the undergraduate degree that the student is completing.

Procedure

Step	Action
1.	Current Master's student or undergraduate student discusses interest with graduate program. The graduate program fills out the form "Internal Promotion" or "Program Outreach" on behalf of the student and submits on MS-Teams "FGS Internal Promotion / Program Outreach." Note that top performing undergraduate students can be identified by pulling a SLIM report and programs can then reach out to undergraduate students. There are three types of internal promotions: Option 1: Student have completed all degree requirements and will be convocating in either the June or October convocation. Do not choose this option if you have any doubt that the student will not complete. Option 2: Student has not completed all requirements for the Master's program and requires an additional 1-2 terms. However, the graduate program would like the student to start the PhD program. There will be an overlap in programs and the student will be responsible for paying both program fees (Full-Time in Doctoral program, and Part-Time in Master's program). Please indicate term and year of completion.

	Option 3: Student has been advanced to PhD program without completing the Master's degree (and will not be awarded a Master's degree).
2.	Upon approval, the Faculty of Graduate Studies will forward form to Admissions and Document Processing.
3.	Central admissions will mount the application. **This means that the applicant will not pay the normal application fee! Next, the admissions assessor will review the application and code recommendation request, including grade point average. The application will be pushed to Wordpress
4.	Doc Pro team will image the form (DOW – documents on web) and code cohort information (graduate – internal promotion or program outreach).
5.	The graduate program submits recommendation of admission via Wordpress.
6.	Admission assessor will process the decision received through Wordpress (with appropriate condition, if applicable) according to option noted in form.
7.	Central admissions tracks students internally promoted with option 2 to ensure completion of Master's degree. Students who do not complete the Master's degree within the noted deadline will have their PhD offer of admission rescinded and will be withdrawn from the PhD program.