



# MA Program Regulations

*Department of Philosophy*

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These regulations were proposed and approved at a Department meeting on November 18, 2016.  
Revisions to section 11.4 proposed and approved at a Department meeting on January 19, 2018.

# 1 Other regulations

These regulations reflect and supplement, but do not replace, the regulations in the University of Guelph Graduate Calendar, which should also be consulted at:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/>

Many of the forms and documents mentioned in these regulations can be found at:

<https://www.uoguelph.ca/graduatestudies/current/forms>

At the end of this document (§12) there is a table listing and describing the most commonly used forms, along with links to them.

# 2 Overviews of the two programs

There are two routes for taking the MA degree in the Philosophy Department at Guelph.

**One-year coursework and Major Research Project (MRP):** involves taking the (two-semester) MA Seminar (PHIL 6950); at least five additional Philosophy graduate courses; and (additionally) taking the Major Research Project in Philosophy course (PHIL 6990), producing a graded paper of about 8,000 words.

*The typical funding commitment for a student in this program is to an amount equal to at least one Graduate Teaching Assistantship, in each of the first Fall, Winter and Summer semesters registered. (The last semester's funding typically comes in the form of a research assistantship.)*

**Two-year coursework and thesis:** involves taking the (two-semester) MA Seminar (PHIL 6950); at least three additional Philosophy graduate courses; writing an MA thesis (of about 25,000 words).

*The typical funding commitment for a student in this program is to an amount equal to at least one Graduate Teaching Assistantship, in each of: the first Fall, the first Winter, the second Fall and the second Winter semesters registered.*

Regardless of the option chosen, the MA in Philosophy at Guelph is a research degree, in which responsibility for study rests primarily with the student. Students in both streams are expected to develop their own topic for research.

## 2.1 One-year coursework and Major Research Project timeline

This program can normally be completed in three semesters. (Students who are required to do significantly more than the minimum number of courses—see §6.1—will require extra

time to complete their degree.) The following is a recommended timeline for completion of the program by a full-time student (henceforth “you”).

**The summer prior to Semester 1:** You contact the Graduate Coordinator to: confirm the number and subject-area of courses required for your MA program; and, consult regarding your course selection for the fall. (These discussions result in you filling out the Course Prerequisite Form.)

**Semester 1 (Fall):** You take three Philosophy graduate courses, and the first half of the MA Seminar.

**Semester 2 (Winter):** You take two Philosophy graduate courses; and the second half of the MA Seminar; and you register for the Major Research Project in Philosophy (PHIL 6990) course. You formulate a research project and secure the agreement of a faculty member to supervise it (as instructor of your Major Research Project course). The Graduate Coordinator forms an advisory committee comprising that professor and at least one other Philosophy professor. You begin writing your Major Research Project.

**Semester 3 (Summer):** You complete your Major Research Project (there is no Final Oral Examination for an MRP).

## 2.2 Two-year coursework and thesis timeline

This program can normally be completed in four semesters. (Students who are required to do significantly more than the minimum number of courses—see §6.1—will require extra time to complete their degree.) The following is a recommended timeline for completion of the program by a full-time student (henceforth “you”).

**The summer prior to Semester 1:** You contact the Graduate Coordinator to: confirm the number and subject-area of courses required for your MA program; and, consult regarding your course selection for the fall. (These discussions result in you filling out the Course Prerequisite Form.)

**Semester 1 (Fall):** You take two Philosophy graduate courses, and the first half of the MA Seminar. You formulate a research project and secure the agreement of a faculty member to supervise it (as your Advisor). The Graduate Coordinator forms an advisory committee comprising that professor and at least one other Philosophy professor. You begin reading philosophical literature relevant to the project.

**Semester 2 (Winter):** You take one Philosophy graduate course, and the second half of the MA Seminar. You write a thesis proposal and meet with your advisory committee to discuss it.

**Semester 3 (Fall):** You complete any remaining required coursework while beginning to write your thesis. You should have a draft of it complete by the end of this

semester. At the end of this semester you meet with your advisory committee to discuss the draft of your thesis.

**Semester 4 (Winter):** You complete and—by taking the Final Oral Examination—defend your thesis during this semester. Since it can take some weeks to set up a FOE, you should have a good penultimate draft of the thesis ready by the mid-point of this semester.

### 3 Admission

A four-year bachelor's degree from a recognized university is a minimum requirement for admission to the Guelph MA in Philosophy. Normally this will include at least a major in philosophy, although the program is also open to students who may not have had a substantial number of philosophy undergraduate courses but who provide evidence of philosophical ability. We would normally expect such students to work on a philosophical area cognate with the emphasis of their undergraduate degree.

In all cases, in order to be considered for admission to the MA program, the department requires that the average grade over the last two years of full-time undergraduate studies be at least 75%. All applicants are required to submit a sample of writing. Further details can be found on the Philosophy Department website:

<http://www.uoguelph.ca/philosophy>

### 4 Registration

The academic year at Guelph is divided into three semesters: fall (September to December), winter (January to April), and summer (May to August). You are expected to register in each consecutive semester of study until graduation. You must be registered in each semester in which you are actively engaged in course work or research, including any semester in which you have any contact with university faculty/staff or use of university facilities in connection with your program.

You must register for each semester *prior* to the start of that semester. See the Graduate Calendar for details of the registration procedure:

<https://www.uoguelph.ca/graduatestudies/current/registration>

You can apply for a leave of absence for a particular semester. This requires that you complete a Leave of Absence and Withdrawal Application (available at the link for forms given in §2). The department must approve this form before it is submitted to the Office of Graduate Studies. An approved leave of absence will include adjustments in the time allotted for completion of the graduate program, and also in the duration of a funding guarantee: that is, leaves of absence ‘stop the clock’ for the graduate program. Parental leave is accommodated under this regulation.

Failure to register or receive prior permission for a leave of absence for any semester is regarded as *withdrawal from graduate studies* at this university. Students who wish to resume their studies must apply for readmission to the MA program. Such readmission is by no means automatic. If readmitted, students will be required to conform to current regulations, and any funding offer they held under their first admission to the program will no longer be valid.

Students must be registered for any semester in which a final grade is received: if students are graded as INC (“incomplete”) for a course at the end of a semester, then it is necessary to register and pay fees for a further semester in order to have that grade replaced with a final grade. Students who have not completed all the requirements for the degree by the due date for thesis submission in a particular semester must re-register. Candidates must be registered in the semester in which they qualify for the degree.

Students may be admitted to the MA program on a part-time basis. Part-time students may register for no more than 1.0 course credits in a semester. Three part-time semesters are regarded as the equivalent of one full-time semester. Note that a change from full-time to part-time status (and vice versa) will normally *void* any existing funding guarantee, though a new funding guarantee more suitable to changed circumstances may be established at the time of the transfer.

The Guelph philosophy MA program admits students only for the fall semester; we do not admit students to start in the summer or the winter semesters.

## **5 Advisory Committee**

### **5.1 Appointment of the Committee**

The advisory committee must be established not later than the mid-point of the student’s second registered semester. It is a good idea for MA students to start planning the composition of an advisory committee during their first semester in the program, whenever possible.

Advisory committees are appointed by the Graduate Coordinator. Students and faculty will be consulted about their preferences, and the Graduate Coordinator’s main aim is to ensure a good fit between students and their advisory committees. Students are encouraged to approach, as early as possible, faculty that they may be interested in working with, to discuss with them the possibility of membership in their advisory committee, and to communicate these preferences to the graduate coordinator. However, final membership in this committee will be determined by the Graduate Coordinator.

The membership of advisory committees can be changed, with sufficient reason, during the student’s program. Changes to advisory committee membership, which may be initiated by the student, require the agreement of the departmental graduate studies committee and the consent of the Assistant Vice-President (Graduate Studies). The person requesting a

change to an advisory committee should consult with the Graduate Coordinator (or, if the Graduate Coordinator is a member of the committee, the department chair) regarding reasons for the change. If the graduate studies committee does not approve the committee change, the Graduate Coordinator will communicate the reasons for this to the student and her or his advisory committee.

## **5.2 Composition of the Committee**

The advisory committee for an MA student—in either program—normally comprises two members: the advisor, and one other member. Normally, the advisor is a member of the Guelph Philosophy department. The advisor chairs the advisory committee.

In special circumstances an MA student may have two co-advisors. This is usually because the primary choice for advisor is an Associated Graduate Faculty member (i.e. a senior academic who is not a tenure-stream faculty member at Guelph), and not a member of the Regular Graduate Faculty.

Graduate faculty from other academic units may serve as members of advisory committees for Philosophy MA students. All advisory committee members must be Graduate Faculty of the University of Guelph; committee members who are not Regular Graduate Faculty at Guelph can be appointed Associated or Special Graduate Faculty with the permission of the Board of Graduate Studies. Normally, Associated or Special Graduate Faculty cannot serve as a student's advisor (though Associated Graduate Faculty can be co-advisors).

In special circumstances, an MA advisory committee may have a third member. Usually, this is because the student has two co-advisors (plus one other committee member), or because a third reader is necessary to cover all the main areas of specialisation required by the student's project.

## **5.3 Role of the Committee**

The advisory committee is responsible for establishing and supervising the student's program of study. A Graduate Degree Program form must be completed and signed by the student, the advisor, and the graduate coordinator, and submitted to the Office of Graduate Studies by the middle of the student's second semester. This signed form represents a contract between the student and the university program; if changes are required to the original contract, a revised form should be filed.

The University has a Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student–Advisor Mediation Procedures, which can be consulted here:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml>

As the thesis or Major Research Project is being written, the student should be in regular communication with the advisory committee.

Members of the advisory committee to whom written thesis or Major Research Project work is submitted by the student should respond with appropriately detailed comments on

that work in a reasonably timely fashion. Normally, a student can expect comments to be returned within two weeks. The Graduate Calendar contains the following injunction: “If the expected time exceeds the normal two-week turnaround, for instance because of absence from campus or an unusually heavy workload, [the advisory committee member should] provide the student and the advisor with an estimate of the time required.”

The mode of operation of the advisory committee—e.g. the degree of day-to-day involvement of the other committee members—varies with the working styles and preferences of those involved. The Graduate Calendar asserts that advisory committee members will “attend regular meetings of the advisory committee with the student, normally no less than once per semester.” See:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por-roac.shtml>

for more information on the responsibilities of advisory committees. Graduate Studies have also made available a template “Student–Advisor Agreement”:

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/student\\_advisor\\_relationship.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/student_advisor_relationship.pdf)

Members of the advisory committee, and especially the advisor, should give ample notice to their students of extended absences from campus such as research leaves, and make satisfactory arrangements for the advising of the student when they are on leave or on extended absence from the campus. Depending on the length of absence, it may be necessary to make arrangements for an interim advisor.

The responsibility for ensuring that meetings of the advisory committee occur on a timely schedule lies with the advisor. The graduate coordinator is responsible for monitoring the frequency of advisory committee meetings.

## **6 Coursework**

### **6.1 Program prerequisites**

Normally you are required to have already taken courses in the following areas of philosophy:

- Logic (a formal logic or critical thinking course)
- Ethics/Value Theory
- A course in some area of the history of philosophy.

It’s possible to be admitted to the program if you don’t satisfy this requirement, but if so, you will be required to satisfy it while doing your program. You can do so by taking Philosophy graduate courses in these areas, or (if such courses are not available) by taking the appropriate undergraduate courses. This may involve taking more than the minimum number of courses for the program.

In consultation with the Graduate Coordinator, you should fill in a Course Prerequisite Form prior to the start of the first semester, to record the satisfaction of the prerequisites or the plan for satisfying them in-program. The plan requires the approval of the Graduate Studies Committee.

## **6.2 Coursework requirements**

As stated above (§2), the coursework requirements for the two MA programs are as follows.

### **One-year program**

- MA Seminar (PHIL 6950)—taken in first two semesters;
- five Philosophy graduate courses;
- Major Research Project in Philosophy course (PHIL 6990)

### **Two-year program**

- MA Seminar (PHIL 6950)—taken in first two semesters;
- three Philosophy graduate courses.

The courses just specified comprise the *prescribed courses*. You must obtain an overall weighted average of at least B- in these courses in order to qualify for a degree. (Your program may involve taking other courses in order to satisfy prerequisites; if so, these additional courses do count towards that overall average for the purpose of qualifying for the degree.)

With the permission of the Graduate Coordinator, you may take at most one Reading Course (PHIL 6900) as a prescribed course.

Normally, students may not complete any of their prescribed course requirements outside of the University of Guelph.

Students may not register for any course they have previously passed unless the course is a varying content course (such as a Selected Topics course) or unless so directed by the Admissions and Progress Committee of the Board of Graduate Studies.

## **6.3 Consultation with the Graduate Coordinator**

There are two reasons to plan the coursework carefully, early, and—as specified in the timelines given above—in consultation with the Graduate Coordinator. The first is that Graduate Teaching Assistantship assignments often have to be made for the fall semester in the previous July or early August. In order to ensure that GTA schedules do not conflict with the student's course timetable, the department chair needs as much information as practically possible about which courses the student has chosen.

The second reason is that, unlike many undergraduate degree programs, the selection of courses in a graduate program must receive formal approval (normally from the advisory committee once it has been set up and from the graduate coordinator in any case). It is



important that you develop a plan for satisfying coursework requirements, as soon as possible. The Graduate Coordinator will help you draw up a plan (which will form the basis of the Graduate Degree Program form submitted by you and your advisory committee by the middle of the second semester.)

## **6.4 Grades**

Information about the grading system can be found at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-as.shtml>

If you receive an INC (incomplete) or MNR (mark not reported) grade, you must complete the course in the next registered semester. By the end of this semester the INC must be replaced by either a numerical grade or an INF (incomplete: failure). If the student is not registered in the semester in which the course is completed, any submitted grade will not be accepted and the student will receive INF as a final grade. Note that the student does not register for the incomplete course again; when a grade is received, the grade will replace the INC or MNR grade originally recorded. Students who are registered may have, at the department graduate studies committee's discretion, up to the end of that subsequent semester to finish the course requirements before the grade of INF is automatically recorded. Exceptions to the above, for compassionate reasons, may be considered on appeal to the Admissions and Progress Committee of the Board of Graduate Studies.

Information about grade reassessment can be found at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-grade.shtml>

## **7 MA Seminar (PHIL 6950)**

All first-year MA students—whether in the one-year or two-year program—take the MA Seminar, which is a 0.5-credit graduate course spread over two semesters: you have to register for the MA seminar in both the fall and the winter semesters. The final grade for this seminar is either SAT (satisfactory; a pass) or UNS (unsatisfactory; a fail).

The goal of the Seminar is twofold: to provide a regular occasion for Philosophy MA students to become acquainted and discuss their work as colleagues; and to help them to develop a range of skills that will be useful to them in their degree and their subsequent career. Although the format sometimes changes, typically the course has three main foci: pedagogy; grant application skills (preparing grant applications for the major funding agencies); and research and scholarship skills (preparing to embark on thesis or research project work, and a practical introduction to presenting at academic conferences). Participatory attendance at the departmental speakers series and other local philosophical events may also be a component of the assessment for the MA Seminar.

## 8 Thesis and Final Oral Examination

### 8.1 Thesis

For the two-year master's degree by thesis you shall submit a thesis, expressed in satisfactory literary form, based upon research in some topic connected with philosophy. The thesis must demonstrate your capacity for original and independent work, and should include a critical evaluation of work which has previously been done in your field of research. The thesis should emphasize any new conclusions which may be drawn from your own research.

A thesis which exceeds 35,000 words (including bibliography, notes and any appendices) will not be accepted unless permission is granted by the Graduate Coordinator on the recommendation of the advisory committee.

For detailed information on formatting the thesis (fonts, margins, spacing, page numbering etc.), see:

<https://www.uoguelph.ca/graduatestudies/current-students/preparation-your-thesis>

Graduate Studies will not accept theses without the correct formatting, so take care to format the thesis appropriately.

The thesis may be submitted at any time of the year, but you are advised to allow ample time for revision and examination. You should obtain a copy of the schedule of deadlines from Office of Graduate Studies no later than the beginning of the semester in which you intend to graduate.

It is a regulation of the Graduate Calendar that, normally, the thesis must be formally submitted within 48 months of the completion of the "minimum duration," which is two semesters for full-time students. Note that this regulation refers to time, rather than semesters in-program, and so the 48 months *includes* any leaves of absence.

When it is necessary for the research, or some part of it, to be conducted off-campus, the arrangements are subject to the prior approval of the Assistant Vice-President (Graduate Studies).

As the thesis is being written you will be in regular communication with the advisory committee.

When a draft is completed which the advisory committee recommends for examination, you will, with the endorsement of the Graduate Coordinator, formally request an examination by submitting an Examination Request form (available online) to the Office of Graduate Studies. The Graduate Coordinator then makes arrangements for the final oral examination. It is understood that as a result of the final oral examination corrections may be necessary to produce a revised final draft of the thesis.

## 8.2 Final Oral Examination

The final oral examination, a departmental examination, is devoted chiefly to the defence of the master's thesis.

The examination is conducted by a committee, appointed by the department chair or her or his designate, consisting of three examiners and a non-voting chair:

- a member of the graduate faculty who is not a member of the advisory committee—usually but not always the Graduate Coordinator—as chair;
- both members of the candidate's advisory committee (or the advisor plus one of the other members if there are three members of the advisory committee; if only one member of the advisory committee is available the exam can still proceed with another member of the graduate faculty taking their place);
- an additional member of the graduate faculty, possibly from another department.

The examination is open to the public but members of the audience may question you only upon invitation of the chair of the committee.

The members of the examination committee report individually on the final examination and the thesis. You are deemed to have passed if no more than one of the examiners votes negatively. An abstention is regarded as a negative vote. Concurrently, the members sign the Certificate of Approval, which is submitted with the approved thesis in its final form to the Office of Graduate Studies. The report to the Assistant Vice-President (Graduate Studies) will record the decision as unsatisfactory or satisfactory.

If you pass the Final Oral Examination, you will submit one PDF copy of the thesis, and the required forms, to the Office of Graduate Studies by the deadline date shown in the Academic Schedule in the calendar. The Certificate of Approval is signed by members of the examination committee; in addition, you must submit the Thesis Non-Exclusive License and an abstract consisting of no more than 150 words. See:

[https://www.uoguelph.ca/graduatestudies/current/completion/submission\\_checklist](https://www.uoguelph.ca/graduatestudies/current/completion/submission_checklist)

for detailed information on submitting the thesis.

The Philosophy department prefers that theses be bound in burgundy. The department requires that a bound copy be provided to the department for the departmental library; it is also usual to provide a bound copy for the advisor and sometimes also for other members of the advisory committee.

If you fail the Final Oral Examination, you may be allowed a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that you be required to withdraw from the program.

## 9 Major Research Project in Philosophy (PHIL 6990)

If you are taking the one-year coursework and MRP MA you must register for the two-semester course PHIL 6990, “Major Research Project in Philosophy.” This course is worth 1.0 credits (the equivalent of two standard semester-long courses), and is usually taken in your final two semesters. You must still prepare a research proposal, in exactly the same way as students taking the thesis route (see above).

The MRP differs from the thesis mainly in three respects. It is shorter (8,000 words rather than 25,000); it does not require a Final Oral Exam; and it is assigned a grade by the advisory committee.

At the end of the first semester of registration in the course you will receive a grade of INP (‘in progress’). At the end of the second semester of registration you will submit the completed research paper to the members of the advisory committee. Each member of the advisory committee independently assigns a numerical grade to the project, and the mathematical mean of these grades—calculated by the advisor—is the grade for the course. In cases where there is a substantial divergence between the grades assigned by members of the advisory committee, committee members are encouraged to discuss their reasons for the grade with each other and to make adjustments if and when appropriate, before the final grade is submitted.

You must deposit a copy of the MRP with the Philosophy department.

## 10 Funding

Full-time MA students are normally offered a funding guarantee upon their offer of admission to the program. The typical terms are stated above, §2.

The typical funding guarantee commits the department to ensuring that you receive a certain specified *amount* of financial support in each semester of the guarantee from all academic sources combined, including departmental, university and external support. This includes, but is not limited to:

- graduate teaching assistant (GTA) wages
- graduate research assistant (GRA) wages
- graduate service assistant (GSA) wages
- University scholarships or bursaries
- external grants (such as SSHRC or OGS grants)
- employment as a Sessional Instructor
- faculty or departmental grants.

It does not include income received from non-academic employment or other non-academic sources.

Especially if you hold an external grant, you may find that the financial guarantee is met by some of the above sources other than GTA wages. If that is the case then the department is not obliged to offer you a GTA position, the point of the scholarship being to free up time for research.

Even if your funding guarantee commits the department to offering you GTA work, you must apply for a GTA in the regular process. Consult the departmental GTA Hiring Process document (available online) for more details.

Note that the department's obligation is to *offer* you a GTA assignment; should you decline an offer, you are treated as having received the wages anyway, for the purpose of calculating the amount counting towards the satisfaction of the financial guarantee. Certain forms of funding, such as GTAs, require the student to be present on campus several days each week during the semester.

The funding guarantee operates only in semesters in which you are registered in the program. Semesters for which you have a leave of absence are not funded, but neither do they count towards the funding guarantee period.

Funding guarantees are *contingent* on the following four factors:

- you make satisfactory progress throughout your program;
- you apply for SSHRC and OGS scholarships in every year in which you are eligible to do so;
- you continue to be registered as a full-time student (students who move to part-time may have an alternative funding guarantee, more suited to part-time studies, instated at that time).

Failing to meet any of these conditions voids your funding guarantee for the remainder of your program.

## **11 Satisfactory Progress**

### **11.1 Semesterly evaluations**

At the end of each semester your advisory committee reviews your academic progress after having met with you. Their judgements are recorded on a Graduate Student Progress Report, a copy of which is provided to you. (These reports are sent each semester to the Office of Graduate Studies.)

A main function of these reports is to encourage open and frequent communication about your progress. You are also permitted and encouraged to use the reports to provide

feedback to the department on, for example, whether written work was responded to in a timely fashion or whether committee members were available for consultation.

In some cases of concerns about progress, and whenever “unsatisfactory” progress is reported, you and your advisory committee must agree on a written Action Plan intended to deal, within a well-defined time period, with whatever problems have arisen. This plan will be submitted along with that semester’s Progress Report.

## **11.2 Unsatisfactory progress**

The following scenarios constitute *unsatisfactory progress*.

- You receive less than 70% (B-) for any prescribed course (other than the MA Seminar). (A student whose overall weighted average for the prescribed courses is below 70% is not eligible for the degree.)
- You receive less than 65% (C) in any course for which a numerical grade is given (graduate or undergraduate, prescribed or additional). (In such a case you are deemed to have failed the course and the advisory committee must take action.)
- You receive a grade of UNS (unsatisfactory) for the MA Seminar.
- You are registered in semester 7 or higher of the degree without the approval of the advisory committee and the Graduate Coordinator.
- You are more than 48 months past the time of completion of the “minimum duration” for the degree.
- You receive a Graduate Student Progress Report marked “Some concerns” or “Unsatisfactory” for more than two semesters in succession.
- You fail to meet the requirements laid out in an approved Action Plan.
- You fail a Final Oral Examination for the second time.

In addition, for students pursuing the thesis route, the advisory committee may deem the following to constitute unsatisfactory progress: failing to submit substantial written work (related to the thesis, though not necessarily work that it is intended will end up in the thesis) to the advisory committee during any semester in which a student should be working on their thesis.

Failure to make satisfactory progress, without sufficient grounds for academic consideration, automatically leads to your funding guarantee being voided for the remainder of your program. It can also be grounds for recommending to the Admissions and Progress Committee of the Board of Graduate Studies that you be required to withdraw from the program.

## **11.3 Academic consideration**

Academic consideration may be granted on the following grounds:

- Medical;

- Compassionate;
- Misapplication of regulations or procedures;
- Other special circumstances.

Generally, work commitments will not constitute grounds for academic consideration. The necessity for documentation will depend on the situation. See the Graduate Calendar for more details:

[https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec\\_d0e2234.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e2234.shtml)

If you fail a course or a required examination, the advisory committee, through the department chair, will recommend appropriate action to the Board of Graduate Studies. Only by authority of the board may a further privilege of any kind be extended.

When it is necessary for action—other than or in addition to the voiding of a funding guarantee—to be taken with respect to unsatisfactory progress, the following process applies. The advisory committee makes a recommendation to the department graduate studies committee, which forwards a recommendation to the Office of Graduate Studies. The Assistant Vice-President (Graduate Studies) ensures that you are aware of the department’s recommendation and are offered the opportunity to make a submission. The recommendation of the department and any submission from you are considered by the Admissions and Progress Committee of the Board of Graduate Studies. The Admissions and Progress Committee makes a decision on behalf of the Board of Graduate Studies. At any stage of the above process, you may request a reconsideration.

In the event of a decision by the Admissions and Progress Committee that you be required to withdraw, you may, within 90 days of receiving notification of the decision, appeal to the Senate Committee on Student Petitions. Details concerning appeals may be obtained from the secretary of Senate. The decision of the Senate Committee on Student Petitions is final.

#### **11.4 Academic misconduct and graduate student–advisor mediation procedures**

See the Graduate Calendar for definitions of academic misconduct, procedures for dealing with it, appeals, and penalties:

[https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec\\_d0e2711.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e2711.shtml)

See the University’s Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student–Advisor Mediation Procedures for dispute resolution mechanisms:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml>

#### *Student-advisor matters brought to another faculty member*

When a graduate student brings concerns about his or her advisor to another faculty member, the faculty member should (i) Bring these concerns to the attention of the graduate

coordinator, HIPPO, department chair, or appropriate university office (e.g., Office of Diversity and Human Rights); or (ii) Strongly encourage the student to speak with the graduate coordinator, HIPPO, department chair, or appropriate university office (e.g., Office of Diversity and Human Rights) about the issue right away.

## 12 Forms

<i>Form [source]</i>	<i>Usual time of submission</i>	<i>Description</i>
<i>Graduate Settlement Form</i> [Student Financial Services]	Completed in WebAdvisor when a graduate student registers for each upcoming semester.	This lets Student Financial Services (SFS) know how you plan on paying your tuition: by cheque, an award (e.g. OGS or SSHRC), a GTA, etc. If the graduate settlement is not completed by the due date you will be charged \$60.
<i>Course Prerequisites Form</i> [Departmental]	Before the first semester.	This is to record your satisfaction of course prerequisites or the plan for satisfying them in-program.
<i>Advisory Committee Appointment Form</i> [Graduate Studies]	By the mid-point of the second semester.	If changes need to be made, a revised form needs to be filed with the graduate secretary for processing and sending to Graduate Studies.
<i>Graduate Degree Program Form</i> [Graduate Studies]	By the mid-point of the second semester.	This represents a contract between you and the University, and lays out the courses required for you. If changes are required to the original contract, a revised form needs to be filed with Graduate Studies.
<i>Graduate Student Progress Report</i> [Graduate Studies]	Submitted by the advisor after the end of each semester you are in the program.	This rates your progress as Satisfactory, Some Concerns, or Unsatisfactory. It requires the signature of all the advisory committee members. You see it once completed and can add your own comments to it before it is submitted.
<i>Application for Leave of Absence</i> [Graduate Studies]	Prior to the semester you are taking a leave of absence.	You fill out the form then get the signatures of your advisor and the Graduate Coordinator. The graduate secretary then forwards the form to Graduate Studies.



*Examination Request  
Form* [Graduate Studies]

To begin the process of  
setting up the Final Oral  
Examination.

You use this to indicate that you wish  
to take the Final Oral Examination (for  
students taking the thesis route).

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