

2023-2024

# University of Guelph Tri-U History Graduate Students' Handbook

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# University of Guelph

## History Graduate Students' Handbook: 2023-2024

Welcome University of Guelph Tri-U History Graduate students! This handbook was written to provide important information, forms, dates and deadlines to help you navigate your graduate studies, and we hope you find it helpful. Links have been included in full so this handbook can be used digitally or printed and referred to offline.

Remember that if you have questions or need further guidance, reach out to your graduate faculty advisor, the Graduate Program Coordinator and/or the Academic Programs Assistant.

Graduate Program Coordinator &

Graduate Committee Chair: **Tara Abraham:** [taabraha@uoguelph.ca](mailto:taabraha@uoguelph.ca)

### 2023-2024 Graduate Committee Members

- **Ben Bradley** (+Grad Essay Prizes and COA Travel Grants)
- **Susannah Ferreira** (+Awards Officer – SSHRC/OGS)
- **Femi Kolapo**
- **Cathryn Spence** (+Tri-U Conference Organizer)
- **Norman Smith**

History Academic Programs Assistant: [histacademic@uoguelph.ca](mailto:histacademic@uoguelph.ca)

- **Tyler Berlet**

For those of you who are new to Guelph, congratulations on becoming a **Gryphon!**

### Acronyms and terms you may need to know:

<https://www.uoguelph.ca/uaic/acronym-dictionary>

APA	Academic Program Assistant (i.e., Tyler Berlet)
BACO	Bachelor of Arts Counselling Office
COA	College of Arts
GPC	Graduate Program Coordinator (i.e., Tara Abraham)
GPA	Graduate Program Assistant (aka Academic Program Assistant = Tyler)
HIST.MA	Program Code for History MA with a thesis
HIST.MA:L	Program Code for History MA by coursework (with or without an MRP)
PHD.HIST+TUHP	Program Code for History PhD (Tri-U History Program)
MRP	Major Research Paper
OGPS	Office of Graduate and Postdoctoral Studies
OVGS	Ontario Visiting Graduate Student

# Contents

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## 1. New Student Reminders

New Graduate students should visit the Graduate Student Orientation OGPS site <https://graduatestudies.uoguelph.ca/current-students/graduate-student-orientation> and the New Student website: <https://graduatestudies.uoguelph.ca/current/new-students>

Incoming graduate students will be sent an invitation to the History Department Graduate Orientation, which will be an **in-person** event.

6 September 2023, 11:00 AM – 12:30 PM

## 2. COVID-19 updates

Updates on COVID-19 for new and existing students can be found at the link below: <https://graduatestudies.uoguelph.ca/about/covid-19-information-graduate-studies>

## 3. Key Resources

This Graduate Handbook has a lot of pertinent information specific to the History Department and the University of Guelph. In the event of any typos or mismatch between the text of this Handbook and the University Graduate or Undergraduate Calendar, the official Calendars are to be followed.

Below are some of the sites you'll need to access regularly as a UofG History Graduate student.

- UofG Graduate Calendar (all the rules & regs of academics!)  
<https://calendar.uoguelph.ca/graduate-calendar/graduate-programs/history-tri-university-program/>
- OGPS Forms & Documents (the many forms you'll need during your studies)  
<https://graduatestudies.uoguelph.ca/current/forms>
- GryphForm Guide (the portal used to complete certain Grad forms)  
<https://graduatestudies.uoguelph.ca/current/gryphformsstudentguide>
- Tri-University History Graduate Program Website  
<https://uwaterloo.ca/tri-university-history-graduate-program/>
- CourseLink  
<https://courselink.uoguelph.ca/shared/login/login.html>  
There you'll find a "course" for Tri-U Graduate Student Resources, including links to this handbook and handbooks from the Tri-U
- Schedule of Dates (Financial)  
<https://www.uoguelph.ca/registrar/studentfinance/deadlines>
- Schedule of Dates (Academic)  
<https://www.uoguelph.ca/registrar/calendars>

## 4. Registration

Graduate students are required to register every semester (unless they've been approved for a Leave of Absence – see **Section 7**). And yes, you **do** have to pay tuition even if you've completed all your courses and are just working on your research for your thesis or MRP. Failing to register may result in you being withdrawn from the university, and an [application for readmission](#) (and payment of fee) would then be required.

Complete registration consists of TWO parts: **financials + courses**.

See links on page 3 for Schedule of Dates and Deadlines for each.

### 4.1 The financial side of registration:

**Every semester**, to complete your registration, you'll need to either:

- (a) pay the semester tuition in full  
or
- (b) complete the Graduate Settlement in WebAdvisor. The Graduate Settlement may allow you to pay your tuition as:
  - a lump sum from scholarships/awards or
  - in installments, deducted bi-weekly from payroll for GTAships (if applicable).

When completing the Grad Settlement, do not select Departmental Trust Fund. Choose from the following:

- Awards (scholarships) – amount to be entered by the student as per the official offer letter. (If you're unsure, check with the Admin Assistant). Note that scholarships/awards are not *automatically* applied against your tuition. You must choose this option each semester. Otherwise, the award will just sit on your account, you'll still owe tuition, and eventually the award may get paid out as a cheque or auto-deposit to your bank much later in the semester.
- Payroll deduction – amount to be entered by Admin Assistant – will pay your tuition in installments each pay-period.

See link for information and an instructional video for Graduate Settlement:

[https://www.uoguelph.ca/registrar/studentfinance/fees/payment\\_afs](https://www.uoguelph.ca/registrar/studentfinance/fees/payment_afs)

### Financial Dates & Deadlines

<https://www.uoguelph.ca/registrar/studentfinance/deadlines>

#### Fall 2023

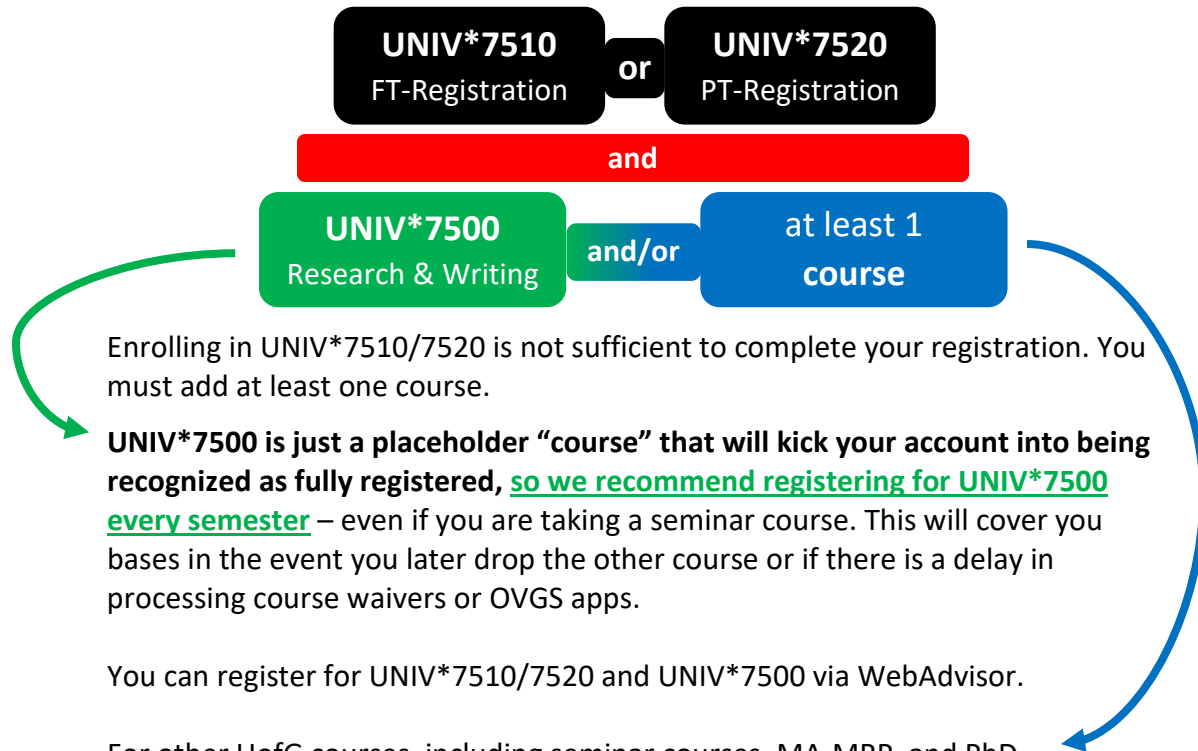
Graduate Settlement in WebAdvisor (to avoid late fees) August 27, 2023  
**Semester Payment Deadline** September 15, 2023

#### Winter 2024

Graduate Settlement in WebAdvisor (to avoid late fees) December 17, 2023  
**Semester Payment Deadline** Jan 12, 2024

## 4.2 The academic side of registration:

**Every semester**, depending on whether you have been approved for Full-time or Part-time studies, all PhD and MA students must enroll in:



Enrolling in UNIV\*7510/7520 is not sufficient to complete your registration. You must add at least one course.

**UNIV\*7500 is just a placeholder “course” that will kick your account into being recognized as fully registered, so we recommend registering for UNIV\*7500 every semester** – even if you are taking a seminar course. This will cover you bases in the event you later drop the other course or if there is a delay in processing course waivers or OVGS apps.

You can register for UNIV\*7510/7520 and UNIV\*7500 via WebAdvisor.

For other UofG courses, including seminar courses, MA-MRP, and PhD Milestones, you’ll need to confirm each semester whether you can add the course via WebAdvisor, or whether you’ll need to register by Course Waiver. (WebAdvisor course permissions may be inconsistent semester-to-semester.)

[https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate\\_course\\_waiver\\_request.html](https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate_course_waiver_request.html)

*(Contact the Academic Programs Assistant, who can begin the workflow for this form.)*

### 4.2.1 MA Courses – \*\* Pre-Registration \*\*

As part of the Tri-U, UofG History students can also take History courses at Wilfrid Laurier University and University of Waterloo and vice versa. To ensure all Tri-U students have an equal chance to claim spots at any of the three universities’ courses, the Tri-U runs a “Pre-Registration” event each semester – a first-come first-served virtual signup – to let students *reserve* their spot in an MA course. This spot will be held while we then work on processing the appropriate paperwork – a UofG Grad Waiver or an Ontario Visiting Graduate Student (OVGS) application.

Information about Pre-Registration and the links to reserve spots in Tri-U courses will be circulated before Fall & Winter semesters. To see the list of courses planned for Fall 2023 and Winter 2024, go to the Tri-U website: <https://uwaterloo.ca/tri-university-history-graduate-program/courses-2023-2024>

Once you have reserved your spot in a Tri-U seminar course, you will register for:

- UofG seminar courses, usually by Course Waiver
- WLU or UW seminar courses by Ontario Visiting Graduate Student (OVGS) app.  
[https://graduatestudies.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/public/OVGS%20Application\\_AODA.pdf](https://graduatestudies.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/public/OVGS%20Application_AODA.pdf)

Note: there is no additional fee for taking History courses at WLU or UW. These courses are part of the Tri-U and therefore can be part of your program of study.

#### Special MA Courses to be aware of:

- 1) **HIST\*6040 Special Reading Course** – requires permission from your Advisor or another History Faculty member. Enrollment is by Course Waiver.
- 2) **HIST\*6400 Major Research Paper** – MRP MA students will enroll in this course in the semester in which they will finish and defend their MRP.
- 3) There is no course code associated with defending a thesis. Instead, there is a package of paperwork :) See section 12 and become friends with your APA.

**Students should discuss their course selection and sequence with their Advisor, committee, and the Graduate Program Coordinator as appropriate.**

MA students generally register for up to three courses per semester, or two if they hold a graduate teaching assistantship. Graduate students are encouraged to consider including, as part of their program, appropriate graduate course offerings from other departments.

#### **MA by Thesis** *(typically 4 semesters)*

Students must complete  
**4 courses**  
**(at least 2.0 credits)**  
and submit a satisfactory  
thesis on an approved  
topic (25,000 words)

#### **MA by Coursework with Major Research Paper** *(typically 4-5 semesters)*

Students must complete  
**6 courses (at least 3.0 credits)**  
and complete HIST\*6400, which requires a major paper on an approved  
topic (10-12,000 words)

#### **MA by Coursework (no Major Research Paper)**

Students must complete  
**8 courses (at least 4.0 credits)**  
three of which must require a research paper

**NOTE:** MA students in collaborative specializations will have to enroll in additional/specific courses. Scroll down to “**Collaboratives Specializations for MA Students**” for more information.

#### 4.2.2 PhD Courses

Every semester, PhD students should enroll in

- **UNIV\*7510 or UNIV\*7520**  
and
- **UNIV\*7500\*** and/or the below (required) courses or milestones

### In your 1<sup>st</sup> and 2<sup>nd</sup> semesters

- HIST\*7000 Professional Development Seminar
- One Major Field Seminar (HIST\*7100 to 7260)
- Two Minor Field Seminars (HIST\*7590 to 7770)

### In later semesters (consult the GPC for recommended timing)

- Qualifying Exam
  - Written Portion (HIST\*7040 Major Field)
  - Oral Portion (HIST\*7010 Qualifying Examination)
- HIST\*7030 Language Requirement – by your 6th semester
- HIST\*7070 Thesis Proposal
- HIST\*7080 Colloquium
- HIST\*7990 Doctoral Thesis

*\*We recommend registering for UNIV\*7500 every semester, even if enrolling in another milestone/course*

**NOTE:** PhD students in collaborative specializations will have to enroll in additional/specific courses. Scroll down to “**Collaboratives Specializations for PhD Students**” for more information.

#### 4.2.3 UNIV\*7100 Academic Integrity

All graduate students will be automatically enrolled in **UNIV\*7100**, which must be completed by the 20<sup>th</sup> class day of your first semester. You can complete the course on CourseLink. See here for more information:

[https://graduatestudies.uoguelph.ca/current/academics/academic\\_integrity](https://graduatestudies.uoguelph.ca/current/academics/academic_integrity)



#### 4.2.4 Academic Dates & Deadlines

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

##### Summer 2023

<b>Wednesday, May 11</b>	<ul style="list-style-type: none"><li>• Classes commence</li></ul>
<b>Friday, May 19</b>	<ul style="list-style-type: none"><li>• Last day to add Summer 2023 courses - All graduate students</li><li>• Last day for clearance to graduate at Summer 2023 Convocation</li></ul>
<b>Monday, May 22</b>	<ul style="list-style-type: none"><li>• Holiday -- No Classes Scheduled -- classes rescheduled to Thursday, August 3</li></ul>
<b>Wednesday, May 31</b>	<ul style="list-style-type: none"><li>• 14th class day; no new student registrations permitted after this date</li></ul>
<b>Thursday, June 8</b>	<ul style="list-style-type: none"><li>• 20th class day; last day to complete <a href="#">UNIV*7100</a> course</li></ul>
<b>Monday, June 12</b>	<ul style="list-style-type: none"><li>• Summer 2023 Convocation ceremonies begin</li><li>• Course selection period for Fall Semester 2023. Check <a href="https://www.uoguelph.ca/registrar/courseselectionwindow">https://www.uoguelph.ca/registrar/courseselectionwindow</a> for updates</li></ul>
<b>Friday, June 16</b>	<ul style="list-style-type: none"><li>• Summer 2023 Convocation ceremonies end</li></ul>
<b>Thursday, June 22</b>	<ul style="list-style-type: none"><li>• Last day to apply to graduate at Fall 2023 Convocation without late application fee</li></ul>
<b>Friday, June 30</b>	<ul style="list-style-type: none"><li>• Government Reporting Date</li><li>• Holiday -- No Classes Scheduled* -- classes rescheduled to Friday, August 4</li></ul>
<b>Friday, July 7</b>	<ul style="list-style-type: none"><li>• Last day to apply online to graduate at Fall 2023 Convocation (late application fee still in effect)</li><li>• 40th class day. Instructors have provided feedback on a minimum of 20% of final course grade</li></ul>
<b>Wednesday, August 2</b>	<ul style="list-style-type: none"><li>• Last day for regularly scheduled classes</li></ul>
<b>Thursday, August 3</b>	<ul style="list-style-type: none"><li>• Classes rescheduled from Monday, May 22, Monday schedule in effect</li></ul>
<b>Friday, August 4</b>	<ul style="list-style-type: none"><li>• Classes rescheduled from Friday, June 30, Friday schedule in effect</li><li>• Classes conclude</li><li>• Last day to drop S23 one-semester courses and W23/S23 two-semester courses</li><li>• Last day to apply online for the Credit/No Credit grading option for eligible S23 elective courses</li></ul>
<b>Monday, August 7</b>	<ul style="list-style-type: none"><li>• Holiday</li></ul>
<b>Tuesday, August 8</b>	<ul style="list-style-type: none"><li>• Examinations commence</li></ul>

<b>Wednesday, August 16</b>	<ul style="list-style-type: none"> <li>Examinations conclude</li> </ul>
<b>Thursday, September 14</b>	<ul style="list-style-type: none"> <li><b>Last day for thesis to be approved in the Atrium by OGPS for Fall 2023 Convocation</b></li> <li>Last day to apply via hard copy to graduate at Fall 2023 Convocation (late application fee still in effect)</li> </ul>
<b>Fall 2023</b>	
<b>Thursday, September 7</b>	<ul style="list-style-type: none"> <li>Classes commence</li> </ul>
<b>Thursday, September 14</b>	<ul style="list-style-type: none"> <li>Last day for thesis to be approved in the Atrium by OGPS for Fall 2023 Convocation</li> <li>Last day to apply via hard copy to graduate at Fall 2023 Convocation (late application fee still in effect)</li> </ul>
<b>Friday, September 15</b>	<ul style="list-style-type: none"> <li>Last day to add Fall 2023 courses - All graduate students</li> <li>Last day for clearance to graduate at Fall 2023 Convocation</li> </ul>
<b>Tuesday, September 26</b>	<ul style="list-style-type: none"> <li>14th class day; no new student registrations permitted after this date</li> </ul>
<b>Wednesday, October 4</b>	<ul style="list-style-type: none"> <li>20th class day; last day to complete <a href="#">UNIV*7100</a> course</li> </ul>
<b>Friday, October 6</b>	<ul style="list-style-type: none"> <li>Fall Break begins at end of classes this day</li> </ul>
<b>Monday, October 9</b>	<ul style="list-style-type: none"> <li>Holiday -- No Classes Scheduled -- classes rescheduled to Friday, December 1</li> </ul>
<b>Tuesday, October 10</b>	<ul style="list-style-type: none"> <li>Fall Study Break Day -- No Classes Scheduled -- classes rescheduled to Thursday, November 30</li> <li>Fall 2023 Convocation ceremonies</li> </ul>
<b>Wednesday, October 11</b>	<ul style="list-style-type: none"> <li>Fall Break ends and classes resume</li> </ul>
<b>Friday, October 20</b>	<ul style="list-style-type: none"> <li>Last day to apply to graduate at Winter 2024 Convocation - no ceremony - without late application fee</li> </ul>
<b>Early November TBA</b>	<ul style="list-style-type: none"> <li>Course selection period for Winter Semester 2024 begins. Check <a href="https://www.uoguelph.ca/registrar/courseselectionwindow">https://www.uoguelph.ca/registrar/courseselectionwindow</a> for updates</li> </ul>
<b>Wednesday, November 1</b>	<ul style="list-style-type: none"> <li>Government reporting date</li> </ul>
<b>Friday, November 3</b>	<ul style="list-style-type: none"> <li>Last day to apply online to graduate at Winter 2024 Convocation - no ceremony - (late application fee still in effect)</li> <li>40th class day. Instructors have provided feedback</li> </ul>
<b>Thursday, November 29</b>	<ul style="list-style-type: none"> <li>Last day for regularly scheduled classes</li> </ul>

<b>Thursday, November 30</b>	<ul style="list-style-type: none"> <li>• Classes rescheduled from Tuesday, October 10, Tuesday schedule in effect</li> </ul>
<b>Friday, December 1</b>	<ul style="list-style-type: none"> <li>• Classes rescheduled from Monday, October 9, Monday schedule in effect</li> <li>• Classes conclude</li> <li>• Last day to drop F23 one-semester courses and S23/F23 two-semester courses</li> <li>• Last day to apply online for the Credit/No Credit grading option for eligible F23 elective courses</li> </ul>
<b>Monday, December 5</b>	<ul style="list-style-type: none"> <li>• Examinations commence</li> </ul>
<b>Friday, December 15</b>	<ul style="list-style-type: none"> <li>• Examinations conclude</li> </ul>
<b>Thursday, January 11</b>	<ul style="list-style-type: none"> <li>• <b>Last day for thesis to be approved in the Atrium by OGPS for Winter 2024 Convocation</b></li> <li>• Last day to submit hard copy application (with late fee) for Winter 2024</li> </ul>
<b>Winter 2024</b>	
<b>Monday, January 8</b>	<ul style="list-style-type: none"> <li>• Classes commence</li> </ul>
<b>Thursday, January 11</b>	<ul style="list-style-type: none"> <li>• Last day for thesis to be approved in the Atrium by OGPS for Winter 2024 Convocation</li> <li>• Last day to submit hard copy application (with late fee) for Winter 2024 Convocation– no ceremony – (late application fee still in effect)</li> </ul>
<b>Friday, January 12</b>	<ul style="list-style-type: none"> <li>• Last day to add Winter 2024 - All graduate students</li> </ul>
<b>Friday, January 19</b>	<ul style="list-style-type: none"> <li>• Last day for clearance to graduate at Winter 2024 Convocation</li> </ul>
<b>Thursday, January 25</b>	<ul style="list-style-type: none"> <li>• 14th class day; no new student registrations permitted after this date</li> </ul>
<b>Thursday, February 1</b>	<ul style="list-style-type: none"> <li>• Government Reporting Date</li> </ul>
<b>Friday, February 2</b>	<ul style="list-style-type: none"> <li>• 20th class day; last day to complete <a href="#">UNIV*7100</a> course</li> </ul>
<b>Friday, February 16</b>	<ul style="list-style-type: none"> <li>• Winter Break begins at end of classes this day</li> <li>• Last day to apply to graduate at Summer 2024 Convocation without late application fee</li> </ul>
<b>Monday, February 19</b>	<ul style="list-style-type: none"> <li>• Winter Break begins -- No Classes Scheduled This Week</li> <li>• Holiday</li> </ul>
<b>Tuesday, February 20</b>	<ul style="list-style-type: none"> <li>• Winter 2024 Convocation - no ceremony</li> </ul>
<b>Monday, February 26</b>	<ul style="list-style-type: none"> <li>• Winter Break ends and classes resume</li> </ul>

<b>Early March TBD</b>	<ul style="list-style-type: none"> <li>Course selection period for Summer 2024 begins - All graduate students. Check <a href="https://www.uoguelph.ca/registrar/courseselectionwindow">https://www.uoguelph.ca/registrar/courseselectionwindow</a> for updates</li> </ul>
<b>Friday, March 8</b>	<ul style="list-style-type: none"> <li>40th class day. Instructors have provided feedback</li> <li>Last day to apply to graduate at Summer 2024 Convocation (late application fee still in effect)</li> </ul>
<b>Friday, March 29</b>	<ul style="list-style-type: none"> <li>Holiday -- No Classes Scheduled -- classes rescheduled to Monday, April 8</li> </ul>
<b>Friday, April 5</b>	<ul style="list-style-type: none"> <li>Last day for regularly scheduled classes</li> </ul>
<b>Monday, April 8</b>	<ul style="list-style-type: none"> <li>Classes rescheduled from Friday, March 29. Friday schedule in effect</li> <li>Classes conclude</li> <li>Last day to drop W24 one-semester courses and F23/W24 two-semester courses</li> <li>Last day to apply online for the Credit/No Credit grading option for eligible W24 elective courses</li> </ul>
<b>Thursday, April 11</b>	<ul style="list-style-type: none"> <li>Examinations commence</li> </ul>
<b>Tuesday, April 23</b>	<ul style="list-style-type: none"> <li>Examinations conclude</li> </ul>
<b>Thursday, May 16</b>	<ul style="list-style-type: none"> <li><b>Last day for thesis to be approved in the Atrium by OGPS for Summer 2024 Convocation</b></li> <li>Last day to submit hard copy application (with late fee) for Summer 2024 Convocation</li> </ul>

#### 4.3 Part-time vs Full-time Registration

Unlike for undergraduate studies, your graduate tuition is not related to the number of courses you take each semester. Full-time graduate students may have semesters in which they take 3, 2, 1 or even zero “courses” in a semester. There will be semesters in which you will be exclusively working on your thesis or MRP research. (This is where the **UNIV\*7500 Research and Writing** placeholder course is helpful.)

Your status as a part-time or full-time student was established in your application/admission.

##### **Part-time Studies**

Part-time students may transfer to full-time studies by completing the appropriate transfer application.

PT students are limited to taking 1.0 credits (usually 2 courses) in a semester.

3 PT semesters are considered equivalent to 1 FT semester.

##### **Full-time Studies**

Full-time students may apply to transfer to part-time studies but typically must demonstrate changed circumstances such as personal health, family responsibility, or employment, that make continuing with full-time study difficult.

**If you wish to transfer between part-time and full-time studies, talk to the Graduate Program Coordinator.** Transfers MUST be supported by the Department and may affect your funding and program duration. Your Transfer application must also be approved by the Office of Graduate and Postdoctoral Studies (OGPS).

The PT/FT Transfer GryphForm is found under the OGPS Graduate Record Forms tab: <https://graduatestudies.uoguelph.ca/current/forms>

## 5. Program Duration and Maximum Program Duration

A Program Completion Period is the normal timeframe during which a graduate student is expected to complete their graduate program. The following table outlines Program Completion Periods for graduate students at the University of Guelph, as defined by Class Level.

Program Duration schedule for Master's and PhD students with FT (Full-time), PT (Part-time) status.

Program	Completion Period	Plan of Study & Progress Report to A&P by end of the semester	Continue with approved Plan of Study	Second Plan of Study & Progress Report to A&P by end of semester	Continue with 2 <sup>nd</sup> approved Plan of Study to MPD	Max Program Duration To apply for an extension submit: Appeal for Extension of MPD to A&P by end of the semester
Master's - FT	6 FT semesters	7	8, 9	n/a	n/a	9
Master's - PT	12 PT semesters	13 PT semesters	14, 15 PT semesters	n/a	n/a	15 PT semesters
PhD - FT	12 FT semesters	13	14, 15, 16	16	17, 18	18
PhD - PT	24 PT semesters	25 PT semesters	26, 27, 28 PT semesters	28 PT semesters	29, 30 PT semesters	30 PT semesters

Students whose progress has been delayed due to extenuating circumstances and who seek to continue beyond their Program Completion Period and/or beyond Maximum Program Duration (MPD) may complete an Appeal.

For more details and instructions regarding Plans of Study and Appeals of Maximum Program Duration, refer to the graduate calendar:

<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/registration/>

## 6. (MA only) Changing between Thesis and MRP/Coursework Streams

During your MA studies, you may decide that you'd like to change your degree stream.



Talk to your Advisor and the GPC as this will require their approval and:

1. An application to change your study option  
[https://graduatestudies.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program\\_study\\_transfer.pdf](https://graduatestudies.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program_study_transfer.pdf)  
Note: The History Department will cover the \$35 transfer fee
2. The GPC will need to prepare a new Funding Form
3. A new Graduate Advisory Committee package for your “new” program (See Section 8 for links to Advisory Committee GryphForm)

The APA will assist you in submitting completed forms to OGPS.

## 7. Leave of Absence (LOA)

Graduate students are expected to register every semester until graduation. However, with advanced approval, a graduate student may take a Leave of Absence. Many MA students opt to take a Leave of Absence in summer semesters to pursue employment or other endeavors. LOAs are also possible in other semesters.

Discuss this option in advance with the GPC as each semester has a specific deadline to submit the application to OGPS:

The LOA Application is now a GryphForm found on the OGPS Forms page, under the “Graduate Records Forms” tab:  
<https://graduatestudies.uoguelph.ca/current/forms>

Note that there are restrictions to what you may and may not do during a LOA, and you should discuss these with your advisor and/or the GPC. For more information, consult the graduate calendar: <https://calendar.uoguelph.ca/graduate-calendar/general-regulations/registration/>

## 8. Advisory Committees

The Advisory Committee Appointment GryphForm can be found under the “Graduate Records Forms” tab at: <https://graduatestudies.uoguelph.ca/current/forms>

*Note: The APA will fill out “Colleague ID” and “Nomination Status” so you can leave these fields blank in the GryphForm. You will also have to complete a Grad Degree Program form listing courses you will take to complete required credits. We understand you may not know what you will take in year 2, but list the Semester 1 courses you are taking, the semester 2 courses you PLAN to take, and if you’re MRP, list HIST\*6400. This will be good enough.*

### 8.1 MA students

At the beginning of the MA program, all MA students are placed with an (unofficial) Advisor, who will help guide you through the beginning of your program.

At the end of the first semester, once you’re up and running in the program and have had some time to consider your research direction, we’ll submit a Graduate Advisory Committee Form to OGPS to name your official Advisor and Advisory Committee Member(s). According to the Graduate Calendar, all MA students in the History program must have a Graduate Committee by the 20<sup>th</sup> class day of a student’s second semester, when the Advisory Committee GryphForm is due to OGPS.

Your formal/official Advisor may be the same faculty member with whom you started, or it may be a new Advisor better suited to your research direction. This decision must be made in consultation with your unofficial Advisor and the GPC.

Your official Advisory Committee will consist of:

#### For MA Thesis students

- 1) An Advisor  
must be a UofG graduate faculty member
- 2) Committee Member 1\*
- 3) *Optional:* Committee Member 2\*

#### For MA non-thesis students

- 1) An Advisor  
must be a UofG graduate faculty member
- 2) Committee Member 1\*

\*Committee members 1 & 2 must be graduate faculty but may be from any Tri-U school.

### 8.2 PhD students

PhD students are also required to submit an Advisory Committee Form to OGPS in their second semester. The PhD advisory committee (an Advisor + 2 other graduate faculty) advises throughout the thesis development. However, only two of the three can *also* serve on the Examination Committee for the Comprehensive Exams and the Final Defense, so the Advisory Committee will need to be selected with care. Standard Tri-U practice is for a PhD Advisory Committee to include at least 1 faculty from another Tri-U school.

**Tip:** During the course of your MA or PhD studies, your research may take on new directions and flavours. In consultation with your Advisor and Committee and the GPC, you may need to revise your Advisory Committee and submit an updated GryphForm to OGPS.

## 9. Update Meetings with Advisory Committee

The Department will require you to have regular meetings with your Advisory Committee.

### 9.1 Fall Meeting for MA students

We'll schedule a more formal-style meeting in early December for all MA students with a Chair from the graduate committee, your Advisor and your graduate committee. The meeting will be a chance for you to touch base with your committee and let them know how your program is progressing. It would also be a good chance to complete your semester Progress Report (see [Section 10](#)).

For new MA students: Though your official committee paperwork doesn't technically need to be filed with OGPS until January (see [Section 8](#)), this fall meeting would be an excellent time to organize your committee membership and collect required signatures to submit the official paperwork. The meeting will be an opportunity to meet your committee (possibly for the first time) and let them know how your first semester has gone and how you're settling into the program.

### 9.2 Winter Meeting for MA students

Winter semester meetings will be recommended for late April. In most cases, this will be a less-formal meeting than in Fall, but in some cases, we may still recommend a Chair from the Graduate Committee be present to moderate. In all cases, we encourage you to complete your winter Progress Report (see [Section 10](#)) in conjunction with this meeting.

- For veteran MA students, your meeting may be fairly informal as it will likely just be a quick update and check-in as you near completion.
- For 1<sup>st</sup> year MA students, in addition to your update meeting, you will be expected to prepare and present your Research Proposal (see below)

#### 9.2.1 Research Proposal

In your second semester, you'll be expected to prepare and present a Research Proposal. In most cases, this will be done at your Winter Progress meeting. See this link for more information:

<https://www.uoguelph.ca/arts/sites/uoguelph.ca.arts/files/public/Guelph.History.MA.Proposal.Guidelines.2015.pdf>

### 9.3 Summer Meeting for MA students

Most students will not have a summer MA meeting.

### 9.4 Meetings for PhD Students

PhD students must have at least one meeting per year with their Advisor and committee, but we strongly encourage students to request additional meetings as necessary and to keep open lines and regular communication with their committee, looping in the GPC when appropriate.



## 10. Progress Reports

You will need to submit a Progress Report every semester that you are enrolled. It's a chance for you to comment on things like courses or research you've completed and to formalize this communication with your advisor, committee and the GPC. By making these reports a semesterly requirement, OGPS is endeavoring to make sure no graduate students fall through the cracks during their studies and all students are supported in progressing through their degree each semester. **Do not let them stress you out.**

Progress reports are due early in the subsequent semester, but our department will instead encourage (require?) you to complete it early – at the end of the semester you're reporting on.

Semester Progress Report	History Department will have you complete it	OGPS deadline or your next semester's registration will be blocked
Summer 2023	Mid- to late- Aug	September 2023
Fall 2023	Mid- to late- Dec	January 2024
Winter 2024	Mid- to late- Apr	May 2024

You'll complete your Progress Report via the GryphForm platform in the OGPS Portal.

1. Start by logging in to the [OGPS Portal](#);
  - i. If you have not already completed your Student Profile on the OGPS site, you must first create your profile. You will be asked to enter your Graduate Program Coordinator in this section (Tara Abraham, [taabraha@uoguelph.ca](mailto:taabraha@uoguelph.ca)) as well as your advisor and your advisory committee. (If you have not selected your Advisory Committee, you will have until the 20<sup>th</sup> day of your second semester to submit your Advisory Committee GryphForm.)
2. You will then complete your portion of the progress report by clicking on [Start New Form](#) and selecting the [My Progress Reports](#) link;
3. Enter some notes about your progress over the last semester, including any courses taken and any research progress during your semester;
4. Submit your progress report.

Your Progress Report will then automatically be sent to the Academic Programs Assistant so that it can be reviewed to ensure committee members listed are correct. The APA will then route it forward to your Advisor for their comment and sign-off, then to your committee members, and finally to the GPC. When everyone has completed their portion of the progress report, you'll receive a copy of the final report. Note: You can log back in to the [OGPS Portal](#) at any point to access the report.

## 11. Study and Research Abroad

If you have arranged to complete any of your studies or research (including Conferences) for your degree outside of Canada, you will need to register with the Centre for International Programs.

You will need to complete a Pre-departure Orientation and register for DepartSmart:

<https://www.uoguelph.ca/cip/pre-departure-orientation>

## 12. Thesis Completion & Graduation

Please refer to the OGPS website for guidance on thesis completion and applying to graduate:

<https://graduatestudies.uoguelph.ca/current/completion>

Note that if you submit an application to graduate, but then don't finish that semester, your application will be automatically rolled over to the next semester. So, apply early, even if you're not 100% confident that you'll finish on time!

From <https://calendar.uoguelph.ca/graduate-calendar/schedule-dates/winter-semester/>

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<b>Friday, February 16</b>	<ul style="list-style-type: none"><li>• Last day to apply to graduate at Summer 2024 Convocation without late application fee</li></ul>
<b>Friday, March 8</b>	<ul style="list-style-type: none"><li>• Last day to apply online to graduate at Summer 2024 Convocation (late application fee still in effect)</li></ul>
<b>Friday, April 5</b>	<ul style="list-style-type: none"><li>• Last day for regularly scheduled classes</li></ul>
<b>Thursday, May 16</b>	<ul style="list-style-type: none"><li>• Last day for thesis to be approved in the Atrium by OGPS for Summer 2024 Convocation</li><li>• Last day to submit hard copy application (with late fee) for Summer 2024 Convocation</li></ul>

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## 13. Frequently Asked Questions

### Q. What should I do if I'm falling behind in my graduate coursework?

Be upfront with your course instructor(s) as early as possible and discuss extensions, including the possibility of receiving an "INC" (incomplete) grade.

#### **\*\*Incompletes\*\***

- At Guelph, for both undergraduate and graduate courses, if a student does not complete a major component of a course, we can submit a final grade of "INC" (incomplete), which serves as a temporary placeholder until the major component is completed and a final/numerical grade is available. **In plain speak, it's an extension of the deadline beyond the end of the semester.**
- For undergraduate courses, there is an involved paperwork/appeals process to request this "extension". However, for graduate courses, this is not the case. Instead, it is a discussion between the student and the instructor, and if the instructor agrees to grant the extension, that's good enough. There is no additional paperwork involved (though I would suggest you document the agreement by email or some other written form, just so everyone's on the same page). If an extension is granted, the instructor will submit your end of semester grade as "INC" (incomplete). We'll update the grade once you finish the course/project. **Important note: INC grades *must* be resolved by the end of the next registered semester.**

*For example, if you're taking a course in F23, and you struggle to complete a major component before the end of F23, you could ask the instructor for an extension beyond the F23 final grade deadline. If an extension is granted, we would submit your F23 grade as INC. Once you complete the final component and the instructor grades it, they will send me your revised final grade, and we'll update your transcript to replace the "INC" with the final numerical grade. Note that you would not enroll in the course again in W24. Instead, we would update/replace the INC for F23 with a final grade. When you graduate, your transcript will simply show the final F23 grade without any indication that there were any anomalies.*

Your INC extension could be anywhere from as little as 1 week to as long as 4 months – whatever you and the instructor negotiate – as long as a final grade is submitted by the end of the next registered semester. (i.e., F23 INCs must be resolved by the end of W24.) If the INC isn't replaced by the end of the subsequent semester that you are registered for, the INC will automatically convert to an "INF" (Incomplete-fail). You can read over this in the Grad Calendar here: <https://calendar.uoguelph.ca/graduate-calendar/general-regulations/academic-standings/>

If you're looking at your end-of-semester calendar and thinking "darn, I just wish the grad paper wasn't due until a week or two after the insanity of end-of-semester GTA grading!" then an INC may be something to discuss with your instructor. However, careful consideration should be given to the wisdom of pushing (too much) work into the next semester, which will have its own obligations, so you'll need to discuss with the instructor whether or not this is appropriate, and we strongly encourage you to loop your advisor into the discussion as well.

## Q. Can I audit a course?

Short answer, yes!

The Grad Calendar says:

“Students wishing to register in any undergraduate course or course for audit must obtain the instructor's signature on the Graduate Student Add/Drop & Change form.”

<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/registration/>

To audit a *graduate* course OR an *undergraduate* course, you'll need to fill out a GRADUATE course waiver. For the section ID, your APA will note Section “AUD”. It will require instructor and GPC sign-off.

[https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate\\_course\\_waiver\\_request.html](https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate_course_waiver_request.html) (Note, your APA has a pdf version of this form, so email them to request it.)

In both cases, Enrollment Services will create a special “Audit” section of the course. Please be forewarned, Enrollment Services often won't process audit requests until the *end* of the course-selection period, which may mean you won't officially be enrolled in the course until after the first week of classes. You may need to warn the instructor of this so they can invite you to their CourseLink site as a guest or email you materials for that first week or so of classes.

**There is also an alternative to auditing a course.** Instead, you could choose the credit/no-credit grading option. <https://calendar.uoguelph.ca/graduate-calendar/general-regulations/academic-standings/>

Essentially, you can get credit for an extra course without the pressure of excelling as you only need to achieve a 65%. In the event you don't achieve 65%, you can request the course be converted to an audit instead of the credit/no-credit option. These options do require instructor and/or department approval, but it's worth discussing.

## Q. What is a “GryphForm”?

The Office of Graduate and Postdoctoral Studies has been converting a number of pdf forms over to a new online portal which doesn't require physical signatures – just central-logins. They call the web-based forms in this portal GryphForms. There are many references in this handbook to forms that are PDFs at the time of this edition, but we expect more and more of these PDFs to be replaced with GryphForm versions as time goes on.

## Q. Can you show me the money?!

Regrettably no, but I can point you in the right direction.

### **Graduate Teaching Assistantships (GTA-ships or simply TAships)**

Your funding offer letter will note how many guaranteed GTAships you can expect. At the University of Guelph, a 1.0 GTAship is typically 140 hours over approximately 14 weeks. Basic arithmetic says that's approx 10 hours of work per week, though in reality, there are often lower workload weeks and higher workload weeks, particularly around final-grading time.

This 140-hour assignment pays approximately \$6k before deductions.

GTAships are covered by CUPE 3913 Unit 1 rules. See the bottom of this page for more info and current wages: <https://www.uoguelph.ca/facultyrelations/collective-agreements>

As a bonus, if you hold a GTAship, you have the option of paying your tuition in installments deducted directly from your GTA-payroll. This can cushion the burden of tuition so that you don't have to pay it as a lump sum at the beginning of the semester. (See [section 4.1](#))

If you are within your Job Security Period (JSP) and have been guaranteed a GTA position, you will still need to apply once the department posts which courses require TAs, which is typically not known until a few weeks before the semester starts. More information about applying for GTAships will be shared by the Administrative Assistant closer to each hiring period.

### **Graduate Research Assistant (GRA)**

Some advisors may have additional funding that facilitates paying you a small GRA-stipend for research work. This is not guaranteed unless it is included in your guaranteed funding package.

### **Funding:**

<https://graduatestudies.uoguelph.ca/current/funding>

### **Graduate Scholarship Database:**

Use this database to search for scholarships and awards you might be eligible for.

<https://www.uoguelph.ca/registrar/studentfinance/apps/gawards?class=Entering>

Also check our website where we've highlighted some of the awards that are commonly available to History Graduate students:

<https://www.uoguelph.ca/arts/history/graduate-studies/awards-financial-aid-graduate-studies>

Please note that some of the above require demonstration of financial need. You'll need to follow the instructions at the above links to submit the appropriate paperwork to Student Financial Services.

Also keep an eye out for periodic emails announcing novel or external scholarship/award opportunities.