

2004-2005 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2004-2005 academic year, including the Summer Semester 2004, the Fall Semester 2004 and the Winter Semester 2005.

For your convenience the Diploma Calendar is available in PDF format.

If you wish to link to the Diploma Calendar please refer to the Linking Guidelines.

Collège d'Alfred

Keptville College

Agricultural College

Ridgetown College

The University is a full member of:

- The Association of Universities and Colleges of Canada

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Disclaimer

University of Guelph 2004

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2004-2005 academic year, including the Summer Semester 2004, the Fall Semester 2004 and the Winter Semester 2005.

The University reserves the right to change without notice any information contained in this calendar, including any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply,

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XIII. General Information

University of Guelph General Information

Copyright Policy

When a student produces a work eligible for copyright based on research or other scholarly activity conducted under the supervision of a faculty member and the supervision of that work is a requirement of the academic program, the University, whilst acknowledging the sole copyright ownership by the student, reserves the right of access to the work.

It is a condition of engaging in the diploma programs at the University that the University receives a non-exclusive royalty fee license to:

1. circulate the work as part of the University library collection;
2. make copies or representations of the work for academic purposes within the University;
3. make single copies of a thesis deposited in the University Library at the request of other universities or bona fide institutions;
4. microfilm the work and submit the microfilm to the National Library of Canada;
5. publish the abstract of any work which is a student thesis.

Counselling and Student Development Centre (Guelph Students)

The Counselling and Student Resource Centre offers support to students in their learning and personal development.

Because learning takes place both inside and outside of the classroom, we encourage students to take part in the following programs and services:

Campus Ministry is a multi-faith service providing pastoral care and worship services. This group of religious persons, representing major world religions, sponsors programs related to agriculture, feminism, justice and spirituality. An interfaith resource centre is open to students.

The Centre for Students With Disabilities assists students with disabilities by providing counselling and support, arranging appropriate classroom and exam accommodations and promoting greater awareness and understanding of disability issues in the university community.

Contact Help and Safety Line is an after-hours phone line available to all members of the University community. Trained volunteers offer support and referral services to callers. All calls are confidential and anonymous. The Contact Line is open from 6:00 pm to 12:00 midnight every day.

The Co-operative Education program gives students the opportunity to combine academic and work experience in a wide variety of subject areas.

Counselling Services offers professional counselling to help students deal with personal or psychological problems in order to foster personal and academic growth. Both individual and group counselling therapy are provided.

Raithby House Drop-in volunteers provide personal support, information, a listening ear and referrals on an informal drop-in basis. Any member of the university community is welcome to use the Drop-In when they wish to talk to someone or wish information. Raithby House Drop-In is staffed by trained student volunteers. The Wellness Centre has a satellite in The House where information on a wide variety of issues related to personal wellness can be found. The House Drop-In is open every day from 6:00 pm to 12:00 midnight. You will see The House flag flying when we are open.

Learning Commons

The Learning Commons links together various services on campus in support of student learning, writing, and library research. Located on the main floor of the McLaughlin Library, The Learning Commons provides a common, convenient, and accessible location with extended hours of operation.

Activities in The Learning Commons include: learning and writing programs, Library information sessions, ESL services, support to students learning with technology, co-curricular study groups, and a range of printed and electronic resources, seminars and workshops for undergraduate and graduate students.

International Students

The University of Guelph invites international students to apply for admission to our associate diploma programs.

The University supports the presence, and values the contribution of international students in the cross-cultural learning and global understanding of the academic community and the City of Guelph.

Inventions Policy

In the course of completing their diploma, students may discover or help discover technology which might be patentable and/or have the possibility for commercial development. Any student who suspects this might be the case should, without delay, contact his or her research supervisor, if appropriate, and the Office of Research. Although the rights to such inventions are owned by the University, a student who is an inventor or co-inventor would share in any revenues earned by the invention according to the University's Invention Policy.

Student Life and Career Services (Guelph Students)

Student Life and Career Services is dedicated to helping students through the transitions they make from orientation to graduation and beyond. The University of Guelph is the only university in Canada to offer this range of integrated programs and services focused on supporting students like you through transitions over their years of study.

The Office of First Year Studies offers programs and services to help students with the transition to university life and study after they are admitted to the University.

Leadership, Service, and Involvement Programs helps students get involved, explore their leadership potential, and prepare for life beyond university.

Career Services helps students explore their academic and vocational direction, self-manage their career, and succeed in the transition to the world of work. Career Services also provides access to a wide and varied range of employment possibilities.

Student Rights and Responsibilities

Student membership at the University of Guelph is associated with fundamental rights and responsibilities intended to maintain the integrity of the University as a community for learning. Staff, faculty and students co-operate to sustain an educational environment that promotes individual learning and development. The University is responsible for providing the resources and opportunities that the students require to succeed.

The *Student Rights and Responsibilities* brochure outlines the basis of conduct considered to be consistent with the goals and wellbeing of the University community and describes the process in place to review reported incidents of misconduct. The code of conduct was developed collaboratively by students, staff and faculty and is regularly reviewed by the entire University community.

As a student you have the RIGHT to access the Judicial system if a violation of this policy has occurred, whether that violation has occurred on or off campus provided that the violation affects your ability to use and enjoy university facilities.

The term "University of Guelph community", as referenced in the Student Rights and Responsibilities brochure, includes the Regional Colleges at Alfred, Kemptville and Ridgeway.

University Community Principles

The University of Guelph is dedicated to the advancement of learning and the dissemination of knowledge; the intellectual, social, moral and physical development of its members; and the betterment of society (University of Guelph Act, 1964). These overall goals commit us to three central values:

- The development of all members of this university community, which implies and affirms the dignity, worth and autonomy of the individual.
- A focus on learning and knowledge, which upholds the fundamental importance of reasoned debate and inquiry in all of this university's academic and service functions.
- Societal enhancement, which extends the commitment to individual development beyond the walls of the institution to the ideal of service to the broader community.

Student Regulations

The University accepts that you are able to make responsible decisions regarding your own moral and social behaviour. The purpose of these regulations is to provide for an environment that supports personal and intellectual growth. These regulations are intended to recognize your rights as a student and the rights of others, while also identifying certain responsibilities of students that are a part of the exercise of these rights.

For purposes of these regulations, a student is a person registered in an undergraduate or graduate program proceeding toward a degree, a diploma or a certificate at the University of Guelph, or otherwise taking credit or non-credit courses offered by the University.

Academic Responsibility.

You have the *right* to engage in free intellectual enquiry and, within the limits of the material and human resources and approved University protocols, to access the resources necessary to plan and accomplish your educational and career objectives. You have the *responsibility* to:

- pursue the Learning Objectives established by the University in the context of your own program and goals;
- adhere to the schedule of dates and academic and non-academic regulations;
- select courses based on academic program requirements;
- consult your academic advisor (Program Counsellor, Departmental Advisor, Grad Coordinator) or the relevant Academic Review Committee if extenuating circumstances affect your academic performance;
- abide by the University's Policy on Academic Misconduct.1

1 Refer to Section VIII of the Diploma Program Calendar or the Undergraduate Calendar or to the Graduate Calendar, available at the Office of Registrarial Services or the Directors Office at each Regional College, for specifics. This information is also available electronically at http://www.uoguelph.ca/undergrad_calendar/ or <http://www.uoguelph.ca/graduatestudies/calendar/>.

Civil/Criminal Statutes.

You retain your ordinary *right* as a citizen when you become a member of the University community. You have the *responsibility* to abide by Federal, Provincial and Municipal statutes in addition to the University's own regulations. The University's interest may

cause it to initiate a hearing (refer to Judicial Processes) whether or not non-university authorities have taken action.

Offenses against Persons

Bodily Harm

You have the *right* to an environment that is safe and free from unwanted attention. You have the *responsibility* not to engage in activities likely to endanger the health or safety of yourself or another person, or to assault or threaten to assault another person, or to knowingly cause another person to fear bodily harm..

Harassment

You have the *right* to an environment characterized by mutual respect. You have the *responsibility* to treat all members of the University community with respect and without harassment. Harassment is defined as any attention or conduct (oral, written, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive, or intimidating.¹

The use, or permitting the use, of the University computing, telephone, mail, display, and other communications systems to convey nuisance, obscene, or otherwise objectionable messages is prohibited.²

1 Refer to the University's Policy and Procedure on Sexual and Gender Harassment, available from the Office of Student Affairs, 4th Floor, University Centre, the Human Rights and Equity Office in Fielding House and the Director's Office at each Regional College or electronically on the University's website at <http://www.uoguelph.ca/hre/>.

2 Refer to the University's Acceptable Use Policy and Guidelines on Computing, available from Computing and Communication Services and the Director's Office at each Regional College or electronically on the University's website at <http://www.uoguelph.ca/web/aupg.shtml>.

Discrimination

You have the *right* to an environment characterized by equal opportunity and equitable access to University goods and services. You have the *responsibility* to treat all members of the University community without discrimination. Discrimination is defined as any conduct that results in adverse treatment of an individual or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, handicap, age, marital status, record of offences or receipt of public assistance.

Offenses involving Property

Facilities, Telecommunications, Library, Property and Private Property

You have the *right* to the use of University facilities. You have the *responsibility* to:

- i. respect posted hours and limits on entry where such conditions exist;
- ii. confine smoking only to areas designed for that purpose;
- iii. not destroy, tamper with, deface or vandalize, monopolize, unlawfully access, remove or possess property not your own, including, but not limited to, Library material, computing facilities, telecommunication systems, and emergency telephones;
- iv. abide by the University's policy and guidelines¹ related to all University computing and networking facilities; and
- v. not remove, possess or tamper with University fire protection equipment.

¹ Refer to the University's Acceptable Use Policy and Guidelines on Computing, available electronically on Griff or from CSS.

Permits and Identification

You have the *right*, upon payment of any required fee, to access certain special services as a University community member. You have a *responsibility* not to acquire or use meal cards, University identification, computer identification, bus passes or parking permits that are stolen, cancelled, lost, false, altered or expired.

Grounds

You have the *right* to use of the University grounds. You have the *responsibility* to observe the following specific limitations:

- i. **Authorized Entry** - posted hours and limits on entry must be observed and adhered to.
- ii. **Bicycles** - Bicycles are subject to removal at the owner's expense if they are secured to trees or railings, secured to ramps for the disabled, left in fire routes or stairwells of any University building or otherwise found obstructing by being in any unauthorized area.
- iii. **Automobiles** - Automobiles are subject to removal at the owner's expense if left in fire routes, area for disabled access, pedestrian walkways, driveways, or otherwise found obstructing by being in an unauthorized area.
- iv. **In-Line Skates, Roller Skates and Skateboards** - University Policy¹ permits the use of these devices except within any building or other areas designated as prohibited for such use.
- v. **Temporary Accommodation** - Sleeping or maintaining residence in vehicles, trailers, tents or University facilities is prohibited, except where specifically authorized.
- vi. **Pets** - Pets on campus must be under direct control at all times and must not be left unattended. Pets are not allowed in University buildings except as authorized.

¹ Refer to the University's In-Line Skates, Roller Skates and Skateboards Policy available at the Director's Office at each Regional College or electronically on the University's Financial Services website.

Disruption

You have the right to an environment that, while safeguarding dissent, is free from interference and disruption. You have the responsibility not to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes, or to hinder other members of the University community from being able to carry out their legitimate activities, including their ability to speak or associate with others.

Other

1. **Drugs and Alcohol.** You have the responsibility to abide by the Provincial Liquor Licence Act and Provincial and Federal statutes pertaining to illegal drugs and alcohol. The possession, use or trafficking of illegal drugs is prohibited. The possession of liquor by those under the age of 19, is prohibited. Consumption or open possession of liquor is prohibited, other than in those residence rooms where it has been specifically permitted or in licensed premises.
2. **Visitors.** You have the right, upon compliance with existing sign-in requirements (Student Housing Services and licensed establishments), to have visitors on campus. As their sponsor, you have the responsibility to ensure that your guests abide by these regulations.
3. **Firearms and other Weapons-** Firearms, any other weapons, firecrackers, gunpowder, flammable solvents or any other forms of explosive or volatile materials are prohibited on campus, except in a location specified by the University Police or by the Director's Office at each Regional College. You have the responsibility to ensure that all firearms and weapons are properly registered and stored in a location designated by the University Police or Director of a Regional College.

Judicial Processes

Every student has a right to a full and fair hearing, by an impartial tribunal, of the merits of any charge brought against him or her under these regulations. Every student who is charged with a non-academic offence has a right to present a full and complete defence, and to be accompanied by an advisor (or legal counsel) at any hearing of the charge against him/her. Students charged are presumed innocent until found guilty on the basis of evidence presented, using the balance of probabilities as the standard of proof. The University has devised a non-academic process which provides for appropriate disciplinary penalties to be imposed. These penalties may include fines (up to \$500), probationary periods, warnings and, in extreme cases, a recommendation to the President for suspension or expulsion.

The President or designate may implement an interim suspension if, in his/her opinion, a student's conduct raises a reasonable apprehension of harm to the student or to others in the University community, or the normal functioning of the University. A Judicial proceeding will be undertaken as soon as possible to allow for a hearing of the case and, in any event, no longer than fourteen (14) working days from the laying of the charge.

The Judicial Committee at the main campus and each Regional College has the authority to enforce these regulations if a breach of the regulations occurs off-campus which affects the rights of the members of the University community to use and enjoy University facilities.

University Committees

The Senate Committee on Student Petitions, and the Appeal Board at each Regional College, assess and dispose of academic appeals, including appeals to decisions on academic misconduct, by students registered at the University of Guelph.

Each Judicial Committee is an appointed Tribunal of students and faculty which hears reported incidents of student behaviour that represent alleged infractions of the student regulations. The Judicial Committee may also act as an appeal body to hear appeals regarding actions or penalties of an non-academic nature imposed by a University of Guelph department or Regional College where there is no other existing appeal process.

Decisions of a Judicial Committee may be appealed to the Hearing Board, or in the case of the Regional Colleges, the Appeal Board. The Hearing/Appeal Board is a student/faculty tribunal appointed from a roster of candidates, based on recommendations from the Colleges. The Board hears appeals from decisions of the Judicial Committee when one or more of the grounds for appeal are satisfied.

Further information on the Judicial process or the Petitions process may be obtained from the Judicial Officer, Senate Office, 4th floor, University Centre, at ext. 3116, or from the Director's Office at each Regional College.

Further information and additional copies of the **Student Rights and Responsibilities** document are available from the Office of Student Affairs, 4th floor, University Centre, at ext. 3868, or from the Director's Office at each Regional College.

Comments on the document and specific suggestions for amendments or additions to the student regulations are welcome at any time and should be referred to the Office of Student Affairs.

Students With Disabilities

The University of Guelph is consciously striving to provide equal opportunity for academically qualified students with disabilities and to overcome barriers to full participation by such students in the University community. Our goal is that no

academically qualified student with a disability shall, on the basis of that disability, be denied admission to the University.

The University is working toward this goal by offering increased services for the disabled, by removing physical barriers and by encouraging a healthy, open communication between faculty, staff and students regarding students with disabilities.

Admission Procedures

Students with disabilities who meet the academic requirements of the University of Guelph follow the same admission procedures as other students applying to Guelph.

For students whose marks do not meet the academic qualifications, applications are considered on an individual basis. In this case, students should request a Student Profile Form from the Admissions Office and then return the following to the Admissions Office, University of Guelph:

1. Completed Student Profile Form
2. Letter of support from secondary school personnel verifying the presence of a disability, identifying special accommodations received and providing reasons for admission.

Upon admission, students requiring services and accommodations related to their disability must forward supportive documentation of their disability to the Centre for Students with Disabilities. In the case of students with learning disabilities, documentation should include a recent and valid psycho-educational assessment.

Services (at Guelph)

The Centre for Students with Disabilities (CSD) works with students who have hearing, visual, learning, medical, physical or psychological disabilities. The Centre has a variety of resources providing support and resources that will facilitate success in the academic process. Resources such as taped texts, writing tutors, computer assisted technology, photocopy services, note-takers, interpreters and library assistance are available. Counselling is provided in the academic, financial, residential and personal areas. Advisors will also liaise with faculty to ensure that the proper classroom and exam accommodations are available to the student. A learning disabilities advisor is available to provide students with learning disabilities learning strategy instruction and counselling related to their disability. The CSD is located on the 3rd Floor, University Centre, extension 6208.

University Governance

The University of Guelph was incorporated by an Act of the Ontario Legislature in 1964. The Act specifies that control of the University lies with the Board of Governors and the Senate.

The Board of Governors comprises 24 members, including the Chancellor, the President and Vice Chancellor, 4 persons named by the Lieutenant Governor in Council, and 18 other persons appointed by the Board, 3 of whom are faculty members named by Senate, 3 are alumni, 2 are undergraduate students elected by the undergraduate student body, 1 is a graduate student elected by the graduate student body, and 2 are non-teaching staff members (1 of whom is also an alumnus), elected by University non-teaching staff. The Board is responsible for the government, conduct, management and control of the University and its properties, revenues and expenditures, and business affairs.

The Senate has 173 members. 61 are ex-officio, including the Chancellor, the President, the Provost and Vice-President (Academic), the Vice-President (Research), the Associate Vice-President (Academic), the Associate Vice-President (Student Affairs), the Associate Vice-President (Research), Associate Vice-President (Research, Agri-Food & Partnerships), the Registrar, Deans and Associate Deans, Directors of Schools, Directors of Faculties, Chairs of Departments, the Chief Librarian, the Director of Open Learning, the Director of the Centre for International Programs, the Academic Commissioner of the Central Student Association, the President of the Graduate Students' Association and the Secretary of Senate; 62 are faculty members elected on a college basis; 28 are undergraduate students elected by programs on the basis of 1 for each 500 students enrolled; 7 are graduate students elected from and by the graduate students of each college and the School of Rural Planning and Development on the basis of 1 for each 500 students enrolled; 8 are alumni elected by the Alumni Association, 3 are non-university members chosen by and from the Board of Governors, 1 is a representative of the University of Guelph Faculty Association, 2 are representatives of staff and 1 is a representative of the Librarians. The Senate has responsibility for educational policy, including the creation of faculties, departments, schools and institutes; courses of study and standards of admission and continuation of study; qualifications for and granting of degrees, including honorary degrees, and of diplomas; examinations and examiners, fellowships, scholarships and bursaries; and for the election of the Chancellor. University I.D

University I.D. Cards

A University I.D. Card is issued to each student registered at the University. The following regulations apply:

1. The University of Guelph Card must have: the University of Guelph logo; the cardholder's surname, initials and identification number; a colour photograph of the cardholder; the cardholder's signature; a bar code for Library check-out privileges; a semester validation sticker; and a brief summary of the rules and regulations for use of the card.
2. The Card is the property of the University of Guelph and may only be used for identification purposes.

3. The Card is not transferable and the cardholder will be responsible for all use made of the Card unless and until written notice is received by Undergraduate Program Services, Office of Registrarial Services.
4. Presentation of the Card will be required before certain University services will be extended. The signature of the cardholder will be required before certain University services will be extended. University services may be denied to an individual who does not present a valid card.
5. The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.
6. A University Card will be issued to each new student at New Student Registration. New students who do not obtain their cards at New Student Registration will be issued a card at Undergraduate Program Service, Office of Registrarial Services, Level 3, University Centre.
7. Loss or finding of the University Card should be reported to Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre, during regular University office hours. At other times, a preliminary notification may be made during Library hours at the Circulation Information Desk on the main floor of the Library.
8. Before the University card may be used on the first occasion for check-out privileges at the Library, the bar code must be activated at the Circulation Information Desk on the main floor of the Library. To facilitate the check-out procedure, the cardholder is urged to have the bar code activated upon first entry to the Library. Once the bar code is activated, no further validation is necessary.
9. Special Notice: The University Card must be presented to Undergraduate Program Services, Office of Registrarial Services at the time the student submits a Notice of Withdrawal in order that the appropriate validation may be affixed to the Card.
10. Replacement charge is \$20.00.