



# Open Studies (Single Course Enrollment Option) Policy

## 1. Policy Statement

Guru Nanak Institute of Global Studies (GNI) offers an **Open Studies (Single Course Enrollment Option)** to provide access to select academic courses for students who wish to study for personal interest, professional development, or to experience university-level learning before committing to a full credential program.

This pathway supports **lifelong learning, community engagement, and student access**, consistent with GNI's charitable mission and regulatory obligations under the Private Training Institutions Regulatory Unit (PTIRU) and Degree Quality Assessment Board (DQAB).

All Open Studies participants are subject to GNI's academic and student conduct policies and are provided equitable access to library, learning, and support services.

## 2. Purpose

The purpose of this policy is to:

- Define eligibility and admission criteria for students enrolling in individual courses under the Open Studies option.
- Ensure transparency and fairness in admission, tuition, and academic expectations.
- Support pathways for learners who wish to transition to formal diploma or degree programs.
- Ensure alignment with provincial expectations for quality assurance, access, and student protection.

## 3. Scope and Application

- This policy applies to all individuals registering in one or more approved courses at GNI **without formal admission** to a certificate, diploma, or degree program.
- Open Studies participants may take a **maximum of two (2) courses per academic year**, subject to seat availability and prerequisite fulfillment.
- This policy applies to all course delivery modes—on-campus, hybrid, and online.

## 4. Eligibility and Admission Requirements

### 4.1 General Eligibility

- a. Applicants must be at least **18 years of age** at the time of course commencement.
- b. Applicants under 18 may apply with parental/guardian consent and SEA approval.
- c. Applicants must demonstrate readiness for university-level coursework through academic transcripts or equivalent documentation.

### 4.2 Academic Prerequisites

- a. Applicants must have successfully completed:
  - i. Grade 12 (or equivalent secondary education); or
  - ii. Mature Student status (19 years or older with evidence of relevant experience).
- b. Applicants must meet course-specific prerequisites published in the GNI Course Catalogue (e.g., foundational English, mathematics, or subject prerequisites where applicable).

### 4.3 English Language Proficiency (ELP)

All Open Studies applicants whose first language is not English must meet the minimum ELP standards defined in **SP-003: English Language Proficiency Policy**, summarized below:

| Test   | Minimum Score (Undergraduate/Diploma Programs)                           |
|--|--|
| IELTS Academic                                 | Overall 6.0, with no band below 5.5                                      |
| TOEFL iBT                                      | Overall 79, with minimum 18 in Reading, Writing, Listening, and Speaking |
| PTE Academic                                   | Overall 54, with no communicative skill below 50                         |
| Duolingo English Test                          | Overall 105  |
| Cambridge English (B2 First / C1 Advanced)     | Minimum overall score of 169   |
| CAEL (Canadian Academic English Language Test) | Overall 60, with no sub-score below 50                                   |
| CanTEST  | 4.5 average, no component below 4.0                                      |

Applicants may also demonstrate English proficiency through:

- Two years of full-time study at an English-language secondary or post-secondary institution; or
- Completion of GNI's approved pathway or articulated language program from a **Languages Canada-accredited institution**.

## 5. Application and Enrollment Process

### 5.1 Application Submission

- a. Interested learners must complete the **Open Studies Application Form (Form OS-01)**, available online or from the Registrar's Office.
- b. Applications must include:
  - i. Government-issued photo ID;
  - ii. Official or unofficial transcripts (if applicable);
  - iii. Proof of English proficiency (where required); and
  - iv. Payment of the **non-refundable application fee (C\$50)**.

### 5.2 Admission Review

- a. The Registrar, in consultation with the SEA, will assess applications based on eligibility, seat availability, and prerequisite satisfaction.
- b. Admission decisions will be communicated within **ten (10) business days** of application receipt.
- c. Applicants may be admitted, waitlisted, or denied based on course capacity or prerequisite completion.

### 5.3 Registration and Tuition

- a. Tuition fees for Open Studies courses are equivalent to those of program-enrolled students.
- b. Tuition must be paid in full at the time of registration.
- c. Refunds follow the terms outlined in **SP-007: Tuition Refund Policy – Approved Programs**.

## 6. Academic Standing and Credit Transfer

### 6.1 Credit Recognition

- a. Students completing a course under Open Studies will receive a **Letter Grade** and an **official GNI transcript**.
- b. Credit earned through Open Studies may be applied toward a future GNI credential program, subject to:
  - i. Meeting the program's formal admission criteria; and
  - ii. Approval by the Academic Council for transfer or recognition of prior learning (see **SP-005: PLAR Policy**).
- c. Courses completed under Open Studies have equal academic standing and assessment standards as those completed by program students.

## 6.2 Academic Policies

- a. All academic regulations, including attendance, grading, plagiarism, and conduct, apply equally to Open Studies students.
- b. Students may not repeat a single course more than twice (refer to **SP-021: Course Retake Policy**).

## 7. Access to Learning Resources and Services

- a. Open Studies students have access to:
  - i. The **GNI Digital Library** and e-resources (subject to licensing terms);
  - ii. Academic advising and IT support; and
  - iii. Student support services (orientation, tutoring, and counselling).
- b. Students must comply with **ADM-011: Library, Learning Resources, and Academic Partnerships Policy** when using institutional materials.

## 8. Student Conduct and Dispute Resolution

- a. Open Studies participants are subject to all institutional policies, including:
  - **SP-010 Student Rights and Responsibilities Policy**
  - **SP-012 Academic Integrity and Misconduct Policy**
  - **SP-014 Sexual Violence and Misconduct Policy**
  - **SP-024 Student Dispute Resolution and Appeals Policy**
- b. Violations may result in disciplinary actions, including course withdrawal or dismissal.

## 9. Quality Assurance and Continuous Improvement

- a. The VPAQA oversees the annual evaluation of the Open Studies pathway through:
  - i. Enrollment data and completion rates;
  - ii. Student satisfaction surveys; and
  - iii. Faculty feedback on learner preparedness.
- b. Findings are summarized in the **Institutional Quality Assurance Report (IQAR)** and presented to the **Academic Council** and **Board of Directors**.
- c. Recommendations inform improvements to accessibility, prerequisite standards, and learner support strategies.

## 10. Roles and Responsibilities

| Role                                 | Responsibilities  |
|--------------------------------------|---|
| Board of Directors                   | Approves policy and ensures regulatory compliance.                              |
| Academic Council                     | Oversees academic quality and policy approval.                                  |
| VPAQA                                | Integrates Open Studies into institutional quality assurance systems.           |
| Senior Education Administrator (SEA) | Manages admissions, course offerings, and academic oversight.                   |
| Registrar                            | Processes applications, maintains student records, and issues transcripts.      |
| Faculty Members                      | Deliver instruction and assess learning outcomes equivalently for all students. |
| Students                             | Uphold GNI's Code of Conduct and academic standards.                            |

## 11. Related Policies and Documents

- SP-002 Student Admission Policy
- SP-003 English Language Proficiency Requirement Policy
- SP-005 Prior Learning Assessment and Recognition (PLAR) Policy
- SP-010 Student Rights and Responsibilities Policy
- SP-018 Student Grading Policy and Procedures
- SP-019 Student Grade System Policy
- SP-021 Course Retake and Postponement Policy
- SP-024 Student Dispute Resolution and Appeals Policy
- ADM-011 Library, Learning Resources, and Academic Partnerships Policy

## 12. Policy Review and Amendment

- a. This policy shall be reviewed every **three (3) years**, or earlier if directed by changes in PTIRU or DQAB standards.
- b. Amendments must be approved by the Academic Council and ratified by the Board of Directors.

## 13. Approval and Implementation

This policy has been reviewed and endorsed by the **Vice-President, Academic**, approved by the **Academic Council**, and ratified by the **Board of Directors** of Guru Nanak Institute of Global Studies.

The **Senior Education Administrator** is responsible for implementation, ensuring admission procedures, recordkeeping, and student support meet PTIRU and DQAB quality standards.