

# 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

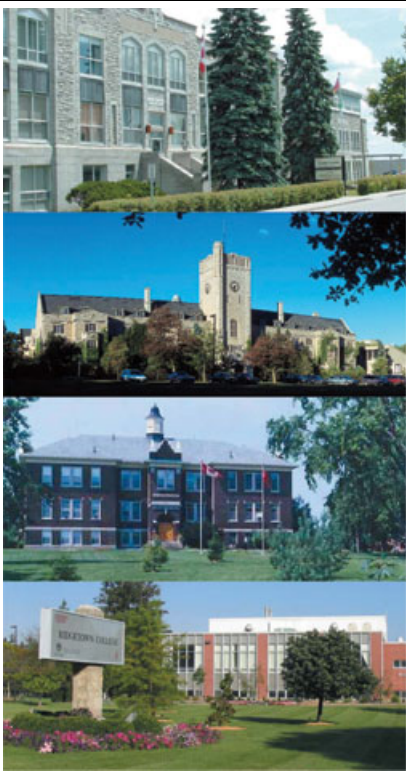
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# Disclaimer

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## University of Guelph 2004

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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.

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# Table of Contents

<b>I. Statement of Students' Academic Responsibilities .....</b>	<b>1</b>
<b>II. The University .....</b>	<b>2</b>
The Regional Colleges .....	2
Academic Organization .....	2
Enrolment Statistics .....	2
Learning Objectives .....	2
Literacy .....	2
Numeracy .....	2
Sense of Historical Development .....	3
Global Understanding .....	3
Moral Maturity .....	3
Aesthetic Maturity .....	3
Understanding of Forms of Inquiry .....	3
Depth and Breadth of Understanding .....	3
Independence of Thought .....	3
Love of Learning .....	3
Mission Statement .....	4
<b>III. Schedule of Dates .....</b>	<b>5</b>
Summer Semester 2004 (12 Week Format) .....	5
Summer Session 2004 (6 Week Format) .....	5
Fall Semester 2004 .....	5
Winter Semester 2005 .....	6
<b>IV. Admission Information .....</b>	<b>8</b>
Admission Requirements .....	8
Subject Requirements .....	8
Advanced Standing .....	8
Application For Admission .....	8
Communication of Admission Decisions .....	8
Credit Transfer Agreements: Degree Programs .....	8
Associate Diploma in Food and Risk Nutrition Graduates .....	8
Associate Diploma in Agriculture or Horticulture Graduates .....	8
Associate Diploma in Veterinary Technology Graduates .....	9
Deadline Dates .....	9
Language of Instruction .....	9
Prior Learning Assessment .....	9
Readmission .....	9
Residence Accommodation .....	9
Right of Selection .....	9
Submission of Documents .....	9
Textbooks .....	10
Use of Animals in Teaching .....	10
<b>V. International Study .....</b>	<b>11</b>
Exchange Programs .....	11
Collège d'Alfred .....	11
<b>VI. Schedule of Fees .....</b>	<b>12</b>
Guelph Campus .....	12
Tuition Fees .....	12
Other University Fees .....	12
Student Organization Fees .....	12
Special University Fees .....	13
Special University Charges .....	13
Parking Fees .....	13
Residence Fees .....	13
Single Student Residence Fees .....	13
Family Housing Residence .....	13
Meal Plan Fees .....	13
Fall/Winter Semester 2002-2003 .....	13
Refunds .....	14
Withdrawal .....	14
Dropped Courses .....	14
Classification Changes .....	14
Session Courses .....	14
Optional Fees .....	14
Bus Pass, Medical Insurance Premium and Dental Insurance Premium .....	14
Alfred, Kemptville, and Ridgetown Campus .....	14
Tuition Fees .....	14
Other Fees .....	14
Special Charges .....	14
Residence Fees .....	15
Meal Plan Fees .....	15
Parking Fees .....	15

Refunds .....	15
Prior Learning Assessment .....	15
Changes in Fee Schedule .....	15
<b>VII. Academic Advising .....</b>	<b>16</b>
Students .....	16
Responsibilities of the Student .....	16
Faculty Advisors .....	16
Role of the Faculty Advisor .....	16
Responsibilities of the Faculty Advisor/Program Counsellor .....	16
Program Counsellors / Associate Directors .....	16
Role of the Program Counsellor / Associate Director .....	16
Responsibilities of the Program Counsellor / Associate Director .....	16
The Undergraduate Academic Information Centre .....	16
The Council on Undergraduate Academic Advising .....	17
Program Counsellors / Associate Directors .....	17
Interpretation of University Academic Regulations .....	17
Non-Academic Counselling .....	17
Program Approval .....	17
<b>VIII. Associate Diploma Regulations and Procedures .....</b>	<b>18</b>
General Information About Associate Diploma Regulations and Procedures .....	18
Academic Accommodation of Religious Obligations .....	18
Academic Consideration and Appeals .....	18
Academic Consideration, Appeals and Petitions .....	18
Academic Load .....	19
Full-time .....	19
Part-time .....	20
Academic Misconduct .....	20
Responsibilities .....	20
Offences .....	20
Penalties .....	20
Procedures .....	21
Academic Review .....	22
Academic Standing .....	22
Eligible to Continue .....	22
Probationary .....	22
Required to Withdraw .....	22
Academic Structure .....	22
Senate .....	22
Board of Undergraduate Studies .....	22
Provincial Diploma Programs Committee .....	22
Senate Committee on Student Petitions (O.A.C. at the University of Guelph only) .....	23
Board of Appeal (Alfred, Kemptville and Ridgetown Colleges) .....	23
Adding Courses .....	23
Course Requisite(s) .....	23
Program Approval .....	23
Regular Courses .....	23
Two-Semester Courses .....	23
Address for University Communication .....	23
Email Address .....	23
Home Address .....	23
Admissions .....	23
Associated Program Requirements .....	23
Attendance at Class .....	23
Auditing Courses .....	23
Class Level Calculation .....	23
Continuation of Study .....	24
Schedule 3 .....	24
Course Selection .....	24
Dean's Honours List (O.A.C.) / Director's Honours List (Colleges) .....	24
Deferred Privileges .....	24
Dropping Courses .....	24
Deadline Dates .....	24
Instructor Notification .....	24
Refunds .....	24
Regular Courses .....	24
Two-Semester Courses .....	24
Examinations .....	25
Mid-Term Examinations and Term Tests .....	25
Final Week of Classes .....	25
Policy on Student Access to Final Examination Materials .....	26
Exchange Programs .....	26
Failed Courses .....	27
Repeated Course or Permissible Substitute .....	27
Supplemental Condition .....	27

Supplemental Privilege Procedures .....	27
<b>Grades .....</b>	<b>27</b>
Grading System .....	27
Grading Procedures .....	27
Release of Final Grades .....	28
<b>Grade Reassessment .....</b>	<b>28</b>
Calculation Errors or Omissions .....	28
Methods or Criteria Used in Establishing Final Grades .....	28
Misapplication of an Academic Regulation or Procedure .....	28
<b>Graduation .....</b>	<b>28</b>
Conditions for Graduation .....	28
Application .....	29
Graduation Fee .....	29
Calendar .....	29
Time Limitations .....	29
Academic Residence Requirements .....	29
<b>Letters of Confirmation of Enrolment .....</b>	<b>29</b>
<b>Letters of Confirmation of Graduation .....</b>	<b>29</b>
<b>Letters of Permission .....</b>	<b>29</b>
<b>Priority Access Courses .....</b>	<b>29</b>
<b>Prior Learning Assessment .....</b>	<b>29</b>
<b>Readmission .....</b>	<b>29</b>
<b>Registration .....</b>	<b>30</b>
Late Registration .....	30
<b>Schedule of Studies .....</b>	<b>30</b>
<b>Scheduling .....</b>	<b>30</b>
Undergraduate Course Timetable .....	30
Changes to the Published Undergraduate Course Timetable .....	30
<b>Staff Registration and Tuition Waiver .....</b>	<b>31</b>
<b>Study Abroad .....</b>	<b>31</b>
<b>Student Type .....</b>	<b>31</b>
Regular .....	31
Special .....	31
Probationary .....	31
<b>Transcripts .....</b>	<b>31</b>
<b>Transfer of Program .....</b>	<b>31</b>
Transfer between University of Guelph Colleges .....	31
<b>Verification Notice .....</b>	<b>31</b>
<b>Withdrawal .....</b>	<b>31</b>
Voluntary Withdrawal .....	32
Required to Withdraw .....	32
Readmission .....	32
Granting of Credit while on Rustication .....	32
<b>IX. Scholarships and Other Awards .....</b>	<b>33</b>
General Statements on Awards .....	33
<b>X. Associate Diploma Programs .....</b>	<b>34</b>
<b>Program Information .....</b>	<b>34</b>
ASSOCIATE DIPLOMA PROGRAMS AND LOCATIONS .....	34
<b>Associate Diploma in Agriculture .....</b>	<b>34</b>
Areas of Study .....	34
Required Courses .....	34
Electives - Associate Diploma in Agriculture .....	34
<b>Associate Diploma in Agriculture - Equine Option .....</b>	<b>35</b>
Required Courses .....	35
Electives .....	35
<b>Associate Diploma in Environmental Management .....</b>	<b>36</b>
Required Courses .....	36
<b>Associate Diploma in Food, Nutrition and Risk Management .....</b>	<b>36</b>
Required Courses Offered at Kemptville and Collège d'Alfred .....	36
Electives .....	36
<b>Associate Diploma in Horticulture .....</b>	<b>36</b>
Required Courses .....	36
Electives .....	37
<b>Associate Diploma in Turfgrass Management .....</b>	<b>37</b>
Required Courses .....	37
Electives .....	37
<b>Associate Diploma in Veterinary Technology .....</b>	<b>37</b>
Option 1 - Conventional Program (4 semesters over 2 years) .....	37
Option 2 - Alternative Program (1 year semesters over 3 years) .....	38
<b>Degree Transfer Option .....</b>	<b>38</b>
<b>Distance Education .....</b>	<b>38</b>
Distance Education / Open Learning .....	39
<b>XI. Certified Programs .....</b>	<b>40</b>
Subject Area and Alpha Course Prefix Index .....	40
Collège d'Alfred .....	40

International Development Postdiploma Program (OCAS program Code A106) .....	40
Food Processing Technology Program(OCAS program Code A2-18) .....	40
Veterinary Medical Receptionist (OCAS Program Code A101) .....	40
<b>Kemptville College .....</b>	<b>40</b>
Industrial Welding and Fabrication .....	41
Arboriculture Program .....	41
Equestrian Program .....	41
Diesel Equipment Mechanic .....	42
Industrial Welding and Fabrication .....	42
Oil Burner Technician Certification (OBT) .....	42
Welding and Equipment Repair .....	42
<b>Ridgetown College .....</b>	<b>43</b>
Veterinary Medical Office Administration Program .....	43
<b>XII. Course Descriptions .....</b>	<b>44</b>
<b>General Information .....</b>	<b>44</b>
Subject Area and Alpha Course Prefix Index .....	44
General Information .....	44
<b>Agriculture and Equine Studies .....</b>	<b>44</b>
<b>Degree Level Electives .....</b>	<b>49</b>
Agriculture and Horticulture Programs .....	49
Food and Nutrition Management Program .....	49
<b>Environmental Management .....</b>	<b>50</b>
<b>Food Nutrition and Risk Management .....</b>	<b>51</b>
<b>Horticulture .....</b>	<b>52</b>
<b>Turfgrass Management .....</b>	<b>53</b>
<b>Veterinary Technology .....</b>	<b>55</b>
<b>XIII. General Information .....</b>	<b>57</b>
<b>University of Guelph General Information .....</b>	<b>57</b>
Copyright Policy .....	57
Counselling and Student Development Centre (Guelph Students) .....	57
International Students .....	57
Inventions Policy .....	57
Student Life and Career Services (Guelph Students) .....	57
Student Rights and Responsibilities .....	57
Students With Disabilities .....	58
University Governance .....	59
University I.D. Cards .....	59
<b>XIV. Administration and Faculty .....</b>	<b>60</b>
<b>The Board of Governors .....</b>	<b>60</b>
<b>Honorary Fellows of the University .....</b>	<b>60</b>
<b>Medal of Merit .....</b>	<b>60</b>
<b>John Bell Award .....</b>	<b>60</b>
<b>The Lincoln Alexander Medal of Distinguished Service .....</b>	<b>60</b>
<b>Administrative Officers .....</b>	<b>60</b>
President .....	60
Provost and Vice-President (Academic) .....	60
<b>Ontario Agricultural College .....</b>	<b>60</b>
<b>Collège d'Alfred .....</b>	<b>60</b>
<b>Kemptville College .....</b>	<b>60</b>
<b>Ridgetown College .....</b>	<b>61</b>
<b>Glossary .....</b>	<b>62</b>
<b>Revisions .....</b>	<b>64</b>
March 1, 2004 .....	64
October 15, 2004 .....	64

# I. Statement of Students' Academic Responsibilities

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Your success as a student depends, above all, on your own response to the opportunities and responsibilities which the university environment provides. The University of Guelph is committed to supporting you in your intellectual development and responding to your individual needs. To this end, a broad network of advising, counselling, and support services is provided to assist you in meeting your personal and academic goals. At the same time, we recognize that, as a student here, **you are responsible for:**

- knowing the University's **Learning Objectives** (Section II--The University);
- familiarizing yourself with the **Associate Diploma Regulations & Procedures** (Section VIII) and understanding grading procedures and continuation of study regulations;
- selecting a program of study to meet both **diploma and specialization requirements** (Section X--Associate Diploma Programs) and carefully reviewing the personalized Academic Progress Report you receive each semester, which lists the degree requirements you have completed and those still outstanding;
- contacting your counsellor, Associate Director or advisor for appropriate approvals, for clarification of the University's rules and regulations, or for guidance in forming your educational goals and making academic plans. The name and location of your **program counsellor/Associate Director** (e.g. Associate Diploma program counsellor at O.A.C.) is listed in Section VII--Academic Advising. Once you have declared a specialization, a **departmental advisor** (e.g. horticulture advisor) will be available to assist you;
- attending first class meetings, obtaining course outlines, and meeting the **course requirements** as specified;
- familiarizing yourself with the **Schedule of Dates** (Section III) with particular attention to deadlines;
- referring to the procedures for **Academic Consideration** (Section VIII--Associate Diploma Regulations & Procedures) and initiating action by consulting your program counsellor or Associate Director if extenuating circumstances affect your academic performance;
- understanding what constitutes **Academic Misconduct** (Section VIII--Associate Diploma Regulations & Procedures) and abiding by the University's policy.
- adhering to any rules of conduct relating to health and safety, provided by an instructor or assistant, either on a course outline or in a class, laboratory or seminar.
- checking your assigned University of Guelph WEBmail account regularly for important communications. This account is the primary conduit by which the University will notify you of events, deadlines, announcements concerning grades, student financial accounts and other official information.

To achieve your full potential within the University environment, you are encouraged to take advantage of the numerous extra-curricular opportunities provided by the University, balancing them with your academic commitments.

## II. The University

The University of Guelph combines a tradition dating back 125 years with a progressive outlook that has made it one of Canada's leading research institutions. Our roots go back to the Ontario Agricultural College, Ontario Veterinary College and Macdonald Institute. These three colleges were the basis of the new university, established in 1964, and remain essential components of a much expanded and diversified institution that now includes programs in the physical and biological sciences, the arts, the social sciences, and family and social relations.

### The Regional Colleges

In 1997 Ontario's three agricultural colleges at Alfred, Kemptville and Ridgetown became part of the University under an enhanced partnership between the University and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and began to offer diploma courses for the University of Guelph Associate Diploma Program. The University of Guelph is co-educational, non-denominational and provincially supported.

With an estimated \$79 million in research funding, the University of Guelph is one of the country's top research institutions. Among its researchers, Guelph numbers 15 Fellows of the Royal Society of Canada. A 30-acre research park adjacent to the campus is home to a growing number of research-intensive industries.

In the University's aims document, Toward 2000: Challenges and Responses, a commitment is made to teaching, research and service in the community. The University must exercise a moral concern for all its members, the document says "...and for the effects of the institution's actions on society and the environment." It must also "...maintain a collegial atmosphere in which free and open debate on major issues can contribute to their resolution."

### Academic Organization

#### College of Arts

- School of Fine Art and Music
- School of Languages and Literatures
- School of English and Theatre Studies

#### College of Biological Science

#### College of Physical and Engineering Science

- School of Engineering

#### College of Social and Applied Human Sciences

- School of Hospitality and Tourism Management

#### Ontario Agricultural College

- Collège d'Alfred
- Kemptville College
- Ridgetown College
- School of Environmental Design and Rural Development

#### Ontario Veterinary College

#### Faculty of Environmental Sciences

#### Faculty of Management

#### Faculty of Graduate Studies

#### Biophysics Interdepartmental Group

#### Centre for Families, Work and Well-Being

#### Centre for Food Security

#### Centre for Genetic Improvement of Livestock

#### Centre for International Programs

#### Health and Performance Centre

#### Centre for Land and Water Stewardship

#### Centre for New Students

#### Centre for Toxicology

#### Colonel K.L. Campbell Centre for the Study of Animal Welfare

#### George Morris Centre

#### Guelph Food Technology Centre

#### Guelph Turfgrass Institute

#### Horticultural Research Institute of Ontario

#### Independent Study/OAC Access

#### Institute for Environmental Policy and Stewardship

#### Institute of Ichthyology

#### Landscape Research Group

#### Office of Open Learning

#### Office of Research

#### Teaching Support Services

#### Four inter-university research programs:

- Guelph Waterloo Centre for Research in Biotechnology

Guelph Waterloo Centre for Graduate Work in Physics

Guelph Waterloo Centre for Research in Chemistry

Guelph Waterloo Centre for Research in Chemistry

### Enrolment Statistics

Enrolment Statistics and Systems, Office of Registrarial Services (November 1, 2003)

Enrolment at the University of Guelph	
Associate Diploma Programs (O.A.C.)	224
Undergraduate Degree Programs - University of Guelph	15,713
Undergraduate Degree Programs - University of Guelph-Humber	865
Graduate Degree Programs	1,964
Total Enrolment (full- and part-time)	18,991
Enrolment in Associate Diploma and Certificate Programs	
Collège d'Alfred	122
Ontario Agricultural College	224
Kemptville College	326
Ridgetown College	427
Total Enrolment (full- and part-time)	1,092

### Learning Objectives

Arising from the Aims and Objectives Report, the following objectives were approved by the Senate of the University in 1987. They are a set of objectives described in terms of the desired characteristics of educated graduates, and are used in part to guide educators in their development of courses and programs.

#### Literacy

Literacy is the base on which all else is predicated. The ability to read and write and in general to communicate properly is a fundamental intellectual tool. With it, students can learn to think clearly and to some purpose. Without it, they cannot analyze properly nor develop an independence of thought. Literacy affords a means of access to the raw material upon which the critical or creative intelligence is to be exercised. It affords a means of communication, of shaping ideas and concepts, of selecting between different or competing formulations. It is a means of instructing others.

The most basic experience in literacy given to the student should be the writing of a short expository paper, or the oral presentation of an informational report, on a prescribed topic or on a topic chosen from a restricted list.

At the next level the student should be required to write a paper (or give a seminar) critical and analytical in its intent, on a topic of the student's devising. The ability to devise a topic, to frame its bounds, is at the same time an aspect of understanding of first order importance.

At the highest level there should be produced a paper, in an appropriate style, that analyzes or synthesizes, argues from a hypothesis and itself generates hypotheses; that produces knowledge, insight, or understanding in the reader and manifests it on the part of the writer; that shows a breadth of understanding in drawing out implications and making connections between remote features of the domain; that, in short, demonstrates a love of learning and an intelligent creativity. This requirement may readily be met in existing senior honours paper courses and the like.

Over the course of an undergraduate education the level of difficulty of the material which the student can read, comprehend, and utilize should increase. One way of securing this might be to encourage, in each discipline program where they do not now exist, reading courses requiring independent work at the 4000 level.

In general, the ability to read and comprehend materials of the highest difficulty is enhanced in semester-long research paper courses and in reading courses. Such courses contribute also to independence of thought and to depth and breadth of understanding.

In its broadest sense, the objective of literacy implies that it is desirable that the student have skill in another language, so as to be able to comprehend material of the appropriate level of sophistication in that language.

#### Numeracy

For the purposes of this discussion numeracy may be defined as the ability to use mathematics at a level and in a manner appropriate to good citizenship and to vocational fitness. Mathematics deals with quantity and form, with measurement, structures, and relations, and encompasses a richer intellectual domain than just the utilitarian skills of numerical computation. It is as a mode of thinking, no less than as a collection of useful techniques, that it justifies its place in any well rounded curriculum.

Numeracy, in the sense adopted here, is an essential attribute of the informed and responsible citizen. A correct understanding of the proper use of numbers is necessary in

a culture in which information routinely comes in numeric form and significant decisions of social policy often have quantification at their base. Without the ability to comprehend the use of quantitative data, and to detect instances of misuse, we may have to forego opportunities for independent judgment.

Numeracy, more generally, enforces an accuracy and precision of procedure and thought that is valuable to all educated persons. As a mode of conceptualization, of thought, it should be part of the mental apparatus of all graduating students. While a grasp of the nature and principles of mathematical forms of inquiry is essential to an understanding of scientific thought, it can be of benefit in other areas of intellectual activity. Opportunities for fostering numeracy exist in more disciplines than those traditionally requiring a substantial knowledge of mathematics. A recognition that numeracy in association with literacy forms the foundation of most if not all of the other learning objectives, should result in greater exploitation of those opportunities than in their avoidance.

### **Sense of Historical Development**

All disciplines have a history, an understanding of which contributes to an understanding of the place each has in contemporary society. No discipline is self sufficient, and no discipline is autonomous. "Historical development" should not be narrowly construed to mean only the history of the discipline within its own limits, but efforts should be made to connect developments in the discipline to wider coeval social conditions. Students may thereby be endowed with a sense of the fundamental relativity of knowledge and understanding at any given time.

This objective comports also a sense of the continuity of change (and, indeed, of discontinuities), over time.

This objective may facilitate the acceptance, on the part of students, of intellectual ambiguity or uncertainty; such acceptance is a mark of depth of understanding.

### **Global Understanding**

Global understanding may be associated with "Sense of Historical Development". It can be described as comprehension of the variety of political, religious, cultural, geographical, biological, environmental, and historical forces in the shaping of nature and the human condition. It conveys to the student an understanding of the ways in which specific cultural or geographical or other circumstances condition the differences between nations or peoples, and an understanding of the place of his or her discipline in the international setting. Global understanding may be enhanced by a sense of historical perspective, by breadth of understanding, and by independence of thought. In its turn it may itself contribute to these.

### **Moral Maturity**

Moral maturity is marked by depth and consistency of moral judgment; by recognition that any moral judgment may be fallible; that moral judgment is complex, in that moral principles, if they are to be applied to a specific case, may need to be interpreted. Moral maturity is a requirement in the person who is to apply a body of knowledge or a skill to the solution of a problem, or to the understanding of a situation, if the knowledge is not to remain abstract and the skill potential unrealized.

Attainment of this objective is probably best realized by appropriate consideration of moral issues in context, as they arise in the course of study. In this way, a moral perspective may be shown to be inherently important to study of a body of material, and not merely something supplementary to it (guidelines for conducting ethical discussion in the classroom have been written by the Ethics Research Group in the Department of Philosophy).

Scope for demonstration of moral maturity can be provided in seminars and other assignments, if problems in the moral issues associated with a subject are set for consideration alongside problems in content and process.

### **Aesthetic Maturity**

Aesthetic maturity may be described as a quality of the critical response to some object, natural or artificial, external to the self. Or it may be a process of creation and development of the self. In the former case, aesthetic maturity may be attained by a sufficient exposure, not necessarily in courses alone, to works of art (inclusive of music, literature, and drama) and to the critical traditions concerning them. Such maturity may also be directed at aesthetic valuing of features of the natural environment.

In the latter case, attainment of the quality will require an active involvement in the work of creation itself. A different order of aesthetic maturity may be attained by practice of that form of manipulation and recreation of the original object known as criticism (as distinct from appreciation).

Viewed this way, aesthetic maturity has a certain resemblance to both independence of thought and depth of understanding, in requiring an active creativity.

Aesthetic maturity need not be divorced from the specific character of individual disciplines. By possession and exercise of aesthetic maturity, students may be brought to appreciate the order, elegance, and harmony not only of the subject matter, but also of the procedures, of the discipline.

### **Understanding of Forms of Inquiry**

Inquiry, the search for truth, information, knowledge and understanding, follows a methodology based upon systematic study, reflection, intuition and innate creativity. Inquiry involves resolving an identified problem, collecting relevant information, evaluating

the information and observing relationships in order to reach a conclusion. The student is the active inquirer and must be able to undertake the process independently. Scientific method represents a form of inquiry concerned with hypotheses development, data collection, analyses and interpretation. Just as an understanding of scientific inquiry is necessary for the educated citizen functioning in the midst of the technologies of the contemporary world, so too an appreciation of other modes of inquiry is an essential characteristic of an educated citizen. Graduates should be familiar with the modes of inquiry utilized, for example, by historians, by philosophers and by scholars concerned with the various fields of creative expression.

As outcomes of this objective, students will understand the strengths and limitations of the various forms of inquiry, and the cultural, intellectual and historic impact of these forms. The student will be able to describe similarities and differences between the inquiry methods of the physical scientist, the biological scientist, the social scientist and the scholar of the humanities.

### **Depth and Breadth of Understanding**

Breadth of understanding is an expression of the ability to operate across disciplinary boundaries in a coherent and productive way, with principles drawn from different disciplines. Depth of understanding depends upon mastery of a body of knowledge, but it is not to be confused with knowledge, and is not necessarily commensurate with the number of courses taken in a subject.

Depth and breadth of understanding depend upon, and themselves contribute to, independence of thought; they contribute also to a love of learning. Possession of a historical perspective may be essential to a broad and deep understanding of a subject.

At the lowest level of experience, in courses introductory to a subject, students might be shown how sets of facts may be related to others both laterally and vertically (or hierarchically). The outcome of this might be simply consciousness, on the part of the student, of the possibilities of understanding, as distinct from simply knowing.

The next higher level moves from demonstration, to the student, of interrelationships to the development of the student's own ability to create interrelations. The experience provided will develop a creative imaginativeness skilfully exercised on a body of material mastered in some detail. But the experience, like that provided for independence of thought, goes beyond display of erudition, and requires alert curiosity and a refusal to be content with mere assemblage of data. At this level the student should be expected to integrate knowledge and modes of interpretation and comprehension from different disciplines, so as to generate a new understanding. The highest level takes the student to the ability to deal in abstractions, to generate abstractions.

In general, depth and breadth of understanding are characterized by the ability to recognize the implications of the information at hand and to put it into a broader context; and by the ability to draw upon different disciplines to provide a clearer and deeper understanding of the discipline with which the student is immediately concerned.

These outcomes might be assessed in a piece of written work such as an independent research paper, in the design of an experiment, in the identification and solution of a problem, or in a work of aesthetic creation.

### **Independence of Thought**

At the lowest level students are shown the possibilities of independent thinking, by an instructor who, in the classroom and elsewhere, challenges orthodoxies and criticizes received opinions. The experience provided is that of imitation or emulation of a role model. At this level, the outcome might be no more than a receptivity, on the part of the student, to critical thinking and an openness to reasoned scepticism about the authority of the expert.

At a higher level students become actively engaged in learning and thinking. At this level, they should be given the opportunity, in seminars, tutorials, or structured small group discussions, to offer their own challenges. The bases for such challenges may be unformed, and so the challenges themselves will be open to challenge. As students become more independent in thought, they are better able to combine ideas and to generate new ideas.

At the highest level, independence of thought is a manifestation of love of learning, and it may contribute to a sense of self worth and of well being. At this level, opportunities are provided for self-directed learning. One accomplishment may be the ability to ask the right kinds of questions, rather than the ability always to have answers.

### **Love of Learning**

Love of learning is perhaps the quality that activates all other qualities that are the focus of learning objectives. Its expression is not easily separable from demonstration of other virtues. Thus, the true lover of learning will demonstrate both independence of thought and depth of understanding. As a consequence, setting an objective for love of learning comports also setting an objective for other qualities as well. But love of learning is not exhausted by (e.g.) independence of thought.

Love of learning may be reflected in, or expressed in terms of, intellectual curiosity; the ability (as in independence of thought) to ask useful kinds of questions (rather than the ability always to have answers); the ability to see far reaching implications; the ability to make connections between disparate topics; energy and passion in the pursuit of knowledge and understanding; dissatisfaction with simply accumulating facts or data; critical ability.

Testing, and instruction, must minimize rote learning, and so far as possible give scope for the exercise of individual patterns of learning and individual interests.

Love of learning may be impeded by the demands of frequent evaluation of students' performance. The time frames imposed at an institutional level to provide an organizational framework for the university experience, may also impair love of learning.

Love of learning may best be enhanced by the provision of opportunities for the student's personal involvement in learning. Such opportunities are perhaps best furnished in independent research projects initiated by the student. In such autonomous, but supervised, study the student can not only engage with the conflicting views of published authorities but also see in action, close at hand, the supervisor's own love of learning.

In courses of formal instruction, the use of team teaching might help to encourage a student's own love of learning, especially if members of the teaching team take an appropriate role as "students", and if true dialogue is developed between the teachers.

## **Mission Statement**

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The University of Guelph is a research-intensive, learner-centred university. Its core value is the pursuit of truth. Its aim is to serve society and to enhance the quality of life through scholarship. Both in its research and in its teaching programs, the University is committed to a global perspective.

The University offers a wide range of excellent programs, both in theoretical and applied, disciplinary and interdisciplinary, undergraduate and graduate, in the arts, humanities, social sciences, natural sciences, as well as professional fields. Among these, it recognizes agriculture and veterinary medicine as areas of special responsibility.

The University attracts students, faculty, and staff of the highest quality. It is animated by a spirit of free and open enquiry, collaboration, and mutual respect. It asserts the fundamental equality of all human beings and is committed to creating for all members of its community, an environment that is hospitable, safe, supportive, equitable, pleasurable, and above all, intellectually challenging.

The University of Guelph is determined to put the learner at the centre of all it does, recognizing that research and teaching are intimately linked and that learning is a life-long commitment. The University eagerly promotes collaboration among undergraduates, graduate students, faculty, staff, and alumni, as well as with our local and international community, other educational institutions, government and business.

The University of Guelph is committed to the highest standards of pedagogy, to the education and well-being of the whole person, to meeting the needs of all learners in a purposefully diverse community, to the pursuit of its articulated learning objectives, to rigorous self-assessment, critical inquiry, and active learning. The University of Guelph educates students for life and work in a rapidly changing world.

The University of Guelph invites public scrutiny of the fulfillment of its mission, especially by the people of Ontario, to whom it is accountable.



## III. Schedule of Dates

The dates for the 2004-2005 academic year are listed by semester below as follows:

Summer Semester 2004

Fall Semester 2004

Winter Semester 2005

### Note

Schedule of Dates for the regional college campuses (Collège d'Alfred, Kemptville College and Ridgeway College) may vary from the following schedule of dates set out by the University. Students at Collège d'Alfred, Kemptville College and Ridgeway College should contact the college administration office for an individual listing of dates.

## Summer Semester 2004 (12 Week Format)

### Note

Normally diploma level courses are not offered in the Summer Semester.

### Monday, April 19

- Registration payments due for in-course students for Summer 2004 (including Summer Session 2004)
- Last day of course selection for Summer 2004--NEW STUDENTS

### Tuesday, April 20

- Late fees begin--In course students
- Last day to submit Requests for Academic Consideration - 3rd meeting

### Monday, May 3

- Last day for applications for internal program transfer to Fall Semester 2004 for all programs except B.L.A., and D.V.M.

### Tuesday, May 4

- Semester begins--NEW STUDENT REGISTRATION

### Wednesday, May 5

- Add period begins
- Late registration begins on campus

### Thursday, May 6

- Class schedule commences

### Friday, May 7

- Late registration ends
- Last day to submit Requests for Academic Consideration--1st meeting
- Last day to submit co-op work performance evaluations for Winter Semester 2004

### Friday, May 14

- Add period ends
- Last day to drop two-semester courses (W/S)
- Last day for clearance to graduate for Summer Convocation
- Ridgeway College Convocation

### Wednesday, May 19

- Last day to submit co-op work semester reports for Winter Semester 2004
- De-registration of courses if fee payment (or arrangement) not complete
- Alfred College Convocation

### Thursday, May 20

- Kemptville College Convocation

### Monday, May 24

- Holiday--NO FULL-SEMESTER COURSES SCHEDULED--classes rescheduled to Thursday, July 29

### Thursday, June 3

- Last day to submit Requests for Academic Consideration--2nd meeting

### Monday, June 7

- Course selection period for Fall Semester 2004 begins--In-course students

### Thursday, June 10

- Deferred examinations commence

### Friday, June

- Course selection period for Fall Semester 2004 ends--In-course students

### Saturday, June 12

- Deferred examinations scheduled

### Tuesday, June 15

- Deferred examinations conclude
- Summer Convocation

### Wednesday, June 16

- Summer Convocation

### Thursday, June 17

- Summer Convocation

### Friday, June 18

- Summer Convocation
- Last day for applications to graduate for Fall Convocation

### Thursday, July 1

- Holiday--NO COURSES SCHEDULED--classes rescheduled to Friday, July 30

### Friday, July 2

- Fortieth class day--Last day to drop one semester courses

### Friday, July 23

- Last day of course selection for Fall 2004--NEW STUDENTS

### Thursday, July 29

- Classes rescheduled from Monday, May 24, Monday schedule in effect

### Friday, July 30

- Classes rescheduled from Thursday, July 1, Thursday schedule in effect
- Classes conclude
- Registration payments due for in-course students in Fall Semester 2004

### Saturday, July 31

- Late fees begin- - In-course students

### Monday, August 2

- Holiday--NO COURSES SCHEDULED

### Thursday, August 5

- Examinations commence

### Friday, August 13

- Examinations conclude

### Monday, August 16

- Last day to submit Requests for Academic Consideration--3rd meeting
- Early add period for Fall Semester 2004 begins

### Sunday, August 22

- Early add period ends

## Summer Session 2004 (6 Week Format)

### Monday, April 19

- Registration payments due--Summer Session courses

### Tuesday, April 20

- Late fees begin--In-course students

### Thursday, May 6

- Class schedule commences

### Friday, May 7

- Last day for late registration in Summer Session

### Monday, May 10

- Last day to add Summer Session courses

### Wednesday, May 19

- De-Registration of courses if fee payment (or arrangement) not complete

### Monday, May 24

- Holiday--CLASSES ARE SCHEDULED--Summer Session courses only

### Friday, May 28

- Last day for dropping courses in Summer Session

### Friday, June 18

- Classes conclude

### Monday, June 21

- Examinations commence

### Friday, June 25

- Examinations conclude

## Fall Semester 2004

### Friday, July 23

- Last day of course selection for Fall 2004--NEW STUDENTS

### Friday, July 30

- Registration payments due for in-course students for Fall 2004

### Saturday, July 31

- Late fees begin--In-course students

### Monday, September 6

- Holiday

**Tuesday, September 7**

- Semester begins--NEW STUDENT REGISTRATION

**Wednesday, September 8**

- Add period begins
- Late registration begins on campus

**Friday, September 10**

- Late registration ends
- Last day to submit Requests for Academic Consideration--1st meeting

**Monday, September 13**

- Class schedule commences

**Tuesday, September 14**

- Last day to submit co-op work performance evaluations for Summer 2004

**Friday, September 17**

- Add period ends
- Last day to drop two-semester courses (S/F)

**Friday, September 24**

- Last day to submit co-op work semester reports for Summer 2004
- De-registration of courses if fee payment (or arrangement) not complete
- Last day for clearance to graduate for Fall Convocation (in absentia only)

**Friday, October 8**

- Last day to submit Requests for Academic Consideration--2nd meeting

**Monday, October 11**

- Holiday--NO CLASSES SCHEDULED

**Tuesday, October 12**

- Deferred examinations commence
- Course selection period for Winter Semester 2005 begins--In-course students

**Friday, October 15**

- Last day for applications to graduate for Winter Convocation

**Saturday, October 16**

- Deferred examinations conclude

**Monday, October 18**

- Fall Convocation--No Ceremony

**Monday, November 1**

- Course selection period ends--In-course students
- Last day for applications for admission to Winter Semester 2005 for all programs with winter entry

**Monday, November 8**

- Fortieth class day--Last day to drop one semester courses

**Monday, November 15**

- Last day to apply for international exchange programs departing in Summer 2005 without late application fee

**Friday, November 19**

- Last day of course selection for Winter Semester 2005--NEW STUDENTS

**Friday, November 26**

- Registration payments due for in-course students for Winter Semester 2005

**Saturday, November 27**

- Late fees begin--In-course students

**Friday, December 3**

- Classes conclude
- Last day for applications from in-course students for transfer (Winter Semester 2005) into Co-op program for B.A. (Psychology), B.A. (Computing & Information Science), and B.Sc.

**Monday, December 6**

- Examinations commence

**Monday, December 13**

- Early add period for Winter Semester 2005 begins

**Friday, December 17**

- Examinations conclude

**Sunday, December 19**

- Early add period ends

**Monday, December 20**

- Last day to submit Requests for Academic Consideration--3rd meeting

**Winter Semester 2005****Friday, November 26**

- Last day of course selection for Winter 2005--NEW STUDENTS

**Saturday, November 27**

- Late fees begin--In-course students

**Tuesday, January 4**

- Semester Begins--NEW STUDENT REGISTRATION

**Wednesday, January 5**

- Add period begins
- Late registration begins

**Friday, January 7**

- Late registration ends
- Last day to submit Requests for Academic Consideration--1st meeting

**Monday, January 10**

- Class schedule commences

**Tuesday, January 11**

- Last day to submit co-op work performance evaluations for Fall 2004

**Friday, January 14**

- Add period ends
- Last day to drop two-semester courses (F/W)

**Friday, January 21**

- Last day for clearance to graduate for Winter Convocation
- Last day to submit co-op work semester reports for Fall 2004
- De-registration of courses if fee payment (or arrangement) not complete

**Tuesday, February 1**

- Last day for applications for admission to D.V.M.

**Friday, February 4**

- Last day to submit Request for Academic Consideration--2nd meeting

**Thursday, February 10**

- Deferred examinations commence

**Friday, February 11**

- Last day to apply for international exchange programs departing in Fall 2005 or Winter 2006 without late application fee
- Last day for applications to graduate for Summer Convocation

**Saturday, February 12**

- Deferred examinations scheduled

**Tuesday, February 15**

- Deferred examinations conclude

**Monday, February 21**

- Winter Break begins--NO CLASSES SCHEDULED THIS WEEK

**Wednesday, February 23**

- Winter Convocation

**Thursday, February 24**

- Winter Convocation

**Friday, February 25**

- Winter Break ends

**Monday, February 28**

- Classes resume

**Monday, March 1**

- Last day for applications for admission to Fall 2005 for B.L.A.

**Friday, March 4**

- Course selection period for Summer 2005 and Fall 2005 begins--In-course students

**Friday, March 11**

- Fortieth class day--Last day to drop one semester courses

**Tuesday, March 15**

- Last day for applications for admission to Summer 2005 for all programs with summer entry

**Thursday, March 24**

- Course selection period ends--In-course students

**Friday, March 25**

- Holiday--NO CLASSES OR ROTATIONS SCHEDULED

**Friday, April 1**

- Last day for applications from in-course students to transfer (Fall 2005 term) into the Co-op program for B.A. (Economics), B.A.Sc., B.Comm., B.Sc.(Eng.) and B.Sc.(Env.)

**Friday, April 8**

- Classes conclude

**Monday, April 11**

- Examinations begin

**Friday, April 22**

- Examinations conclude
- Last day of course selection for Summer 2005--NEW STUDENTS
- Registration payments due for in-course students in Summer 2005 (including Summer Session)

***Saturday, April 23***

- Late fees begin--In-course students

***Monday, April 25***

- Last day to submit Requests for Academic Consideration--3rd meeting

## IV. Admission Information

### Admission Requirements

#### Subject Requirements

A final decision on the admissibility of an applicant will be based on academic performance, and if required by the Admissions Committee, on review of a Background Information Sheet for the Diploma programs.

#### Associate Diplomas in Agriculture, Environmental Management, Food, Nutrition and Risk Management, and Horticulture

**New Curriculum:** Applicants for admission to the first semester of the Associate Diploma in Agriculture, Environmental Management, Food, Nutrition and Risk Management, and Horticulture programs should present as a minimum requirement:

- Ontario Secondary School Diploma (OSSD) or equivalent with a minimum 60% average in the final year of study excluding workplace courses
- applicants who do not meet the above requirements may also be considered if they will be 19 years of age at the date of enrolment and have been out of secondary school for at least one year
- applicants who do not meet the above requirements may also be considered for admission on the basis of relevant work experience, practical knowledge, special skills or abilities

**Students are encouraged to complete General or Advanced, College (C), University (U), or University/College (U/C) course types at the 11 and 12 grade level in mathematics, biology, and chemistry.**

**Old Curriculum:** Applicants for admission to the first semester of the Associate Diploma in Agriculture, Food, Nutrition and Risk Management, and Horticulture programs should present as a minimum requirement:

- Ontario Secondary School Diploma (OSSD) with a minimum 60% average in the final year of study
- applicants who do not meet the above requirements may also be considered if they will be 19 years of age at the date of enrolment and have been out of secondary school for at least one year
- applicants who do not meet the above requirements may also be considered for admission on the basis of relevant work experience, practical knowledge, special skills or abilities

#### Associate Diploma in Turfgrass Management

Applicants for admission to the first semester of the Associate Diploma in Turfgrass Management program should present as a minimum requirement:

- Ontario Secondary School Diploma (OSSD) or equivalent with a minimum 60% average in the final year of study excluding workplace courses
- applicants who do not meet the above requirements may also be considered if they will be 19 years of age at the date of enrolment and have been out of secondary school for at least one year
- preference given to applicants with a minimum of one year's experience in the turfgrass industry
- prospective applicants are strongly encouraged to complete general or advanced, College (C), University (U), or University/College (U/C) course types at the grade 11 and 12 level in mathematics, biology, and chemistry

#### Associate Diploma in Veterinary Technology

Applicants applying for admission to the first semester of the Associate Diploma in Veterinary Technology program are to present, as a minimum requirement:

- Ontario Secondary School Diploma (OSSD) or equivalent

with the following SPECIFIC requirements (can be a combination of Old and New Curriculum):

#### SPECIFIC COURSE PRE-REQUISITES

##### New Secondary School Curriculum

- credits in Grade 11C Biology, Grade 12C Chemistry, Grade 12C Mathematics (MTC4C or MAP4C), and Grade 12C English, each with a preferred minimum final grade of 65%

##### Old Secondary School Curriculum

- advanced level credits in Chemistry (Grade 11), Biology (Grade 11), Mathematics (Grade 12), and English (Grade 12), each with a preferred minimum final grade of 65%. General level credits in Mathematics and English (Grade 12) and Chemistry and Biology (Grade 11) will only be considered with a completed minimum average of 80% prior to applying.

#### Note

'U' level or OAC level courses in the same areas of study will also be taken into consideration.

### NON-ACADEMIC REQUIREMENTS

- Applicants who have met, or are in the process of meeting, the academic pre-requisites are required to take part in pre-admissions testing and complete a written questionnaire at RIDGETOWN COLLEGE.
- In addition to meeting the minimum academic requirements, applicants must obtain the necessary work experience prior to August 1st of the year of admission. Specifically, this means the applicant must have worked in a clinic with a practising veterinarian for a minimum period of 40 hours. The Work Experience Form must be completed by the veterinarian or supervising veterinarian technician and forwarded directly to the Registrar's Office at RIDGETOWN COLLEGE. Applicants who have completed their work experience prior to the pre-admissions testing date are given additional selection credits if the form is received prior to, or on the date of testing.
- the **deadline date** for applying to this program is **February 1<sup>st</sup>** each year.

### Advanced Standing

Admission with advanced standing may be granted to students with course credits from other recognized post-secondary institutions. Official transcripts must be provided. Students interested in transferring should see the Ontario College University Transfer Guide at <http://www.ocutg.on.ca/>.

### Application For Admission

All applications must be submitted as follows:

1. Application for admission to the Ontario Agricultural College at Guelph should be made on the Ontario Universities' Application Centre form and submitted to the Ontario Universities' Application Centre, Box 1328, Guelph, Ontario, N1E 7P4. For those presently attending an Ontario secondary school, the form is available in the guidance office. Other applicants can access forms at the colleges, local high schools or by contacting the Centre (phone number 1-519-823-1940 or on the world wide web at <http://www.ouac.on.ca/>).
2. Applicants to Collège d'Alfred, Kemptville College or Ridgetown College are to seek admission through the Ontario College Application Service, 60 Corporate Court, Guelph, Ontario, N1G 5J3. For those presently attending an Ontario secondary school, the form is available in the guidance office. Other applicants can access forms at the colleges, local high schools or by contacting the application service, phone number 1-888-892-2228 or apply on-line at <http://www.ontariocolleges.ca>.

Applications for the program may exceed an established quota and candidates, therefore, are urged to submit their application for admission as early as possible. Normally admission decisions will be released commencing March 31. Conditional acceptance may be granted to those students currently attending Year 4 (Grade 12) on a full-time basis who submit an application, an interim grade report, and if required complete a Background Information Form.

On request, a student may be exempted from taking any course providing they demonstrate that they have standing in a course deemed equivalent by the instructor in consultation with the director of the program. Students should consult the director or the director's designate concerning such exemption.

### Communication of Admission Decisions

Students currently enrolled in a secondary or post-secondary program will normally be required to submit all official transcripts at the conclusion of their program before a final decision regarding their admission will be made.

### Credit Transfer Agreements: Degree Programs

Graduates of Associate Diploma programs who achieve a cumulative average of 70% may apply to University of Guelph degree programs. Please consult the Admissions Counsellor for the specific degree program for details on application deadlines and the application procedure, as well as the admission criteria.

For details on program requirements and course selection, transfer students are advised to consult the Program Counsellor for the specific degree program.

### Associate Diploma in Food and Risk Nutrition Graduates

#### Collège d'Alfred, Kemptville College (prior to and including 2004)

You may apply to transfer to the Hotel and Food Administration major of the Bachelor of Commerce program. Upon admission up to 6.00 advanced standing credits may be transferred. Applicants must have achieved a 70% cumulative average in their associate diploma program and have completed an Ontario Academic Credit or University (U) level high school credit in Mathematics and English or equivalents.

You may be eligible for advanced standing in NUTR\*1010, NUTR\*2050, HAFA\*1000, HAFA\*2000, HAFA\*2030, HAFA\*2700, HAFA\*2740, and 1.50 credits in unspecified HAFA\*/HTM\* courses.

### Associate Diploma in Agriculture or Horticulture Graduates

#### Collège d'Alfred, Kemptville College, and Ridgetown College

You may apply to transfer into the Agricultural Business major of the Bachelor of Commerce program or the Bachelor of Science in Agriculture program. Applicants must have achieved a 70% cumulative average in their associate diploma program.

Applicants to the Agricultural Business major of the Bachelor of Commerce program must have completed the Ontario Academic Credit or University (U) level courses in Calculus and English to meet admission requirements. Students may receive up to a maximum of 4.00 advanced standing credits.

Applicants to the Bachelor of Science in Agriculture program may apply without the Ontario Academic Credit or University (U) level admission requirements. To receive degree credit, a student must have a minimum of 'B' standing (70%) in each of the diploma courses specified. Students must have taken OAC or U level Chemistry and/or OAC Calculus or U level mathematics prior to admission or alternatively, add CHEM\*1060 and / or MATH\*1000 (or their equivalents) as appropriate to their course of study in the degree program.

### Associate Diploma in Veterinary Technology Graduates

#### Ridgetown College

Upon application you may be considered for admission to the Bachelor of Science or Bachelor of Science in Agriculture program.

#### Note

no college transfer credits may be used to satisfy prerequisite courses for the Doctor of Veterinary Medicine program.

### Bachelor of Science

Applicants must have achieved a 70% cumulative average in their diploma program

In addition, applicants must present a minimum final standing in Ontario Academic Credit or grade 12 University (U) level Calculus and Chemistry of 75%.

You may be eligible for up to 3.00 credits advanced standing (AGR\*2350, ANSC\*2340, one 1000-level biology, and 1.50 credits free electives at the 1000-level).

### Bachelor of Science in Agriculture

Applicants must have achieved a 70% cumulative average in their diploma program.

You may be eligible for up to 5.00 credits advanced standing (AGR\*1250, AGR\*2350, AGR\*2360, ANSC\*2340, CIS\*1000 and five (5) AGR\* electives at the 2000-level)

### Deadline Dates

While the final date for receipt of applications and documents is June 15 at the Ontario Agricultural College and August 1 at Collège d'Alfred, Kemptville College and Ridgetown College applicants are advised to submit their applications well in advance of the proposed date of enrolment. The University of Guelph cannot guarantee that applicants submitting applications or supporting documentation after August 1 will receive admission consideration for the Fall entry point due to space limitations which may exist within programs.

#### Note

No new applications are considered for the Associate Diploma in Veterinary Technology program after **February 1<sup>st</sup>**.

### Language of Instruction

Classes at Guelph, Kemptville and Ridgetown are offered in English only; classes at Alfred in French only. If English or French is not your first language, you must be able to provide evidence of your fluency in the language of instruction. Contact individual colleges for further information. (<http://www.uoguelph.ca/liaison/english.shtml>)

### Prior Learning Assessment

At the University of Guelph, Prior Learning Assessment is an acceptable process for assigning credit at the diploma level for learning stemming from experience acquired independently of courses taken at post-secondary institutions. P.L.A. provides a mechanism whereby credit is given for equivalence in a course to those students who have mastered the content of the course concerned without having taken a formal course in the subject area. Such mastery may have been acquired, for example, through work experience, independent study or from non-diploma courses. In the absence of a certificate or other formal acknowledgment of competence by an appropriately accredited institution, the student can challenge the appropriate specific course(s) offered by the University to a maximum of 1.50 credits in a diploma program or 30% of the curriculum for Open Learning Certificates. This is a post admission process only.

Each academic department is responsible for determining which of its courses may be subject to P.L.A. challenge. The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessments. These assessments require that the individual demonstrate, to a qualified faculty member, that pre-determined knowledge and skills have been acquired.

Students should contact Undergraduate Program Services at the University or the Registrar's Office at the Colleges for application forms and further information. Refer to Prior Learning Assessment in Section VIII--Associate Diploma Regulations and Procedures for more information.

### Readmission

Students may be required to apply for readmission after an absence from the University or College. Refer to Readmission in Section VIII--Associate Diploma Regulations and Procedures.

### Residence Accommodation

Campus residence accommodation is normally available for students in the Associate Diploma programs provided they make application for it and meet the required application and deposit deadlines. Those desiring campus residence accommodation should make their needs known as soon as possible after they have been accepted into the program.

### Right of Selection

It should be carefully noted that possession of the minimum requirements does not in itself guarantee admission to any of the Associate Diploma programs. For all programs for which the number of qualified applicants exceeds the quota, the University reserves the right to select the quota from among the qualified applicants.

For students applying to enter the University for the first time, the decision of the Admissions Committee of the individual colleges is final and there shall be no appeal to that decision.

An applicant for readmission may, under specific circumstances, appeal the decision of the Admissions Committee to deny readmission. Refer to Section VIII--Associate Diploma Regulations & Procedures.

Applicants are reminded that the University is a dynamic institution and that information pertaining to admission may change. It is the responsibility of the applicant to ascertain admission requirements at the time of application.

The University normally will not defer admission to a subsequent entry point. Applicants who are unable to register at the entry point for which admission is offered will be required to amend their application or to re-apply.

For additional admission information, write:

- COLLÈGE d'ALFRED  
31, rue St-Paul  
C.P. 580  
Alfred ON K0B 1A0
- KEMPTVILLE COLLEGE  
P.O. Box 2003  
830 Prescott Street  
Kemptville ON K0G 1J0
- UNIVERSITY OF GUELPH  
Admission Services  
University Centre, Level 3  
Guelph ON N1G 2W1
- RIDGETOWN COLLEGE  
Registrar's Office  
120 Main St. E.  
Ridgetown ON N0P 2C0

### Submission of Documents

Each of the following applicable documents must be sent in support of an application. Personal documents will be returned upon request. Please note that official transcripts submitted will become the property of the University of Guelph and will not be returned except in special circumstances. Normally, official transcripts must be sent directly to the University or College by the institution issuing the document.

The applicant is responsible for ensuring that all documents are received in Admission Services at the individual colleges by the document deadline date. No decision will be made until all documents have been received. Applications with incomplete documentation after the document deadline date will not receive consideration.

1. Ontario Secondary School Diploma or equivalent Senior Matriculation Certificates, i.e. Alberta Grade 12, G.C.E. etc. Students currently enrolled in their final secondary school year in Ontario are required to submit documentation of interim grades reported by the secondary school.
2. Birth Certificate (only for students applying under Mature Student Regulation).
3. Official transcripts of all academic work taken at the post secondary level, i.e. university, college, nursing, etc.
4. Official transcript of marks from the last secondary school attended
5. Any other documents demonstrating academic results or ability, or explaining the level of academic performance.
6. Any supplementary information required as part of the application.

## **Textbooks**

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Text books and supplies are available at the campus book store or library, depending on the college location. Each student should anticipate spending a minimum of \$250.00 on books and supplies for each semester.

## **Use of Animals in Teaching**

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Animals are used to support the teaching in some courses. The University of Guelph is dedicated to maintaining a high level of animal care in all of its teaching programs. Regulated by the Animals for Research Act, the University is in compliance with the standards set by the Canadian Council on Animal Care. Guelph has long been a leader in the promotion of animal welfare issues, and in 1989, established the Colonel K. L. Campbell Centre for the Study of Animal Welfare, the first such centre in North America. The Centre promotes humane systems of animal management and fosters the development of alternatives in animal use in research and teaching.

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## V. International Study

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### Exchange Programs

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Exchange programs offer students an opportunity to take courses at an agricultural college in Canada or overseas for varying periods of time and receive credit toward their diploma. In return, students from the host college may study at one of the University of Guelph Associate Diploma program locations.

International study opportunities can be arranged at selected faculties on an individual basis. Additionally, students may study on a letter of permission basis. Students interested in national and international study opportunities should consult with their Program Counsellor.

For regulations on exchange programs and letter of permission refer to Section VIII--Associate Diploma Regulations and Procedures.

The following exchange program is currently available to Associate Diploma students.

#### Collège d'Alfred

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##### Belgium Exchange

An agreement with the Haute Ecole Provinciale du Hainaut Occidental allows students to complete their second year of the Agriculture program in Belgium.

Candidates must successfully complete their first year at Collège d' Alfred. The second year in Belgium provides a specialization in tropical agriculture. Canadian students are integrated in the second and third year course with Belgian students. Courses are offered exclusively in French, therefore candidates must be fluent in French.

Interested students should contact the Agriculture & International Development program coordinator at Collège d'Alfred.

## VI. Schedule of Fees

All fees for a semester are due and payable on or before the date scheduled for registration for that semester.

Provisional registration may be granted to students who make arrangements with Student Financial Services to defer payment of their account. Deferred payment normally will be granted only to students who can show proof of financial assistance from O.S.A.P. or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Students should apply for O.S.A.P. two months in advance of the first class day of each semester in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their University account. Academic sanction will prevent one or more of the following:

- release of semester examination results
- release of transcripts
- granting of a diploma
- registration for a subsequent semester

## Guelph Campus

### Tuition Fees

The undermentioned rates are those in effect until April 30, 2004.

The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Students, in this section.

### Full-Time Fees - 2.00 credits or more

Program	Semester Fee
Associate Diploma in Turfgrass Management	\$2092.00

### Part-Time Fees - less than 2.00 credits

Fee per 0.50 Credit	
Tuition fee	\$418.00
Central Student Association fee	\$5.69
Student Support Service fee	\$7.79
University Centre fee	\$2.24
Fee per Semester	
Affordable Housing	\$0.87
First Aid Response	\$0.64
Guelph Books / The Cannon	\$1.02
Guelph Assistance Program	\$3.06
OUTLine	\$0.42
Part-time athletic fee	\$30.83
Part-time building fee	\$15.00
Student Health Service fee	\$9.25
Student bus pass	\$47.62
WUSC	\$0.78
Anishnabeg Student Association	\$0.25
Bull Ring	\$1.00
Annual Fee	
Medical Insurance Premium	\$105.00
Dental Insurance Premium	\$110.00
SIGN Club	\$0.25

### Visa Students

The tuition fee for students from outside of Canada who have obtained a student authorization and visa is as shown below:

Program	Full-time Semester Fee	Part-time Fee per Credit
Associate Diploma in Agriculture	\$4,678.00	\$937.00
Associate Diploma in Horticulture	\$4,678.00	\$937.00

Associate Diploma in Turfgrass Management	\$4,678.00	\$937.00
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### Health Insurance

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP) -- participation is compulsory. The 2003-2004 fees are:

	Visa Per Year	Visa/Exchange Per Semester
Single coverage	\$612.47	\$224.56
Two-person coverage	\$1,224.95	\$449.11
Family coverage	\$1,938.66	\$710.85

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Program Services, Office of Registrarial Services. To affect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester). Dates for Summer Session courses are variable and for those, students should contact Undergraduate Program Services in the Office of Registrarial Services at the University or the Registrar's Office at the colleges. Dates are subject to change without notice.

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

- Canadian citizens, permanent residents, or their dependents.
- applicants for permanent residency who submit the appropriate letter.
- diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents.
- visitors, or their dependents, who are in Canada on an employment authorization.
- refugees (officially recognized).
- members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synopsized from the regulations of the Ministry of Training, Colleges and Universities. Final interpretation rests with the Office of Registrarial Services and documentation must be acceptable to the Office of Registrarial Services. The regulations are subject to change without notice.

### Audit Courses

Registration fee per 0.50 credit audited	\$247.50
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### Other University Fees

These fees are applicable to students registered in 2.00 or more credits. They are compulsory and non refundable.

Athletic building fee	\$30.00
Athletic fee	\$67.17
Student health service fee	\$21.10
University centre fee*	\$11.23
Student support service fee	\$38.95
<b>Total other university fees</b>	<b>\$168.45</b>

\* the University Centre Fee is payable at \$11.23 per semester to a total of \$22.46 for each 12 month period commencing with the Spring Semester. Part-time students are charged \$2.24 per course.

### Student Organization Fees

Applicable to students registered in 2.00 credits or more. These fees, determined by programs, are collected as a service to the student government to support student organizations. Of each fee, \$12.89 is for the University of Guelph Central Student Association, \$3.55 is for the Canadian Federation of Students, \$2.94 is for the Ontario Federation of Students, \$4.88 is an entertainment media fee, \$5.36 is for G-OPIRG, \$5.83 is for Radio Gryphon, \$2.37 is for the Ontarion, \$1.62 is for Women's Resource Centre, \$1.28 is for Volunteer Connections, \$1.24 is for Peak Newspaper, \$1.88 is for the Magic Bus, \$0.78 is for W.U.S.C., \$47.62 is for the Student Bus Pass, \$0.42 is for the OUTLine, \$0.64 is for First Aid Response, \$0.21 is for Guelph Queer Equality, \$0.50 is for OCUS, \$0.50 is for Carousel, \$1.02 for Guelph Books/The Cannon, \$3.06 is for the Guelph Assistance Program, \$0.87 is for Affordable Housing, \$0.25 is for Anishnabeg Student Association and \$1.00 is for the Bull Ring.

In addition, the Dental Plan annual premium of \$110.06 and the Medical Insurance Premium of \$105.00 provide coverage for the duration of the semester, whether or not the student withdraws from the University. Married students wishing to have their spouse and/or children insured and students who marry during the semester must apply within 30 days of registration or marriage respectively. See the Central Student Association,



Level 2, University Centre (Room 274). Please refer to your C.S.A. or G.S.A handbook for more details with respect to your student Health Plan.

College Government Fees	Per Semester
Ontario Agricultural College	\$10.00

## Special University Fees

<b>Account Deferral Fee</b>	\$60.00
<b>Administrative Fee</b> For each cheque upon which payment is refused by the bank on which it is drawn.* * students with a second occurrence may be placed on a cash or certified cheque basis and/or forfeit their mail registration privilege. Appeals of the Cheque Refusal Fee must be made in writing to the Secretary of the Cheque Refusal Fee Appeals Committee. Appeals are to be made within ten days of notification by Student Financial Services. Appeal forms are available from Undergraduate Program Services.	\$60.00 per cheque in the amount of \$418.00 <b>or greater</b> upon which payment is refused (\$30.00 per cheque in the amount of <b>less than</b> \$418.00)
<b>Cheque processing fee</b> Applied to students receiving short term loans or OSAP advances	\$20.00 per occurrence
<b>Distance Education Resource Fee</b> For each course taken as a Distance Education course (this fee is non-refundable after the six-day add period)	\$70.00 per D.E. course
<b>Graduation Fee</b> Payable with the submission of an application to graduate, the fee covers the cost of the diploma and diploma case, and gown rental. It is applicable to all students (except those in unclassified or non-degree categories) upon their first registration in the semester level as noted below. Associate Diploma - semester 4	\$30.00
<b>Late Graduation Fee</b> Payable at time of submission of a late application for graduation.	\$60.00
<b>Late Registration Fee</b> Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services.	\$60.00 per occurrence
<b>Official Transcript</b>	\$8.00 each copy
<b>Program Transfer Fee</b> Each application requesting a transfer from one diploma program to another, or readmission	\$40.00 per occurrence
<b>Registration Reinstatement Fee</b> Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the 10 <sup>th</sup> class day for the semester. There is a \$200.00 reinstatement fee levied for students wishing to register after the 10 <sup>th</sup> class day. Reinstatement will not be allowed after October 15 <sup>th</sup> for the fall semester, February 15 <sup>th</sup> for the Winter Semester and June 15 <sup>th</sup> for the summer semester	\$200.00 per occurrence

<b>Supplemental Privilege</b> Students who write supplemental examinations at an outside centre may be required to pay an invigilator fee directly to that centre. Notification of non-payment will result in the withholding of grades. If the student chooses not to write the examination, a refund of supplemental fees will be made if the request is submitted in writing at least 15 days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. No refunds will be made for examinations written at another university or college.	\$50.00 per occurrence
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## Special University Charges

<b>Field Trip Fees</b>	Per Year
For field trips in courses	\$50.00

## Parking Fees

Quoted fees are in effect in 2003-2004. Students wishing to pay for a parking permit are asked to include the appropriate payment in accordance with the following schedule with their total payment submission. Students who comply with this procedure will receive their parking decals in the campus mail prior to the commencement of classes.

	Per Semester	Annual Rate
Students in residence	n/a	\$162.14
Students off-campus	\$92.30	\$276.91
Auxiliary - P.80 only	n/a	\$150.98
Motorcycle	n/a	\$46.79

**Above rates, subject to change.**

## Residence Fees

Quoted fees are in effect in 2003-2004. The 2004-2005 fee schedule will be issued as soon as available from Student Housing Services.

### Single Student Residence Fees

#### Fall & Winter Semesters (two semester contract, per semester price)

Single room	\$1,892.00
Double room	\$1,722.00
Single room (suite with shared cooking facilities)	\$2,020.00
Double room (suite with shared cooking facilities)	\$1,847.00
East Townhouse	\$2,300.00

#### Summer Semester (one semester contract)

Single room (Village Townhouse)	\$2,300.00
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### Other Residence Fees

Activity fee	\$15.52
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## Family Housing Residence

Family Housing Fee	Per Month
1 bedroom apartment	\$748.00 - \$792.00
2 bedroom apartment	\$868.00
2 bedroom townhouse - College Ave.	\$915.00
2 bedroom townhouse - Wellington Woods	\$915.00

Rates are for unfurnished units and include utilities (except telephone), parking, and satellite TV.

## Meal Plan Fees

All residence students, excluding those in apartment style residences, are required to select one of four meal plans. These prepaid plans are in effect for 2003-2004. The 2004-2005 fee schedule will be issued as soon as available from Hospitality Services.

### Fall/Winter Semester 2002-2003

Meal Plan	Per Semester
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Minimum Plan	\$1,215.00
Light Plan	\$1,425.00
Full Plan	\$1,600.00
Plus Plan	\$1,765.00

Food items purchased on your meal plan are tax exempt.

Any student on or off-campus can purchase the above noted plans. There is an Off-Campus Meal Plan for those students who are not required to purchase a residence board plan. For further information on off campus options, please contact Hospitality Services at Ext. 2807. All meal plans give you the convenience of on campus dining in a variety of locations.

Hospitality Services will honour meal plans until 2:00 p.m. on the day following the conclusion of examinations.

## Refunds

### Withdrawal

A student who withdraws from the University may apply to the Office of Registrarial Services for a refund of tuition fees provided the withdrawal has been authorized by the dean of the college (see also Withdrawal, Section VIII--Associate Diploma Regulations). If the withdrawal or course drop results in a credit balance in your fees account, i.e., payments are greater than charges, a refund cheque is produced. Allow approximately four weeks before refunds are available from Student Financial Services. The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.

Payment cheques issued by students in settlement of their account which are subsequently not honoured by their bank does not constitute an official withdrawal from studies.

Refunds of tuition fees will be calculated according to the effective date and the following schedule:

Class Days	Rate
1 - 5 inclusive	100%
6 - 10 inclusive	75%
11 - 15 inclusive	65%
16 - 20 inclusive	50%
21 - 25 inclusive	35%
26 - 30 inclusive	20%
31 and beyond	nil

Refunds of Other University Fees (except Residence and Meal Plan Fees) and Student Organization Fees (except Bus Pass and medical insurance premium) will be made in full up to and including the 15th class day of a semester. No refund of Other University Fees or Student Organization Fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date on which the student notifies the Registrar regarding the withdrawal. Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to section 4.3 of the Residence Contract Terms & Conditions for further information. The effective date for refund will be the date belongings are removed from the room, a room check made and the room key, post office key and university ID card returned; or, the authorized effective date for withdrawal, whichever is later. Students to whom a room assignment has been made and who withdraw and subsequently reregister up to and including the 5th class day will be liable for any penalties incurred through forfeiture of the residence contract. Meal plan fees will be refunded on a pro rata basis for the operating expense portion, plus the unused food portion, for authorized cancellation of a contract. The effective date for refunds will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal, except if a student withdraws before or after the first day of classes and reregisters before or on the 5th day of classes, cancellation of the contract is not permitted. Outstanding Library fines and charges are deducted from the calculated refund. Affordable Housing Fee - refundable from CSA Office only.

### Dropped Courses

Refunds of tuition fees for courses dropped by part-time students will be calculated at the same rates as shown above for tuition for withdrawals. The effective date for the drop action will be the date such information is reported to the Office of Registrarial Services.

### Classification Changes

Refunds of tuition fees for students changing from full-time to part-time will be calculated on the difference of tuition values at the same rates as shown above for tuition for withdrawals. Refunds of Other University Fees and Student Organization Fees (except Bus Pass and medical premium) will be made in full up to and including the 15th class day of a semester. No refunds of Other University Fees and Student Organization Fees

will be made after the 15th class day. The effective date for classification change will be the date such change is reported to the Office of Registrarial Services.

### Session Courses

In addition to the refund schedule quoted above, there will be a flat fee levied for each session course dropped after the first week of the course. The financial penalty is approximately double the regular course rate.

### Optional Fees

G-OPIRG is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to Section XIII--General Information of this calendar. Applications for refund are to be made at the G-OPIRG offices. RADIO GRYPHON fee is refundable during the first 3 weeks of each semester to those who do not wish to support the activities. Applications for refund are to be made at the Radio Gryphon offices.

### Bus Pass, Medical Insurance Premium and Dental Insurance Premium

The Bus Pass and Medical Insurance Premium fees are **refundable only within the first five** class days of the semester upon withdrawal. Please direct inquiries to the C.S.A. office.

The Dental Insurance Premium fee is **refundable only with application** by a published deadline date. Please direct inquiries to the Central Student Association office.

## Alfred, Kemptville, and Ridgetown Campus

### Tuition Fees

Quoted fees are in effect in 2003-2004. The 2004-2005 fee schedule will be issued as soon as available from the College Administration Offices.

Full-Time Fees	Semester Fee
Regular Diploma Programs	\$1,073.00
Visa Students	\$2,146.00
Veterinary Technology Alternative Diploma Program	Fee per 1-year semester
Tuition Fees	\$1,430.00
Tuition Fees	\$1,430.00
Visa Fees	\$2,860.00
Part-Time Fees	Fee per Course
Regular Diploma Programs	\$258.00 (\$215.00 tuition)

### Other Fees

Athletic Fee	\$25.00 - \$35.00 per semester
Accident Insurance	\$3.00 per year
Student Organization Fees	Approximately \$40.00 - \$50.00 per semester

### Special Charges

Contingency Deposit (all Students)	\$200.00 per year
Equine Studies (Kemptville) Stabling Fees	\$250.00
Field Trips, laboratory materials, student equipment (full-time students)	\$200.00 per semester
Field Trips, laboratory materials, student equipment (part-time students)	\$40.00 per course
Graduation Fee (payable prior to final semester)	\$30.00
Internet Fee (where applicable)	\$40.00 - \$50.00
Late Registration Fee	\$50.00
Official Transcript - first copy	\$10.00 + GST
Official Transcript - additional copies	\$5.00 + GST
Program transfer Fee	\$40.00
Supplemental Exam Privilege	\$50.00 per course

### Veterinary Technology Special Fees (Ridgetown College)

Additional Supply Fee - Conventional Program	\$575.00 per semester
Additional Supply Fee - Alternative Program	\$767.00 per 1-year semester
Alternative Program Manual Fee (linkage courses)	\$350.00 per 1-year semester

Field Trips, Laboratory Materials, Student Equipment - Conventional Program	\$200.00 per semester
Field Trips, Laboratory Materials, Student Equipment - Alternative Program	\$320.00 per 1-year semester

### Residence Fees

#### Fall and Winter Semesters

Double Occupancy	\$770.00 per semester
Single Occupancy	\$1,540.00 per semester

#### Summer Semester

Double Occupancy	\$880.00 per semester
Single Occupancy	\$1,760.00 per semester

### Meal Plan Fees

Varies by location	\$995.00 - \$1,100.00 per semester
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### Parking Fees

Parking fees vary by location.

### Refunds

Refer to the refund policy for the University of Guelph in this section.

### Prior Learning Assessment

<b>Application Fee</b> - A fee will be charged for each application to challenge a course(s), irrespective of the number of courses specified in the application.	\$50.00
<b>Course Fee</b> - Students who are permitted to challenge a course will be charged a fee for the course, regardless of whether or not the challenge is successful.	1/2 of the tuition for the course

### Changes in Fee Schedule

The University and Colleges reserve the right to make changes in the published schedule of fees and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation.

## VII. Academic Advising

A college education is a complex and multi-faceted experience, which is best undertaken in a supportive and encouraging environment. As part of its dedication to student success, the University of Guelph is committed to providing high-quality academic advising, in order to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. The responsibility for developing educational plans and setting goals rests with the student. Academic advising contributes to this process by identifying alternatives, exploring likely outcomes, and referring students to appropriate resources.

Academic advising at the Ontario Agricultural College is delivered by a team which includes faculty advisors, program counsellors / associate directors, the Academic Information Centre, the Associate Vice-President Academic and others. Coordinating all activity is the University Council on Undergraduate Academic Advising (CUAA), which has responsibility for overall advising systems direction and policy. The University Academic Information Centre provides general walk-in assistance to students and, as appropriate, directs students to specialized advising resources. Each student has direct access to Faculty Advisors, who focus on subject-related issues and advice, and a Program Counsellor, who assists with diploma/degree program requirements and expectations.

These components of the academic advising system work together to achieve goals and objectives that include:

- Helping students develop an educational plan and choose an appropriate course of studies to meet their academic and life objectives
- Ensuring that students are aware of opportunities and resources that can assist students in achieving their educational goals
- Assisting students in interpreting university policies and procedures, and applying general rules to their specific cases
- Facilitating resolution of academic problems, conflicts and concerns, as appropriate
- Referring students as necessary to other resource units
- Collecting and disseminating information on student needs, wants, perceptions, and trends in order to enhance institutional effectiveness and adaptability

Within the system, specific roles and responsibilities are distributed as follows:

### Students

#### Responsibilities of the Student

Students admitted to the University are responsible for understanding and meeting certain responsibilities regarding Undergraduate Degree Regulations and Procedures, diploma/degree requirements, course requirements, Schedule of Dates, rules of conduct and accessing the University of Guelph email account. These responsibilities are described in Section I of the Undergraduate Calendar.

The responsibilities of students regarding academic advising are:

- to seek when necessary information from the Undergraduate Academic Information Centre, as well as advice and assistance regarding academics from the program counsellor or faculty advisor
- to contact the program counsellor or faculty advisor for clarification of regulations and procedures

### Faculty Advisors

#### Role of the Faculty Advisor

The faculty advisor has particular expertise in the *program specialization* (major, minor, area of concentration, area of emphasis) and the fit of that specialization within the diploma/degree program. The role of the faculty advisor is:

- to provide information about the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements
- to refer to other campus services, as necessary
- to communicate information about the specialization to the department and the curriculum committee, program committee, and program counsellor / associate director, and to bring forward any concerns or issues as students progress through the Schedule of Studies for the specialization
- to liaise with the program counsellor / associate director for the diploma/degree program, in order to provide information about the specialization as it fits within the diploma/degree program

#### Responsibilities of the Faculty Advisor/Program Counsellor

Every major, minor, area of concentration or area of emphasis in a diploma/degree program is assigned a faculty advisor who advises students on the academic requirements of that particular specialization. The responsibilities of the faculty advisor/program counsellor are:

- to be familiar with the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements
- to assist students wishing to change or add specializations

- to approve the declaration of the specialization to the student's diploma/degree program and to sign specialization approval
- to assist the student to make academic decisions
- to refer students to the program counsellors / associate director, as appropriate
- to offer advice about meeting the requirements of the Schedule of Study for the specialization
- to be reasonably available to meet with students, as requested
- to assist with graduation checks, as requested
- to approve substitutions or exemptions for the specialization
- to be aware of career and graduate study opportunities related to the field of study
- to assist with course selection issues related to the specialization
- to provide information to the department, curriculum committee, program committee, and program counsellor / associate director about issues or concerns concerning the Schedule of Studies for the specialization
- to provide information and advice to the department and college, as requested, around enrollment management issues

### Program Counsellors / Associate Directors

#### Role of the Program Counsellor / Associate Director

The Program Counsellor / Associate Director has particular expertise in the diploma program requirements and regulations, as well as the various specializations and their fit within the *diploma program*. The Program Counsellor / Associate Director is also familiar with the policies and procedures that govern university practice. The role of the program counsellor / associate director is:

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#### Responsibilities of the Program Counsellor / Associate Director

The responsibilities of the program counsellor / associate director are:

- to be familiar with the academic requirements of the diploma program and its specializations, including admission requirements, the Schedule of Studies and Continuation of Study requirements, and graduation requirements for the diploma program
- to assist the student to make academic decisions and understand the implications of those decisions
- to assist with course selection and enrollment management issues as related to the diploma program
- to explain transfer procedures and requirements
- to explain appeal procedures
- to assist with graduation checks
- to sign program approval, as appropriate, for Special or Probation students
- to change student status, as appropriate (eg. from Special to Regular)
- to meet with students as requested, or required
- to refer to the faculty advisor, as appropriate
- to uphold the academic policies of the university
- to help interpret the academic policies and procedures to students, staff, and faculty
- to act as a source of referral to other campus services
- to be generally aware of career and graduate study opportunities related to the field of study
- to work closely with the faculty advisor on any changes to the Schedule of Studies
- to consult, as necessary, with other campus services
- to provide relevant information to the faculty advisors, departments, dean, curriculum and program committees (and sub-committees) about student issues with the diploma program
- to participate at liaison events, as requested

### The Undergraduate Academic Information Centre

The role of the Undergraduate Academic Information Centre (UAIC) is to provide general academic advising information and advice to undergraduate students. This includes appropriate referral to the program counsellor, or faculty advisor, as well as other support services on campus.

For some students, the Centre may function as a first point of contact for information or advice about academic program issues. Centre staff operate on an assessment and referral system - first helping the student to identify the problem or issue, and then, as necessary, referring her/ him to the appropriate resource (e.g. program counselling / associate director's office, faculty / specialization advisor, Career Services, Financial Services, etc.).

At the Centre, students will find general information on transfer requirements and procedures; Continuation of Study requirements; admission and graduation requirements; information about appeal process and procedures; help with interpreting the calendar; or

help with different forms. Students who require more detailed information about their particular diploma program requirements, or who have more specific questions about changing or adding a specialization, or transfer to a different diploma program will be directed to the program counselling office or to the faculty advisor, as appropriate.

UAIC is a resource for all students, with particular sensitivity to issues facing transfer (advanced standing) students, non-diploma/degree and general studies students, and "undecided" students, including first year students or other students contemplating a change in program.

\* Although most University of Guelph students declare a major upon entry, "undecided" in this context refers to students who may be declared in a major but are now not sure whether the program is the right fit for their educational, career, or life goals.

## The Council on Undergraduate Academic Advising

The role of the Council on Undergraduate Academic Advising (CUAA) is to develop, review, discuss, and recommend to senior administration on an ongoing basis any and all advising-related strategies, policies, and processes.

The CUAA is responsible for managing and directing academic advising policies at the university. The CUAA reports to, and is chaired by the Associate Vice-President Academic. Membership includes broad representation from stakeholders across the university community including, but not limited to: program counsellors, faculty advisors, Office of Registrarial Services, Coordinator of Undergraduate Curriculum, deans, chairs, Student Affairs, Office of Open Learning/ SCOL, undergraduate students, Centre for International Programs, and the Director of the Undergraduate Academic Information Centre. The Council normally meets once per semester.

The CUAA develops strategic directions and formulates policy on advising issues, coordinates planning around academic advising issues, and serves as a permanent communication channel to help coordinate the work of the various individuals and entities engaged in academic advising activities.

## Program Counsellors / Associate Directors

Location	Program Counsellor / Associate Director	Contact Information	Email
<b>Collège d'Alfred (French Language)</b>	G. Gauthier Associate Director	613 679-2218 Ext. 215	ggauthie@alied.uoguelph.ca
<b>University of Guelph (Turfgrass Management)</b>	R. Witherspoon Director, Associate Diploma in Turfgrass Management	Guelph Turfgrass Institute Room 114 519 824-4120 Ext. 56886	rob@gti.uoguelph.ca
<b>Kemptville College</b>	Jonathan Morgan Associate Director	Parish Building 613 258-8336 Extension 284	jmorgan@kemptville.uoguelph.ca
<b>Ridgetown College</b>	B. O'Neill Registrar / Counsellor R. Pitblado Associate Director	Agronomy Building 519 674-1610	registrar@ridgetown.uoguelph.ca r.pitblado@ridgetown.uoguelph.ca

## Interpretation of University Academic Regulations

A student who requires assistance in the interpretation of the academic regulations of the University or the method of their application in reference to the student's particular circumstances should consult one of the the Associate Registrars at Guelph, the Associate Director at their College or their program counsellor.

## Non-Academic Counselling

Students are advised to consult Section XIII-General Information in this Calendar, for information on the types and locations of non-academic counselling offered by the University.

At the Colleges, students who require non-academic counselling should contact their Associate Director or Program Counsellor.

## Program Approval

Students are advised that program approval is required under the following circumstances:

- If your category is SPECIAL or PROBATIONARY -- see your **program counsellor** for approval during the course selection periods or when adding/dropping courses; or
- If you wish to register for more than the normal number of credits -- see your **program counsellor** for approval; or
- If you are adding or changing a program -- see your departmental advisor for that Associate Diploma program (usually a faculty member).

It is the program counsellor's responsibility to change a student from "Special" or "Probationary" to "Regular" category (see Section VIII--Associate Diploma Regulations and Procedures for definitions of categories.)

Students may find that program approval will be withheld if they do not adhere to the schedule of studies outlined in the Associate Diploma Calendar; or, they are identified either by the Admissions Sub-Committee or the Academic Review Sub-Committee as being "Special" or requiring additional stipulations; or, they have not taken the appropriate prerequisites or corequisites.

Students are cautioned that if their selection of courses does not give evidence of progress toward the completion of the conditions for graduation in their program, they may be required by the Academic Review Sub-Committee of their program to fulfill specific conditions for continuation in the program.

## Note

A term academic standing is assigned according to the requirements of the Continuation of Study policy (see "Student Type" Section VIII--Associate Diploma Regulations and Procedures, for definitions of categories.) A student whose term academic standing is Required to Withdraw according to the requirements of the Continuation of Study policy may have their term academic standing changed to "probation" as a result of a Request for Academic Consideration.

## VIII. Associate Diploma Regulations and Procedures

### General Information About Associate Diploma Regulations and Procedures

The academic regulations outlined in VIII--Associate Diploma Regulations and Procedures are the basic regulations for undergraduate degree and associate diploma programs of the University as approved by the Senate. Terminology used to describe academic regulations is defined in the Glossary. In these regulations where the consent of the dean is required, the term "dean" is interpreted to mean the person responsible for the academic program, for example dean, director, chair of program committee, or the program counsellor / associate director in a particular diploma program. Approved changes in the regulations which affect a student's program of study will be included with the course selection or registration material.

### Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the graduate and undergraduate communities and that accommodation will be made to students who experience a conflict between a religious obligation and scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories. The type of accommodation granted will vary depending on the nature, weight and timing of the work for which accommodation is sought. Accordingly, the request for alternative arrangements normally must be submitted to the instructor in charge of the course within two weeks of the distribution of the course outline. A student requiring accommodation may submit the request to the instructor directly or through his/her program counsellor. The instructor has a responsibility to provide reasonable alternative arrangements that do not put the student at an academic disadvantage. In the case of a conflict with a final

examination, the instructor should reschedule the examination to another time during the examination period taking care that the new date and time does not put the student at an academic disadvantage.

In the event that a student is not satisfied with the accommodation offered by the instructor, he/she may appeal to the Department Chair, or Director of the School, who may grant alternative accommodation. A student who remains dissatisfied with the outcome of his/her request may seek the assistance of the Human Rights and Equity Office to facilitate a resolution.

For a current list of major holy days, please check the following website <http://www.uoguelph.ca/hre/contents.htm> or contact the Human Rights and Equity Office

### Academic Consideration and Appeals

#### Academic Consideration, Appeals and Petitions

#### General Information for Academic Consideration and Appeals

The University of Guelph is committed to supporting students in their learning experiences and responding to their individual needs. To this end a broad network of advising, counselling, and support services is provided to assist students in meeting their personal and academic goals. The University is aware that a variety of situations or events beyond the student's control may affect academic performance. Support is provided to accommodate academic needs in the face of personal difficulties or unforeseen events. Procedures for academic appeals are designed to ensure that every effort is made at these times to provide appropriate accommodation and consideration, thus enabling students to complete course and program requirements as quickly as possible.

Knowledge of the procedures, early action on the student's part, timely consultation with the instructor(s) and/or program counsellor, and immediate provision of any required documentation will facilitate a prompt, co-ordinated institutional response.

#### Process for Academic Consideration and Appeals

Time of Semester	Type of Consideration	Consideration Granted By	Period of Consideration	Subsequent Appeal To
<b>During the Semester (up to course grade submission deadline)</b>	Medical Psychological Compassionate	Instructor	Same semester	Academic Review Sub-Committee Submitted as soon as possible, not later than the end of the following semester
<b>End of Semester (following course grade submission deadline)</b>	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with program counsellor)	Should be submitted as soon as possible	Petitions Committee Board of Appeals - College 90 day deadline for appeals of academic review decisions
<b>After the Semester</b>	<b>Grade Reassessment:</b>			
	Calculation Error or omission	Instructor	10 class days of the following semester	No appeal
	Methods and Criteria	Department Chair	10 class days of the following semester	Petitions Committee Board of Appeals - College 10 days after decision of chair
	Misapplication of an Academic Regulation	Instructor	Should be initiated as soon as possible	First Level: Department Chair Second Level: College Dean Third Level: Provost
	<b>Academic Consideration:</b>			
	Course Results: Compassionate Medical Psychological	Academic Review Sub-Committee (consult with program counsellor)	No deadline, but a request should be submitted during or immediately after the semester	Petitions Committee Board of Appeals - College 90 day deadline for appeals of academic review decisions
	Request for Probationary Status	Academic Review Sub-Committee (consult with program counsellor)	Should be submitted by the first deadline of the next semester	Petitions Committee Board of Appeals - College 90 day deadline for appeals of academic review decisions

### Academic Consideration

The University will consider granting consideration for courses if there are sufficient extenuating medical, psychological or compassionate circumstances. Academic Consideration may take the form of an extended deadline, a deferred privilege, a late drop of a course(s) with or without failure, withdrawal from a semester with or without academic failure, or permission to continue on probationary status. A deferred privilege could take the form of approval to write a missed final examination or the completion of a course requirement after the end of the semester. Academic consideration is granted when acceptable medical, psychological or compassionate circumstances affect any portion of the semester work. Generally, work commitments will not constitute grounds for academic consideration. Depending upon the circumstances and whether the semester work is complete, consideration may be granted by the instructor, the program counsellor or the Academic Review Sub-Committee of the program in which the student is registered.

Students will need to assess the extent of the difficulty they face and the possible implications on their course work. For instance, an illness which lasts one or two days resulting in a missed deadline can usually be resolved between the faculty member and the student, often without documentation. Circumstances which affect the student's ability to attend classes, write term tests or meet assignment deadlines for an extended period of

time may require more formal documentation and consideration. Students are encouraged to seek documentation if the situation extends for a significant length of time. The program counsellor, who is the dean's designate, should be contacted regarding appropriate procedures and documentation.

The program counsellor is the student's advisor in all matters pertaining to academic consideration and can assist in defining an appropriate course of action (counsellor names and locations can be found in Section VII--Academic Counselling). **It is the student's responsibility to consult the program counsellor as soon as extenuating circumstances affect academic performance, in order to initiate action, and provide any required documentation.**

All available evidence, including the student's performance during the semester, will be given careful consideration when making a decision. Procedures to follow in each case are outlined below. Questions about procedures and deadlines should be directed to the program counsellor.

#### Grounds for Academic Consideration

Where possible, requests for academic consideration are to be accompanied by supporting documentation. Students unsure of documentation requirements are encouraged to contact their program counsellor.

### Medical Grounds

For academic consideration based on medical grounds a student may be asked to provide documentation for the period of the illness. The necessity for documentation will depend in part upon the length of the illness and the amount of work missed during this time. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course. If the medical situation results in missed semester work, the student should contact the instructor, presenting medical documentation where warranted. If the absence due to illness is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the program counsellor for advice and consideration.

When the absence affects final examinations or final assignments the student should go to Student Health Services or a personal physician for documentation. The student must present the medical documentation to the program counsellor.

### Psychological Grounds

For academic consideration based on psychological grounds the student will be asked to provide documentation for the period affected. The necessity for documentation will depend in part upon the length of the problem and the amount of work missed during this time. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course. The student should submit this documentation to the program counsellor who will then advise the instructor of the need for consideration. If the difficulty is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the program counsellor for advice and consideration.

### Compassionate Grounds

Unforeseen circumstances beyond the student's control in either their personal or family life may affect academic performance. The procedure to follow to request academic consideration based on compassionate grounds depends upon the severity of the circumstance and the amount of work missed. Students may wish to contact the instructor for consideration for missed semester work resulting from a compassionate circumstance. If the circumstance is more significant, or if the consideration sought will go beyond the grade submission deadline for the course, the student must consult with the program counsellor. Generally, work commitments will not constitute grounds for academic consideration.

### Incomplete Course Work

Instructors are responsible for granting academic consideration. If applicable, for course work up to the grade submission deadline for the course. Types of consideration that may be granted by an instructor include the setting of a make-up test, re-weighting the value of course assignments, extending a deadline or allowing the resubmission of an assignment (up to the grade submission deadline for the course). Students should consult with their program counsellor for advice on an appropriate course of action if:

- a. the student feels that appropriate consideration has not been granted by the instructor, or
- b. if the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the course grade submission deadline.

### Student's Responsibilities

If due to medical, psychological or compassionate circumstances a student is unable to complete any portion of the course's work the student should:

1. Inform the instructor-in-charge of the course in writing.
2. If the instructor requests it, supply documentation. If documentation is unavailable, consult your program counsellor.
3. Complete and submit missed work by the new deadline established by the instructor.
4. Consult with the program counsellor if circumstances warrant (see a) and b) above).

If the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the course grade submission deadline, the program counsellor should be consulted regarding an appropriate course of action.

### Instructor's Responsibilities

*Faculty members should exercise discretion when requiring documentation, particularly when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.*

The Board of Undergraduate Studies recommends that faculty make every effort to accommodate students representing the University in extracurricular activities when there is a conflict between those activities and the requirements of the course.

If the student does not submit all of the required work by the course grade submission deadline, the instructor shall refer the situation to the Academic Review Sub-Committee.

**The instructor cannot grant extensions beyond the final date for submission of grades for the course.**

### Program Counsellor's Responsibilities

If the student and the instructor cannot arrive at a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline, the program counsellor may act as a mediator. The program counsellor may discuss the issue with the department chair if appropriate.

In the event that medical, psychological or compassionate circumstances are affecting the student's overall performance, the program counsellor will ensure that the student's instructors are advised that academic consideration based on medical or compassionate grounds is warranted. In such cases the program counsellor may be of assistance in co-ordinating instructors' responses to the request for consideration.

### Academic Review

If final examinations, term assignments, projects, work term reports or other course requirements are not completed by the course grade submission deadline, academic consideration is not the responsibility of the faculty member but rather, the responsibility of the Academic Review Sub-Committee of the program in which the student is registered.

A request for academic consideration should be made to the Academic Review Sub-Committee during, or immediately after, the semester to which it refers.

A request to change an earlier decision of the Academic Review Sub-Committee may be made only on the basis of relevant information not previously submitted. Students wishing to resubmit a "Request for Academic Consideration" form with additional supporting documentation should consult their program counsellor. Students who believe that the decision of the Academic Review Sub-Committee is inappropriate may appeal the decision to the Senate Committee on Student Petitions within 90 days of the academic review decision (see Petitions). The Senate Committee will not normally consider any appeals submitted past this deadline.

### Student's Responsibilities

If due to medical, psychological or compassionate circumstances the student is unable to complete a final requirement of the course by the course grade submission deadline and wishes academic consideration, the student should:

1. Consult with the program counsellor for advice on the appropriate consideration that should be requested.
2. Submit a request for consideration on the "Request for Academic Consideration" form available from the program counsellor. Deadlines for Academic Review Sub-Committee meetings can be found in Section III--Schedule of Dates.

### Instructor's Responsibilities

In a case where a student has not completed course requirements by the course grade submission deadline, the instructor shall complete the "Instructor's Recommendation" form recommending that the student be granted one of:

1. a passing grade
2. credit standing
3. a deferred privilege
4. a grade reflective of work completed to date

1, 2, or 3 will only be granted by the Academic Review Sub-Committee if the medical evidence or compassionate reasons have been verified and accepted. 4 will be granted if the medical or compassionate circumstances presented are inadequate or insufficiently documented. The instructor should include with the Instructor's Recommendation Form any documentation provided to the instructor by the student in support of the academic consideration request.

A student who receives credit standing will receive credit in the course without a numerical grade. This course will not be included in the student's overall average or specialization average.

A deferred privilege could be approval to write an examination and/or to submit a final assignment(s). Deferred privileges are normally required to be completed early in the following semester, refer to Section III--Schedule of Dates. The Schedules Section, Office of Registrarial Services, will inform the student of the deadline for the deferred privilege (see Deferred Privilege).

If on the basis of acceptable medical, psychological or compassionate documentation a numerical passing grade or credit standing is granted rather than a deferred privilege, the student may request the deferred privilege. The request must be submitted in writing to Undergraduate Program Services, Office of Registrarial Services, by the end of the add period for the following semester.

### Co-operative Education Appeal Process

The Co-operative Education program requires that a student achieve an overall average of 70 percent during first year in order to continue in the program. An appeal option is available to students who are removed from co-op for not meeting the requirement. The appeal must be taken to the Program Counsellor who will then take it to the Academic Review Committee for consideration.

## Academic Load

All students at the University or Colleges are registered each semester either as full-time or as part-time students. The admissions standards are the same for both classifications.

### Full-time

The normal full-time semester load for academic programs is 2.50 credits except where otherwise prescribed by the schedule of studies.

Under the credit system, credit weight reflects student workload rather than contact hours. Students should note that 10 to 12 hours of academic time and effort per week (including classes) are expected for a 0.50 credit course. Exceeding the normal credit load for the

program can place the student at academic risk and should be carefully considered in consultation with the Program Counsellor.

### Part-time

A student who is registered in fewer than 2.00 credits in a semester is considered to be part-time.

## Academic Misconduct

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University's exercise of its responsibility to evaluate students' academic achievements, or restricts the University's ability to accomplish its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty of offences associated with academic dishonesty, misrepresentation of personal performance, restrictions of equal opportunities for access to scholarly resources, and damage to the integrity of scholarly exchanges. The Senate of the University has adopted a number of policies that govern such offences, including: the Student Academic Misconduct Policy, the Research Misconduct Policy, and the Student Rights and Responsibilities Regulations. These policies will be strictly enforced.

It is the responsibility of University of Guelph faculty, students, and staff to be aware of what constitutes academic misconduct and to do as much as possible to prevent such offences from occurring. Furthermore, all members of the community, students, faculty and staff have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes giving due consideration to the deterrent effect of reporting such offences when they do occur, making one's disapproval of such behaviour obvious, and helping to ensure that the university community does nothing to encourage or facilitate academic misconduct. This may include the use of detection tools, electronic or otherwise.

### Responsibilities

University of Guelph students have the responsibility of abiding by the University's policy on student academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of creating an environment that discourages misconduct.

### Offences

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment. This would include, but is not limited to, the following examples:

#### Academic Dishonesty

1. Copying from or using prohibited material including, but not limited to documentary, electronic equipment or other aids not approved by the instructor, in an assignment or examination.
2. Copying another person's answer(s) to an examination question.
3. Improper academic practices - this includes the falsification, fabrication or misrepresentation of material, including research results, that is part of academic evaluation, the learning process, or scholarly exchange. This offence would include the reference to resources that are known to not exist or the listing of others who have not contributed to the work.
4. Plagiarism-in the broadest sense of misrepresenting the work of others as one's own. Plagiarism specifically can be understood as: the act of copying, reproducing or paraphrasing significant portions of someone else's published or unpublished material, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. These materials include: literary compositions and phrasing, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, and computer reports or software. Students have the responsibility to learn and use the conventions of documentation, and, if in any doubt, are encouraged to consult with the instructor of the course, the academic supervisor, or the department chair/director for clarification. Instructors have the responsibility of advising students in writing of any significant individual interpretations of plagiarism or of any aspects concerning paraphrasing limits or referencing formats unique to the instruction, the discipline, or the course material.

#### Misrepresentation of Personal Performance

1. Submitting false or fraudulent or purchased assignments, research, or credentials; or the falsifying or withholding of records, transcripts, or other academic documents.
2. Impersonation-involves having someone impersonate oneself, either in person or electronically, in class, in an examination, or in connection with any type of course assignment or material or availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to a penalty. In this context, plagiarism is simply another form of impersonation that misrepresents personal performance.
3. Submitting a false medical or compassionate certificate, or presenting other such documentation under false pretences.

4. Improperly obtaining, through theft, bribery, collusion or otherwise, access to privileged information, or examination paper or set of questions.
5. Submitting the same course work, research, or assignment for credit on more than one occasion in two or more courses without the prior written permission of the instructors in all of the courses involved.
6. The above provisions are institutional requirements that apply to all graduate and undergraduate courses, and to the presentation of all work, including graduate theses submitted for academic evaluation and undergraduate or graduate credit. In addition to these provisions, an instructor may require that other constraints apply in the context of a particular course. Such constraints may include, but are not necessarily restricted to, for example, a ban on the use of writing or editorial services, or the use of a research survey service. In such cases, it is the responsibility of the instructor in charge of the course to inform the students of these additional constraints in writing on the course outline, and it is the responsibility of the students in the course to abide by these constraints.

### Damage to the Integrity of Scholarly Exchanges

1. Altering, destroying, hiding, or generally restricting the access to academic materials intended for general use
2. The unauthorized removal, destruction, or theft of library and other university academic resources.
3. Inappropriate distribution of restricted material.
4. Obstructing the academic activities of others. This involves interfering with the scholarly activities of another or altering or falsifying the work of others, in order to harass or gain unfair academic advantage. This includes, but is not limited to, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (example, a painting, sculpture, film), with a chemical used for research, or with any other object of study.
5. Aiding or abetting academic misconduct. Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct. This may include, but is not limited to, offering for sale essays or other assignments with the intention that these works be subsequently submitted for assessment.

### Note

Many of these offences could also be viewed as a violation of the Research Misconduct Policy, or the Student Rights and Responsibilities regulation. Students may also, therefore, be subject to procedures and penalties outlined in those policies.

### Penalties

If a student is found guilty of academic misconduct, one or more of the following penalties may be assessed:

1. Requirement for submission of a new piece of work; partial or total loss of marks on the exam/assignment; partial or total loss of marks for the course in which the offence occurred;
2. An official warning that the penalty for a subsequent offence will be suspension from the University for a period of up to two years or expulsion.
3. The rescinding of University-funded scholarships or bursaries.
4. Suspension from the University for a period of between two and six consecutive semesters. A student who wishes to be considered for readmission after this period must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirements will normally be required to serve the associated penalties consecutively;
5. A recommendation for expulsion from the University. A student who has been expelled from the University of Guelph is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the President to have the expulsion status removed. The President will form a hearing committee to review the case for lifting the admission restriction. If the committee decides to remove the expulsion status, the student who wishes to be considered for readmission must then make an application that will be judged on the basis of eligibility to continue. If the committee decides to leave the expulsion status in place, the student must wait at least another two years before submitting a new petition.
6. A recommendation for revocation/rescinding of a degree. A person who is found guilty of academic misconduct after having been approved for graduation, or after having a degree conferred, may have the degree rescinded or revoked.

### Note

The guidelines that deans consider when determining the appropriate penalty are available on request from any dean.

### Note

On December 19, 1995, the University Senate approved the current policy for the granting of credit while on rustication. With regard to students who have been debarred



for academic misconduct, the policy states that no credit will be given for courses taken during the debarment period (see Chapter VIII--Undergraduate Degree Regulations and Procedures, Readmission for complete policy). This policy applies to any university credit course taken during the debarment period, be it distance or on-campus, taken in open learning programs from either the University of Guelph or at another university.

## Procedures

### Note

The word "dean" in any of the following procedures means "dean or Director at the College".

## Detection and Documentation

### Examinations.

The responsibility for preventing and detecting academic misconduct in an examination lies with the invigilators, although they may make use of reports from others to assist them in detection. In cases of suspected impersonation, the chief invigilator shall require the student concerned to remain after the examination until the student is satisfactorily identified. In other cases of suspected academic misconduct, the chief invigilator shall allow the student to complete the examination, but may take action by either:

- requesting that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption to those taking the examination; or
- confiscating the suspect material and requesting that the student make contact with the instructor once the examination period is over.

In any case, the chief invigilator shall give a full report, together with any confiscated material, to the instructor-in-charge of the course if the instructor is not the chief invigilator. In instances of open learning courses, the material will be submitted to the Director of Open Learning. This documentation is used in consultation with the chair/director when preparing a formal complaint.

### Term assignments, including research and thesis work.

The responsibility for detecting academic misconduct on term assignments, etc., lies with the person responsible for evaluation and discussion of the student's work (marker), although that person may make use of reports from others to assist in detection. Where academic misconduct is suspected, the marker:

- shall retain possession of suspect material; and
- may seek to interview the student to allay suspicion or to confirm it.

In any case, the marker shall give a full report in writing together with any confiscated material to the instructor-in-charge of the course, or to the advisor of the student's work, if the instructor/advisor is not the marker. This documentation is used in consultation with the chair/director when preparing a formal complaint.

### Cases outside the domain of examinations or assignments.

The responsibility for detecting academic misconduct in the context of an academic environment that is not part of the formal examination or assignment process must rest with the entire university community. Where academic misconduct is suspected, but where it is unclear whether it is directly related to a specific course, or where the specific course is unknown, those with knowledge of an offence should attempt to contact either the chair of the student's department, the student's program counsellor, or the student's college dean. If the suspected offence appears to be related to a specific course, then the instructor of the course should be contacted.

## Response to Academic Misconduct

### Suspected Academic Misconduct.

Where there is evidence of suspected academic misconduct associated with a specific course, the instructor-in-charge of the course should consult with the chair/director (Associate Director at the College) to help determine whether the offence and the associated evidence/documentation merit a formal complaint. At this stage, the student is likely to be interviewed, but there is no obligation to do so.

When it is determined that a formal complaint is appropriate, the chair/director (Associate Director at the College) shall make the complaint in writing to the dean of the college offering the course. The complaint shall include copies of all relevant material including a description of the method of evaluation as described in the course outline. A copy of the complaint shall be forwarded to Undergraduate Program Services. The dean of the college offering the course will take the initiative in determining whether to proceed with a complaint.

The complaint shall refer to how the offence is or is not directly related to the assessment format (for example, "plagiarism on the 50 percent term assignment"). If the formal complaint involves a final examination or final assignment, the grade submission for the student shall be delayed. In those cases where the suspected misconduct is not directly related to a specific course, the complaint may be made directly to the dean of the student's college.

## Formal Complaint Procedures for Academic Misconduct.

The responsibility in all cases for deciding whether to process the formal complaint, deem a student guilty or not, and for determining any penalty, lies jointly with the dean (or Director at the College) of the college offering the course and with the dean (or Director at the College) of the student's college (or the Director of Open Learning, where appropriate), acting in consultation with the Provost and Vice-President (Academic), and where appropriate, the Dean of Graduate Studies. Either dean concerned may seek further information concerning any reported incident from the instructor or from any other person involved.

Should the dean(s) (or Director at the College) decide that the evidence/documentation or the offence does not merit any further action on behalf of the formal complaint, the dean(s) (or Director at the College) will return the formal complaint to its source and indicate the reasons for the return. A formal complaint not processed as an accusation of academic misconduct by the dean(s) (or Director at the College) has no official status as an accusation and no record of the complaint shall be maintained.

Once the decision is made to process the formal complaint as an accusation of academic misconduct, the dean of the college offering the course shall interview the student, unless the student is unavailable or unwilling.

The dean(s) (or Director at the College) may, after the appropriate inquiry and a guilty verdict, impose one or more of the penalties previously listed. The dean of the college offering the course shall contact Undergraduate Program Services, or the Dean of Graduate Studies, to ascertain if any record of previous academic offences exist.

The penalty is assessed by the dean(s) concerned (acting jointly) in consultation with the Provost and Vice-President (Academic), and where appropriate, the Dean of Graduate Studies.

If the student is deemed not guilty by the dean(s) (or Director at the College), no penalties will be assessed, no record of the suspected offence or formal complaint will be kept, and all parties will be informed of the final decision by the dean(s).

A student charged with academic misconduct in a particular course or courses will not be allowed to drop the course(s) in question during the period of the investigation. If the student is found to be innocent of the charge, or in the event the student is found guilty of academic misconduct and the penalty selected is an official warning, the student may drop the course(s) (subject to normal deadlines for dropping courses). If the student is found guilty of academic misconduct and is assessed a penalty other than an official warning, the student will not be allowed to drop the course(s).

### Penalty Assessment for Academic Misconduct.

- Cases where Expulsion *is not* recommended - the dean or director of the college offering the course (or the Director of Open Learning in the case of Open Learning Program Students) shall inform the student in writing whether he/she has been found guilty, what penalty if any has been assessed, the effective date(s) of the penalty, and of his/her right to appeal.

The dean or director shall also notify the instructor, the instructor's chair, Undergraduate Program Services, the dean of the student's college, the Dean of Graduate Studies, and the Provost and Vice-President (Academic).

The penalty assessed shall stand unless the student appeals within 15 calendar days of notification.

The student may appeal against the dean's or director's finding of guilt or the assessed penalty. The appeal procedure is described in the Regulations of the Senate Committee on Student Petitions.

- Cases where Expulsion *is* recommended - the dean or director of the college offering the course (or the Director of Open Learning in the case of Open Learning Program Students) shall inform the student in writing and forward the matter to the Senate Committee on Student Petitions for disposition.

At that time the student may request a hearing of the Senate Committee on Student Petitions.

Whether or not a hearing is requested, the Senate Committee on Student Petitions will proceed with the case and inform the parties involved of its decision. The Senate Committee on Student Petitions may decide to uphold the recommendation to expel, in which case the recommendation will be forwarded to the President for final decision. Alternatively, the Senate Committee on Student Petitions may decide to impose a lesser penalty, in which case the President's assent is not required. When a recommendation is referred to the President, the President may: uphold the recommendation to expel, impose a lesser penalty, or refer the case back to the Senate Committee on Student Petitions for consideration of a lesser penalty.

- Cases where Revocation/Rescinding of a degree is recommended - the dean of the student's (or former student's) college or the Director of Open Learning shall inform the student (or former student) in writing and forward the matter to the Senate Committee on Student Petitions for disposition.

At that time, the student (or former student) may request a hearing of the Senate Committee on Student Petitions.

Whether or not a hearing is requested, the Senate Committee on Student Petitions will proceed with the case and inform the parties involved of its decision. If the Committee confirms the recommendation of rescinding/revocation of a degree, the recommendation will be forwarded to the President. If the President does not

confirm the recommendation of rescinding/revocation of a degree, the President may impose a lesser penalty which will be final. If the President confirms the recommendation, the recommendation will be forwarded to the Senate for final decision with respect to revocation/rescinding. If the Senate does not confirm the recommendation of revocation/rescinding, the matter will be returned to the President for a final decision with respect to a lesser penalty.

### Appeal Process

If a student is charged with academic misconduct resulting in the dean's (or Director at the College) assignment of a penalty that consists of the loss of marks only, the student has the right to appeal first to the dean or director of his or her college. This right need not be exercised, and the student may appeal such a penalty directly to the Senate Committee on Student Petitions.

If a mark only appeal is not submitted to the dean or director within 15 calendar days of receipt of the notification, the mark penalty as assessed shall stand unless it is appealed directly to the Senate Committee on Student Petitions and changed as a result of such an appeal.

If the student is charged with academic misconduct, the student may submit a petition to the Senate Committee on Student Petitions. When there is no appeal of a mark penalty made to the dean or director, or when the penalties go beyond mark penalties, then the submission of a petition is to be made within 15 calendar days of the receipt of the initial penalty assessment. In the case of a mark only penalty, this petition may be made within 15 calendar days of receipt of an appeal decision by the dean or director. At the time of submitting the petition, the student may request a hearing for the next scheduled meeting of the Senate Committee on Student Petitions.

A review by the Senate Committee on Student Petitions involves an examination of all relevant documents to determine the appropriateness of a dean's or director's finding of guilt or of the assessed penalty. In the case where a petition is received after the 15 day limit and a mark penalty is the only penalty assigned, the committee will seek to determine whether the penalty was first appealed to the dean. The procedures for conducting a review and for holding a hearing are set out in the Regulations of the Senate Committee on Student Petitions.

Following a review or hearing, the Senate Committee on Student Petitions may take one or more of the following courses of action:

- a. confirm a finding of guilt
- b. reverse a finding of guilt (in which case no penalty shall apply)
- c. confirm a penalty
- d. assess a different penalty

### Record of Academic Misconduct

Undergraduate Program Services, or the Dean of Graduate Studies (or the Director of Open Learning in the case of Open Learning Program Students) shall place in the student's file a record of all academic misconduct for which the student is penalized. Students in the Associate Diploma Program who are found guilty of academic misconduct in an Independent Study course taken through OAC Access towards their Associate Diploma will have the record of the finding of guilt placed against the appropriate term. This record shall be expunged from the student's file upon graduation, or completion of a certificate or diploma for open learners. Students who do not graduate from the University of Guelph or another university may submit an appeal to the Senate Committee on Student Petitions to have the record expunged no sooner than 5 years after the date of last registration. Students who have graduated at another accredited university may submit verification of graduation to Undergraduate Program Services, Office of Registrarial Services and have their record expunged. The record for expulsion is permanent, unless removed by petition to the President.

Access to the record of academic misconduct will be limited to those involved in processing appeals and those involved in processing additional complaints against the student. It is normally assumed that the penalties for repeat offenders will be more severe than those assigned for first offences.

## Academic Review

The Academic Review Sub-Committee of each program committee meets three times each semester as follows:

- after the third day of the add period.
- after the twentieth class day.
- after the last day of exams.

Refer to Section III--Schedule of Dates, for the submission deadlines for each of these meetings.

A request for academic consideration should be made by the student to the Academic Review Sub-Committee during, or immediately after, the semester to which it refers. If a student is appealing a required to withdraw decision, the student should submit the "Request for Academic Consideration" form by the first deadline of the next semester.

The Academic Review Sub-Committee will consider requests for academic consideration with regard to:

1. Course results (e.g. late drop of a course(s) with or without failure, deferred or supplemental privileges, credit status)

2. Meeting the continuation of studies requirements (e.g. probationary status).
3. Meeting the graduation requirements.

All requests are to be made in writing, preferably type-written, on the "Request for Academic Consideration" form, or the program counsellor. Request forms must be accompanied by relevant supporting documentation. Requests that are inadequately documented or that lack clarity will not be dealt with but will be returned to the student. The student should meet with the program counsellor for advice on the preparation and submission of requests for academic consideration.

When the form is complete, the student should retain a copy along with copies of all documentation submitted. The form, with the original documentation attached, should be submitted to the student's program counsellor.

The Associate Registrar or designate, shall prepare the agenda for each meeting of the Academic Review Sub-Committee, maintain a record of the sub-committee's decisions and immediately inform each student in writing as to the disposition of the request.

**An appeal of an Academic Review Sub-Committee's decision may be submitted to the Senate Committee on Student Petitions within 90 days of the decision. Students who are appealing the decision of an Academic Review Sub-Committee for denial of probationary status will not be allowed to attend classes pending the outcome of the petition.**

## Academic Standing

### Eligible to Continue

A student who does satisfy the program requirements for continuation of study will be eligible to continue.

### Probationary

A student who does not satisfy the program requirements for continuation of study will be allowed to continue in his/her program if granted probationary status (see Continuation of Study in this section).

### Required to Withdraw

A student who does not satisfy the program requirements for continuation of study will be required to withdraw from the University for a minimum of two semesters (see Continuation of Study in this section).

Students who do not satisfy the program requirements may appeal to the Academic Review Sub-Committee for probationary status to be granted based on medical, psychological or compassionate grounds.

*Readmission to a program at the University of Guelph is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Section IV--Admission Information regarding appropriate admission requirements and deadline dates.*

A student who has been required to withdraw and who has made an appeal for probationary status to the Academic Review Sub-Committee will not be allowed to attend classes until such time that the appeal is granted.

## Academic Structure

### Senate

Under the University of Guelph Act, the Senate is the ultimate academic authority in the University. Senate Bylaws may be consulted in the office of the Secretary of Senate. College students and faculty at Alfred, Kemptville and Ridgetown may obtain this information from their Director's Office.

Diploma student senators are elected by their fellow students. The meetings of Senate are open to visitors who have tickets. Tickets are available from the Secretary of Senate (or the Director's office for regional Colleges). Senate directs the academic life of the University assisted by its boards and committees which report regularly to Senate. The Senate meets from September to June. Dates for the meetings may be obtained from the Secretary of Senate or from the Senate website <<http://www.uoguelph.ca/Senate/>>.

### Board of Undergraduate Studies

The Board of Undergraduate Studies, which meets from the beginning of September to the end of June, controls all undergraduate degree and associate diploma programs under the authority of Senate. The Board of Undergraduate Studies shall consist of the Associate Vice-President Academic or designate; the University Registrar, the Coordinator of Undergraduate Curriculum; the Associate Vice-President Student Affairs or designate; the Chief Librarian or designate; the Director of Open Learning; the Director of the Centre for New Students; the Director of the Agri-Food Education Programs; one College Dean; five faculty; and four undergraduate students (one of whom shall be the Academic Commissioner of the C.S.A. and preference may be given to a diploma student for one of the other seats).

### Provincial Diploma Programs Committee

The Provincial Diploma Programs Committee is a subcommittee of the Board of Undergraduate Studies comprised of one faculty/instructor and one senior diploma student from the College Curriculum Committees at OAC and the three Colleges, plus 8 ex-officio members including the Dean of OAC; the Director, Agri-Food Diploma Programs; the

Associate Directors from each college; the Co-ordinator of Undergraduate Curriculum; the Director, Counselling and Student Development Centre (Guelph); and the Associate Registrar Undergraduate Program Services. The Committee has the responsibility to manage curriculum, approve new/deleted courses, review and revise the schedule of studies and make recommendations to the Board of Undergraduate Studies.

Other responsibilities include:

- to review and submit course proposals and revisions to the provincial committee
- to appoint an Academic Review Committee to process all student requests for supplementals, academic consideration, absences from examinations etc.
- to appoint an Admissions Committee to deal with readmission, appeals, and recommend changes to the admissions criteria
- to oversee student counselling, advising and student services at their location

### **Senate Committee on Student Petitions (O.A.C. at the University of Guelph only)**

This committee assesses and disposes of academic appeals from students registered at the University of Guelph. The Senate Committee on Student Petitions consists of ten members of Senate and a chair, who is named by Senate and is a tenured faculty member or student member of Senate. Of the ten members of Senate, five are students and five are faculty members. The members of the committee are appointed annually by Senate based on recommendations from the Senate Committee on Bylaws and Membership.

### **Board of Appeal (Alfred, Kemptville and Ridgetown Colleges)**

Each of the three Colleges has a Board of Appeal in place of the Senate Committee on Student Petitions. The Board of Appeal is comprised of six members including the chair. The six members of the Board are comprised of three students and three instructors/faculty appointed annually.

The Board assesses and disposes of academic appeals from students registered at that College of the University of Guelph.

## **Adding Courses**

All course additions to a student's program for a particular semester are to be completed by the end of the add period. On the last day of the add period, students will be able to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with a signature from the program counsellor, under exceptional circumstances a student will be able to enrol in more than 2.75 credits earlier in the process.

The addition of a course after the end of the add period will be considered only in exceptional circumstances and will require the approval of both the instructor for the course and the program counsellor of the program in which the student is enrolled. The program counsellor's signature should be sought first but does not presume the judgment of the instructor as to the appropriateness of the late addition for his or her particular course. In practice, the following have been deemed to be exceptional circumstances: illness or compassionate grounds for missing all or part of the first three class days; interchanging courses with common lectures, one with and one without labs; late resolution of appeals; failure of a deferred course condition or examination; university errors in registration procedures.

### **Course Requisite(s)**

A student wishing to enrol in a course for which he/she does not have credit for the stated course requisite(s) may seek permission from the instructor to have the requisite(s) waived. The student seeking the waiver must obtain a "Course Requisite/Restriction Waiver" and have it completed by the instructor. The student must then present the completed form along with a completed Course Request form to Undergraduate Program Services for processing. Waiver forms are available from Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre.

### **Program Approval**

Program Approval is required to add courses if the student's category is special or probationary or if the student is adding more than the normal course load.

### **Regular Courses**

Regular courses may be added without permission of the department. Regular courses are those courses that are not designated as Priority Access in Chapter XII.

### **Two-Semester Courses**

When adding a two-semester course, students must complete the course selection process for each part of the course during the appropriate course selection period. (e.g. AGR\*2351 in the Fall semester and AGR\*2352 in the Winter semester). These courses must be taken in consecutive semesters as outlined in the course description.

#### **Note**

Caution: Students granted permission to add a course after the end of the add period may encounter difficulty in mastering course content and may be unable to meet all course requirements. The University has no obligation to assist students to pick up material that has been missed because of late enrolment.

## **Address for University Communication**

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

### **Email Address**

The University issued email address is considered an official address and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I--Statement of Students' Academic Responsibilities for more information.

### **Home Address**

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Undergraduate Program Services.

## **Admissions**

University of Guelph students may, at some point, be required to complete and submit an application form for University of Guelph students to the Admission Services Office. The two most common reasons for submitting this internal application form are: to apply to transfer from one degree program to another or to apply for readmission to a program.

Application forms must be submitted to Admission Services by the deadline date established for each semester. An application fee is payable at the time the application is submitted (refer to Section VI--Schedule of Fees).

Application deadline dates are published in Section IV--Admission Information.

## **Associated Program Requirements**

Program Committees have the option of identifying, as requirements for graduation, program components that are not academic courses and do not carry an academic credit weight. Associated Program Requirements allow programs to give formal recognition (but not academic credit) to the successful completion of program components that are primarily non-academic but are judged by the program committee as essential to fulfil the objectives of a degree or diploma program. Associated Program Requirements, when valid, are identified in Section X--Associate Diploma Programs in the schedule of studies for each appropriate area of study.

## **Attendance at Class**

Instructors will inform students of the attendance requirements for individual courses in accordance with the policy of the department or school.

### **Note**

A student who for any reason does not attend classes regularly, runs the risk of being unable to complete the work of the semester and is advised to report to the program counsellor for academic counselling upon return to classes.

## **Auditing Courses**

A student may audit a course upon approval of the department offering the course and payment of a fee. The department shall provide to persons intending to audit a course a written statement prescribing the extent to which they may participate in the work of the course. No official transcript record of audited courses will be provided. The procedures for registration and course changes are the same as for regular course attempts, except that after the end of the add period, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status for the same course. A student may change from credit to audit status up to the drop deadline applicable, with approval. A fee is assigned for each **audit** course (refer to Section VI--Schedule of Fees) except in the case of a student holding full-time classification. full-time students who have received approval for audit courses are not assessed additional fees.

Permission to audit must be obtained from the instructor for the course, the chair of the department offering the course, and the student's program counsellor.

The student who receives approval to audit should discuss with the instructor the conditions under which that approval is given including, for example, attendance, submission of term work, taking of examinations.

An approved audit course does not constitute a course attempt. No official grade will be reported, and audit courses will not be used in the determination of the eligibility for continuation of study. Also, no official documentation will be provided to verify the auditing of a course.

Audit courses are not considered in calculating full-time or part-time status.

## **Class Level Calculation**

Programs determine semester level on the basis of successfully completed courses plus the number of courses in progress. Class Level is determined as follows:

Successfully Completed Credits and Credits In-progress	Class Level

0.25 - 3.00	1
3.25 - 6.00	2
6.25 - 9.00	3
9.25 - 12.00	4
12.25 +	5

As courses are dropped and added, or grades are received, the semester (class) level must be adjusted accordingly.

To determine class level for course selection in a future semester, the number of selected courses must also be included.

## Continuation of Study

The continuation of study for Associate Diploma Programs (Schedule 3) applies to all students who register in Diploma Programs at the University of Guelph and its Colleges at Alfred, Kemptville and Ridgetown, and is based on the number of credits attempted.

### Schedule 3

Credits granted towards an Associate Diploma for courses completed at other institutions, or in other programs of the University are included in the credit count for continuation of study. Students who have attempted fewer than 2.00 credits will not be subject to continuation of study requirements, but will receive a letter of warning if any course grades are below 60%.

**Students who have attempted between 2.00 and 3.00 credits at the time of review:**

Cumulative Average (C)	Status of Student
C<50%	Required to Withdraw
C>=50% but C<60%	Probationary Status
C>=60%	Eligible to Continue

**Students who have attempted more than 3.00 credits:**

*If the student's standing is on probation at the time of review, the student's standing will depend first on the semester average, then on the cumulative average.*

Semester Average (S) Cumulative Average (C)	Status of Student
S<60%	Required to Withdraw
S>=60% but C<60%	Probationary Status
C>=60%	Eligible to Continue

*If the student is eligible to continue at the time of review, the standing will depend on the cumulative average:*

Cumulative Average (C)	Status of Student
C<50%	Required to Withdraw
C>=50% but C<60%	Probationary Status
C>=60%	Eligible to Continue

## Course Selection

This is the procedure by which students indicate their course requests for upcoming semesters. Program approval may be required. Students are cautioned that courses may be subject to listed enrolment restrictions.

## Dean's Honours List (O.A.C.) / Director's Honours List (Colleges)

Effective Spring 1986, the University established a Dean's Honours List which has common criteria throughout all baccalaureate degree or Associate Diploma programs and which is recognized on students' transcripts. Prior to Spring 1986 colleges used different criteria and the designation was not recognized on transcripts. Effective Spring 1991 the Dean's Honours List procedures take into consideration the flexibility afforded to students by the semester system and its opportunities for alternating semesters of full-time and part-time study. Effective Fall 1996 the Dean's Honours List or Director's Honours List (Colleges) procedures were revised to include all undergraduate degree or diploma programs.

The Dean's Honours List (Guelph) or Director's Honours List (Colleges) will include:

- students taking full-time studies who have obtained a minimum semester average of 80.0%.
- students who in part-time semesters (which do not need to be consecutive) attain a minimum cumulative average of 80.0% in a sequence of at least four courses. All courses will be counted and the designation will appear under the last of the semesters making up the average, and in the graduating semester of students who have maintained a cumulative average of 80.0% since their last Honours List Designation.
- a student with a deferred condition, or a mark not received, will not be evaluated for placement on the Honours List until the academic record for that semester has been completed.

- a part-time student who transfers from program to program within the University should consult the appropriate office about the eligibility for the Honours List

Students who have consistently maintained a high average, but for whom a change in program, in part-time status in the graduating semester, or other anomalies have prevented placement on the Honours List, should consult the appropriate office about eligibility for the Honours List.

Students with a high level of academic achievement on exchange programs will be considered for the Honours List based on a recommendation to the appropriate Dean or Director from the exchange coordinator.

### Note

Students with a high level of academic achievement on exchange programs will be considered for the Honours List based on a recommendation to the appropriate Dean or Director from the exchange coordinator.

## Deferred Privileges

When students do not write a required final examination, complete a final assignment, or complete a work term report by the deadline, they may be eligible for a deferred privilege. A deferred privilege is the opportunity to complete the final course requirements after the end of the semester. The nature of the deferred privilege may take the form of either a deferred condition or a deferred examination. The Academic Review Sub-Committee grants deferred privileges on the basis of medical, psychological, or compassionate consideration (see Academic Consideration and Appeals).

**Deferred privileges are normally completed early in the semester immediately following the semester in which the course was taken.**

If the Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate consideration, a student may request a deferred privilege instead. The student must make the request in writing within 10 days of the release of the grades. The grade resulting from the deferred privilege will become part of the student's official academic record.

**Instructors do not grant deferred privileges. They can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond their deadline for submission of final grades. The instructor should note on the "Instructor's Recommendation" form any special circumstances relating either to the student or to the way the course was conducted (see Final Grades).**

The College records the results of deferred privileges, and re-evaluates the student's academic record for continuation of study. If continuation of study requirements have not been met the Academic Review Sub-Committee will revise the student's academic standing.

## Dropping Courses

All course drops from a student's program for a particular semester are to be completed by the dates specified in the Schedule of Dates (refer to Section III). Courses that are one semester long must be dropped by the end of the fortieth class day; two semester courses must be dropped by the last day of the add period in the second semester. The dropping of a course after the deadline is allowed only in exceptional circumstances and requires the approval of the program counsellor of the program in which the student is registered.

### Deadline Dates

In all cases, if course changes are made, the "Undergraduate Course Request" form with appropriate approvals must be returned to Academic Records, Office of Registrarial Services by the drop deadline. Refer to Section VI--Schedule of Fees for the refund schedule.

The deadline dates for dropping courses (i.e. the fortieth class day) are noted in Section III--Schedule of Dates.

### Instructor Notification

In some cases the instructor must be notified when a student is dropping a courses, for example, where students care for laboratory animals, or where supplies or books on loan must be returned. If instructor notification is required to drop the course, this will be specified on the course outline and announced in the first class meeting.

### Refunds

Refer to Section VI--Schedule of Fees for refund schedule. Normally, changes to the effective date of dropped courses are only allowed for documented medical or compassionate reasons and require the approval of the program counsellor.

### Regular Courses

Regular courses may be dropped from the start of the add period to the fortieth class day without approval except where instructor notification is required (see Instructor Notification above).

### Two-Semester Courses

When dropping two-semester courses, both semesters of the course must be dropped. Students who wish to re-take a two-semester course must re-take both parts of the course. The drop deadline for a two-semester course is the last day of the add period in the second semester.

## Examinations

During the examination period, Saturday is considered a regular day. Examinations may be scheduled on public holidays. Students are advised to note Section III--Schedule of Dates. Students who encounter a conflict between a scheduled mid-term or final examination and a religious obligation (see Academic Accommodation of Religious Obligations) must contact the instructor-in-charge or the Associate Director of their College to request that alternate arrangements be made. A listing of major religious holidays is available from the Office of Student Affairs.

### Mid-Term Examinations and Term Tests

Term tests must not be scheduled during the last five class days prior to the final examination period. Exceptions may be granted by the Dean (or designates) for practical evaluations such as Laboratory or Studio tests, with the scheduling of such tests indicated in the course outline. Short quizzes which have been a regularly scheduled part of the course and which are intended to review small amounts of material are not considered term tests and may be held during the last five class days.

Departments are urged by the Board of Undergraduate Studies to make every effort to schedule term tests and examinations in regularly scheduled class time. The Board recommends that faculty make every effort to accommodate students representing the University in extra-curricular activities when there is a conflict between those activities and scheduled tests or examinations held outside regularly scheduled classes.

The directors of schools and department chairs must apply the policy having due regard to the special needs of courses over which they have jurisdiction.

The Board of Undergraduate Studies has reaffirmed the commitment to maintain the 17:20 to 19:00 time slot free of academic activities as much as possible. However, from time to time approval may be given to scheduling classes or labs in that time slot. Requests for scheduling out-of-class mid-term examinations should also be restricted as much as possible to regular academic hours (8:30-17:20 and 19:00-22:00). In the event that appropriate space is not available during regular hours, the use of the 17:20-19:00 time slot may be approved.

Instructors are cautioned that if there is a scheduling conflict between a scheduled class for another course and the proposed time for the mid-term examination, the scheduled class takes priority and students with such a conflict must be accommodated.

**All rooms for mid-term examinations are to be booked through the Reservations Clerk, Schedules Section, Undergraduate Program Services.**

### Department Chair's Responsibilities

Department chairs shall:

- be responsible for the conduct of all term examinations.
- appoint an adequate number of invigilators to assist the instructor-in charge.

### Instructor's Responsibilities

Faculty members:

- are urged to exercise discretion when requiring certification of illness and, in particular, are encouraged not to require certification of illness affecting semester work when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.
- shall take an attendance record at each term examination. The attendance record is for the department's use and is not submitted to Registrarial Services.

### Final Week of Classes

Final term assignments or papers may be due in the last five class days prior to the final examination period. Due dates for these evaluations should be stated in the course outline. Final assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes. Take-home examinations may not be due in the last week of classes.

Term tests must not be scheduled during the last five class days prior to the final examination period. Exceptions may be granted by the Dean (or designates) for practical evaluations such as Laboratory or Studio tests, with the scheduling of such tests indicated in the course outline. Short quizzes which have been a regularly scheduled part of the course and which are intended to review small amounts of material are not considered term tests and may be held during the last five class days.

### Final Examinations (Regular, Take-Home and Other Format) and Final Assignments

Where regular final examinations are to be given they must be given during the examination period. All regular final examinations shall be two hours in duration. The following guidelines for conducting final examinations have been approved by Senate.

1. Departments should indicate to ORS whether a final examination time slot is required for a course. Departments will indicate whether:
  - a. the examination will be a regular, sit-down examination for which a room is required;
  - b. the examination will be a take-home examination; or
  - c. the examination will be in some other format (orals; computer exams; juried performance exams, etc.).

Unless approved by the Department Chair, examinations for 1000 level courses will be in regular, sit-down format only.

2. The final examination period should be scheduled so as to provide a two day break between the last day of classes and the first day of examinations.
3. The final examination period consists of eleven days, except in the Summer semester, where it is eight days.
4. The periods scheduled for final examinations which are to be written in examination halls shall be all of two hours in duration. No regular examination held during the final dates scheduled for final examination periods shall be longer than two hours. (Note: Some DVM courses are exempted from this rule and require three hour exams.)
5. Where final examinations in either regular, take-home or other format are to be given, they must be given or due during the final examination period.
6. The Office of Registrarial Services has determined the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the final due date that may be assigned for take home examinations or exams given in other than regular, sit-down format. When using a take-home or other format final examination, departments will inform the Office of Registrarial Services whether they are using the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the due date, or whether they are using an earlier date. This information must be provided to ORS before the beginning of the semester, and the due date must be noted on the course outline distributed at the first class meeting.
7. Faculty using take-home examinations will determine when the examination paper will be made available to students, but must allow students at least 72 hours between the date of issue of the exam and the due date. The date of issue of the examination and its due date must be included in the course outline distributed at the first class meeting. If the examination is to be handed out after the end of classes, the instructor will be responsible for arranging distribution and for ensuring that students have the appropriate opportunity to ask questions for clarification.
8. Final assignments or papers may be due either during the final examination period or in the last week of classes. In either case, the assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes and the due date and date of issue of the assignment must be included in the course outline distributed at the first class meeting. The Office of Registrarial Services has determined the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the final due date that may be assigned for final assignments due in the examination period. When a final assignment used in lieu of a final examination is to be due in the examination period, the department will inform the Office of Registrarial Services whether they are using the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period, or whether they are using an earlier date. This information must be provided to O.R.S. before the beginning of the semester and must be included on the course outline distributed at the first class meeting. Instructors who opt for an assignment to be due during the examination period, may not also include a final examination in their courses.

The Office of Registrarial Services of the University is the final arbiter of the manner of conducting examinations and receives general directives on policy from the Provost and Vice President (Academic), and the Board of Undergraduate Studies.

The Office of Registrarial Services will, in cooperation with the appropriate examiners, establish special examination procedures as and when needed, for students who have temporary or permanent physical disabilities. Medical opinion shall be sought whenever there is doubt about the extent of the disability.

### Student's Responsibilities

1. Students who drop and add courses are required to consult the examination timetable in order to avoid conflicts in examination times. Written approval must be obtained from the dean or director and the instructor-in-charge of the course to register in courses that have conflicting examination times.
2. ACADEMIC CONSIDERATION IS NOT GIVEN TO STUDENTS WHO MISREAD PUBLISHED TIMETABLES.
3. Students must consult the "Final Examination Seating Plan", which is posted in various locations throughout the University and available on the web via WebAdvisor one week prior to the commencement of final examinations, for seating locations.
4. Students must be seated on entering the examination hall. Until at least 1 hour after commencement of the examination, no candidates shall be permitted to leave except under supervision. If a candidate is not present within the first hour of the commencement of the examination, the candidate shall not be permitted to write the examination.
5. No person shall be allowed in the examination hall during the course of examination except the candidates concerned and those supervising the examination.
6. No book, paper, or other aids shall be used during the examination except by permission of the instructor-in-charge. Students shall dispose of their bags and knapsacks by placing them on the floor beneath their chairs, and any books not classified as permissible aids shall be placed along the sides of the room.

7. If provided, students must complete the examination attendance card at the beginning of the examination and place it beside their University of Guelph identification card at the front of the table. The card will be signed at the time of collection.
8. Students who have completed the examination will be allowed to leave their seats after the first hour has elapsed and after their examination books have been collected. To minimize the disturbance to students who have not yet completed their examinations, no student shall leave the examination hall during the last 15 minutes of the examination. At the conclusion of the examination period, students must remain seated until all papers have been collected and they are dismissed by the instructor-in-charge or the co-ordinator in the Athletic Centre.
9. No smoking shall be allowed in the examination hall.
10. When more than one book is handed in, students shall number each book and indicate on the cover of the first book the total number of books used.
11. No writing within the answer book is permitted after the instruction to stop writing has been given. The instructor-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.
12. No writing within the answer book is permitted after the instruction to stop writing has been given. The instructor-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.

### Department Chair's Responsibilities

1. Responsible for the security of the examinations printed in the department for the instructor.
2. Printing the required number of copies for each examination.
3. Responsible for distributing the copies of the examination to the instructor on the date set for the examination.
4. Distributing a copy of the "Final Examination Seating Plan" to each instructor concerned. The timetable is sent from the Office of Registrarial Services in course number sequence approximately one week prior to the final examinations.
5. Responsible for the conduct of all examinations held in their department by their faculty. They shall be responsible for appointing invigilators. The instructor-in-charge of the examination shall be the faculty member responsible for the course and the setting of the examination or a designate.
6. To distribute the examination attendance records provided by the Office of Registrarial Services.
7. To appoint invigilators for examinations under the direction of the Office of Registrarial Services (2 invigilators for a class of 20-25 students and 1 additional invigilator for each additional 50 students in a class, thus a class of 125 students should have 4 invigilators).
8. Completing the examination information sheets by the requested deadline dates, and informing the Schedules Section, Office of Registrarial Services, regarding any requests for changes.

### Instructor's Responsibilities

1. The faculty member responsible for the course and the setting of the examination, or a designate, shall be the instructor-in-charge for that course.
2. If it becomes necessary to change an examination time or to add a final examination, the instructor-in-charge of the course is required to contact the Schedules Section, Office of Registrarial Services, and once a time is set, obtain the written approval of all students.
3. To advise the Schedules Section, Office of Registrarial Services, prior to the examination if an "open book" examination is to be written; otherwise, it will be considered "closed book".
4. To be present at the examination room thirty minutes prior to commencement of the examination and to be responsible for distribution of examination papers, attendance cards, if used, and other authorized materials.
5. To be responsible for the taking of attendance during the first hour of the examination period. (Attendance cards are used in the Athletic Centre and class lists in other locations.)
6. To be responsible for arranging the pick-up of examination books and papers and comparing the number of examinations collected to the number of attendance cards or student signatures collected. These records should be retained by the department for a period of one semester.
7. To ensure all examination books are securely packaged.
8. The instructor-in-charge and his/her invigilators shall not allow any student to enter the examination room after the first 60 minutes nor allow any student to leave during the first 60 or last 15 minutes of the examination period.
9. Include all instructions regarding the examination on the examination paper, i.e., writing on every other line, writing on the right hand pages of the book. **No verbal instructions can be made at the examination hall with the exception of corrections to printed instructions and material.**
10. Where a student does not write the final examination, the instructor shall follow the procedures outlined under Academic Consideration in this section of the calendar.

11. The instructors who wish to hold formal oral examinations should discuss procedures with their department chair. The latter may, of course, refer to the Registrar for guidance on University regulations.

### Registrar's Responsibilities

1. A "Departmental Final Examination" form is distributed by the Schedules Section, Office of Registrarial Services, to all department chairs approximately six weeks prior to the semester to which it applies.
2. The Final Examination Timetable is computer prepared and is based on student course selections made during the course selection period. The Final Examination Timetable is available to the students at least 2 days prior to the start of classes.
3. Approximately 6 weeks prior to the start of final examinations, a Final Examination Seating Plan Information Sheet is distributed by the Schedules Section, Office of Registrarial Services, to the department chair. The department chair is asked to have the form completed by the deadline date in order that a seating plan can be arranged. **It is most important that all information sheets be returned by the deadline date.**
4. Under normal circumstances, changes to the published examination timetable are not allowed.
5. To provide each instructor-in-charge with an examination attendance record in the form of a print-out of all students registered in the course or attendance cards for those examinations being written in the Athletic Centre.
6. Examinations held in the Athletic Centre shall be under the direction of the Office of Registrarial Services or designate who shall be the co-ordinator responsible for the conduct of examinations during the final examination period.
7. The co-ordinator will start and end the examination.
8. The co-ordinator shall assist the instructor-in-charge to ensure that no student enters the examination room after the first 60 minutes or leaves during the first 60 minutes or the last 15 minutes of the examination period.
9. The Office of Registrarial Services shall prepare a set of guidelines for the instructor-in-charge and invigilators which will assist them in carrying out their duties in the examination rooms.
10. Students in distance education courses who live further than 170 km from campus will write their final examination at a selected off-campus examination site close to where they live. For further information please contact the Office of Open Learning at (519) 767-5000.

### Policy on Student Access to Final Examination Materials

Final examination papers and term papers are to be retained by faculty members for a period of one semester.

Printed or written materials directly related to examinations conducted in the final examination time period, or related to final assignments shall be made available to a student, upon submission of a written request to the department chair. The request shall be submitted by the fifth class day of the next semester.

Printed or written materials to be made available include the examination question paper, the marking scheme keyed to desired responses to questions, where appropriate; the student's response to the examination questions; and records taken by examiners during oral or any other examination. Faculty members are encouraged to discuss openly with the student any questions raised. The department chair will make the necessary arrangements for student access to the material. When a large number of requests are received in connection with a specific course or when a faculty member is on leave it may be necessary for the department chair to delay access and make special arrangements, e.g., the posting of the marking scheme on a bulletin board, the scheduling of a special meeting at which the faculty member will review the examination, etc.

### Exchange Programs

Exchange programs between the University of Guelph and other institutions are defined by the terms of formal exchange agreements. A copy of each agreement must be approved by the Associate Vice-President (Academic) and Registrar and registered with the Associate Registrar, Undergraduate Program Services.

Students participating in exchange programs pay full-time tuition fees at their home university, but select their courses at the university they will be visiting. The grades are recorded there and forwarded to the home institution at the end of the semester or academic year. Each institution participating in an exchange program designates a coordinator who will be responsible for arranging the details of the exchange. Students are advised not to leave on exchange without the written approval of the receiving university (refer to Section V- International Study).

Courses taken on exchange will appear on the transcript as non-specific University of Guelph courses and will be graded using the Outstanding/Pass/Fail format. Grades will be determined by the exchange coordinator using an official transcript submitted by the host institution.

Informal exchange programs where a formal agreement does not exist must be conducted by means of a letter of permission and tuition fees will be paid to the receiving institution (refer to Section VI--Schedule of Fees).

## Failed Courses

A student who is eligible for continuation of study but has failed to gain pass standing in 1 or more of the courses attempted, shall be informed by the Academic Review Sub-Committee of the steps necessary to make up the deficiency. The Sub-Committee shall also decide upon the number of opportunities a student may be given to obtain pass standing in a failed course.

In general, a student who is eligible for continuation of study in the program but has failed to gain standing in one or more of the courses attempted will be required to repeat the course(s) or take an alternative credit. However, the University recognizes that there may be cases where it is unreasonable for the student to repeat the course to make up for the lost credit.

Therefore, the Academic Review Sub-Committee may, if appropriate and feasible, and only under special circumstances, allow a student the opportunity to gain credit standing in a failed course by granting a supplemental privilege. It is unlikely that any student with a final grade of less than 40% would meet the requirements of the granting of a supplemental privilege. The decision to grant the privilege will normally be made in consultation with the instructor and a review of the student's course performance during the semester.

At the discretion of the Academic Review Sub-Committee, one of the following will be granted to the student:

### Repeated Course or Permissible Substitute

A repeated course or a permissible substitute course is normally taken as part of the regular course load for the program. If the repeated course is to be taken as an additional course, the approval of the director must be obtained. A repeated course is considered as an additional course attempt.

### Supplemental Condition

- the course is failed in the graduating semester (if a supplemental privilege is granted and successfully completed, convocation will most likely be deferred until the following semester);
- the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;
- the course is of such a nature that there is no permissible substitute or alternative available to the student within the following three semesters, or within a time period that includes the graduating semester.

Credit standing will be awarded to the student who successfully completes a supplemental privilege. The original failing grade will remain on the student's academic record.

### Supplemental Privilege Procedures

A student must apply to the Academic Review Sub-Committee for a supplemental privilege no later than the fifth day of classes of the semester following the failure. In considering the request, the Academic Review Sub-Committee will consult with the course instructor to obtain information on the student's performance during the course, the instructor's recommendation concerning the appropriateness and feasibility of a supplemental privilege, and the nature of the supplemental privilege. If the Academic Review Sub-Committee approves the request, the department (instructor) responsible for the course will determine the nature of the privilege, which could be a written exam, an oral exam, an assignment, a laboratory practical, or any other method or combination of methods of evaluation.

## Grades

### Grading System

Two-semester courses constitute two course attempts and will appear as such on the student academic record. These courses are indivisible and the same grade will apply for each attempt. A refined grading system was approved by Senate on May 21, 1991 effective Spring 1992 as follows:

A+	90-100%	C	63-66
A	85-89	C-	60-62
A-	80-84	D+	57-59
B+	77-79	D	53-56
B	73-76	D-	50-52
B-	70-72	F	0-49
C+	67-69		

Courses taken on exchange are graded using the Outstanding /Pass /Fail alternate grading system. In addition, selected University of Guelph courses, approved by the Board of Undergraduate Studies, will use this alternate grading system.

### Alternate Grading System

OP	Outstanding (Pass)
P	Pass
F	Fail

XXP	Supplemental Privilege Passed (XX represents the original failing grade)
XXF	Supplemental Privilege Failed Supplemental Privilege Failed

### Other Grade Notations

AUD	Audit
CRD	Credit
DEF	Deferred Privilege
INC	Incomplete
INP	In Progress
MNR	Mark Not Received
SUP	Supplemental Privilege
WF	Withdrawn with Failure

### Grading Procedures

Feedback to students on work completed or in progress is an integral part of teaching and learning in that it allows students to measure their understanding of material and their progress on learning objectives. Feedback often goes beyond grading-an indication of the standard achieved-to include comments on the particular strengths and weaknesses of a student's performance. While the nature and frequency of such feedback will vary with the course, the University of Guelph is committed to providing students with appropriate and timely feedback on their work. Particularly in 1000 and 2000 level courses, instructors are urged to provide some feedback prior to the 40th class day.

### Resolution 1

That the assignment of grades at the University of Guelph be based on clearly defined standards, which are to be published in the Undergraduate Calendar for the benefit of faculty and students and that the definitions for each of the numerical grade range (letter grades) be as follows:

080-100 (A) Excellent. An outstanding performance in which the student demonstrates a superior grasp of the subject matter, and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.

070-079 (B) Good. A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.

060-069 (C) Acceptable. An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.

050-059 (D) Minimally Acceptable. A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner are only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.

000-049 (F) Fail. An inadequate performance.

### Resolution 2

That instructors must use evaluation criteria which measure quality of performance and not merely activity.

### Resolution 3

That instructors are not to use predetermined, arbitrary distributions in the assignment of grades in individual courses.

### Resolution 4

#### Part A

That, by the start of the course selection period for the semester in which the course will be offered, instructors will provide a course description for posting to the department web site. This course description shall include a brief summary of the course topics and requirements, the general format of the course, and the methods of evaluation.

#### Part B

That, by the first class meeting of the course (by the end of the first week of classes for distance education courses), the instructor must provide students with a written course outline that is a detailed description of course requirements, the methods of evaluation, and the timing of the evaluations.

### Resolution 5

That the methods and/or timing of evaluation as indicated on the course outline should not be changed after the first class meeting except under strictly adhered to conditions.

Notice of proposed change and of the class at which consent is to be sought, must be given at a previously scheduled class. Where the change is supported by the instructor and is consistent with University policies and procedures such change may be enacted with the unanimous consent of students. If unanimous consent of the students has not been obtained, the change may be enacted only with the approval of the chair of the department and only if alternative and equitable accommodation is available to students opposed to the change.

### Resolution 6

That all term tests, assignments, laboratory reports, etc., should be returned to, or discussed with students, without undue delay and in any case before the last day of the examination period. If the material is necessary for the preparation of the final examination, it must be returned or discussed as soon as possible and in any case no later than three days before the examination.

### Resolution 7

That departments must coordinate multiple section courses in terms of course content, evaluation procedures and final grades.

Department also refers to schools and to colleges (where multiple section courses are offered by, or coordinated by the Office of a College Dean).

### Resolution 8

That each department must keep under continual review its grading procedures and matters that relate to academic standards to make sure the University's policies are being applied.

### Resolution 9

That normally all courses at the 1000 and 2000 levels shall have final examinations and that exceptions require the approval of the Board of Undergraduate Studies.

The Board of Undergraduate Studies has by formal resolution undertaken to do as follows:

- To specify clearly the administrative responsibility of chairs with respect to the methods of evaluation, the setting of examinations and the determining of grades in courses in their departments.
- To review the effects of the pass by course system on the academic standards of the University.
- To request each program to review its overall academic standards and, in particular, its requirements for graduation.
- To examine whether the prerequisites at the O.A.C. level required for admission to the University of Guelph are adequate.
- From time to time, to review and monitor the academic standards across the University to ensure that there is consistency and that the regulations of the University are being adhered to.

### Resolution 10

Senate resolved on June 21, 1977 that in determining grades for written assignments the instructor should take into consideration the student's ability to use correctly and effectively the language appropriate to the assignment.

### Resolution 11

Senate resolved on March 21, 1978 that the chair should review, prior to the commencement of classes, the manner in which a faculty member intends to conduct a course and to determine final grades. If the chair disagrees with the faculty member's intention or subsequently with the implementation of the stated intentions, the chair will discuss his/her concerns with the faculty member. If agreement cannot be reached, the matter will be referred to an appropriate department committee which will advise the chair in reaching his/her decision. The advice may include a recommendation on examination procedures.

### Release of Final Grades

University grades are official on the day that they are mailed to students (refer to Section III--Schedule of Dates).

All grade reports are released by mail. It is the responsibility of the student to ensure that correct address information is reported. Duplicate copies are not released until the first day of classes of the subsequent semester. Students who require confirmation before that date may request an official transcript upon payment of the transcript fee.

Grades for students who have been advised by the College that they are on academic sanction will not be released until notification/authorization is received indicating that the account has been cleared to the satisfaction of Student Financial Services. To receive grades, students must clear their sanction by the last day of classes.

Students who are required to withdraw will be notified at their mailing address.

Summer Session grades are released approximately two weeks after the conclusion of examinations. The grades and the continuation of study status are considered to be unofficial until the end of the Summer Semester.

## Grade Reassessment

Grade re-assessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grades for a student in a course or misapplication of an academic regulation. The outcome of a grade re-assessment may be a grade increase, a grade decrease, or no change to the grade. The detection of errors or omissions in the calculation of final grades will result in the assignment of a revised grade. Students

normally initiate grade re-assessments, but instructors may initiate this process. However, instructors must NOT use the grade re-assessment process to:

- grant extensions for submission of work beyond the end of the semester (see Academic Consideration and Appeals)
- change the student's continuation of study status
- improve the student's program or specialization average
- submit late grades (see Final Grades)

### Calculation Errors or Omissions

Students who believe there have been errors or omissions in the calculation of their final grade for a course may request a grade reassessment. They must submit a request in writing to the chair of the department offering the course no later than the 10th class day of the succeeding semester. The request must pertain to work completed during the semester. Students must also submit relevant assignments or tests that have been returned to them.

The chair shall forward the student's request to the instructor and the instructor shall respond to the chair within five class days. The instructor has the responsibility of ensuring that the calculation and totalling of marks is accurate. The instructor must reply to the chair, in writing, giving assurance that the review is complete.

Where there is a change in the grade, the chair signs the "Grade Reassessment" form and forwards it to Undergraduate Program Services, Office of Registrarial Services. The Office of Registrarial Services will advise the student in writing of the change of grade. If there is no change to the grade, it is the chair's responsibility to inform the student in writing.

### Methods or Criteria Used in Establishing Final Grades

The course outline distributed to the class at the beginning of the semester defines the methods and criteria used in establishing final grades for a course. The methods and criteria must conform to the grading procedures established by Senate and be continually reviewed by the department (see Final Grades)

Students who believe that the methods or criteria used by an instructor in determining a final grade have been unfair, unreasonable or inconsistent with the course outline, should request the chair of the department offering the course to review the methods or criteria used. They should submit the request in writing by the 10th day of the subsequent semester and should state the reasons for the request.

The chair shall make an effort to resolve the matter to the satisfaction of both parties as soon as possible. Both the instructor and the chair are free to discuss the student's work with the student or another instructor in the department, but are not obliged to do so.

If both parties are able to come to an agreement, the chair shall prepare a statement of the agreement to be signed by both parties. If the agreement results in a change to the grade of the student, the chair shall inform Undergraduate Program Services, Office of Registrarial Services.

If at any time the chair decides that he/she cannot resolve the matter informally, he/she will terminate all efforts at reconciliation and notify both the student and the instructor of this decision. The chair will advise the student to make an appeal to the Senate Committee on Student Petitions. The student must appeal to the committee within 10 days of being advised of the termination of the chair's efforts.

### Misapplication of an Academic Regulation or Procedure

Academic regulations and procedures pertaining to grades can be found in the subsection of the "Grades" section entitled "Grading Procedures". Students who believe that the misapplication of an academic regulation or procedure has affected their final grade in a course should discuss their concern with the instructor. If the concern is not resolved to their satisfaction they may submit a complaint in writing to the chair of the department offering the course.

If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate (see Final Grades) or other academic regulations of Senate, the chair should consult with the faculty member and, if necessary, the college dean. Ultimately, the Provost and Vice President (Academic) may have to take the necessary action to ensure compliance with the academic regulations of Senate.

## Graduation

### Conditions for Graduation

Students in Associate Diploma programs require a minimum of 12.00 credits to graduate. A minimum of 6.00 credits must be earned in the specific diploma program at the University or one of the Colleges; a maximum of 6.00 transfer credits for approved equivalent courses will be allowed.

The following are the specific requirements for the individual Diploma programs:

1. in the Agriculture, Horticulture and Equine Studies Diploma programs, a minimum of 9.00 credits must be related to the program of study. A maximum of 3.00 transfer credits from the Independent Study program may be allowed with program approval.
2. in the Food, Nutrition and Risk Management Diploma program, a minimum of 10.00 credits must be related to the program of study.
3. in the Veterinary Technology Diploma program, a minimum of 12.00 credits must be related to the program of study.



4. in the Turfgrass Management Diploma program, a minimum of 11.00 credits must be related to the program of study.

Students completing a second University of Guelph diploma may transfer, with approval, a maximum of 6.00 credits from their first diploma.

### Application

An "Application for Graduation" will be forwarded to each student registered in semester 4. If the student plans to graduate at the end of that semester, the application is to be returned by the date noted on the form.

Students who have not received an "Application for Graduation" form one week before the final date for submission of applications should contact the convocation clerk. It is the responsibility of the student to submit the completed form prior to the deadline date.

**Applications for each convocation ceremony must be submitted by the deadline dates specified in Section III--Schedule of Dates. Late applications will be accepted for up to 10 working days after the due date with the submission of a late fee (refer to Section VI--Schedule of Fees). After 10 working days late applications will not be accepted but will be held for a subsequent ceremony.**

### Graduation Fee

The diploma graduation fee will be assessed when the student registers in the fourth semester.

### Calendar

Students must satisfy the schedule of studies requirements for the Associate Diploma Calendar in effect at the time of their last admission to the program if possible.

### Time Limitations

The approved program must be completed within five consecutive calendar years from the time of initial registration at the University. This applies to part-time as well as full-time students.

Students, regardless of program, who do not register in their program of studies for 6 or more consecutive semesters are required to apply for readmission. Students who are studying on exchange programs, study abroad, or work terms are considered to be registered at the University.

### Academic Residence Requirements

The academic residence requirement is registration as a full-time student for four semesters, or the equivalent as a part-time student. A student registered as part-time may count a semester of residence credit when the total courses taken equal the normal semester course load of a full-time student in the program.

University of Guelph courses include courses taken on exchange and on study abroad programs. Letter of permission courses are not included.

### Letters of Confirmation of Enrolment

A student who requires a letter confirming attendance at the University in a given semester should make this request to Undergraduate Program Services, Office of Registrarial Services or the appropriate College's Registrar's Office.

### Letters of Confirmation of Graduation

A student who requires a letter confirming graduation from the University should make this request to the Convocation Clerk, Undergraduate Program Services, Office of Registrarial Services or the appropriate College's Registrar's Office.

### Letters of Permission

A student at the University of Guelph who wishes to enrol in a course for credit at another institution and have that course considered as a credit toward a University of Guelph degree, must complete a "Request for Letter of Permission" form, available from the program counsellor, and obtain the appropriate approvals as indicated on the request form, prior to applying for admission to the other institution.

Credit for successful completion of such courses will be granted at the University of Guelph if a letter of permission has been presented to the Office of Registrarial Services prior to the student's enrolment at the other institution. A student taking a course on a letter of permission is responsible for ensuring that the other institution forwards the official transcripts directly to Undergraduate Program Services, Office of Registrarial Services. If the transcript for the course taken on a letter of permission is not received by the 20th class day of the semester following completion of the course, a grade of "F" will be entered on the student's internal academic record.

Students are required to complete the courses specified on the "Letter of Permission" during the semester(s) specified on the "Letter of Permission". If the student registers in additional semesters or courses that are not approved by the University of Guelph, the student must apply for readmission.

Withdrawals or non-registration in courses taken on a letter of permission must be verified by official documentation from the other institution. Any changes in the courses taken must have the appropriate approvals from the University of Guelph.

All courses for which letters of permission have been granted, will be included in all internal academic records, but not in the official transcript of the University of Guelph.

These courses will not count as course attempts under the continuation of study regulations. Courses taken on a Letter of Permission will not count in the semester average or the overall academic average.

**Students do not normally qualify for a letter of permission in the final semester of their degree program.**

### Note

*when selecting courses to take on Letter of Permission you should be aware that you may not be able to get into the courses selected. For instance, courses may be full, may have been removed from the schedule, or may conflict with other courses. For this reason, you are encouraged to select more courses than needed but indicate clearly on the Request for Letter of Permission form the number of courses that will be taken. If you need to take a course not listed on the form, you should make every effort to contact your program counsellor in advance of registering in another course in order to obtain approval for the equivalent credit. Departments reserve the right to deny credit equivalency to a course taken without prior approval.*

### Priority Access Courses

In cases where enrolment demand habitually exceeds course capacity and there is demonstrated need to restrict access to a particular cohort of students on a priority basis, departments may request the implementation of course restriction rules to ensure priority access to the appropriate student group(s) during the course selection process. The system will provide a message at the time of course selection for students who do not meet the enrolment criteria. In special cases the department may override the restriction by authorizing entry to the course with a signature on a "Course Requisite/Restriction Waiver" form.

Departmental requests for course restriction rules must be directed to the Co-ordinator of Undergraduate Curriculum who will determine if the request is acceptable and will then work with the department or school to develop the appropriate enrolment criteria and confirm that the restriction can be monitored. In general, course restrictions should be clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

New restrictions or changes to existing restrictions must be approved **prior to the course selection period in which they are to be implemented.**

### Prior Learning Assessment

Prior Learning Assessment (PLA) is a mechanism whereby students who have acquired substantial experience in a non-traditional environment have an opportunity to "challenge" whether such learning is equivalent to a course(s) offered at the University. Note: PLA will only be available to a student if sufficient evidence is provided that the course material was acquired outside a degree program at a University. A request to challenge a course that has already been attempted at university will not normally be granted.

PLA is not open to students who simply wish to "challenge" a course. Students will be required to sign a contract stating that the learning occurred other than in a university course. Not all courses are appropriate for challenge. Each department has the responsibility of determining which of its courses may be subject to a PLA challenge. The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessment. All these assessments require that the individual demonstrate, to a qualified faculty member, that pre-determined knowledge and skills have been acquired.

The maximum number of credits a student can challenge is 1.50 for diploma programs, or 30% of the certificate requirement for open learners. Credits acquired through PLA will be assigned credit status (CRD) (and will be recorded on the official transcript).

Students wishing to challenge a course(s) should contact Undergraduate Program Services to obtain an application form. A request must include a clear statement as to the course(s) the student wishes to challenge, an explanation of how the knowledge necessary for the course was gained, and any relevant supporting documentation to validate the claim. Requests will be forwarded to the appropriate department(s) for evaluation. Upon receipt of the response from all the departments concerned, Undergraduate Program Services will inform the student which, if any, courses have been approved for challenge. If a challenge has been granted, the department will determine the nature of the assessment and t

Those students (a) whose application for a challenge is reviewed by the faculty members of the department concerned, and who are subsequently denied the opportunity to challenge, or (b) who fail a challenge examination, may appeal the decision first to the chair of the department, and subsequently, if necessary, to the dean of the college.

Chapter VI Schedule of Fees - outlines the applicable fees for Prior Learning Assessment.

### Readmission

Previously registered students must apply to Admission Services for readmission under any of the following conditions:

1. If they were required to withdraw from their program for a period of 2 or more semesters.

2. If they were suspended from the University for academic misconduct.
3. If they received an undergraduate degree from this University and wish to register as a continuing student.
4. If they have not registered at the University of Guelph for 6 or more consecutive semesters.
5. If they have not registered at the University of Guelph for 6 or more consecutive semesters.
6. If they are attending the University of Guelph on a letter of permission and wish to continue past the term of the letter of permission agreement.

*Readmission to a program at the University of Guelph is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Section IV - Admission Information regarding appropriate admission requirements and deadline dates. Applications for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate program counsellor regarding procedures and criteria for readmission to that program.*

Students requiring readmission must apply to Admission Services, Office of Registrarial Services, University Centre, Level 3. Applications for readmission must be submitted by the deadline date established for each semester (see Section III--Schedule of Dates). An application fee is payable at the time the application is submitted (see Section VI--Schedule of Fees).

On December 19, 1995, the University Senate approved the following policy for the granting of credit while on rustication:

1. Students who have been required to withdraw, and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit provided they meet the criteria for readmission and the criteria for the transfer of credit.
2. Students who take courses after the two-semester rustication period will be eligible for transfer of all these courses provided the student meets the criteria for readmission and the criteria for the transfer of credit.
3. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

### Note

This policy applies to any credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either our university or at another university.

Students who do not require readmission to their program register under the normal regulations as an in-course student.

## Registration

A student is considered as registered for a particular semester only when courses to be attempted for that semester have been reported to the Registrar no later than the end of the add period and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees. Coincident with the registration process, students may complete other business arrangements with the University such as reporting of address information, receipt of post office box keys, residence payments, meal card contracts, parking permits, and receipt of identification cards.

**New Students**--A day is set aside for the registration of new students prior to the commencement of classes, and it is the student's responsibility to attend at the appropriate time.

**In-Course Students**--All in-course students must complete the registration procedures prior to the deadline dates as published in Section III--Schedule of Dates.

Students who are readmitted will be advised of registration procedures.

**MAIL MUST BE POST-MARKED ON THE DEADLINE DATE OR EARLIER TO AVOID THE ASSESSMENT OF A LATE REGISTRATION FEE.**

### Note

In-course students who complete the registration procedures are advised that this registration is conditional on their eligibility for continuation of study into that semester. A student who is required to withdraw is advised not to attend classes as the registration will be cancelled and an appropriate adjustment automatically will be applied to the student's account (see also--Withdrawal). Cancellation/Withdrawal Procedure

If you have paid and wish to cancel your registration before classes begin please call and a full refund will be arranged. Students are advised that there is a withdrawal procedure as of the first day of classes. (see Withdrawal).

## Late Registration

Students who do not register by the time designated as the registration deadline for the semester in question are subject to additional fee adjustments. Exceptions will only be made for acceptable reasons with documented evidence. Appeals against the additional

fee adjustments must be made in writing within 10 class days of the commencement of classes.

## Schedule of Studies

Students must satisfy the requirements in effect at the time of the initial declaration of a schedule of studies or at the time of any subsequent change in declarations. If a student has not declared a schedule of studies the requirements in effect at the time of entry to the program will apply. When program requirements or schedules of studies are altered by the University, a student may elect to satisfy the requirements in effect when the student entered the program, or its equivalent, or a subsequent schedule within a program if the student finds it more favourable. Students wishing to alter the schedule used to monitor their progress should seek assistance from a program counsellor or Associate Director

## Scheduling

### Note

Students registered at Alfred, Kemptville or Ridgetown campus locations should refer to the appropriate Registrar's Office for information on Scheduling of courses.

## Undergraduate Course Timetable

The scheduling of all undergraduate courses is the responsibility of the Assistant Registrar, Scheduling.

The preliminary edition of the Undergraduate Course Timetable lists the courses scheduled for the full academic year (Summer and Fall Semesters). The preliminary edition of the Undergraduate Course Timetable along with the Undergraduate Calendar is available to all students in early March through WebAdvisor.

## Chair's Responsibilities

The chair, through the designated department timetable advisor, is responsible for the following:

- Notifying the Assistant Registrar, Scheduling, no later than the published deadline, of the details regarding the department's course offerings in the subsequent academic year.
- Approving the department's course schedule before publication. This involves checking to ensure that no conflicts exist in faculty or student schedules.

## Instructor's Responsibilities

Instructors are responsible for communicating to the department timetable advisor prior to the published deadline any information relevant to the scheduling of courses in the subsequent academic year.

## Registrar's Responsibilities

The Assistant Registrar, Scheduling, uses the following criteria when creating the course timetable:

- No course conflicts exist in core courses as published in the schedule of studies in the Diploma Calendar.
- The number of requested elective courses available to students is optimized.
- Classroom space is allocated to all scheduled courses on the basis of expected enrolments.
- No instructor conflicts exist based on department information.
- Departmental requirements requested by the chair or timetable advisor are met, when possible.

## Changes to the Published Undergraduate Course Timetable

### Course Offerings

If additions or deletions are required to the courses listed in the published Undergraduate Course Timetable, the dean is responsible for obtaining the approval of the Associate Vice-President (Academic), who will consider written requests and if approved, will notify the appropriate dean and the Assistant Registrar, Scheduling.

Approval must also be obtained to replace a regular 12-week Summer Semester course with a 6-week session course.

### Scheduled Meeting Times

*Prior to the commencement of classes* changes in scheduled meeting times are approved only for conflicts in student or instructor schedules. Any requests for time changes are to be submitted by the departmental timetable advisor to the Assistant Registrar, Scheduling. These changes will appear in either the course selection edition of the Timetable or in the final edition of the Course Timetable depending on the date of receipt.

*After the commencement of classes* changes in class meeting times are normally not made during the first 10 class days unless the change is to accommodate students who would otherwise be unable to register in the course. Requests for time changes and room allocation are to be submitted through the chair, timetable advisor or secretary responsible for coordinating the department schedule, to the Scheduling Co-ordinator, Office of Registrarial Services. The instructor is responsible for ensuring that all students can attend during the new meeting time(s) and for informing the students of the new time(s) and room allocation.

## Additional Hours/Sections

*Prior to the Commencement of Classes* if it becomes necessary to schedule additional sections, either lecture, laboratory or seminar, based on the course selection numbers of students in a course, the request is to be initiated by the chair or timetable advisor to the Assistant Registrar, Scheduling.

*After the commencement of classes* if additional sections become necessary the instructor is responsible for

1. requesting through the chair, timetable advisor or secretary responsible for co-ordinating the department's schedule, the appropriate classroom space and
2. assigning the students into the newly created sections. Under no circumstances should this result in:
  - a. making it impossible for students with courses selected to attend classes because of a conflict with another selected course and/or
  - b. requesting students to change section assignments in other courses.

## Classroom Changes

*Prior to the commencement of classes* the Assistant Registrar, Scheduling, automatically re-assigns classroom space for all courses assigned insufficient space based on the course selection figures. Notification to both students and faculty is sent out in the final edition of the Undergraduate Course Timetable available through WebAdvisor prior to the start of classes. The chair is responsible for informing instructors of these changes.

Instructors desiring room changes are to forward the request through the chair, timetable advisor or secretary responsible for co-ordinating the department schedule to the Scheduling Co-ordinator.

*After the commencement of classes* instructors desiring room changes are to forward the request through the chair, timetable advisor or secretary responsible for co-ordinating the department schedule to the scheduling co-ordinator.

*Cancellation* - if classroom space assigned to a course is no longer required instructors are requested to inform the scheduling co-ordinator, Office of Registrarial Services, as soon as possible. Please do not hold space to be used on an occasional basis. Rather, make temporary bookings through the Reservations Clerk as required.

*Classroom bookings, for non-regularly-scheduled classes* - faculty, staff and students desiring classroom space for meetings, conferences, tests, etc. are to request space from the Reservations Clerk, Schedules Section, Office of Registrarial Services.

## Section Changes

Students desiring to **change a section** within a course must do so using the add/drop process.

## Staff Registration and Tuition Waiver

Those staff who are eligible for tuition waiver must complete a "Staff Registration and Tuition Waiver Request" form and submit it to Human Resources.

**It is essential that staff follow the normal procedures for contacting Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre, regarding their selection of courses.**

If the "Staff Registration and Tuition Waiver Request" form is not submitted and approved by Human Resources you will not be officially registered for the term.

In addition to completing the "Staff Registration and Tuition Waiver Request" form, you also must add your courses using WebAdvisor or submit an "Undergraduate Course Request" form outlining the course(s) you wish to take. The "Undergraduate Course Request" form can be submitted during the official course selection periods or during the "Add" process at the beginning of each semester.

## Study Abroad

Students participating in study abroad programs are subject to the normal rules and regulations of the University of Guelph. This includes dates and procedures associated with registration, academic conduct, academic consideration, and grades. Students who are contemplating participation in a study abroad program should contact the coordinator for the program. The coordinator will arrange to enrol the participating students at the colleges.

Students must pay their fees and select their courses prior to leaving for the study abroad program. Details on specific study abroad programs can be found in Section V--International Study Opportunities

## Student Type

Each full-time or part-time student is registered as one of the following:

### Regular

A student with category "Regular" is registered in the regular course requirement for a program.

### Special

A student with category "Special" is admitted to a program and is required to complete course or program deficiencies necessary to proceed under the regular student category.

## Probationary

A student who does not satisfy the program requirements for continuation of study will be allowed to continue in their program if granted probationary status-see Continuation of Study in this section.

Students who do not satisfy the program requirements and are not granted probationary status may appeal to the Academic Review Sub-Committee for probationary status to be granted based on medical, psychological or compassionate grounds.

## Transcripts

An official transcript may be ordered by submitting the "Request for Transcript" form along with payment to the appropriate office. Students must have met all financial obligation to the University before official transcripts can be released for any purpose. Official transcripts from the University of Guelph will show that a diploma has been awarded only after the date of convocation.

### Note

Individuals seeking an official transcript for academic work completed at a college run by the Ontario Ministry of Agriculture and Food (OMAF) which is no longer in operation should contact the Registrar's Office at Ridgetown College for assistance.

## Transfer of Program

Students wishing to transfer from one diploma program to another are required to submit an application form to Admission Services at the University of Guelph or to the Registrar's Office at the Colleges. To clarify possible conditions or requirements for transfer, students are encouraged to consult with the admission counsellor for the program to which they wish to transfer before submitting their application. In cases where the student's performance has been inconsistent, the applicant must also submit a comprehensive support letter outlining the reasons for transfer as well as any factors contributing to the previous academic performance.

### Note

Students who wish to transfer from one specialization to another in the same program are not required to apply. Such students should contact the departmental advisor for the specialization in which they wish to register.

## Transfer between University of Guelph Colleges

Students wishing to transfer to another College of the University for a semester or more may do so by applying to their Associate Director (the Director at O.A.C.) for approval. Entry to certain restricted enrolment programs may not be approved. Transfer into the same diploma program at another University of Guelph College location is encouraged, where space allows.

## Verification Notice

During the second week of classes Undergraduate Program Services, Office of Registrarial Services (the Registrar's Office at the College location), will send to each student registered at the University a copy of his/her current academic record. This will indicate the personal and program information that is currently on file in Undergraduate Program Services, Office of Registrarial Services (the Registrar's Office at the College location). This report is to be used to advise students of their current status and to correct any errors in reported information. Corrections or amendments to that information may be made upon presentation of appropriate documentation to Undergraduate Program Services, Office of Registrarial Services (the Registrar's Office at the College location) as follows:

- Changes to specialization information or course information must be substantiated with your copy of either the class schedule or the "Undergraduate Change of Studies Request" form.
- Changes to personal information may require presentation of appropriate documentation.

### Note

Report missing or corrected items only.

Student hardcopy files are destroyed after 7 years of inactivity (e.g. no registrations) or one (1) semester after a student has graduated. In these cases the transcript is the only official file available from the Office of Registrarial Services (the Registrar's Office at the College location) that can be referenced during an appeal

Students should familiarize themselves with the procedures regarding Academic Consideration, Grade Reassessment and Petitions.

## Withdrawal

This section provides a summary of rules and regulations with respect to various types of withdrawal from the University. In some instances other sections of the calendar are referenced and these also should be consulted to ensure that a full understanding of the regulations is obtained. There are two types of withdrawals: voluntary or required.

## Voluntary Withdrawal

Students who complete the procedure for registration by mail and who subsequently decide not to attend that semester may cancel their registration by notifying the registrarial office at the regional campus concerned, or Undergraduate Program Services on the Guelph campus, in writing up to but not including the first class day. Student Financial Services will arrange for the appropriate refund of fees paid. Commencing with the first day of regular classes the formal withdrawal procedure from the University is required and outlined below.

A student intending to withdraw from the University must notify Undergraduate Program Services, Office of Registrarial Services in writing or the appropriate regional campus registrarial office and complete the Notice of Withdrawal procedure. Students contemplating withdrawal are urged to meet with their program counsellor / college director / program coordinator to discuss the implications of withdrawal. A student receiving financial assistance through the Ontario Student Assistance Program is strongly advised also to contact Student Financial Services regarding the status of that award upon withdrawal.

The timing of the withdrawal and the reasons for it may have academic and financial implications. Up to the 40th class day, a student may withdraw without academic penalty. However, unless the withdrawal is for illness or compassionate grounds, students will be liable for fees payable in accordance with the refund schedule (see Section VI--Schedule of Fees regarding Refunds). Students seeking a refund on grounds of illness or compassionate circumstance must provide documented evidence related to the grounds to Undergraduate Program Services, Office of Registrarial Services, within thirty days of the withdrawal.

Do not put a stop payment on any cheque that has been presented to Student Financial Services as settlement for tuition fees. This does not constitute notification of your intention to cancel/withdraw from the semester and results in the assessment of a cheque refusal fee (refer to Section VI--Schedule of Fees).

A student who withdraws from the University after the fortieth class day of the semester, other than for illness or compassionate reasons will be considered to have failed the courses for which the student is registered at the time of withdrawal. Students seeking academic consideration on grounds of illness or compassionate circumstance must appeal to the Academic Review Subcommittee for their program (see Academic Consideration in this chapter). Depending on the timing and circumstances students may be able to obtain a fee refund after the fortieth class day. Students should consult with Undergraduate Program Services or their program counsellor.

A student who withdraws from the University must return all outstanding loans from the Library immediately upon withdrawal regardless of the original due date. Any items not returned will be declared "lost" and charged to the student's account.

Students who do not register in a program of study for six or more consecutive semesters are required to apply for readmission. Students who are studying on exchange programs, study abroad, or work terms are considered to be registered at the University (see Time Limitations in this chapter).

## Required to Withdraw

Students may be required to withdraw for reasons of academic performance or academic misconduct.

- a. Academic Performance (please refer also to the section on Continuation of Study for detailed requirements)

Students who do not meet the continuation of study requirements for at least probationary status will be required to withdraw and the two-semester rustication period will begin effective the subsequent semester.

Students who are granted a deferred privilege (examination or condition) will have their Continuation of Study Status assessed once the deferred privilege is complete. At that time an assessment of required to withdraw could have an impact on the student's current registration.

- b. Academic Misconduct (refer also to the full Academic Misconduct Policy in this chapter)

One of the penalties that may be assessed against a student found guilty of academic misconduct is suspension from the University for a period of between two and six consecutive semesters. The effective date of such a suspension is determined by the dean responsible for the case.

- c. Appeals (refer also to the sections on Academic Consideration and Academic Misconduct for full details of appeals processes)

Students who do not satisfy the program requirements for continuation of study and are required to withdraw may appeal for probationary status to the College Appeals Board as appropriate (the Academic Review Subcommittee at Guelph), and subsequently the Senate Petitions Committee, or the College Appeals Board as appropriate, on medical, psychological, or compassionate grounds. Students are not permitted to attend classes until such time that the appeal is granted.

Students who are suspended from the university as a result of academic misconduct, may appeal to the Senate Petitions Committee with respect to either the appropriateness of the penalty or the finding of guilt.

## Readmission

### Note

refer also to the section on Readmission, earlier in Chapter VIII

Students who meet one of the following 3 criteria must apply to Admission Services for readmission:

- a. were required to withdraw from their program for a period of 2 or more semesters;
- b. were suspended from the University for academic misconduct; or
- c. who have not registered at the University of Guelph for 6 or more consecutive semesters

Readmission to a program at the University of Guelph is not automatic. Students should consult Section IV-Admission information regarding appropriate admission requirements and deadline dates. Applicants for readmission should include a statement which outlines the basis for readmission. Criteria sued for readmission may differ by academic program. Students considering readmission should consult with the appropriate program counselor/associate director/program co-ordinator regarding procedures and criteria for readmission to that program.

Students who withdraw without academic penalty after the termination of the official drop period for medical or psychological reasons must clear their re-entry in a subsequent semester through the dean or director of the college concerned. Students who withdraw on more than two occasions may be required to meet with the dean / director in order to clear their re-entry into a subsequent semester. At the discretion of the dean / director, the condition of re-entry may be a recommendation of either Student Health Services or the Counseling Unit of the Counseling and Student Resource Centre that re-entry is advisable. Students who wish to appeal the decision of the dean have recourse to the Senate Committee on Student Petitions or the College Appeals Board.

A student who wishes to be considered for readmission following a suspension for academic misconduct must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirements will normally be required to serve the associated penalties consecutively.

A student who has been expelled from the University for academic misconduct is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the President to have the expulsion status removed (please refer to the Academic Misconduct Policy for detailed procedures).

## Granting of Credit while on Rustication

Senate's Policy on granting of credit for work done while on rustication is outlined below. It applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either this university or another university.

- a. Students who have been required to withdraw for reasons of academic performance and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.
- b. Students who take university courses after the two-semester rustication period or after a period of suspension may transfer all these credits, provided the student meets the criteria for readmission and the criteria for the transfer of credit.
- c. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

## IX. Scholarships and Other Awards

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### General Statements on Awards

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The Committee on Awards, established by the Senate of the University, is responsible for the supervision of the administration of awards in the gift of the Senate. In addition, this Committee formulates policies regarding the effective use of funds designated for awards and establishes the terms and conditions attached to the awards. Each College has an Awards Committee which is responsible for the awarding of scholarships and bursaries. The University of Guelph attracts a community of outstanding scholars to its broad range of faculties and programs.

To be eligible for entrance awards, you should be a Canadian Citizen or Permanent Resident entering the 1st year of post-secondary studies for the first time. All in-course awards indicate the semester level in which the award is normally applicable. Full-time and part-time students are eligible for all awards, unless otherwise stated in the eligibility clause. Where applications are required, it is the student's responsibility to obtain an application form and to see that it is returned prior to the deadline date.

**ACCESS Awards:** The University recently established an endowment fund through the generous contributions of over 6,000 donors which was matched by the provincial government's Ontario Student Opportunity Trust Fund (OSOTF) program. The income generated from this endowment will be used to support financial aid programs. The awards created will be used to assist Canadian Citizens or permanent residents who meet the Ontario residency requirements as mandated by the OSOTF program. Students must complete a needs assessment application in order to be considered. ACCESS awards will be available both within the colleges and university-wide commencing in the Fall semester 1998. Please contact the Student Financial Services office for further details.

The University reserves the right to amend awards subject to the availability of funds.

Please contact the individual colleges directly for information on Scholarships, Awards and Bursaries.

## X. Associate Diploma Programs

### Program Information

As a result of an enhanced contract agreement between the University of Guelph and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) effective April 1, 1997, the Agricultural Colleges at Alfred (French Language), Kemptville and Ridgetown now operate as Colleges of the University of Guelph. Two-year diploma programs are offered at the Ontario Agricultural College, University of Guelph and at the three regional Colleges with financial support from OMAFRA.

The diploma programs will continue to offer a blend of the theoretical and practical courses designed to prepare graduates to assume a broad range of positions in the agricultural and food industries. All programs offer courses in applied science, business management, production and marketing. Specific diploma programs offered at more than one College have standardized core curricula to ensure common standards are maintained. Common core courses are supplemented with electives at all Colleges with specific regional specializations. Students may elect to spend a semester (or more) at a different location to access special electives, or to access degree courses at the University.

All programs are offered on a standardized schedule at all four locations. The programs run for two semesters beginning in September until late April followed by a one semester summer break. Second year classes resume in the following semester and students graduate in the Spring with an Associate Diploma.

### ASSOCIATE DIPLOMA PROGRAMS AND LOCATIONS

A: Alfred (French Language); G: Guelph; K: Kemptville; R:Ridgetown.

	A	G	K	R
Agriculture	X		X	X
Environmental Management				X
Food, Nutrition and Risk Management			X	
Horticulture			X	X
Turfgrass Management		X		
Veterinary Technology				X

### Associate Diploma in Agriculture

This program provides a practical, skills-oriented approach to agricultural production systems and affords its students an opportunity to improve their business and managerial skills. Diploma in Agriculture students integrate practical experience in agricultural production with the technical and scientific information that is required to successfully operate modern food production enterprises. Business management, computer skills, and problem solving activities provide students with the abilities they require as self-employed managers of production systems, and as technical/sales employees of agri-business firms, commodity boards, and other agencies related to the agri-food system.

Alfred, Kemptville and Ridgetown Colleges offer a general program that includes the core course requirements for the Diploma supplemented with elective courses with specialization in particular areas of study available as shown in the table. Students have the option of moving to one of the other colleges for one or two semesters of study. Students at all colleges have access to the general curriculum and students at each college receive the same diploma at graduation. Semester 3 is normally the best semester to study at another college, particularly if it has a specialization and additional courses in which a student is interested. Students will be encouraged to consider these intercollege transfer opportunities with their program counsellor.

### Areas of Study

A: Alfred (French Language); K: Kemptville; R:Ridgetown

	A	K	R
Animal Production, Business and Field Crops	X	X	X
Equine Option		X	
Fruit and Vegetable Crops		X	X
International Development	X		

### Required Courses

#### Semester 1 - Fall

DAGR*1000	[0.50]	Livestock Systems
DAGR*1200	[0.50]	Applied Plant Science
DAGR*1300	[0.50]	Soil Principles
DAGR*1350	[0.50]	Agricultural Mechanization and Safety
DAGR*1600	[0.50]	Applied Mathematics
DAGR*1610	[0.50]	Computer Applications
DAGR*1620	[0.25]	Computer Applications - Part I (Ridgetown Only)
DAGR*1720	[0.25]	Communication Skills - Part I (Ridgetown Only)

#### Semester 2 - Winter

DAGR*2100	[0.50]	Marketing and Policy
DAGR*2110	[0.50]	Business Accounting
DAGR*2600	[0.50]	Communication Skills
DAGR*2620	[0.25]	Computer Applications - Part II (Ridgetown Only)
DAGR*2720	[0.25]	Communication Skills - Part II (Ridgetown Only)

1.50 elective credits

#### Note

At some locations DAGR\*1350 may be scheduled in semester two and DAGR\*2600 may be scheduled in semester one to accommodate faculty and/or physical resource availability; DAGR\*2600 and DAGR\*1610 may be scheduled both F and W at some locations to accommodate the need for laboratory facilities.

#### Semester 3 - Fall

DAGR*3600	[0.50]	Food Systems
DAGR*4100	[0.50]	Commodity Marketing (Collège d'Alfred only)

2.50 elective credits (2.00 elective credits at Collège d'Alfred)

#### Semester 4 - Winter

2.50 elective credits (Collège d'Alfred only)

OR

DAGR*4600	[0.50]	Human Resource Management (Ridgetown only)
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One of:

DAGR*4610	[0.50]	Business Project
DAGR*4620	[0.50]	Farm Project

An additional 2.00 elective credits

### Electives - Associate Diploma in Agriculture

Agriculture students must take at least 6.00 elective credits, 3.00 of which may be from programs other than Agriculture.

**Some electives are offered subject to a minimum enrolment. Some DAGR\* electives are common to several diploma programs.**

A students may only choose or be awarded credit for a maximum of 2 (1.00 credits) of the following Experiential Learning options including Experiential Learning courses, Special Study projects, In-Service Training courses, or Field Placement courses. It is preferable that an Experiential Learning course is started the summer before the third academic semester. See course descriptions for DAGR\*3510 and DAGR\*3900.

### OFFERED AT ALFRED

#### Semester 1

DAGR*1250	[0.50]	Identification of Herbs and Aromatic Plant
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#### Semester 2

DAGR*2000	[0.50]	Animal Science
DAGR*2200	[0.50]	Crop Management I
DAGR*2210	[0.50]	Applied Weed Science
DAGR*2360	[0.50]	Machinery Maintenance *
DAGR*2370	[0.50]	Small Engines *
DAGR*2400	[0.50]	Organic Plant Production
DAGR*2450	[0.50]	Production of Herbs and Aromatic Plants Under Shelter
DAGR*2500	[0.50]	International Development
DAGR*2650	[0.25]	In-Service Training

#### Semester 3

DAGR*1500	[0.50]	Spanish Conversation
DAGR*3000	[0.50]	Beef Production
DAGR*3010	[0.50]	Dairy Production
DAGR*3050	[0.50]	Livestock Production Techniques
DAGR*3120	[0.50]	Business Marketing
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*3140	[0.50]	Creating Your Business *
DAGR*3200	[0.50]	Crop Management
DAGR*3210	[0.50]	Insect and Disease Management
DAGR*3300	[0.50]	Land and Water Stewardship
DAGR*3350	[0.50]	Welding *
DAGR*3400	[0.50]	Organic Fertilization

DAGR*3500	[0.50]	Agricultural Extension and International Communication
DAGR*3550	[0.50]	Dry Tropics Agriculture *
DAGR*3600	[0.50]	Food Systems
DAGR*3700	[0.50]	Agroforestry

**Semester 4**

DAGR*4010	[0.50]	Animal Health
DAGR*4040	[0.50]	Small Ruminant Animal Production *
DAGR*4050	[0.50]	Dairy Cattle Nutrition and Selection
DAGR*4060	[0.50]	Alternative Animal Agriculture *
DAGR*4100	[0.50]	Commodity Marketing *
DAGR*4240	[0.50]	Biodynamic Production
DAGR*4250	[0.50]	Post-Harvest Handling and Storage *
DAGR*4300	[0.50]	Processing and Storage of Herbs and Aromatic Plants
DAGR*4310	[0.50]	Production of Herbs and Aromatic Plants
DAGR*4350	[0.50]	Farm Structures and Environment
DAGR*4400	[0.50]	Organic Animal Production
DAGR*4500	[0.50]	Developing Country In-Service Training
DAGR*4550	[0.50]	Humid Tropics Agriculture *
DAGR*4640	[0.50]	Leadership Skills Development *

\*course offered in alternate years only

**OFFERED AT KEMPTVILLE****Semester 2**

DAGR*2000	[0.50]	Animal Science
DAGR*2200	[0.50]	Crop Management I
DAGR*3020	[0.50]	Livestock Evaluation
DAGR*3210	[0.50]	Insect and Disease Management
DAGR*2360	[0.50]	Machinery Maintenance
DAGR*2370	[0.50]	Small Engines
DAGR*4350	[0.50]	Farm Structures and Environment

**Semester 3**

DAGR*2210	[0.50]	Applied Weed Science
DAGR*3000	[0.50]	Beef Production
DAGR*3010	[0.50]	Dairy Production
DAGR*3030	[0.50]	Sheep Production
DAGR*3050	[0.50]	Livestock Production Techniques
DAGR*3120	[0.50]	Business Marketing
DAGR*3200	[0.50]	Crop Management
DAGR*3250	[0.50]	Fruit Production
DAGR*3260	[0.50]	Vegetable Production
DAGR*3300	[0.50]	Land and Water Stewardship
DAGR*3350	[0.50]	Welding
DAGR*3360	[0.50]	Grain Elevator Equipment and Feed Formulation
DAGR*3700	[0.50]	Agroforestry

**Semester 4**

DAGR*3020	[0.50]	Livestock Evaluation
DAGR*3350	[0.50]	Welding
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*4000	[0.50]	Pork and Poultry Production
DAGR*4010	[0.50]	Animal Health
DAGR*4050	[0.50]	Dairy Cattle Nutrition and Selection
DAGR*4060	[0.50]	Alternative Animal Agriculture
DAGR*4100	[0.50]	Commodity Marketing
DAGR*4200	[0.50]	Cropping Systems
DAGR*4210	[0.50]	Crop Diagnostics and Recommendations
DAGR*4220	[0.50]	Organic Production
DAGR*4250	[0.50]	Post-Harvest Handling and Storage
DAGR*4350	[0.50]	Farm Structures and Environment
DAGR*4700	[0.50]	Advanced Agroforestry

**OFFERED AT RIDGETOWN****Semester 2**

DAGR*2000	[0.50]	Animal Science
DAGR*2200	[0.50]	Crop Management I
DAGR*2210	[0.50]	Applied Weed Science
DAGR*2270	[0.50]	Mushroom Production
DAGR*2360	[0.50]	Machinery Maintenance
DAGR*2370	[0.50]	Small Engines

**Semester 3**

DAGR*3000	[0.50]	Beef Production
DAGR*3010	[0.50]	Dairy Production
DAGR*3040	[0.50]	Pork Production
DAGR*3110	[0.50]	Business Finance
DAGR*3120	[0.50]	Business Marketing
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*3150	[0.50]	Agricultural Environmental Stewardship

DAGR*3200	[0.50]	Crop Management
DAGR*3210	[0.50]	Insect and Disease Management
DAGR*3250	[0.50]	Fruit Production
DAGR*3260	[0.50]	Vegetable Production
DAGR*3350	[0.50]	Welding
DAGR*3360	[0.50]	Grain Elevator Equipment and Feed Formulation

**Semester 4**

DAGR*4010	[0.50]	Animal Health
DAGR*4020	[0.50]	Poultry Production
DAGR*4050	[0.50]	Dairy Cattle Nutrition and Selection
DAGR*4070	[0.50]	Swine Reproduction and Farrowing Management
DAGR*4100	[0.50]	Commodity Marketing
DAGR*4200	[0.50]	Cropping Systems
DAGR*4210	[0.50]	Crop Diagnostics and Recommendations
DAGR*4230	[0.50]	Grain Grading/Seed Production
DAGR*4260	[0.50]	Advanced Vegetable Production
DAGR*4270	[0.50]	Horticultural Crop Protection
DAGR*4350	[0.50]	Farm Structures and Environment
DAGR*4630	[0.50]	Internet and Web Page Design

**Associate Diploma in Agriculture - Equine Option**

This program provides a practical, skills-oriented approach to agricultural production systems as well as the opportunity to specialize in the equine field. At the same time students have the opportunity to improve their business and managerial skills. Diploma in Agriculture - Equine Option students integrate practical experience with the technical and scientific information that is required to be successful in a number of equine and/or agriculture related ventures. Business management, computer skills, and problem solving activities provide students with the abilities they require as self-employed managers of equine facilities, and as technical / sales employees of agri-business firms, commodity boards, and other agencies related to the agri-food system or the equine industry.

All colleges offer a general program that includes the core course requirements for the Diploma supplemented with elective courses. However, the Equine Option program is unique to Kemptville College. Diploma in Agriculture - Equine Options students frequently combine their diploma studies with certificates in riding, coaching and horsemanship or standard bred. Descriptions for these and other equine certificates are available elsewhere in this calendar.

**Required Courses****Semester 1 - Fall**

DAGR*2810	[0.50]	Stable Management I
DAGR*1300	[0.50]	Soil Principles
DAGR*1350	[0.50]	Agricultural Mechanization and Safety
DAGR*1600	[0.50]	Applied Mathematics
DAGR*1610	[0.50]	Computer Applications
DAGR*1800	[0.50]	Equine Anatomy and Physiology

**Semester 2 - Winter**

DAGR*1200	[0.50]	Applied Plant Science
DAGR*2110	[0.50]	Business Accounting
DAGR*2600	[0.50]	Communication Skills
DAGR*2820	[0.50]	Change to Stable Management II
DAGR*3820	[0.50]	Horse Feeds and Feeding

0.50 elective credits

**Semester 3 - Fall**

DAGR*3100	[0.50]	Business Management
DAGR*3810	[0.50]	Horse Conformation and Lameness
DAGR*4810	[0.50]	Horse Health

1.50 elective credits

**Semester 4 - Winter**

DAGR*4600	[0.50]	Human Resource Management
DAGR*4610	[0.50]	Business Project
DAGR*4800	[0.50]	Equine Conditioning
DAGR*4820	[0.50]	Equine Reproduction and Selection

1.00 elective credits

**Electives**

Agriculture students must take at least 3.00 elective credits, all of which may be from programs other than Agriculture.

Some electives are offered subject to a minimum enrolment. Some DAGR\* electives are common to several diploma programs.

A student may only choose or be awarded credit for a maximum of 2 (1.00 credits) of the following experiential learning options including Experiential Learning courses, Special Study projects, In-Service Training courses, or Field Placement courses. It is preferable that an Experiential Learning course is started the summer before the third academic semester. See course descriptions for DAGR\*3510 and DAGR\*3900.

**Semester 2**

DAGR*2010	[0.50]	Applied Microbiology
DAGR*2360	[0.50]	Machinery Maintenance
DAGR*2370	[0.50]	Small Engines

**Semester 3**

DAGR*2240	[0.50]	Crop Management (Equine)
DAGR*3120	[0.50]	Business Marketing
DAGR*3300	[0.50]	Land and Water Stewardship
DAGR*3350	[0.50]	Welding
DAGR*3920	[0.50]	Applied Biochemistry
DAGR*3930	[0.50]	Equine Alternative Therapies
DAGR*3940	[0.50]	Laboratory Techniques I

**Semester 4**

DAGR*1750	[0.50]	Coaching Techniques
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*4830	[0.50]	Care and Management of an Equine Business
DAGR*4840	[0.50]	Laboratory Techniques II

**Associate Diploma in Environmental Management**

Students interested in environmental issues and solutions may choose from two educational diploma streams within the Environmental Management Diploma offered at Ridgetown College and at Collège d'Alfred. This program applies technical and practical skills training in both a municipal / industrial stream as well as a rural / agricultural stream. The program is designed to address the critical shortage of trained and qualified sewage and/or water plant operators, and to train and certify personnel to assist growers in addressing the new nutrient management regulations that will affect all farms across Ontario.

**Required Courses****Semester 1 - Fall**

DAGR*1300	[0.50]	Soil Principles
DAGR*1620	[0.25]	Computer Applications - Part I
DAGR*1620	[0.25]	Computer Applications - Part I
DAGR*1720	[0.25]	Communication Skills - Part I
DENM*1000	[0.50]	Environmental Science and Issues
DENM*1050	[0.50]	Fundamentals of Government and Organizations
DENM*1100	[0.50]	Surveying and GIS

**Semester 2 - Winter**

DAGR*2620	[0.25]	Computer Applications - Part II
DAGR*2720	[0.25]	Communication Skills - Part II
DENM*2000	[0.50]	Occupational Health and Safety
DENM*2050	[0.50]	Site Assessment
DENM*2100	[0.50]	Ecology
DENM*2150	[0.50]	Water Resource Management
DENM*2200	[0.50]	Environmental Monitoring

**Semester 3 - Fall**

DAGR*4600	[0.50]	Human Resource Management (Collège d'Alfred only)
DENM*3000	[0.50]	Data Analysis and Statistics
DENM*3050	[0.50]	Environmental Law
DENM*3100	[0.50]	Introduction to Applied Microbiology
DENM*4000	[0.50]	Business Practices and Ethics (Ridgetown only)

Two of:

DENM*3150	[0.50]	Agriculture and Environmental Stewardship
DENM*3160	[0.50]	Agricultural Chemicals in the Environment
DENM*3200	[0.50]	Water Treatment
DENM*3210	[0.50]	Sewage & Waste Water Treatment

**Semester 4 - Winter**

DAGR*4600	[0.50]	Human Resource Management (Ridgetown only)
DENM*4000	[0.50]	Business Practices and Ethics
DENM*4050	[0.50]	Environmental Project
DENM*4100	[0.50]	Land Use Planning
DENM*4150	[0.50]	Sampling and Analysis

Two of:

DENM*4200	[0.50]	Watershed Management and Conservation
DENM*4210	[0.50]	Nutrient Management
DENM*4250	[0.50]	Industrial Waste Management
DENM*4260	[0.50]	Spills Response Planning

**Associate Diploma in Food, Nutrition and Risk Management**

The Food, Nutrition and Risk Management Diploma provides students with a solid foundation in food and nutrition, food processing and safety, and in risk management issues. The combination of courses covering these topics, plus a field placement experience, allows students to graduate with a flexibility to move between careers in the health care and the food industry sectors. Career opportunities can be found in: food service

management in health care, long term care and commercial facilities; food and equipment sales; nutrition education and in nutrition counseling for wellness. Food industry positions can be found in: quality assurance; product development; food inspection and in food production.

**Required Courses Offered at Kemptville and Collège d'Alfred****Semester 1 - Fall**

DAGR*1600	[0.50]	Applied Mathematics
DAGR*1610	[0.50]	Computer Applications
DFN*1020	[0.50]	Food Preparation and Theory
DFN*1060	[0.50]	Introduction to Nutrition
DFN*1190	[0.50]	Introduction to Food Processing
DFN*1200	[0.50]	Safe Food Handling

**Semester 2 - Winter**

DAGR*2600	[0.50]	Communication Skills
DFN*2020	[0.50]	Nutrition and Health
DFN*2130	[0.50]	Food Cost Control
DFN*2140	[0.50]	Introduction to Food Service
DFN*2200	[0.50]	Food Service Design and Equipment
DFN*2250	[0.50]	Food Microbiology

**Semester 3 - Fall**

DAGR*4600	[0.50]	Human Resource Management
DFN*3030	[0.50]	Nutrition in Health and Disease
DFN*3070	[0.50]	Food Chemistry
DFN*3200	[0.50]	Catering Management

1.00 elective credits

**Semester 4 - Winter**

DFN*4010	[0.50]	Advanced Nutrition in Disease
DFN*4030	[0.50]	Food, Beverage, Labour Cost Control
DFN*4250	[0.00]	Field Placement
DFN*4110	[0.50]	Product Development and Marketing
DFN*4200	[0.50]	Management Case Study

1.00 elective credits

**Electives**

DFN*2420	[0.50]	Cultural Food Practices
DFN*2440	[0.50]	Sensory Evaluation
DFN*4070	[0.50]	Advanced Topics in Food Processing
DFN*4160	[0.50]	Food Biotechnology
DFN*4170	[0.50]	Food Hazard Analysis
DFN*4210	[0.50]	Nutrition Myths and Facts

**Associate Diploma in Horticulture**

The nursery, landscaping, turf and floriculture segments of the horticulture industry are areas of sustained growth and development in Ontario and Canada. The Diploma in Horticulture program provides a basic curriculum in ornamental horticulture and an opportunity to take specialized courses in various components of the industry. Practical experience and training complements the more formal material presented in lectures and provides an opportunity to acquire the practical skills required in greenhouse and landscaping firms.

The Diploma in Horticulture program is offered at Kemptville College and Ridgetown College and prepares students for a variety of career opportunities in landscaping, nursery and greenhouse firms, municipal parks and golf courses, garden centres and private businesses.

**Required Courses****Semester 1 - Fall**

DAGR*1200	[0.50]	Applied Plant Science
DAGR*1300	[0.50]	Soil Principles
DAGR*1600	[0.50]	Applied Mathematics
DAGR*1610	[0.50]	Computer Applications
DAGR*1620	[0.25]	Computer Applications - Part I
DAGR*1720	[0.25]	Communication Skills - Part I
DHRT*1000	[0.50]	Landscape Management
DHRT*1050	[0.50]	Plant Identification I

**Semester 2 - Winter**

DAGR*2110	[0.50]	Business Accounting
DAGR*2600	[0.50]	Communication Skills
DAGR*2620	[0.25]	Computer Applications - Part II
DAGR*2720	[0.25]	Communication Skills - Part II
DHRT*2000	[0.50]	Greenhouse Management
DHRT*2100	[0.50]	Landscape Design I
DHRT*2200	[0.50]	Plant Propagation

0.50 elective



**Semester 3 - Fall**

DAGR*3100	[0.50]	Business Management
DHRT*3050	[0.50]	Plant Identification II

2.00 elective credits (1.50 elective credits at Ridgetown); students may also select Independent Study courses with approval

**Semester 4 - Winter**

DAGR*4600	[0.50]	Human Resource Management
DHRT*4000	[0.50]	Ornamental Plant Protection
DHRT*4050	[0.50]	Certification and Safety

1.00 elective credits

One of:

DAGR*4610	[0.50]	Business Project
DAGR*4620	[0.50]	Farm Project

**Electives**

Horticulture students must take at least 3.50 elective credits, 3.00 credits of which may be from programs other than Horticulture.

Students may choose one Experiential Learning course and one Special Project course as electives. The Experiential Learning course is preferably to be started in the summer before the third academic semester. See the course descriptions for DHRT\*3510 and DHRT\*3910.

**OFFERED AT KEMPTVILLE****Semester 3**

DAGR*3130	[0.50]	Sales and Sales Management
DAGR*3300	[0.50]	Land and Water Stewardship
DAGR*3250	[0.50]	Fruit Production
DAGR*3350	[0.50]	Welding
DAGR*3700	[0.50]	Agroforestry
DHRT*3090	[0.50]	Landscape Construction
DHRT*3100	[0.50]	Landscape Design II
DHRT*3150	[0.50]	Nursery Management
DHRT*3160	[0.50]	Turf Management
DHRT*3170	[0.50]	Horticultural Weed Science

**Semester 4**

DAGR*2370	[0.50]	Small Engines
DAGR*3260	[0.50]	Vegetable Production
DAGR*4250	[0.50]	Post-Harvest Handling and Storage
DAGR*4700	[0.50]	Advanced Agroforestry
DHRT*3300	[0.50]	Greenhouse Crop Production
DHRT*4010	[0.50]	Floral Design and Retailing
DHRT*4100	[0.50]	Computer Assisted Design

**OFFERED AT RIDGETOWN****Semester 2**

DAGR*2270	[0.50]	Mushroom Production
DAGR*2370	[0.50]	Small Engines

**Semester 3**

DHRT*3090	[0.50]	Landscape Construction
DHRT*3100	[0.50]	Landscape Design II
DHRT*3150	[0.50]	Nursery Management
DHRT*3160	[0.50]	Turf Management
DHRT*3170	[0.50]	Horticultural Weed Science

**Semester 4**

DAGR*4630	[0.50]	Internet and Web Page Design
DHRT*3010	[0.50]	Fruit and Vegetable Production
DHRT*3300	[0.50]	Greenhouse Crop Production
DHRT*4010	[0.50]	Floral Design and Retailing
DHRT*4100	[0.50]	Computer Assisted Design
DHRT*4300	[0.50]	Arboriculture

**Associate Diploma in Turfgrass Management**

Turfgrass management is a dynamic and growing sector across Canada and throughout the world. The Diploma in Turfgrass Management is a focused curriculum that will provide students with the skills to succeed in this competitive industry. The program utilizes the collaborative resources of the Guelph Turfgrass Institute which includes University of Guelph faculty and staff, industry professionals and the grounds, workshop and laboratory facilities of the Institute. Practical and scientific study is combined with a required summer work semester to provide students with a wide range of experience and knowledge. The Diploma in Turfgrass Management is offered only at the Guelph campus and prepares students for a variety of career opportunities including golf course management, lawn care, sports field management, parks management, sod production and related supply and service businesses.

All courses in the Associate Diploma in Turfgrass Management are restricted to students enrolled in the program.

All students are required to work full time for at least 15 weeks in the summer following winter semester 2. Work must be in the field of turfgrass management. In semester 2, students must seek, interview for, and secure employment in consultation with the program coordinator. Prior to the end of semester 2, students must complete fall semester 3 pre-registration and a formal learning contract among themselves, the employer and the program coordinator. Academic requirements for the work semester as indicated in the course description of DTM\*3100, Current Turf Practices.

**Required Courses****Semester 1 - Fall**

DTM*1000	[0.50]	The Turf Industry
DTM*1100	[0.50]	Plant Biology
DTM*1200	[0.50]	Turf Equipment
DTM*1300	[0.50]	Turf Soil Principles
DTM*1400	[0.50]	Landscape Plants
DTM*1500	[0.50]	Communication Skills

**Semester 2 - Winter**

DTM*2000	[0.50]	Turf Management I
DTM*2100	[0.50]	Turf Irrigation and Drainage
DTM*2200	[0.50]	Computers and Math for Turf
DTM*2300	[0.50]	Business and Finance for Turf
DTM*2400	[0.50]	Landscape Design
DTM*2500	[0.50]	Arboriculture

**Semester 3 - Fall**

DTM*3000	[0.50]	Turf Management II
DTM*3100	[0.50]	Current Turf Practices
DTM*3200	[0.50]	Turf Diseases
DTM*3300	[0.50]	Turf Insects and Weeds
DTM*3400	[0.50]	Landscape Construction

0.50 elective credits

**Semester 4 - Winter**

DTM*4000	[0.50]	Turf Management III
DTM*4100	[0.50]	Turf Environmental Management
DTM*4200	[0.50]	Golf Course Design and Construction
DTM*4300	[0.50]	Turf Case Studies
DTM*4400	[0.50]	Human Resources Management

0.50 elective credits

**Electives**

Students in Turfgrass Management are required to take 1.00 elective credits, 0.50 credits in each of semesters 3 and 4, selected from this list.

**Semester 3**

DTM*3800	[0.50]	Special Study Project
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**Semester 4**

DTM*3800	[0.50]	Special Study Project
Independent Study Course 762,		Marketing Management
Independent Study Course 765,		Retail Management
Independent Study Course 766,		Business Law for Golf Managers

**Associate Diploma in Veterinary Technology**

This program is offered at Ridgetown College only, and is designed for students interested in a career working with and caring for animals. The program is designed to provide the technical training and knowledge required to become veterinary technicians working in association with practising veterinarians. Students take a comprehensive range of courses and training related to the care of food and laboratory animals, as well as companion and sport animals. All students are required to complete a four-week externship during the final semester.

This program is fully accredited by the Canadian Veterinary Medical Association (CVMA). Students may select 1 of 2 delivery options for this program.

**Option 1 - Conventional Program (4 semesters over 2 years)****Note**

All courses are compulsory. Progression into the subsequent semester is dependent on the successful completion of each course in the previous semester. No elective courses are offered in this program.

**Semester 1 - Fall**

DVT*2000	[0.50]	Companion Animal Management
DVT*2010	[0.50]	Anatomy and Physiology
DVT*2020	[0.50]	Haematology
DVT*2030	[0.50]	Communications
DVT*2040	[0.50]	Medical Exercises
DVT*2050	[0.50]	Urinalysis

**Semester 2 - Winter**

DVT*2000	[0.50]	Companion Animal Management
DVT*2010	[0.50]	Anatomy and Physiology
DVT*2020	[0.50]	Haematology
DVT*2030	[0.50]	Communications
DVT*2040	[0.50]	Medical Exercises
DVT*2050	[0.50]	Urinalysis

**Semester 3 - Fall**

DVT*3000	[0.50]	Laboratory Animal Science
DVT*3010	[0.50]	Animal Nursing I
DVT*3020	[0.50]	Diagnostic Techniques I
DVT*3030	[0.50]	Radiography I
DVT*3040	[0.50]	Pharmacology
DVT*3050	[0.50]	Surgical and Anaesthetic Principles I

**Semester 4 - Winter**

DVT*4000	[0.50]	Dentistry
DVT*4010	[0.50]	Animal Nursing II
DVT*4020	[0.50]	Diagnostic Techniques II
DVT*4030	[0.50]	Radiography II
DVT*4040	[0.50]	Hospital Management
DVT*4050	[0.50]	Surgical and Anaesthetic Principles
DVT*4060	[0.00]	Externship W. [Pass/Fail]

**Option 2 - Alternative Program (1 year semesters over 3 years)****Note**

All courses are compulsory. Progression into the subsequent semester is dependent on the successful completion of each course in the previous semester. No elective courses are offered in this program.

**Year 1****Fall Distance Education Courses**

DVT*1000	[0.50]	Livestock Production and Management
DVT*1030	[0.50]	Biochemistry and Genetics

**Winter Distance Education Courses**

DVT*1070	[0.50]	Laboratory Techniques
DVT*2000	[0.50]	Companion Animal Management
DVT*2050	[0.50]	Urinalysis

**Summer Courses (On-Campus)**

DVT*1000	[0.50]	Livestock Production and Management
DVT*1010	[0.50]	Anatomy and Physiology I
DVT*1040	[0.50]	Medical Exercises
DVT*1070	[0.50]	Laboratory Techniques
DVT*1080	[0.50]	Laboratory Quality Assurance
DVT*2000	[0.50]	Companion Animal Management
DVT*2020	[0.50]	Haematology
DVT*2030	[0.50]	Communications
DVT*2040	[0.50]	Medical Exercises
DVT*2050	[0.50]	Urinalysis

**Year 2****Fall Distance Education Courses**

DVT*2010	[0.50]	Anatomy and Physiology
DVT*3010	[0.50]	Animal Nursing I

**Winter Distance Education Courses**

DVT*3050	[0.50]	Surgical and Anaesthetic Principles I
DVT*4010	[0.50]	Animal Nursing II

**Summer Courses (On-Campus)**

DVT*2010	[0.50]	Anatomy and Physiology
DVT*2030	[0.50]	Communications
DVT*2040	[0.50]	Medical Exercises
DVT*3010	[0.50]	Animal Nursing I
DVT*3020	[0.50]	Diagnostic Techniques I
DVT*3030	[0.50]	Radiography I
DVT*3050	[0.50]	Surgical and Anaesthetic Principles I

**Year 3****Fall Distance Education Course**

DVT*3040	[0.50]	Pharmacology
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**Winter Distance Education Course**

DVT*4040	[0.50]	Hospital Management
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**Summer Courses (On-Campus)**

DVT*3000	[0.50]	Laboratory Animal Science
DVT*3020	[0.50]	Diagnostic Techniques I

DVT*4000	[0.50]	Dentistry
DVT*4010	[0.50]	Animal Nursing II
DVT*4030	[0.50]	Radiography II
DVT*4030	[0.50]	Radiography II
DVT*4040	[0.50]	Hospital Management
DVT*4050	[0.50]	Surgical and Anaesthetic Principles

**Degree Transfer Option**

Students from any of the regional colleges (Alfred, Guelph, Kemptville, Ridgetown) are eligible to consider the degree transfer option to the following degree programs at the University of Guelph:

Bachelor of Arts

Bachelor of Commerce (Agricultural Business or Hotel and Food Administration majors)

Bachelor of Science in Agriculture

In order to be eligible for consideration for transfer students must have completed semesters one and two with a cumulative average of 70%, and they must meet the basic entrance requirements of the desired degree program. Students may also complete their studies at the other regional colleges and apply for degree admission following graduation under one of the Credit Transfer Agreements outlined in Section IV--Admission Information. Credits for courses completed in an Associate Diploma program will be assigned at the time of admission to a degree program as determined by the appropriate program committee.

**Distance Education**

The University of Guelph offers diploma-level courses and certificate programs in horticulture and landscaping and in agriculture and food via Open Learning. Many diploma courses and one horticultural certificate program are available in French via Teleformation at Collège d'Alfred. Open Learning and Teleformation courses are in the distance independent study delivery mode.

Many of the diploma courses are directly transferable to agricultural college residential diploma programs but are not recognized as part of the courseload for full- or part-time students status but at present, the following Open Learning courses are transferable to the Associate Diploma in Agriculture or Horticulture programs provided that they are available and permission to take these Open Learning courses is given by the program counsellor prior to registration in them

Diploma Credit Courses	Independent Study Courses (Equivalents)
<b>Agriculture</b>	
DAGR*1200	335 Applied Plant Science
DAGR*1300	201 Soil Science
DAGR*1600	319 Math for Farm Managers
DAGR*2110	336 Financial Accounting
DAGR*2200	304 Forages
DAGR*2210	315 Weed Control in Agriculture
DAGR*2600	317 Communications
DAGR*3300	232 Land and Water Resources
Electives	(each course listed below is equivalent to 1 elective course) 202 Business Management Principles 230 The Complete Beekeeper 305 Pet/Animal Care I 323 Animal Diseases and Parasites 324 Pharmacology 350 Certified Crop Protection Consultant
<b>Horticulture</b>	
DAGR*1300	2 Soils for Hort. Crops
DAGR*1300	66 Weed Control in Horticulture
DHRT*2100	70 Elements of Garden Design
DHRT*2200	8 Elementary Plant Propagation
DHRT*3090	69 Landscape Construction Techniques
DHRT*3150	77 Nursery Production
DHRT*3160	16 Turf Management
DHRT*3170	66 Weed Control in Horticulture
DHRT*4000	4 Ornamental Plant Protection
DHRT*4200	38 Golf Course Design and Construction

Electives	(each course listed below is equivalent to 1 elective course) 28 Landscape Planning of Large Areas 63 Starting a Green Business 64 The Naturalized Landscape 68 Landscape Graphic Techniques 73 The Home Gardener 74 Conserving Woodlands 66 Weed Control in Horticulture 606 Viticulture 609 Wine Marketing: An Introduction for Canadians
<b>Turfgrass Management</b>	
Electives	each course listed below is equivalent to 1 elective course) 64 The Naturalized Landscape 762 Marketing Management 765 Retail Management 766 Business Law for Golf Managers

Please check with the Office of Open Learning regarding the technology and resource requirements (e.g. computer, modem, VCR, audio cassette recorder etc.) for the specific course(s).

**Two or more Open Learning Courses for one credit (elective) in the Diploma Program are as follows:**

<b>Agriculture</b>	
DAGR*2000	321 Livestock Production Systems 322 Animal Physiology
1 elective course	307 Feed Technology 308 Animal and Poultry Health 311 Feed Regulation
1 elective course	309 Animal Nutrition 310 Feed Formulation
1 elective course	314 Energy on the Farm 326 Field Sprayers
1 elective course	600 Meats I 601 Meats II 602 Meat Technology
<b>Horticulture</b>	
DHRT*1050	71 Woody Plants 54 Landscaping with Bedding Plants
DHRT*2000	12 Greenhouse Management 62 Commercial Floriculture
1 elective course	Any two of: 191 The Horticulturist I 192 The Horticulturist II 193 The Horticulturist III
2 elective courses	If all three #191, #192, #193
<b>Turfgrass Management</b>	
DTM*1400	71 Woody Plants 54 Landscaping with Bedding Plants

### **Distance Education / Open Learning**

The Distance Education program, administered by the Office of Open Learning at the University of Guelph, supports the departments in offering degree credit courses to students. Distance education allows learners to study at home or in their office, according to their own schedules - there are no classes to attend. Courses may come with a variety of learning resources, including: manuals, videotapes, audiotapes, audio CDs, DVDs, computer diskettes, CD-ROMs, etc., depending on the nature of the course. As well, most courses incorporate computer conferencing, e-mail, computer based quizzes and the use of the Internet. Distance education provides a contemporary means through which the University of Guelph continues its tradition of outreach and open learning opportunities.

Please consult the Office of Open Learning:

Office of Open Learning

Room 160, Johnston Hall

519-767-5000

e-mail: INFO@OPEN.UOGUELPH.CA

for an updated listing on courses available by distance education and when they are scheduled to be offered.

### **Note**

## XI. Certified Programs

### Subject Area and Alpha Course Prefix Index

ALPHA PREFIX	SUBJECT AREA
CARB	Arboriculture
CDEV	International Development
CEQ	Equine
CEC	Equine Coaching
CEM	Equine Management
CFPT	Food Processing Technology
CIUF	Industrial Welding and Fabrication
CLMG	Landscape Management
CVMR	Veterinary Medical Office Administration

### Collège d'Alfred

In addition to Diploma programs, Collège d'Alfred offers innovative French-language certificate programs such as Food Processing Technology, International Development and Veterinary Medical Receptionist. These programs are designed to offer its graduates life-long, rewarding opportunities in food processing, international development and animal health careers. Campus tours are the best way for you to learn more about Collège d'Alfred. Explore the educational possibilities and sample the College's lifestyle. In touring the facilities and when making arrangements to discuss specific programs, you will be sure to receive the personal attention you deserve. To obtain more information about Collège d'Alfred or to arrange an appointment please call (613) 679-2218 Ext. 514. For information on admissions, fees, courses and program requirements for any of the following certificate programs contact the college directly at Collège d'Alfred, 31, rue St-Paul - C.P. 580, Alfred, Ontario, Canada, K0B 1A0, Tel: 613-679-2218 Extension 514, Fax: 613-679-2421 or 613-679-2423, Email: admissions@alfredc.uoguelph.ca

### International Development Postdiploma Program (OCAS program Code A106)

This one year post-diploma program provides students, who already have completed a primary professional training, the means to break into the international development job market. This very practical program is built around three activities: a field trip, a development project proposal and a developing country in-service training.

#### Course List

CDEV*1100	Business Management
CDEV*1200	Group Facilitation and Team Work
CDEV*1300	Pre-Departure Training
CDEV*1400	International Development
CDEV*1500	Spanish Conversation I
CDEV*1600	Developing Country Field Trip
CDEV*1700	Business Accounting
CDEV*1800	Project Management
CDEV*1900	Marketing
CDEV*2000	Humanitarian Relief
CDEV*2100	Development Project
CDEV*2200	Knowledge and Tech. Transfer
CDEV*2300	Adaptation of Professional Knowledge
CDEV*2400	Cross-Cultural Communications
CDEV*2500	Spanish Conversation II
CDEV*2600	Developing Country In-Service Training

### Food Processing Technology Program(OCAS program Code A2-18)

College d'Alfred, in collaboration with McGill University, has designed a unique program that will enable students to benefit from the many employment opportunities in the Food Processing Industry.

This 34 week intensive program provides students with the skills and techniques that are in demand among employers. It combines practical understanding of food processing with the technical and scientific information that is required to successfully operate modern food processing plants. In addition to the technical skills and knowledge required to perform the duties, valuable insights into communication, organizational and interpersonal behaviour will contribute to the student's success. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent) to be accepted in the program. Students are encouraged to complete senior level courses (grade 11 and/or 12) in mathematics, biology and chemistry.

#### Course List

CFPT*1010	Food Processing Project - Part A and B
CFPT*1020	Organizational Behaviour
CFPT*1030	Food Analysis
CFPT*1040	Food Chemistry

CFPT*1050	Food Microbiology
CFPT*1060	Food Packaging
CFPT*1070	Food Processing
CFPT*1080	Hygiene and Sanitation
CEPT*1090	Food Laws and Regulations
CFPT*1100	Plant Operations & Proces. Equipment
CFPT*1200	Food Safety and Quality

### Veterinary Medical Receptionist (OCAS Program Code A101)

This 30-week certificate program offers specialized training to prepare the student for a front-line role in the animal health sector. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. After 26 weeks of intensive training, the student will have the opportunity to work in a veterinary clinic for 4 weeks as part of a work placement. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals for animals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent) in order to be considered for admission. Mature students can also be considered for admission if they are 19 years of age or more on registration day and if they have been out of high school for at least one year.

#### Course List

##### Semester 1

CVMR*1020	Computers
CVMR*1040	Introduction to Animal Care
CVMR*1080	Veterinary Anatomy & Terminology
CVMR*1120	Animal Diseases
CVMR*1130	Office Procedures I
CVMR*1160	French
CVMR*1200	Work Preparation

##### Semester 2

CVMR*1030	Interpersonal Communications
CVMR*1050	Laboratory Procedures
CVMR*1060	Nutrition
CVMR*1070	Pharmacology
CVMR*1100	Work Placement
CVMR*1170	Office Procedures II
CVMR*1180	Animal Behaviour

### Kemptville College

In addition to Diploma programs, Kemptville College offers a number of innovative certificate programs, developed with direct industry input to satisfy their requirements for qualified workers. These programs are designed to offer graduating students life-long, rewarding career opportunities in diesel equipment, welding, and equestrian and arboriculture industries.

Established in 1917, Kemptville College is one of Ontario's oldest and most beautiful colleges. Kemptville College is committed to specialized quality education and academic excellence with many years of experience, heritage, and tradition. Our programs are recognized and supported by the Ontario Ministry of Training, Colleges and Universities (Apprenticeship Branch); the Canadian Welding Bureau (CWB); the Ontario Farm Equipment Dealers Association (ORFEDA); the Upper Canada District School Board; and many other institutions and associations in the Canadian agri-business sector.

The College is a highly specialized school offering unique programs comparable to no other community college. All programs are integrated with technologically equipped facilities, computerized machinery and laboratory equipment. The college has built a strong foundation with a network of solid support from the industries of Canada. Preparation for exciting, challenging careers and employment begin at Kemptville College.

The college faculty and staff combine their extensive career experience with a strong desire to improve their respective industries in passing on this experience during the development and delivery of "In-Demand" training to all students.

This full commitment to students continues in supplying assistance and counsel as students move from college to the work environment.

The Power and Equipment Centre at Kemptville College is approved by the Ministry of Training, College, and Education to deliver the in-school apprenticeship training requirements in farm equipment, heavy duty equipment and fork lift equipment apprentice mechanic training programs.

Campus tours are the best way for you to learn more about Kemptville College. Explore education possibilities or sample the lifestyle at our college. Tours are available year round, every Wednesday at 1:00 p.m. with special tours to the residence. Touring the facilities, and making arrangements to discuss specific programs, you'll be sure to receive the personal attention you deserve. To find out more information about the Kemptville College, watch for posters and visiting dates available at your local school or call the Campus Tours/Liaison Office at 613-258-8336 ext 316 to arrange an appointment. For information on admissions, fees, courses and program requirements for any of the following certificate programs contact the college directly at Kemptville College, P.O. Bag 2003, Kemptville, Ontario, Canada, K0G 1J0, Tel: 613-258-8336 Ext.316 / Fax: 613-258-8384.

## Industrial Welding and Fabrication

### OCAS Program Code K110 - Two Semesters

Industrial Welding and Fabrication Certificate is the newest certificate program being offered by the Power & Equipment Centre at Kemptville College. This course starts in January and is designed for students with previous welding experience who have chosen to make welding a full-time career. The selection of courses has been assembled to meet the requirements of industry in Canada and world wide. Students will be introduced to many new welding and metallurgy techniques. Graduates will have extensive knowledge and hands-on experience to add to their resume. Industry recognized inspectors will provide testing and tickets for a variety of plate and pipe welds. This program is recognized by both the Canadian Welding Bureau and the Technical Standards and Safety Association. Employment opportunities include manufacturing, custom fabrication, pipeline construction, commercial building construction, general contracting/road construction, marine and aviation, and equipment repair.

#### Semester 1

CIUF*AW01	0AW-OXY-Acetylene Weld I
CIUF*AW02	SMAW-Sheilded Metal ARC I
CIUF*AW03	MIG-Metal Inert Gas I
CIUF*AW04	OA-OXY-Acetylene Flame
CIUF*AW05	Blueprint Reading and Layout
CIUF*AW06	CIUF*AW06
CIUF*AW07	Computer Applications I
CIUF*AW08	Equipment Maintenance I
CIUF*AW09	Basic Machine Shop I
CIUF*AW10	Ontario Business Practices I

#### Semester 2

CIUF*AW11	SMAW-Sheilded Metal ARC II
CIUF*AW12	MIG-Metal Inert Gas II
CIUF*AW13	TIG-Tungsten Inert Gas
CIUF*AW14	Plasma Cutting
CIUF*AW15	Fabrication II
CIUF*AW16	Computer Applications II
CIUF*AW17	Equipment Maintenance II
CIUF*AW18	Basic Machine Shop II
CIUF*AW19	Ontario Business Practices II
CIUF*AW20	Metallurgy
CIUF*AW21	Welding Theory

### Arboriculture Program

#### OCAS Program Code K107 - Two Semesters (begins in September)

Increasingly federal, provincial and municipal services, as well as parks and conservation authorities and horticultural businesses, including fertilizer and chemical dealers, are seeking employees with an interest in large trees and with specialized knowledge in how trees contribute to the urban landscape. Students will learn how trees function, how to use integrated pest management to control diseases and insect problems, how to improve fertility through proper soil management and how to scout for tree problems. Business management skills are also taught. Students will also learn how to cable and brace trees and to fell trees. Students must supply own basic safety equipment and some climbing equipment. Courses leading to external licenses and certificates also available.

#### Semester 1

CARB*5110	Starting a Small Business
CARB*5120	Tree Management I
CARB*5130	Tree Identification
CARB*5170	Climbing I
DAGR*1200	[0.50] Applied Plant Science
DAGR*1300	[0.50] Soil Principles
DAGR*1610	[0.50] Computer Applications
DAGR*3700	[0.50] Agroforestry

#### Semester 2

CARB*5210	Tree Morphology and Physiology
CARB*5220	Tree Management II
CARB*5230	Tree Pest Identification & Management
CARB*5250	Climbing II
CARB*5260	Computer Applications II
CARB*5270	Equipment Operation, Maintenance & Management
CARB*5290	Safety
DAGR*4050	[0.50] Dairy Cattle Nutrition and Selection
DAGR*4610	[0.50] Business Project

### Equestrian Program

#### Equine Management Program

##### OCAS Program Code K108 - Two Semesters

The Equine Management Certificate Program is designed for the individual who wants a job working with horses on a day-to-day basis in the equine industry. This program starts

in September. Students often combine this certificate with one of our other Equestrian Certificates (Riding, Coaching & Horsemanship or Standardbred).

#### Semester 1 - Fall

DAGR*1001	[0.50]	Stable Management I
DAGR*1800	[0.50]	Equine Anatomy and Physiology
DAGR*3810	[0.50]	Horse Conformation and Lameness
DAGR*4810	[0.50]	Horse Health
DAGR*3930	[0.50]	Equine Alternative Therapies
CER*0060		Stable Duty I

#### Semester 2 - Winter

DAGR*2820	[0.50]	Change to Stable Management II
DAGR*3820	[0.50]	Horse Feeds and Feeding
DAGR*4820	[0.50]	Equine Reproduction and Selection
DAGR*4800	[0.50]	Equine Conditioning
CER*0120		Stable Duty II

During Semester 2 students may also choose to take the following 2 courses:

DAGR*1750	[0.50]	Coaching Techniques
DAGR*4830	[0.50]	Care and Management of an Equine Business

The following equestrian certificates are primarily designed for students enrolled in either our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program. Depending upon space availability students enrolled in one of these two full time programs may choose one of the following certificates. From time to time, space may be available in these programs as separate stand alone certificates.

### Riding Certificate

#### OCAS Program Code K203

This equestrian program offers students enrolled in either our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop their riding skills utilizing one of the school horses. It also develops the knowledge and experience required to care for horses. This program is very skills oriented, and students learn "by doing". The Kemptville College environment is challenging and encourages team work. Training is provided to assist the student to progress to the next level of rider certification as approved by the Equine Canada. Students are placed in groups for semester long training according to their current recognized riding level. Highlights of the program include:

- Two hours of riding instruction weekly throughout the semester.
- One hour of theory instruction on a weekly basis.
- Students may specialize in English or Western riding.

Staff members are qualified to perform rider level testing accredited by Equine Canada and its Provincial Equestrian Federations. Since the program is very skills oriented, enrolment is limited. The physical demands of this program include lifting, shovelling and riding. Therefore, it is essential that students applying be physically able to participate in these activities.

### Coaching & Horsemanship Certificate

#### OCAS Program Code K293

This equestrian program offers students enrolled in our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop both their riding and coaching skills while utilizing their own horse. It also develops the knowledge and experience required to care for horses. This course is very skills oriented, and students learn "by doing". The Kemptville College environment is challenging and encourages team work. Training is provided to assist the student to progress to the next level of rider certification as accredited by Equine Canada and the Provincial Equestrian Federations. Students are placed in groups for semester long training according to their current recognized riding level. Students also have the opportunity to acquire the knowledge and foundations required to pursue their Instructor and Coaching Levels. Highlights of the program include:

- Three hours of riding instruction weekly throughout the semester.
- One hour of riding theory instruction on a weekly basis.
- One hour of coaching theory instruction on a weekly basis.
- Students are entitled to participate in a minimum of three weekend clinics per semester.
- Students will also receive training in Standard First Aid (St. John's or equivalent) as well as the "Learning to Teach" Course (provided by KC in cooperation with the Ontario Equestrian Federation) - where certification or re-certification needs exist.
- Students may specialize in English or Western riding.
- Rider level testing recognized by Equine Canada can be completed at an added fee for certification.
- Opportunities of completing Coaching Certification exist, where numbers permit, and Equine Canada pre-requisites are met.

Since the program is very skills oriented and requires that the student bring their own horse, enrolment is limited. The physical demands of this program include lifting, shovelling and riding. Therefore, it is essential that students applying be physically able to participate in these activities.

## Standardbred Industry Certificate Courses

This equine program offers students enrolled in our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop knowledge and experience associated with the rapidly expanding Standardbred Industry. Organizations are seeking front line workers and management candidates who have strong race track industry skills and who also have strong business leadership skills. In year 1 of the program, the student will acquire the skills set needed to work as a groom, on the front lines in the Standardbred industry. The practicum includes stable management skills related to Standardbreds and general horse husbandry and handling skills. In year 2 the student will continue to learn about exercising and training programs leading to a potential career as a trainer or driver in the Standardbred Industry. Graduates of the certificate program will be extremely desirable to prospective employers.

### Course Offering: An Introduction to the Standardbred Industry (offered fall and winter)

This practical course 2 semesters in length introduces the student to various aspects of Standardbred husbandry with a focus on care and handling of racing Standardbred horses. The course also includes information on harness and equipment fitting for training and racing and the care of the horse before and after work. Practice jogging sessions will be included in this portion of the course. At the end of this course the student will have the option of completing the Standardbred Grooms licence accredited by Standardbred Canada and the Ontario Harness Horse Association (OHHA).

### Course Offering: Standardbred Training (offered fall and winter)

This practical course 2 semesters in length continues to educate the student in a practical manner on the care, conditioning and training needs of Standardbred race horses. The course includes information on horse handling on the track with a focus on daily training programs, determination of training distances, equipment fitting, etc., in relation to conditioning programs for the Standardbred race horse. Also included is: preparing the horse for race night, evaluation of the horse behaviour and physical condition during racing and training, feeding, soundness and shoeing for race horses. At the end of this session, the candidate may opt to apply for further licencing through Standardbred Canada and OHHA.

## Diesel Equipment Mechanic

### OCAS Program Code K102 - Two Semesters (28 wks., begins in September)

Designed to provide practical up-to-date training for careers in diagnosing and repairing of equipment in farm, construction and heavy duty equipment industries. You will have the opportunity to develop the skills involved in the diagnosis and repair of equipment found in farm, construction, or highway truck industries. The ever increasing sophistication of diesel equipment found in today's motive power market, coupled with a broad application in a number of industries, will continue to create a demand for skilled, well trained mechanics to maintain this equipment. This in-school program provides time allocation for trade theory, shop practice and industry related subjects.

#### Certification

The Diesel Equipment Mechanic program is based on the first levels of the Apprenticeship in-school curriculum for Farm Equipment, Heavy Duty Equipment, Truck/Coach, and Power Lift Truck Technician training. Graduate of this program should be prepared to successfully challenge the Ministry exemption exam for Level 1 in-school training in these apprenticeship trades.

#### Semester 1 - 14 weeks

CDEM*1215	Applied Work Practices I
CDEM*1219	Introduction to Computers
CDEM*1316	Welding I for Mechanics
CDEM*1402	Internal Combustion Engines
CDEM*1405	Engine Fuel Systems
CDEM*1407	Electrical/Electronics I
CDEM*1410	Hydraulics/Pneumatics I
CDEM*141	2 Power Trains
CDEM*1414	Steering, Suspension & Brakes

#### Semester 2 - 14 weeks

CDEM*2216	Applied Work Practices II
CDEM*2223	Environmental Issues
CDEM*2302	HD Diesel Engines
CDEM*2315	Welding II for Mechanics
CDEM*2404	Diesel Fuel Systems
CDEM*2408	Hydraulics/Pneumatics II
CDEM*2411	HD Power Trains
CDEM*2506	Electrical/Electronics II

## Industrial Welding and Fabrication

### OCAS Program Code K101 - Two Semesters (28 wks., begins in September)

Students will have the opportunity to develop welding, fabrication and work skills required for employment in a variety of positions in the welding industry. Employers need welders with the ability to perform a wide variety of tasks in the construction, fabrication, repair and maintenance fields. In addition to a sound knowledge of the safe and efficient use of welding processes and equipment, students will be exposed to a variety of Ontario employment business operation, health and safety issue. This program places a heavy emphasis (70% of training hours) on the hands-on mode of training. You learn to weld by welding.

#### Certification

Students meeting required standards during this program will have the opportunity to challenge (at additional cost) a variety of CWB and TSSA welding tickets and licences.

#### Semester 1 - 14 weeks

CIWF*121	5 Applied Work Practices I
CIWF*1219	Introduction to Computers
CIWF*1221	Welding and Metallurgy Theory I
CIWF*1222	Blue Print Reading I
CIWF*1225	Gas Metal Arc Welding I
CIWF*1230	Fabrication and Layout I
CIWF*1408	Electricity for Welders
CIWF*1423	Oxyacetylene Cutting & Welding
CIWF*1624	Shielded Metal Arc Welding I

#### Semester 2 - 14 weeks

CDEM*2216	Applied Work Practices II
CIWF*2218	Welding & Metallurgy Theory II
CIWF*2222	Gas Tungsten (TIG) Welding
CIWF*2224	Hydraulics for Welders
CIWF*2225	Machine Shop for Welders
CIWF*2226	Blue Print Reading II
CIWF*2228	Cutting Processes
CIWF*2327	Fabrication and Layout II
CIWF*2620	Shielded Metal Arc Welding II
CIWF*2621	Gas Metal Arc Welding II

## Oil Burner Technician Certification (OBT)

Developed in partnership with the Canadian Oil Heat Association and Technical Standards and Safety Authority, Kemptville College delivers a comprehensive training program for the oil heat industry. In eleven weeks you can be employed as a certified technician meeting the growing demand for skilled workers across Ontario. Students receive room and board, free parking, and access to our recreational facilities available on campus.

## Welding and Equipment Repair

### OCAS Program Code K101 - Two Semesters (30 wks., begins in September)

Students will have the opportunity to develop welding, fabrication and repair skills required for employment in a variety of repair and welding occupations. Employers need welders today with the ability to perform a wide variety of tasks in the fabrication, repair and maintenance fields. In addition to a sound knowledge of the safe and efficient use of welding equipment, students will gain an understanding of the operation and repair of equipment found in Ontario. The program places a heavy emphasis (70% of training hours) on the hands-on mode of training. You learn to weld by welding.

#### Certification

Students successfully meeting the completion standards of the Welding and Equipment Repair Program are given a certificate recognizing their achievements in specific welding operations.

#### Semester 1 - 15 weeks

CPE*1624	Shielded Metal Arc Welding
CPE*1221	Welding & Metallurgy Theory
CPE*1222	Blue Print Reading for Welders
CPE*1225	Metal Inert Gas (MIG) Welding
CPE*1320	Power Trains
CPE*1403	Internal Combustion Engines
CPE*1408	Electricity for Welders
CPE*1423	Oxyacetylene Welding I
CPE*1331	Applied Work Practices

#### Semester 2 - 15 weeks

CPE*1219	Introduction to Computers
CPE*2312	Steering, Suspension & Brakes
CPE*2621	Metal Inert Gas (MIG) Welding
CPE*2222	Gas Tungsten (TIG) Arc Welding
CPE*2328	Applied Work Practices

CPE*2620	Shielded Metal Arc Welding II
CPE*2409	Hydraulics/Pneumatic Systems
CPE*2218	Welding & Metallurgy Theory II
CPE*2219	Oxyacetylene Welding II

## **Ridgetown College**

### **Veterinary Medical Office Administration Program**

#### **OCAS Program Code R101 (2 semesters)**

This certificate program offers specialized training to prepare the student for a front-line role in the field of animal health. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent).

#### **Courses**

CVMR*1010	Business Communications
CVMR*1020	Computers
CVMR*1030	Interpersonal Communications
CVMR*1040	Introduction to Animal Care
CVMR*1050	Laboratory Procedures
CVMR*1060	Nutrition
CVMR*1070	Pharmacology
CVMR*1080	Veterinary Anatomy and Terminology
CVMR*1090	Veterinary Medical Office Procedures I &II
CVMR*1100	Work Placement

Contact Carolyn Lucio, Business Development and Training Group, Ridgetown College directly at 519/674-1524 (email: [clucio@ridgetownc.uoguelph.ca](mailto:clucio@ridgetownc.uoguelph.ca)), fax 519-674-1530 for information on admission requirements, fees and courses.

## XII. Course Descriptions

### General Information

#### Subject Area and Alpha Course Prefix Index

ALPHA COURSE PREFIX	SUBJECT AREA
DAGR	Agriculture and Equine Studies
DENM	Environmental Management
DFN	Food, Nutrition and Risk Management
DHRT	Horticulture
DTM	Turfgrass Management
DVT	Veterinary Technology
FREE	Associated Program Requirements

### General Information

#### Course Labeling and Levels

Each course is identified by a two-part code. The first part of the code refers to the subject area, the second to the level of the course. Thus, the course DAGR\*3100 is a course in the subject area of Agriculture and Equine Studies (DAGR\*XXXX), and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first semester students, those in the 2000 series are mainly for second semester students, and those in the 3000 series are for third semester students. Similarly, courses in the 4000 series are mainly intended to be taken by students in the fourth semester of Associate Diploma programs.

It is important that students planning their courses have clearly in mind the significance of these numbers so that they may guard against undertaking course work at levels for which they are insufficiently prepared. A number of courses have stated prerequisites which are prior requirements for entry to the course. Students who do not satisfy course prerequisites, or who, in the opinion of the instructor, do not possess an equivalent background to that of the stated prerequisites, are not eligible to enroll in the course. When some specific background is desirable but not required, the course description will include a statement of recommended background. It is understood that the instructor may accept equivalent courses from other institutions in place of the stated prerequisites. Students who wish to enroll in courses for which they do not have the stated prerequisite(s) must obtain instructor approval as outlined in Section VIII in this Calendar.

#### Course Information

The letters S, F, W indicate the University's intention to offer the course in the Summer (S), Fall (F) or Winter (W) semester during the academic year covered by this Calendar. Although courses normally will be offered in the semester indicated, students preparing their course programs are advised to consult the Undergraduate Course Timetable. The University cannot guarantee that all courses will be offered in the exact semester indicated.

The letter U indicates that an intended offering has not been assigned to the course. Students should consult the Undergraduate Course Timetable on WebAdvisor <<https://webadvisor.uoguelph.ca/>> or contact the departments offering those courses to determine the semester offerings.

The figures in parentheses ( ) following the semester designation are a general guide to the lecture and laboratory contact hours per week, the first digit being the number of lecture hours and the second, the number of laboratory hours. The credit weight for each course appears in brackets [ ]. A credit weight of [0.50] indicates 10-12 student effort hours, including class time, on academic tasks associated with the course.

Detailed course descriptions are maintained at the office of the department offering the course. Some courses, designated "Experiential Learning" courses in the Calendar description, are deliberately designed to accommodate the need to grant academic credit for experiential learning external to regular courses, in such contexts as co-operative education, field observation/job shadowing, internship/externships, practica, service learning, or work study (and other approved experience). Prior approval for admission to these courses must be obtained from the department and instructor concerned.

#### Course Prerequisites

In lists of course prerequisites, "or" conditions are spelled out explicitly, but "and" conditions are indicated with a comma ",". For example: "DAGR\*1200, DAGR\*1300, DAGR\*2200" means "DAGR\*1200 and DAGR\*1300 and DAGR\*2200".

#### Course Equates and Restrictions

##### Equates

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. **Students will not be permitted to register in equated courses.**

##### Restrictions

Restriction indicates sufficient over-lap in content that the course under which it is listed may not be taken if the student already has credit for the course identified as the restriction. Students will not be permitted to register in restricted courses.

##### Language of Instruction

*Classes at Guelph, Kemptville and Ridgetown are offered in English only; classes at Alfred in French only.*

### Agriculture and Equine Studies

<b>DAGR*1000 Livestock Systems F (3-0) [0.50]</b>
Students will gain an overall understanding of the livestock industry, focusing on major production issues and future challenges. Examples from various livestock production systems will be highlighted. <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*1200 Applied Plant Science F (3-2) [0.50]</b>
This course covers the basic structure and function of plants and the major functions involved in growth and reproduction as they relate to the production of plants. Topics to be discussed will include: plant processes such as photosynthesis, respiration, transpiration, nutrient uptake and reproduction, basic genetic principles, basic chemistry and the relationship and importance of plant science to the agricultural and horticultural industry. <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*1250 Identification of Herbs and Aromatic Plant F (3-3) [0.50]</b>
This course provides an introduction to the identification of herbs and aromatic plants. Students will learn to identify plants botanically through main family description, based on anatomy of the harvested plant parts and according to their biochemical constituents. Botanical and common names will be presented and identification of species will be done at several stages of growth. Economic parts of the plants, harvest timing, therapeutic potential, growth cycle, winter hardiness, and growth requirements will be discussed. <i>Location(s):</i> Alfred
<b>DAGR*1300 Soil Principles F (3-2) [0.50]</b>
This course includes origin and classification of soils, identification and importance of major soil types, identification of primary and secondary nutrients and how they are supplied, composition of soil including minerals, water, air, organic matter and biological organisms and how they interact and the importance of soil as a resource. <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*1350 Agricultural Mechanization and Safety F (3-2) [0.50]</b>
The course will cover the operating principles and components of tractors and equipment for tillage, planting, and the application of chemicals and fertilizers and harvesting. The course will emphasize safety in all aspects of the operation of agricultural equipment. <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*1500 Spanish Conversation F (2-2) [0.50]</b>
Students will learn the basis of spoken Spanish and develop the ability to communicate in this language. Basic Spanish vocabulary will be introduced. Communication exercises, group discussion and oral presentations will be used. <i>Location(s):</i> Alfred
<b>DAGR*1600 Applied Mathematics F (3-2) [0.50]</b>
This course is designed to augment mathematics skills necessary to compete in today's business environments. Typical applications are chemical rate conversions, solutions and mixtures, elementary algebra and financial topics. The aim is to teach how to solve actual mathematical problems encountered in the day-to-day operation of agricultural/horticultural/environmental operations. <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*1610 Computer Applications F,W [0.50]</b>
Students will become acquainted with a computer and its operating systems and applications, such as word processing and spreadsheets. Students will also learn about basic Internet access hardware, such as modems, and how to use computer communications applications such as electronic mail, and World Wide Web browsers to access information relevant to the agriculture and food system. <i>Restriction(s):</i> CIS*1000 <i>Location(s):</i> Alfred, Kemptville
<b>DAGR*1620 Computer Applications - Part I F (1-2) [0.25]</b>
Students will become acquainted with college computer systems including e-mail and file management and as well, the Internet as a research tool. Students will become proficient at using Microsoft Word to complete their assignments for all of their courses and gain an understanding of how a word processor can be a helpful tool in agri-business. <i>Location(s):</i> Ridgetown



**DAGR\*1720 Communication Skills - Part I F (1-1) [0.25]**

Students will develop their command of written language skills. Practical skills include writing business letters and other business correspondence, formal and informal reports, instructional writing, critical thinking and critical writing. Students will also learn study, test taking and research skills.

*Location(s):* Ridgetown

**DAGR\*1740 Coaching and Horsemanship Techniques I F (2-4) [0.50]**

This course is designed to meet the needs of students planning to instruct clients and compete at an intermediate level post graduation. Students will apply theoretical coaching and teaching techniques in a practical setting and participate in labs with coaches who will provide them with the guidance necessary to improve their equitation and training skills. This course also includes participation in clinics, judging competitions, lessons, and show ring competition.

*Restriction(s):* registration in the first or second year of the Agriculture program

*Location(s):* Kemptville

**DAGR\*1750 Coaching Techniques W (1-2) [0.50]**

This course meets the needs of students planning to instruct students at riding academies or free lance. Students will learn and apply the format of the lesson plan as outlined by the Coach Equestrian Federation to their peers. This course also offers information on the role of the coach, designing goals and objectives, conditioning the athlete, and responsibilities of the coach.

*Prerequisite(s):* DAGR\*2800, DAGR\*2820, DAGR\*3810, DAGR\*3820

*Location(s):* Kemptville

**DAGR\*1800 Equine Anatomy and Physiology F (3-1) [0.50]**

This course encompasses the gross anatomy and physiology of the horse. The course includes an introduction to anatomical terminology, the integumentary system, skeletal system, muscular system, urinary system, cardio-vascular system, the respiratory system, the digestive system and the endocrine system. This course includes a lab and theory component and will help prepare the Equine students for the more practical courses offered in later semesters.

*Location(s):* Kemptville

**DAGR\*1850 Western Horsemanship I F,W (1-2) [0.50]**

Western horsemanship will teach the basic theory and practical skills of Western riding. This course corresponds to the rider preparation levels set out by the Canadian Equestrian Federation with an emphasis on safety. Students will be grouped with respect to their competence and instructed accordingly.

*Location(s):* Kemptville

**DAGR\*2000 Animal Science W (3-2) [0.50]**

This course includes the biological principles applicable to the animal sciences with modules on growth, carcass composition, nutrition, reproduction, genetics and health.

*Prerequisite(s):* DAGR\*1000

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*2100 Marketing and Policy W (3-0) [0.50]**

Students will learn basic economic concepts, the determinants of process and markets for Canadian agricultural, horticultural and food products, price support, stabilization and trade policies. Marketing systems will be discussed in detail.

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*2110 Business Accounting W (2-4) [0.50]**

Students will learn basic accrual accounting principles applicable to the agri-food industry. An understanding of the interrelationship of the balance sheet, income statement, cashflow and statement of change in financial position will be emphasized. Students will learn to use computer accounting software.

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*2200 Crop Management I W (3-2) [0.50]**

The production and management of cereals and forages is discussed. Topic areas include variety and species selection, soil fertility management, planting dates, row widths, seeding rates, pest management systems, harvesting, drying and storage as applicable.

*Prerequisite(s):* DAGR\*1200, DAGR\*1300

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*2210 Applied Weed Science F,W (3-2) [0.50]**

Weeds will be studied in relation to agricultural practices. Principles of cultural, biological, and chemical control will be outlined. Laboratories will include weed identification and weed control methods.

*Prerequisite(s):* DAGR\*1200

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*2240 Crop Management (Equine) W (3-2) [0.50]**

The identification, production and management of cereals and forages is discussed with a focus on the horse as a forage and cereals consumer and appropriate production and management techniques for the equine facility land manager. Topic areas include variety and species selection, soil fertility management planning dates, row widths, seeding rates, pest management systems, harvesting, drying and storage as applicable. Current research information is integrated.

*Location(s):* Kemptville

**DAGR\*2270 Mushroom Production W (2-3) [0.50]**

The principles of mushroom production will be revealed in this hands-on course. Students will culture and manage two full cropping cycles at the in-house facility, learning how to fill, water, operate computerized controls and harvest their crop area. Topics include Phase I and II composting techniques and nutrient supplementation. This course is designed for those with a casual interest and for those who wish to enter commercial production.

*Location(s):* Ridgetown

**DAGR\*2290 Agricultural Chemicals and the Environment W (3-2) [0.50]**

Same as DAGR\*2280 except that in addition, students will register for the laboratory on the principles of safe handling and effective use of pesticides in agricultural and landscape situations. (Last offering 2003-2004 academic year.)

*Restriction(s):* DHRT\*4050

**DAGR\*2360 Machinery Maintenance W (1-3) [0.50]**

This course gives the student the basics in agricultural equipment repairs. A very practical and hands-on approach will be used, with an emphasis on the safe use of tools and shop safety.

*Prerequisite(s):* DAGR\*1350

*Location(s):* Alfred (Offered even-numbered years only), Kemptville, Ridgetown

**DAGR\*2370 Small Engines W (1-3) [0.50]**

Operation, adjustments, maintenance and safety of two- and four-stroke small engines used in the agricultural industry will be covered. This course will emphasize hands-on learning with actual engines.

*Location(s):* Alfred (Offered odd-numbered years only), Kemptville, Ridgetown

**DAGR\*2400 Organic Plant Production W (3-2) [0.50]**

Students will learn to apply a management program and marketing techniques to organic plant production. This course will cover the identification of the major biological crops in horticulture and cash crop systems in field and greenhouses. Companion planting, weed control and pest management particular to organic plant production will be reviewed. Marketing and certification of organic products will be discussed.

*Location(s):* Alfred (Offered odd-numbered years only)

**DAGR\*2450 Production of Herbs and Aromatic Plants Under Shelter W (3-2) [0.50]**

Students will learn herb and aromatic plant production techniques involved in greenhouse and shadehouse environments. Sexual and asexual multiplication techniques pertinent to herbs and aromatic plants will be discussed. Harvesting and government regulation involved with native plant material will also be discussed.

*Prerequisite(s):* DAGR\*1200, DAGR\*1250

*Location(s):* Alfred (Offered even-numbered years only)

**DAGR\*2500 International Development W (2-3) [0.50]**

Students will be able to discuss concepts in international development, including rural and social development, as well as Canadian involvement internationally. Students will meet people involved in international development, contact development organizations, and study specific developing countries.

*Prerequisite(s):* 5 semester courses

*Location(s):* Alfred

**DAGR\*2580 English as a Second Language W (2-2) [0.50]**

Students will learn basic English as a second language and develop communication skills in that language. Basic language vocabulary will be introduced. A diagnostic pronunciation exercise will be given at the beginning and at the end of the course so that students can actively work on improving their pronunciation skills. Pronunciation areas such as tense and lax vowel production, linking, stress, and intonation, problematic consonants and information focus will be addressed. The course will emphasize oral communication skills through practical communication exercises, group discussions, dialogue work, oral presentations and listening comprehension activities.

*Prerequisite(s):* Language assessment by interview or exam according to the course instructor

*Location(s):* Alfred

**DAGR\*2600 Communication Skills F,W (3-2) [0.50]**

Students will develop their command of language skills and learn and/or practice practical applications such as letter, memo, and report writing, resume writing and revision. Students will also learn how to present persuasive and informative oral presentations and how to incorporate audio-visual aids in effective communications.

*Location(s):* Alfred, Kemptville

**DAGR\*2620 Computer Applications - Part II W (1-1) [0.25]**

Students will become proficient using microsoft Excel to complete spreadsheets and graphs. Topics include using a spreadsheet for budgeting and financial tracking. Students will also become proficient using Microsoft PowerPoint to complete presentations for other courses and gain an understanding of how this program can be a useful tool in agri-business.

*Location(s):* Ridgetown

**DAGR\*2650 In-Service Training W (1-2) [0.25]**

Students will develop their oral communication and presentation skills. Students will learn how to present and deliver a variety of information and persuasive oral presentations to their classmates. Students will also learn about resume writing and interview skills.

*Prerequisite(s):* DAGR\*1720

*Location(s):* Alfred

**DAGR\*2720 Communication Skills - Part II W (1-2) [0.25]**

Students will develop their oral communication and presentation skills. Students will learn how to present and deliver a variety of information and persuasive oral presentations to their classmates. Students will also learn about resume writing and interview skills.

*Prerequisite(s):* DAGR\*1720

*Location(s):* Ridgetown

**DAGR\*2740 Coaching and Horsemanship Techniques II W (2-4) [0.50]**

This course continues to develop coaching and equitation skills. Students will apply theoretical coaching and teaching techniques in a practical setting to their colleagues and be introduced to instruction with outside clients. Clinics, judging opportunities and riding instruction, and show ring competition continue to be available to the student to improve their equitation and training skills.

*Prerequisite(s):* DAGR\*1740

*Restriction(s):* registration in the first or second year of the Agriculture program

*Location(s):* Kemptville

**DAGR\*2800 An Introduction to the Horse Industry W (3-0) [0.50]**

This course introduces students to the many disciplines within the horse industry.

*Location(s):* Kemptville

**DAGR\*2810 Stable Management I F,W (1-5) [0.50]**

Students will be introduced to the elements and importance of stable facility management.

*Location(s):* Kemptville

**DAGR\*2820 Change to Stable Management II W (1-4) [0.50]**

This course includes the daily and specialized care of the horse and stable. A portion of the course will cover designing farm layout, ventilation, fencing, and service of equipment in and around the stable.

*Prerequisite(s):* DAGR\*2810

*Location(s):* Kemptville

**DAGR\*3000 Beef Production F (3-2) [0.50]**

Beef cow-calf and feedlot operations are examined, including crossbreeding and pure breeding programs, along with management of the cow-calf herd. The feedlot sections deal with ration formulation, feedlot management, meat quality, marketing and health protection.

*Prerequisite(s):* DAGR\*2000

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3010 Dairy Production F (3-2) [0.50]**

Students will undertake a study of dairy management systems. Topics will include housing systems, nutrition and feeding programs, sire selection and breeding programs, herd health and milk marketing strategies.

*Prerequisite(s):* DAGR\*2000

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3020 Livestock Evaluation F,W (2-2) [0.50]**

Students will be exposed to the physical and performance evaluation of dairy, beef, swine, sheep and horses. Carcass evaluation of beef, sheep and swine is also a component. Students will develop skills in livestock judging, and giving oral and written reasons.

*Prerequisite(s):* DAGR\*2000

*Location(s):* Alfred, Kemptville

**DAGR\*3030 Sheep Production F (3-2) [0.50]**

Sheep production is studied with examples from Ontario and around the world. The major topics include production systems in Ontario, breeding, nutrition, reproduction, health and welfare and products from sheep.

*Prerequisite(s):* DAGR\*2000

*Restriction(s):* DAGR\*4040

*Location(s):* Kemptville

**DAGR\*3040 Pork Production F (2-3) [0.50]**

This course will provide students with the opportunities to learn both the principles and the skills necessary to manage and care for pigs according to industry standards. Case studies will be used to help students develop the skills necessary to assess farm related pork management problems.

*Prerequisite(s):* DAGR\*1000, DAGR\*2000

*Location(s):* Ridgetown

**DAGR\*3050 Livestock Production Techniques F (3-2) [0.50]**

Students will put into practice theory studied in a variety of areas including colostrum management, feeding, animal restraint and safety, implanting, castration, dehorning, injection techniques, livestock medicine protocols, reproductive techniques, milking equipment maintenance, milk quality and processing, mastitis prevention/treatment

*Location(s):* Alfred, Kemptville

**DAGR\*3100 Business Management F (1-4) [0.50]**

An examination of management decision-making processes using financial statements, budgets, business records, computerized enterprise budget programs, investment analysis, machinery management and income tax regulations.

*Prerequisite(s):* DAGR\*2110

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3110 Business Finance F (3-0) [0.50]**

Students will learn the types of business organizations, methods of financing long- and short-term capital requirements, taxation implications, dividend policies, budgeting and financial reorganization.

*Prerequisite(s):* DAGR\*2110

*Location(s):* Ridgetown

**DAGR\*3120 Business Marketing F (3-0) [0.50]**

An introduction to the marketing concept including the people and the activities involved in the distribution of goods and services from the producer to the consumer. Specific topics include choosing effective channels of distribution, developing the advertising program, pricing the product and salesmanship.

*Prerequisite(s):* DAGR\*2110

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3130 Sales and Sales Management F,W (2-1) [0.50]**

An overview of personal selling in today's business environment with particular emphasis on skills needed to present an effective sales presentation. Buyer motivation and behaviour will be discussed along with managing time and sales territories.

*Location(s):* Alfred (Offered in even-numbered years only), Kemptville, Ridgetown

**DAGR\*3140 Creating Your Business F (2-2) [0.50]**

Students will undertake a comprehensive study of the structure, operation and economics of a commercial enterprise associated with the agriculture and food system and take the first steps in creating a business.

*Prerequisite(s):* 5.00 credits

*Location(s):* Alfred

**DAGR\*3200 Crop Management F,W (3-2) [0.50]**

Management systems for the production of corn, soybeans, canola and edible beans will be presented. Specific topics include variety and species selection, row widths, seeding rates, planting dates, fertility, pest management, harvesting and storage. Current research information is discussed in relationship to production practices.

*Prerequisite(s):* DAGR\*1200, DAGR\*1300

*Location(s):* Alfred (Offered in even-numbered years only), Kemptville, Ridgetown

**DAGR\*3210 Insect and Disease Management F,W (3-2) [0.50]**

The identification, biology and control of insects and diseases of field and horticulture crops are presented. Control measures and the benefits and limitations of agricultural chemicals will be examined

*Prerequisite(s):* DAGR\*1200

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3250 Fruit Production F,W (2-3) [0.50]**

Management systems for the major fruit crops in Ontario including apple, peaches, cherries, strawberries, grapes, raspberries, and related crops are discussed. Topics include climatic and soil conditions, cultural management, pruning and training.

*Restriction(s):* DHRT\*3010

*Location(s):* Kemptville, Ridgetown

**DAGR\*3260 Vegetable Production F,W (2-3) [0.50]**

This course includes commercial production and management of the major fresh market and processing vegetable crops grown in Ontario. Topics discussed will include site selection, soil conditions, establishment, cultural practices, harvesting, post-harvest handling and marketing.

*Restriction(s):* DHRT\*3010

*Location(s):* Kemptville, Ridgetown

**DAGR\*3300 Land and Water Stewardship F (2-2) [0.50]**

This course will examine the extent and quality of soil and water resources and their relationships in agriculture. It will explore sustainable techniques for managing soil and water resources. Students will explore integrated strategies for the long-term land stewardship of soil and water resources.

*Prerequisite(s):* DAGR\*1300

*Location(s):* Alfred, Kemptville

**DAGR\*3350 Welding F (0-3) [0.50]**

This is a laboratory course designed to enable students to safely handle and operate general welding equipment. Welding theory will be given during class time.

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3360 Grain Elevator Equipment and Feed Formulation F (3-2) [0.50]**

This course examines equipment commonly used by agri-business firms to handle, clean, move, dry, store, grind, mix, and process grain, feed ingredients, and fertilizer. Balancing rations and least-cost ration formulation will also be discussed.

*Location(s):* Kemptville, Ridgetown

**DAGR\*3400 Organic Fertilization F (3-2) [0.50]**

Students will learn to develop an organic fertilization program using the proper amendments toward improving yield and soil life. An understanding of soil organic matter, organisms and microbial life will be developed. The use of green manures, animal manures, sludges, composts and other sources of nutrients will be covered. Conversion from traditional farming to organic production and certification will be discussed.

*Location(s):* Alfred

**DAGR\*3500 Agricultural Extension and International Communication F (3-3) [0.50]**

Students will apply group dynamics techniques and practice group facilitation, problem solving and decision making as it relates to international development. Students will prepare an agricultural extension program and propose program evaluation techniques. Students will plan a work placement in a developing country and demonstrate an understanding of the cultural adjustments required.

*Prerequisite(s):* DAGR\*2500

*Location(s):* Alfred

**DAGR\*3510 Experiential Learning in Agriculture S,F,W [0.50]**

Student-initiated learning opportunities can be developed as a credit course in consultation with a supervising faculty member. Details of the activities included in the program will be outlined in a learning contract initiated by the student and agreed to by the faculty supervisor prior to the commencement of the work experience.

*Prerequisite(s):* 4.00 credits, registration in the Diploma Program in Agriculture

*Restriction(s):* DAGR\*3880 , DFN\*3510, DHRT\*3510

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3550 Dry Tropics Agriculture F (3-2) [0.50]**

The course gives the student an in-depth appreciation of living conditions (climate, local foods, social structure), major crops, livestock production and the soil conservation practices adapted to the dry tropics.

*Prerequisite(s):* DAGR\*1200, DAGR\*1300

*Location(s):* Alfred (Offered in alternate years)

**DAGR\*3600 Food Systems F (3-2) [0.50]**

This course will provide students with a framework in which to understand and appreciate the complexities of the North American agrifood system. Key components of the course will include consumption, marketing, processing, production and resources.

**DAGR\*3700 Agroforestry F (1-2) [0.50]**

The course focuses on basic tree identification, tree growth and development and the value and potential of trees and woodlands on farms. It also provides instruction regarding farm woodlot management for a variety of objectives including timber, maple syrup, shelterbelts.

*Location(s):* Alfred

**DAGR\*3720 Coaching and Horsemanship III F (2-4) [0.50]**

This course continues to meet the needs of students planning to instruct clients and compete at an intermediate level post graduation. Students will apply theoretical coaching and teaching techniques in a practical setting and participate in labs with coaches who will provide them with the guidance necessary to improve their equitation and training skills. Clinics, judging competitions, equitation instruction, competition exposure and Rider Level testing in accordance with the Canadian Equestrian Federation (C.E.F.) standards continue to be an integral part of the program.

*Prerequisite(s):* DAGR\*1740, DAGR\*2740

*Location(s):* Kemptville

**DAGR\*3810 Horse Conformation and Lameness F (3-1) [0.50]**

Upon completion of this course the student will be able to evaluate a horse's conformation, relate form to function and develop an understanding of the common lameness and blemishes found in horses and their relationship to athletic performance.

*Prerequisite(s):* DAGR\*2810

*Location(s):* Kemptville

**DAGR\*3820 Horse Feeds and Feeding F (2-1) [0.50]**

This course introduces students to the topics of digestion, feed nutrients, feed stuffs and feeding practices for horses.

*Prerequisite(s):* DAGR\*2810

*Location(s):* Kemptville

**DAGR\*3850 English Horsemanship II F,W (1-2) [0.50]**

With emphasis on safety, this course continues the development of riding skills from English Horsemanship I to produce an independent, thinking rider focused on the development and training of the horse. Students will be grouped with respect to their competence and will advance accordingly.

*Prerequisite(s):* DAGR\*1850

*Location(s):* Kemptville

**DAGR\*3860 Western Horsemanship F,W (1-2) [0.50]**

This course continues the basic theory and practical skills of Western riding that began in DAGR\*1860. This course corresponds to the rider preparation levels set out by the Canadian Equestrian Federation, with emphasis on safety. Students will be grouped with respect to their competence and will advance accordingly.

*Prerequisite(s):* DAGR\*1860

*Location(s):* Kemptville

**DAGR\*3900 Special Project S,F,W (0-0) [0.50]**

A self-directed student project focusing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, a hands-on assignment with specific learning objectives and milestones for achieving these objectives.

*Prerequisite(s):* 3.00 credits, registration in the Diploma in Agriculture program, written permission of the faculty supervisor

*Restriction(s):* DAGR\*3910 , DFN\*3910, DHRT\*3910

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*3920 Applied Biochemistry F (3-1) [0.50]**

This course is an introduction to the fundamental concepts of biochemistry. The basics of biochemistry are taught with an emphasis on interrelating physiological, chemical, nutritional and pharmacological processes of animals. Topics include organic chemistry, basic chemistry of biological compounds and metabolism.

*Location(s):* Kemptville

**DAGR\*3930 Equine Alternative Therapies F (2-1) [0.50]**

This course covers the alternative therapies available to a horse care-giver or equine manager in the therapeutic or convalescent care of horses. The course includes an introduction to massage therapy, acupressure, acupuncture and herbology. As well, heat, hydro, cold and electromagnetic, ultrasonography and magnetic therapy are discussed. Case study and hands-on work will be included in the lab portion of the course.

*Location(s):* Kemptville

**DAGR\*3940 Laboratory Techniques I F (3-1) [0.50]**

This course emphasizes practical laboratory techniques, utilized routinely in a laboratory setting, which assist the veterinarian in the diagnosis of disease. This course focuses on the diagnostic tests and procedures used in the areas of cytology, haematology, mycology, and radiography.

*Prerequisite(s):* DAGR\*2010

*Location(s):* Kemptville

**DAGR\*4000 Pork and Poultry Production W (3-2) [0.50]**

This course gives the student an in-depth appreciation of the important management factors affecting profitable pork and poultry production. Factors considered include: housing, breeding, feeding, reproduction, health, marketing, and enterprise economics.

*Location(s):* Alfred (Offered in odd-numbered years), Kemptville

**DAGR\*4010 Animal Health W (3-0) [0.50]**

Economic animal production requires healthy livestock and this course is designed to stress animal health. Diseases important to livestock in Ontario are discussed, with emphasis being placed on prevention and control methods.

*Prerequisite(s):* DAGR\*1000

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*4020 Poultry Production W (3-2) [0.50]**

This course will provide students with the opportunities to learn both the principles and the skills necessary to manage and care for poultry according to industry standards. Case studies will be used to help students develop the skills necessary to assess farm related poultry management problems.

*Prerequisite(s):* DAGR\*1000, DAGR\*2000

*Location(s):* Ridgetown

**DAGR\*4040 Small Ruminant Animal Production W (3-2) [0.50]**

This course includes goat and sheep production and is studied with examples from Ontario and around the world. The major topics include: production systems, breeding, nutrition, health and welfare and products.

*Prerequisite(s):* DAGR\*1000, DAGR\*2000

*Location(s):* Alfred (Offered alternate years)

**DAGR\*4050 Dairy Cattle Nutrition and Selection W (3-2) [0.50]**

This course expands on the nutrition and selection principles outlined in Dairy Production. Students learn to develop practical and economical rations and feeding programs for heifer, dry and milking cows. Students complete an in-depth study of dairy selection and breeding programs through A.I. and E.T.

*Prerequisite(s):* DAGR\*3010

*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR\*4060 Alternative Animal Agriculture W (2-2) [0.50]**

This course combines lectures and visits to production facilities to give the student an overview of the possibilities in the commercial production and marketing of non-traditional animal species.

*Location(s):* Alfred (Offered alternate years), Kemptville

**DAGR\*4070 Swine Reproduction and Farrowing Management W (2-3) [0.50]**

A comprehensive work/study course in swine reproduction and farrowing management consisting of intensive hands-on training, field trips and skills development in breeding herd management techniques. Students registering for this course will work with the staff of the Swine Centre over the semester. Competence in practical swine breeding and farrowing management skills will be learned through hands-on activities under close supervision and guidance of professionals.

*Prerequisite(s):* DAGR\*3040

*Location(s):* Ridgetown

**DAGR\*4100 Commodity Marketing W (3-0) [0.50]**

This course provides an understanding of commodity and currency price risks for corn, beans, wheat, cattle and hogs in Ontario. It includes the practical use of instruments that are available to deal with these risks and the development of an applied risk management strategy.

*Location(s):* Alfred (Offered alternate years only), Kemptville, Ridgetown

**DAGR\*4200 Cropping Systems W (2-2) [0.50]**

Current and emerging crop production systems will be compared and evaluated in relationship to soil productivity, environmental awareness and the agricultural economy. Climate and weather and their impact on crop production is examined. Specialized production systems including strip tillage, seed production and organic production will be included.

*Prerequisite(s):* DAGR\*1200

*Location(s):* Kemptville, Ridgetown

**DAGR\*4210 Crop Diagnostics and Recommendations W (2-2) [0.50]**

This course provides a comprehensive study of weeds, insects and diseases of field crops. Case studies are used to develop problem-solving skills. Pest management control strategies are identified. Students will develop the skills and knowledge to assist in over-the-counter and on-farm pest management recommendations.

*Prerequisite(s):* DAGR\*2210, DAGR\*3210

*Location(s):* Ridgetown

**DAGR\*4220 Organic Production W (2-2) [0.50]**

This course provides a study of the basic concepts of organic agricultural production, including production techniques in field and greenhouse crops and farm animals, produce certification, and marketing. This course will also be of interest to continuing education students who have an interest in organic food production.

*Location(s):* Ridgetown

**DAGR\*4230 Grain Grading/Seed Production W (2-2) [0.50]**

This course provides students with hands-on training in grading grain and seed production. A wide range of field crops will be graded according to Canadian Grain Commission standards. Seed production and processing will be discussed from both producer and industry views. The role of organizations involved in seed production, processing and selling will be discussed.

*Location(s):* Ridgetown

**DAGR\*4240 Biodynamic Production W (2-2) [0.50]**

Students will learn to apply the principles of biodynamics and other alternative methods in agriculture. The different agricultural systems will be viewed from a socio-economic perspective. The basic concepts and tools of biodynamic production will be covered. Certification and marketing of biodynamic products will be discussed. Other major trends in alternative agriculture will be presented.

*Location(s):* Alfred (Offered in even-numbered years only)

**DAGR\*4250 Post-Harvest Handling and Storage W (3-2) [0.50]**

Preservation of fresh horticultural produce by cool storage techniques with emphasis on field and storage factors affecting quality will be included in this course.

*Prerequisite(s):* DAGR\*1200

*Location(s):* Alfred (Offered in alternate years only), Kemptville

**DAGR\*4260 Advanced Vegetable Production W (2-3) [0.50]**

This course will include the commercial production and management of the minor fresh market and processing vegetable crops grown in Ontario. Topics discussed include site selection, soil conditions, establishment, cultural practices, harvesting, post-harvest handling and marketing.

*Prerequisite(s):* DAGR\*3260

*Location(s):* Ridgetown

**DAGR\*4270 Horticultural Crop Protection W (2-2) [0.50]**

The biology and control of insects, diseases, nematodes, and weeds of field horticultural crops are studied. Pest control concepts including diagnostic problem solving and impacts on the environment with consideration to the safe use and storage are discussed. Use of non-chemical methods are also considered.

*Location(s):* Ridgetown

**DAGR\*4300 Processing and Storage of Herbs and Aromatic Plants W (3-2) [0.50]**

Students will be able to apply processing techniques for herbs and aromatic plants and identify their main uses. Biochemical aspects of active ingredients and influence of the environment on content will be discussed. Marketing techniques pertinent to herbs and aromatic plant products will be presented.

*Prerequisite(s):* DAGR\*1250

*Location(s):* Alfred (Offered in even-numbered years only)

**DAGR\*4310 Production of Herbs and Aromatic Plants W (3-2) [0.50]**

Students will learn herbaceous and woody herb and aromatic plant production and harvesting techniques involved in field production and outdoor garden settings. Topic such as soil preparation, fertilizers, crop establishment, drainage and irrigation needs, pest control and winter hardiness and protection will be covered. The influence of environmental factors on active ingredients and plant quality will be discussed. Government regulations and industry standards for organic certification will be presented.

*Prerequisite(s):* DAGR\*1200, DAGR\*1250, DAGR\*1300

*Location(s):* Alfred (Offered in odd-numbered years only)

<b>DAGR*4350 Farm Structures and Environment W (3-2) [0.50]</b>
Students will be provided with an introduction to basic engineering principles related to livestock facilities and their environment. Students will gain a basic understanding of how to initiate the planning of a livestock structure or an environmental control system, including ventilation and manure storage. As part of a major assignment, students will perform an environmental analysis of an actual farm. <i>Location(s):</i> Alfred (Offered in odd-numbered years only), Kemptville, Ridgetown
<b>DAGR*4400 Organic Animal Production W (3-2) [0.50]</b>
Students will learn to apply a management program and marketing techniques to organic animal production. This course will cover animal welfare, animal management as related to organic production, nutrition, animal health and an organic approach to alternative medicine. Performance evaluation, marketing and certification of organic animal products will be discussed. <i>Location(s):</i> Alfred (Offered in even-numbered years only)
<b>DAGR*4500 Developing Country In-Service Training S [0.50]</b>
This work study course provides an in-depth appreciation of the living and working conditions in the agricultural environment of a developing country. Students are able to share their knowledge with that of the people in the receiving country at the same time as they experience a cross-cultural experience. <i>Prerequisite(s):</i> 10.00 credits <i>Location(s):</i> Alfred
<b>DAGR*4550 Humid Tropics Agriculture W (3-2) [0.50]</b>
The course provides an in-depth appreciation of the living conditions (climate, local foods and a representative social structure of Cameroon or Ecuador), major crops, livestock production and soil conservation practices adapted to the humid tropics. <i>Prerequisite(s):</i> DAGR*1200, DAGR*1300 <i>Location(s):</i> Alfred (Offered in alternate years only)
<b>DAGR*4600 Human Resource Management F,W (3-2) [0.50]</b>
Students will learn the theoretical and practical skills of management and interacting with people. Topics will include recruiting, supervising, motivation, training employees, effective listening, dealing with difficult people, group dynamics and leadership skills. <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*4610 Business Project W (2-4) [0.50]</b>
Students will identify a viable product or service, and will undertake a comprehensive study of the technical and economic aspects of a business designed to sell that product. Students will acquire basic information about the product, define their business and develop a business plan. <i>Prerequisite(s):</i> 7.50 credits <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*4620 Farm Project W (2-4) [0.50]</b>
Students will undertake a comprehensive study of the technology, operation and economics of an agricultural production enterprise. The students will be responsible for acquiring basic information about the enterprise, analyzing its strengths and weaknesses and developing a management plan. <i>Prerequisite(s):</i> 7.50 credits <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DAGR*4630 Internet and Web Page Design W (1-3) [0.50]</b>
Students will learn about the historical development of the Internet, the rules and regulations that govern the Internet and the proper application procedures for use of Web resources such as domain names and IP addresses, and how to create web pages in Hypertext Markup Language. Topics covered include: creating, editing and linking documents; controlling text layout using lists, line breaks, and tables; adding graphics and multimedia to a web document; creating tables and frames, adding information to make the web site ready for search engines submission. Effective design techniques, basic graphic design principles, and cross-platform issues will also be included. <i>Location(s):</i> Ridgetown
<b>DAGR*4640 Leadership Skills Development F (3-0) [0.50]</b>
This course explores leadership development as a method of taking charge by developing individual skills and knowledge to deal with changing needs and issues arising from community, provincial, national and international perspectives. <i>Location(s):</i> Alfred

<b>DAGR*4700 Advanced Agroforestry W (1-3) [0.50]</b>
This course provides more advanced level training in farm woodlot management; specialized aspects of agroforestry (i.e. maple syrup) will be covered in more depth than at the introductory level. Major emphasis will be placed on student assignments including development of a farm woodlot plan. <i>Prerequisite(s):</i> DAGR*3700 <i>Location(s):</i> Kemptville (Offered in odd-numbered years only)
<b>DAGR*4720 Coaching and Horsemanship Techniques IV W (2-4) [0.50]</b>
This course continues from Coaching and Horsemanship Techniques III to meet the needs of students planning to instruct clients and compete at an intermediate level post graduation. Students will apply theoretical coaching and teaching techniques in a practical setting and participate in labs with coaches who will provide them with the guidance necessary to improve their equitation and training skills. Clinics, judging competitions, instruction, competition exposure and rider level examinations according to the Canadian Equestrian Federation (C.E.F.) standards continue to be an integral part of the program. C.E.F. Coaching level 1 evaluations and examinations will be set up to accommodate students where numbers warrant. <i>Prerequisite(s):</i> DAGR*1740, DAGR*2740, DAGR*3720 <i>Location(s):</i> Kemptville
<b>DAGR*4800 Equine Conditioning W (2-1) [0.50]</b>
Students will learn to define exercise and understand the importance of conditioning a horse both physically and mentally. Students will also practice developing and monitoring a fitness program and illustrate methods to monitor fitness levels during training. <i>Prerequisite(s):</i> 7.50 credits <i>Location(s):</i> Kemptville
<b>DAGR*4810 Horse Health W (3-1) [0.50]</b>
This course focuses on equine health and diseases, the care of sick animals and other stable management practices related to the health care of horses. <i>Prerequisite(s):</i> 7.50 credits <i>Location(s):</i> Kemptville
<b>DAGR*4820 Equine Reproduction and Selection W (3-1) [0.50]</b>
This course covers the management of stallions, mares and foals. Housing and handling requirements on the breeding farm are also discussed. <i>Prerequisite(s):</i> 7.50 credits <i>Location(s):</i> Kemptville
<b>DAGR*4830 Care and Management of an Equine Business W (2-2) [0.50]</b>
This course is designed to familiarize students with the basic skills and procedures used in the management of an equine business. Topics included within this course are marketing strategies, inventory control and financial management. A one week field placement during the February break is required. <i>Location(s):</i> Kemptville
<b>DAGR*4840 Laboratory Techniques II W (3-1) [0.50]</b>
This course emphasizes practical laboratory techniques, utilized routinely in a laboratory setting, which assist the Veterinarian in the diagnosis of disease. The course includes an equine dentistry and urinalysis component, as well as a module on pharmacology and the use of drugs in the horse industry. <i>Prerequisite(s):</i> DAGR*3910 <i>Location(s):</i> Kemptville

## Degree Level Electives

### Agriculture and Horticulture Programs

As well, the programs in Agriculture and Horticulture at Guelph include one undergraduate degree level elective course. The description for this course is as follows:

<b>ENVB*2040 Biology of Plant Pests U [0.50]</b>
An interdisciplinary course on the nature and importance of diseases, weeds, insects and abiotic stresses on plant productivity and quality. A case history approach will be used to illustrate the biology of plant pests, the principles of pest population management, and related topics. <i>Prerequisite(s):</i> BOT*1150 .

### Food and Nutrition Management Program

The Food and Nutrition Management program includes two elective courses which are offered at the undergraduate degree level. The descriptions for these courses are as follows:

<b>FOOD*2010 Principles of Food Science U [0.50]</b>
Principles involved in the processing, handling and storage of foods. Relationship of science and technology to food processing. (Offered through distance education format only.) <i>Restriction(s):</i> FOOD*2150, NUTR*2150

**FOOD\*2400 Introduction to Food Chemistry U [0.50]**

An introduction to the chemistry and biochemistry of the major components of foods: lipids, proteins, carbohydrates and water/ice. In addition, an overview of some of the reactions and changes in food components which occur during processing, handling and storage will be presented. This course may not be taken for credit by students in specialized honours Food Science. **(Offered through distance education format only.)**

*Prerequisite(s):* CHEM\*1040

*Restriction(s):* FOOD\*3100

## Environmental Management

**DENM\*1000 Environmental Science and Issues F (3-2) [0.50]**

This course will expose the student to a broad range of environmental issues facing society today. The course will present the student with issues such as environmental quality and protection, the effects of industrialization and the need for conservation, global warming and the production and politics of food and its affect on the global, national, regional and local environmental quality.

*Location(s):* Ridgetown

**DENM\*1050 Fundamentals of Government and Organizations F (3-2) [0.50]**

Students will be introduced to all levels of government in Canada, the legislative process, civil administration, and election processes. It will also include a brief comparison of the Canadian application of the English Parliamentary system and the United States Congressional System. The organization of government administration and the regulatory system, quasi government agencies and how the public is involved in government decision making regarding environmental issues and legislation. Finally, a discussion of aboriginal issues and their role in the various levels of government in Canada will be covered.

*Location(s):* Ridgetown

**DENM\*1100 Surveying and GIS F (2-3) [0.50]**

This course is designed to introduce the student to the basic principles of surveying, map reading and production. They will learn how to read maps, take precise measurements, use basic survey instruments and create their own maps and site plans. Later in the course the student will be exposed to Geographic Information Systems (GIS), the Global Positioning System (GPS) and how they are used to organize and store spatial data. Finally, Remote Sensing techniques will be examined reviewing the range of technology from basic air photo interpretation to the full range of current electronic sensors utilized by the land management professionals.

*Location(s):* Ridgetown

**DENM\*2000 Occupational Health and Safety W (3-2) [0.50]**

This course provides an introduction to the topic of occupational health and safety. Topics to be covered include current Ministry of Labour Statutes and Regulations that pertain to the workplace. Students will become informed and conversant with topics including hazardous materials, hazardous chemicals, material safety data sheets, the Workplace Hazardous Materials Information System and health and safety planning.

*Location(s):* Ridgetown

**DENM\*2050 Site Assessment W (3-2) [0.50]**

Environmental site assessments are now required by lenders for mortgage purposes prior to the purchase of industrial, commercial, institutional, agricultural and residential properties. This course will provide a detailed understanding of the site assessment process and students will complete a Level 1 Site Assessment study and report as part of the course. Risk assessment, environmental auditing and the decommissioning of contaminated sites will also be explored and discussed. Case studies will provide an overview of specific site assessments and subsequent large scale Level 2, 3 and 4 site remediation.

*Location(s):* Ridgetown

**DENM\*2100 Ecology W (3-2) [0.50]**

An introduction to the science of ecology, the study of interactions between organisms and their environments. Major topics include adaptation, populations, communities, biodiversity, ecosystems and competition. The effects of climate and human activities on ecological processes are also considered. Ecological principles are used to explain the issues associated with several environmental problems.

*Location(s):* Ridgetown

**DENM\*2100 Ecology W (3-2) [0.50]**

An introduction to the science of ecology, the study of interactions between organisms and their environments. Major topics include adaptation, populations, communities, biodiversity, ecosystems and competition. The effects of climate and human activities on ecological processes are also considered. Ecological principles are used to explain the issues associated with several environmental problems.

*Location(s):* Ridgetown

**DENM\*2150 Water Resource Management W (3-2) [0.50]**

Water is a precious resource that is all-too-often taken for granted. This course will demonstrate the significance of the various elements of the hydrologic cycle (e.g. precipitation, runoff, infiltration, groundwater recharge and discharge, etc.) It will focus on water supply systems, water wastewater perspective with other jurisdictions and the world. The students will learn of common water quality problems, including causes, and pathways that contaminants follow to reach water and groundwater.

*Location(s):* Ridgetown

**DENM\*2200 Environmental Monitoring W (3-2) [0.50]**

This course will introduce the Environmental Management student to the various methods used to measure environmental impact. Students will achieve a summary understanding of the various government and other agency threshold limits and guidelines of environmental parameters such as water quality, vegetarian, terrestrial and social impact analysis.

*Location(s):* Ridgetown

**DENM\*3000 Data Analysis and Statistics F (3-2) [0.50]**

Introduction to the use of statistics in the field of environmental management. Basic concepts include probability, observations, generalization of means, normal distribution, standard deviation, standard error, sampling, principles of experimental design, use of correlation and regression, index numbers.

*Location(s):* Ridgetown

**DENM\*3050 Environmental Law F (3-2) [0.50]**

The Environmental Law course will introduce the student to the Canadian legal process and how new laws are drafted and passed and regulations developed and administered in Ontario and across Canada. The course will focus on the development of environmental legislation at both the federal and provincial levels of government and how they are administered and implemented.

*Location(s):* Ridgetown

**DENM\*3100 Introduction to Applied Microbiology F (3-2) [0.50]**

This course is designed for students in environmental studies. The importance from an environmental point of view, including water systems and soils as well as their importance in disease, nutrition, food and food processing will be emphasized.

*Location(s):* Ridgetown

**DENM\*3150 Agriculture and Environmental Stewardship F (3-2) [0.50]**

A course that examines the impact and role of farming in the agroecosystem. Lectures and case studies will be used to explore potential pathways of soil degradation and environmental contamination from agriculture, site assessment of environmental risk associated with specific farm operations and the utilization of best management practices for the conservation of soil, water and other natural resources.

*Location(s):* Ridgetown

**DENM\*3160 Agricultural Chemicals in the Environment W (3-2) [0.50]**

An introduction to the environmental, human health and economic issues associated with the use of chemicals, especially pesticides, in agriculture and landscape environments. Students will become informed and conversant on the benefits and possible risks of pests, pesticides, bio-controls and transgenic organisms that are used for pest management.

*Location(s):* Ridgetown

**DENM\*3200 Water Treatment F (3-2) [0.50]**

This course provides the student with the basic design concepts and operational techniques of industrial and municipal water treatment systems. Several treatment processes for ground and surface supplies will be discussed including optimization and testing methodologies as well as the legal requirements of water taking in Ontario. Analytical calculations pertaining to water treatment will be examined. The participants in the course will be given the opportunity to write Provincial Certification Examination for the Water Operator-In-Training classification.

*Location(s):* Ridgetown

**DENM\*3210 Sewage & Waste Water Treatment F (3-2) [0.50]**

This course covers the introductory concepts of sewage and some related industrial waste treatment. Topics covered encompass the various unit treatment mechanisms currently utilized such as the biological, chemical and physical processes, legislation, different plant configurations, solids handling and disposal, process optimization and applicable testing methodologies. Analytical calculations pertaining to sewage treatment will be examined. The participants in the course will be given the opportunity to write the Provincial Certification Examination for the Sewage Operator-In-Training classification.

*Location(s):* Ridgetown

**DENM\*4000 Business Practices and Ethics W (3-2) [0.50]**

Students will be introduced to a basic understanding of entrepreneurship and business ethics. They will learn how a business is formed and various legal structures, marketing, book keeping, public presentation skills and how to write a resume. The student will become acquainted with business planning, budgets and financial planning, proposal writing and delivery. Finally the students will study the advantages of professional designation and the rights and responsibilities that come with it.

*Location(s):* Ridgetown

**DENM\*4050 Environmental Project W (3-2) [0.50]**

This course is designed to give the student an opportunity to thoroughly review the environmental systems of an industry, municipality, agribusiness and/or agricultural enterprise. The student will complete an Environmental Management System using Gap analysis and create environmental policies and action plans.

*Location(s):* Ridgetown

**DENM\*4100 Land Use Planning W (3-2) [0.50]**

Students will become familiar with land use planning legislation and controls used in Ontario and across Canada. They will begin with the study of settlement theory and how land development effects the natural environment. The various legislative tools used to measure and control the development of land and how to understand the public's role in the process. The students will also be introduced to the higher levels of land use planning including the provincial and federal environmental assessment processes.

*Location(s):* Ridgetown

**DENM\*4150 Sampling and Analysis W (2-3) [0.50]**

This is a practical course with hands-on approach designed to increase students' confidence and competency in performing laboratory and field work. Specific skills that will be acquired in this course will include: preparing a standard operation procedure; preparing a list of analytes for study; analyzing organic contaminants and heavy metals in surface water, groundwater and sediment, and evaluating the degree of contamination; evaluating vegetative communities in various types of habitat; compiling a representative species list; performing a title search; evaluation data, including quality control data; and analyzing macro-invertebrate and fish data. Collectively, students will use their acquired knowledge to design, carry out, interpret the results and prepare comprehensive report on a selected area.

*Location(s):* Ridgetown

**DENM\*4200 Watershed Management and Conservation W (3-2) [0.50]**

Students will learn to appreciate water issues on a watershed scale. They will see the impacts of various land uses on the quantity and quality of water leaving a watershed. The course will examine not only the impacts of human habitation on a watershed but will consider the impact of the forces of nature. The dynamics of various elements of a watershed (e.g. wetlands, dams, reservoirs, riparian zones, land cover, etc) will be studied in order to understand the importance of each in the entire system.

*Location(s):* Ridgetown

**DENM\*4210 Nutrient Management W (3-2) [0.50]**

This course will examine the best management practices associated with nutrient management on farms. Emphasis will be placed on the components and development of a nutrient management plan and the safe utilization of manures and bio-solids in agricultural production systems.

*Location(s):* Ridgetown

**DENM\*4250 Industrial Waste Management W (3-2) [0.50]**

This course is designed to give the student a thorough understanding of the field of industrial wastes from a regulatory perspective. Topics include current Federal and Ontario hazardous waste statutes and regulations. The registration and manifesting of a variety of hazardous and non-hazardous industrial wastes will be explored. Waste minimization and pollution prevention strategies and methodologies will also be discussed.

*Location(s):* Ridgetown

**DENM\*4260 Spills Response Planning W (3-2) [0.50]**

The purpose of this course is to acquaint the student with the legislation and rules surrounding spills and emergency planning. The student will demonstrate the technology and techniques available and how and when it is used. The process of contingency planning and the need for Environmental Management Systems will also be covered.

*Location(s):* Ridgetown

**Food Nutrition and Risk Management****DFN\*1020 Food Preparation and Theory F (3-5) [0.50]**

This course is an introduction to the science of food. The students will study the chemical and physical properties of foods and the principles of food selection, storage, preparation and evaluation. The preservation of nutrients, colour, texture and flavour will be applied through food laboratory work and demonstrations. The students will develop the ability to recognize and produce safe quality food items

*Location(s):* Alfred, Kemptville

**DFN\*1060 Introduction to Nutrition F (4-0) [0.50]**

This course introduces the nutrients - carbohydrates, fats, proteins, vitamins, minerals and water and their roles in food, nutrition and health. Students will learn Canadian dietary standards and guidelines used in nutrition care. Application of these guidelines will be practiced.

*Location(s):* Alfred, Kemptville

**DFN\*1190 Introduction to Food Processing F (4-0) [0.50]**

This is an introductory course covering the principles and practices of processing milk and milk products, eggs, meat and other food products. Students will study the principles of quality assurance and Hazard Analysis Critical Control Points (HACCP), and their application to processing plant practices as well as processing standards.

*Location(s):* Alfred, Kemptville

**DFN\*1200 Safe Food Handling F (4-0) [0.50]**

The importance of food microorganisms, sanitation and safety practices for the food industry are covered. Topics include: The Sanitation Code, Public Health Act, Occupational Health and Safety Act, WHMIS legislation and Workers Compensation Act. Safe food handling practices, infection control, HACCP, kitchen safety, fire safety, accident investigation and work inspection are presented.

*Location(s):* Alfred, Kemptville

**DFN\*2020 Nutrition and Health W (5-0) [0.50]**

Nutrition is positioned as a significant factor affecting the health of individuals. Students will develop a basic understanding of the structure and functions of the human body. Cultural influences on food habits will be addressed as well as healthy weights and lifestyles. Nutritional needs throughout the life cycle will be examined with emphasis on the challenges presented by our aging population. Students will learn to plan menus and evaluate nutritional needs through these stages. Nutritional labeling in Canada will be introduced. Students will continue with the application of Canadian dietary guidelines learned in introductory nutrition.

*Prerequisite(s):* DFN\*1060

*Location(s):* Alfred, Kemptville

**DFN\*2130 Food Cost Control W (4-0) [0.50]**

To introduce students to inventory control, purchasing and receiving, costing of recipes and menus and basic accounting principles. Strategies for food cost control related to food purchasing, costing and budgeting are introduced.

*Prerequisite(s):* DAGR\*1600

*Location(s):* Alfred, Kemptville

**DFN\*2140 Introduction to Food Service W (2-5) [0.50]**

This course will provide the students with an opportunity to participate in quantity food production and service. Skills will be developed in menu planning and design. Special attention will be given to environment/atmosphere management in food services.

*Prerequisite(s):* DFN\*1020, DFN\*1200

*Co-requisite(s):* DFN\*2200

*Location(s):* Alfred, Kemptville

**DFN\*2200 Food Service Design and Equipment W (3-1) [0.50]**

This course examines the basic principles of planning and equipping a food-service facility. Equipment selection and procurement, food service systems, work areas and blueprint reading are discussed. The safe handling of equipment will be addressed.

*Location(s):* Alfred, Kemptville

**DFN\*2250 Food Microbiology W (3-2) [0.50]**

An examination of the principles of microbiology as applied to food and food sanitation is the focus of this course. Both pathological and beneficial organisms are studied. Demonstrations and laboratory exercises provide practical application.

*Location(s):* Alfred, Kemptville

**DFN\*2400 Healthy Cooking F,W (2-2) [0.50]**

The student will learn about and experience methods of modifying traditional recipes to reflect healthy choices and new eating patterns

*Location(s):* Alfred, Kemptville

<b>DFN*2420 Cultural Food Practices W (1-3) [0.50]</b>
The impact of culture on food habits and cuisine is explored. Emphasis will be placed on the practical application of learning to plan menus in the multicultural Canadian context. Students will gain an understanding of food preparation techniques and ingredients used by major ethnic groups. Special attention will be given to sound nutrition and the introduction of cultural cuisine to the health and commercial food sectors. <i>Prerequisite(s):</i> DFN*1020, <i>Location(s):</i> Alfred, Kemptville
<b>DFN*2440 Sensory Evaluation F (2-2) [0.50]</b>
The principles and practices of sensory evaluation for market research, product development, quality control, and research or product selection are covered. A practical approach familiarizes students with basic methodology and statistical procedures for analyzing results. <i>Location(s):</i> Alfred, Kemptville
<b>DFN*3030 Nutrition in Health and Disease F (5-0) [0.50]</b>
The health care environment will be introduced with an emphasis on the role of nutrition in health and disease. This course provides an understanding of the principles of nutrition assessment and the development of the nutrition care plan as a component of health care for individuals. The role of nutrition and food in the management of illness and chronic disease will be addressed as well as key functions of the human body. The application of dietary modifications and menu marking will be practiced. Students will be introduced to the case study method. <i>Prerequisite(s):</i> DFN*1060, DFN*2020 <i>Location(s):</i> Kemptville
<b>DFN*3070 Food Chemistry F (1-5) [0.50]</b>
An introduction to the chemistry of the major components of foods: carbohydrates, fats, proteins and water. The relationship between the chemical structure and the properties and behavior of foods is emphasized. Particular attention is paid to the changes in food components which occur during storage, handling and processing of foods <i>Prerequisite(s):</i> DFN*1020 <i>Location(s):</i> Kemptville
<b>DFN*3200 Catering Management F (1-5) [0.50]</b>
Students gain experience in planning, preparation, presentation and service of food in varied food service settings. Emphasis is placed on team work and food service management techniques. <i>Prerequisite(s):</i> DFN*2140, DFN*2200 <i>Location(s):</i> Kemptville
<b>DFN*3510 Experiential Learning in Food and Nutrition Management S,F,W [0.50]</b>
Student-initiated learning opportunities can be developed as a credit course in consultation with a supervising faculty member. Details of the activities included in the program will be outlined in a learning contract initiated by the student and agreed to by the faculty supervisor prior to the commencement of the work experience. <i>Prerequisite(s):</i> 4.00 credits, registration in the Diploma Program in Food and Nutrition Management <i>Restriction(s):</i> DAGR*3510, DAGR*3880 , DHRT*3510 <i>Location(s):</i> Kemptville
<b>DFN*3910 Special Study Project S,F,W (0-0) [0.50]</b>
A self-directed student project focusing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, a hands-on assignment with specific learning objectives and milestones for achieving these objectives. <i>Prerequisite(s):</i> 3.00 credits, registration in the Food and Nutrition Management Diploma program and written permission of the faculty supervisor <i>Restriction(s):</i> DAGR*3900, DAGR*3910 , DHRT*3910 <i>Location(s):</i> Kemptville
<b>DFN*4010 Advanced Nutrition in Disease W (5-0) [0.50]</b>
Building on knowledge and skills developed in Nutrition and Disease, students will continue to study the structure and functions of the human body and nutrition-related diseases and their treatment. Emphasis placed on the nutrition care plan and specifically on the use of case studies in understanding the role of nutrition in illness and chronic disease. The application of the principles of nutrition management continues in the planning of dietary modifications and menu writing and marking. Special nutrition concerns in long term care will be addressed. <i>Prerequisite(s):</i> DFN*3030 <i>Location(s):</i> Kemptville

<b>DFN*4030 Food, Beverage, Labour Cost Control F,W (4-2) [0.50]</b>
Concepts and procedures for purchasing, receiving and storage of goods; controlling costs; pricing products and services; and managing budgets are discussed and practiced Application of basic manual and computer procedures to food, beverages and labour cost control. These topics are presented in the context of food service management but the principles are applicable to business in general. <i>Prerequisite(s):</i> DFN*2130 <i>Location(s):</i> Kemptville
<b>DFN*4050 Field Placement W(160-200 hours) U [0.00]</b>
Provides a concentrated "new" practical experience in the food industry. Students will complete a 5 week, non-paying, placement in their area of interest after the 4th semester. This placement is required to graduate and is evaluated on a pass/fail bases. <i>Prerequisite(s):</i> completion of credits <i>Location(s):</i> Kemptville
<b>DFN*4070 Advanced Topics in Food Processing F,W (4-0) [0.50]</b>
Food processes and the relationship between chemistry, microbiology, nutrition and engineering as they apply to food processing are discussed. The following topics are included: thermal processing, novel processing, drying technology, separation technology, process monitoring and control, sanitation, waste management, HACCP for food processors, food legislation and food labeling. <i>Prerequisite(s):</i> DFN*1190 and consent of the instructor <i>Location(s):</i> Kemptville
<b>DFN*4110 Product Development and Marketing W (2-5) [0.50]</b>
The students will have an opportunity to develop a product/recipe. Procedures for quality assurance in food production, including evaluating products against quality standards, performing field studies, conducting taste panel testing and implementing client feedback will be followed. Demonstration and presentation techniques will be utilized in marketing the product. <i>Prerequisite(s):</i> DFN*1020, DFN*2020, DFN*2130 or consent of the instructor <i>Location(s):</i> Kemptville
<b>DFN*4160 Food Biotechnology F,W (4-0) [0.50]</b>
This course explores the developing field of biotechnology beginning with its origins and the use of genetic engineering techniques. Many of the applications of biotechnology will be discussed with emphasis placed on food biotechnology applications. Ethical, public, nutritional and safety issues will also be addressed. <i>Prerequisite(s):</i> second year course or consent of the instructor <i>Location(s):</i> Kemptville
<b>DFN*4170 Food Hazard Analysis F,W (4-0) [0.50]</b>
This course provides students with an overview of Risk Analysis and its role in food hazards. Understanding the food supply chain and the steps involved in food recall will be introduced. The analysis, recognition and management of food hazards and risk will be discussed using case studies. <i>Prerequisite(s):</i> second year course or consent of the instructor <i>Location(s):</i> Kemptville
<b>DFN*4200 Management Case Study W (4-0) [0.50]</b>
Organizational structure in health care facilities will be addressed as well as standards of care, Quality Assurance programs, policies and procedures. Through case studies, students will learn how to solve various situations in food service operation. <i>Prerequisite(s):</i> DFN*3030, (one of DFN*3200, DAGR*4600) <i>Location(s):</i> Kemptville
<b>DFN*4210 Nutrition Myths and Facts F,W (4-0) [0.50]</b>
This course provides exposure to current issues in nutrition including: nutrition for fitness and sport, eating disorders, dietary supplements, herbal remedies and future foods. Many controversies in nutrition will be discussed throughout the course with regards to nutrition quackery, magic bullets and weight loss strategies. Students will further expand their knowledge and skills in the field of nutrition and develop critical thinking skills as they investigate the many myths and facts in nutrition. Students will be expected to develop and participate in various nutrition presentations and projects. <i>Prerequisite(s):</i> 1 of DFN*1060, DFN*2020, consent of the instructor <i>Location(s):</i> Kemptville
<b>Horticulture</b>
<b>DHRT*1000 Landscape Management F (2-3) [0.50]</b>
The use of hand tools, power machinery, and traditional and contemporary methods in the on-going maintenance of landscape installations will be presented, along with proper equipment operation and safety. <i>Location(s):</i> Kemptville, Ridgeway



<b>DHRT*1050 Plant Identification I F (2-3) [0.50]</b>
This course provides an introduction to the identification of common landscape plants. Students will learn to identify plants by sight through recognition of subtle differences. Botanical names will be taught. Growing requirements, physical features, ornamental characteristics and potential landscape uses will be discussed. <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DHRT*2000 Greenhouse Management F,W (3-2) [0.50]</b>
Students will learn the basics of greenhouse design and use. Topics such as structures, ventilation, heating, supplemental lighting, relative humidity, irrigation, fertility management and CO <sub>2</sub> enrichment will be included. Management and cultural principles of commercial production of various horticultural crops in greenhouses will be used to illustrate management strategies. <i>Prerequisite(s):</i> DAGR*1200 <i>Location(s):</i> Alfred (Offered even-numbered years only), Kemptville, Ridgetown
<b>DHRT*2100 Landscape Design I W (2-4) [0.50]</b>
Students will study the principles of landscape design and learn how to integrate different design styles, different types of landscape materials, structures and plants to create an attractive residential living environment. Students will learn how to identify the design requirements of a site, choose appropriate plants or structures, arrange landscape components and draw a plan of the proposed layout. Introductory drafting techniques will be practised. <i>Prerequisite(s):</i> DHRT*1050 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*2200 Plant Propagation W (2-2) [0.50]</b>
This course covers the principles and practices of propagation for horticultural plants. Sexual (seed) propagation to include seed maturation, dormancy and seed germination; vegetative (asexual) propagation, including division, layering, budding, grafting and tissue culture are also discussed. <i>Prerequisite(s):</i> DAGR*1200 <i>Location(s):</i> Alfred (Offered odd-numbered years only), Kemptville, Ridgetown
<b>DHRT*3010 Fruit and Vegetable Production F,W (4-0) [0.50]</b>
Students in this course will develop a general understanding of fruit and vegetable production. <i>Location(s):</i> Alfred (Offered even-numbered years only), Ridgetown
<b>DHRT*3050 Plant Identification II F (2-3) [0.50]</b>
This is an advanced course continuing the identification of landscape plants. Growing requirements, physical approximate size at maturity and ornamental characteristics will be discussed for each plant. Less common taxa and additional cultivars will be highlighted. <i>Prerequisite(s):</i> DHRT*1050 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*3090 Landscape Construction F,W (3-2) [0.50]</b>
Construction methods and practices for a variety of landscape projects will be described, demonstrated or practised. Use of the level and project layout will be demonstrated. <i>Prerequisite(s):</i> DHRT*1000, DHRT*1050, DHRT*2100 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*3100 Landscape Design II F,W (2-4) [0.50]</b>
Students will learn how to read landscape plans and blueprints, and interpret them for layout, costing, estimating, and installation. Landscape planning for parks, golf courses, commercial, institutional and industrial sites will be examined. <i>Prerequisite(s):</i> DHRT*2100 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*3150 Nursery Management F (2-3) [0.50]</b>
The course covers the setup and organization of a horticultural nursery and the methods of production for field and container-grown landscape nursery stock including cultural management and merchandising in wholesale and retail operations. <i>Prerequisite(s):</i> DHRT*2200 <i>Location(s):</i> Alfred, Kemptville, Ridgetown
<b>DHRT*3160 Turf Management F,W (3-2) [0.50]</b>
This course is a study of the identification, production and management of turfgrass as it relates to use, quality and environmental stewardship <i>Prerequisite(s):</i> DAGR*1200 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*3170 Horticultural Weed Science F (3-0) [0.50]</b>
Identification of common weeds in horticulture, methods of weed control, herbicide mode of action and basis of selectivity are the primary areas included in this course. <i>Location(s):</i> Kemptville, Ridgetown

<b>DHRT*3300 Greenhouse Crop Production F,W (3-2) [0.50]</b>
Production practices of selected greenhouse vegetable crops, pot crops and cut flower crops will be demonstrated. <i>Prerequisite(s):</i> DHRT*2000, DHRT*2200 <i>Location(s):</i> Alfred (Offered odd-numbered years only), Kemptville, Ridgetown
<b>DHRT*3510 Experiential Learning in Horticulture S,F,W [0.50]</b>
Student-initiated learning opportunities can be developed as a credit course in consultation with a supervising faculty member. Details of the activities included in the program will be outlined in a learning contract initiated by the student and agreed to by the faculty supervisor prior to the commencement of the work experience. <i>Prerequisite(s):</i> 4.00 credits, registration in the Diploma Program in Horticulture <i>Restriction(s):</i> DAGR*3510, DAGR*3880, DFN*3510 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*3910 Special Study Project S,F,W (0-0) [0.50]</b>
A self-directed student project focusing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, a hands-on assignment with specific learning objectives and milestones for achieving these objectives. <i>Prerequisite(s):</i> 3.00 credits, registration in the Horticulture Diploma program and written permission of the faculty supervisor <i>Restriction(s):</i> DAGR*3900, DAGR*3910, DFN*3910 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*4000 Ornamental Plant Protection W (3-2) [0.50]</b>
This course is a study of the biology and control of insects and diseases of nursery, landscape, turfgrass and greenhouse crops. Approaches to integrated pest management are incorporated into control methods. <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*4010 Floral Design and Retailing W (0-4) [0.50]</b>
The basic requirements of a floral designer will be studied, including the principles and elements of design, colour theory, design styles and techniques, in-shop procedures and sales skills. There will be opportunity to practise arranging both fresh and permanent flowers. Proper care, handling and display of fresh-cut flowers as well as foliage and flowering plants are also included in this course. <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*4050 Certification and Safety W (3-2) [0.50]</b>
Students will learn the necessary information required to write the Pesticide Applicator's examinations which are a legal requirement for anyone wishing to apply or sell pesticide products in Ontario. For interested students, licensing exams can be arranged with licensing authorities upon payment of relevant fees. Students will also be introduced to Federal and Provincial legislation governing worker health and safety in the workplace. The Occupational Health and Safety Act, in particular WHMIS, CPR and First Aid will be covered. <i>Prerequisite(s):</i> DAGR*1600 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*4100 Computer Assisted Design F,W (2-4) [0.50]</b>
Landscape designs and visualizations will be prepared with computer technology, using residential landscape projects. Drafting, design, visualization or modelling software will be taught and used to create plans, views, pictures and/or models. <i>Prerequisite(s):</i> DAGR*1200, DAGR*1610 OR CIS*1000, DHRT*1050, DHRT*2100 <i>Location(s):</i> Kemptville, Ridgetown
<b>DHRT*4300 Arboriculture W (2-3) [0.50]</b>
This course will provide students with the opportunities to learn both the principles and the skills necessary to manage and care for trees in the landscape. Case studies will be used to help students develop the skills necessary to assess tree problems. <i>Location(s):</i> Kemptville, Ridgetown

## Turfgrass Management

<b>DTM*1000 The Turf Industry F (1-4) [0.50]</b>
An introduction to the many disciplines within the turfgrass industry including economic and social importance as well as interactions among the industry sectors and society. <i>Location(s):</i> Guelph
<b>DTM*1100 Plant Biology F (3-2) [0.50]</b>
This course covers the structure, function, growth, development and reproduction of turfgrass and landscape plants as they relate to management in the urban environment. <i>Restriction(s):</i> enrolment in the Associate Diploma in Turfgrass Management program <i>Location(s):</i> Guelph

**DTM\*1200 Turf Equipment F (2-3) [0.50]**

A course dealing with aspects of gasoline, diesel, mechanical, electrical and hydraulic power used for turf construction and maintenance machinery, emphasizing selection, maintenance, operation, safety and training related to machinery.

*Location(s):* Guelph

**DTM\*1300 Turf Soil Principles F (3-2) [0.50]**

A study of the basic concepts of all aspects of naturally occurring and constructed soils including physical, chemical, biological and hydrologic properties and their relationship to the use and management of soil materials for turfgrass and landscape plant growth.

*Location(s):* Guelph

**DTM\*1400 Landscape Plants F (2-3) [0.50]**

A study of the recognition, identification, naming, physical features and cultural adaptation of both native and introduced woody and herbaceous plants useful in cultivated landscapes.

*Co-requisite(s):* DTM\*1100

*Location(s):* Guelph

**DTM\*1500 Communication Skills F (2-3) [0.50]**

This course provides the basis for developing good oral and written communication skills. Practical examples will enable students to talk and write through the simulation of real life situations in turfgrass management.

*Co-requisite(s):* DTM\*1000, DTM\*1300

*Location(s):* Guelph

**DTM\*2000 Turf Management I W (2-3) [0.50]**

Using turfgrass for home lawns, industrial sites, roadsides, athletic fields, municipal sites, golf courses and reclamation of land; including the basic characteristics and primary cultural management practices of turfgrasses.

*Prerequisite(s):* DTM\*1100, DTM\*1300

*Location(s):* Guelph

**DTM\*2100 Turf Irrigation and Drainage W (2-3) [0.50]**

An understanding of water management in turfgrass systems including the principles of drainage and irrigation as well as the design, installation and maintenance of drainage and irrigation systems. The responsible use of water in turf maintenance will be emphasized.

*Prerequisite(s):* DTM\*1300

*Location(s):* Guelph

**DTM\*2200 Computers and Math for Turf W (2-3) [0.50]**

An introduction to the use of the computer operating systems and software in turfgrass management applications. This course will also augment mathematics skills necessary to solve actual problems for turfgrass management operations.

*Prerequisite(s):* DTM\*1000

*Location(s):* Guelph

**DTM\*2300 Business and Finance for Turf W [0.50]**

A study of the basic aspects of business management as it applies to turf-related enterprises.

*Prerequisite(s):* DTM\*1000

*Location(s):* Guelph

**DTM\*2400 Landscape Design W (1-4) [0.50]**

A study of the principles of landscape design and how to integrate different design styles, landscape materials, structures and plant material to create attractive and functional outdoor environments.

*Prerequisite(s):* DTM\*1400

*Location(s):* Guelph

**DTM\*2500 Arboriculture W (2-3) [0.50]**

A course about the culture and maintenance of trees in turfgrass related urban landscapes, providing students with both the principles and practices of tree care. Case studies will help students develop the skills necessary to diagnose tree problems.

*Prerequisite(s):* DTM\*1100, DTM\*1400

*Location(s):* Guelph

**DTM\*3000 Turf Management II W (2-3) [0.50]**

An intermediate level course dealing with topics in managing turfgrasses for high maintenance uses such as golf courses and sports fields, with particular emphasis on rootzone problems.

*Prerequisite(s):* DTM\*2000, DTM\*2100

*Location(s):* Guelph

**DTM\*3100 Current Turf Practices F (1-4) [0.50]**

This course enables students to develop the reflective aspects of their required summer work semester as well as to study topics of current interest in turfgrass management. Students will prepare a major written report, present seminars and prepare presentations on selected topics.

*Prerequisite(s):* DTM\*1000, DTM\*2000 plus 4.00 credits

*Location(s):* Guelph

**DTM\*3200 Turf Diseases F (2-3) [0.50]**

The biology and management of turfgrass diseases, emphasizing ecology of turfgrass diseases and cultural methods of management, as well as field recognition and diagnosis. Advances in biological and chemical control measures and their impact on turfgrass ecosystems and surrounding environments will be discussed.

*Prerequisite(s):* DTM\*1100

*Location(s):* Guelph

**DTM\*3300 Turf Insects and Weeds F (2-3) [0.50]**

The biology and management of turfgrass insects and weeds, emphasizing the ecology and cultural methods of management as well as field recognition and diagnosis. Advances in biological and chemical control measures and their impact on turfgrass ecosystems and surrounding environments will also be discussed.

*Prerequisite(s):* DTM\*1100

*Location(s):* Guelph

**DTM\*3400 Landscape Construction F (1-4) [0.50]**

A study of the physical properties and uses of landscape construction materials plus the implications of materials and construction techniques as related to the design of landscape projects applicable to the golf course setting.

*Location(s):* Guelph

**DTM\*3600 Computer Assisted Design F (1-4) [0.50]**

Landscape design and visualization will be prepared with computer technology using landscape and turfgrass related projects. Drafting, design, visualization or modelling software will be taught and used to create plans, views, pictures and/or models.

**DTM\*3800 Special Study Project W (0-0) [0.50]**

A self-directed student project focussing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, and/or a hands-on assignment with specific learning objectives and milestones for achieving these objectives.

*Prerequisite(s):* 4.00 credits

*Equate(s):* DHRT\*3910

*Restriction(s):* enrolment in the Associate Diploma in Turfgrass Management program

*Location(s):* Guelph

**DTM\*4000 Turf Management III W (2-3) [0.50]**

An advanced course dealing with topics of managing turfgrasses for high maintenance uses such as golf courses and sports fields, with particular emphasis on abiotic and biotic stresses.

*Prerequisite(s):* DTM\*3000, DTM\*3200, DTM\*3300

*Location(s):* Guelph

**DTM\*4100 Turf Environmental Management S,F,W (3-2) [0.50]**

An overview of the many environmental issues facing professional turfgrass managers, including regulatory issues, waste management, environmental protection and monitoring, and managing the non-turf elements of the landscape.

*Prerequisite(s):* DTM\*3000

*Location(s):* Guelph

**DTM\*4200 Golf Course Design and Construction W (1-4) [0.50]**

This course is an introduction to both golf course design and construction techniques, emphasizing aesthetics while retaining sense of challenge to the player and adhering to requirements of regulatory bodies.

*Prerequisite(s):* DTM\*2400, DTM\*3400

*Location(s):* Guelph

**DTM\*4300 Turf Case Studies W (2-3) [0.50]**

Case studies and discussion considering integrated management of selected turfgrass sites emphasizing problem analysis, principle application, and decision making.

*Prerequisite(s):* DTM\*3000, DTM\*3200, DTM\*3300

*Co-requisite(s):* DTM\*4000

*Location(s):* Guelph

**DTM\*4400 Human Resources Management W (3-2) [0.50]**

This course exposes students to the basic principles of human resource management, such as personnel planning and regulations, recruiting and hiring, supervisory skills and problem solving.

*Prerequisite(s):* DTM\*1500

*Location(s):* Guelph

## Veterinary Technology

**DVT\*1000 Livestock Production and Management F (6-0) [0.50]**

This course introduces the students to food animals and horses, with an emphasis on terminology, nutrition, behaviour and housing. The food animal portion also includes common breeds, marketing, and breeding practices of various species, including sheep, poultry, dairy cattle, beef cattle and swine. By visiting the swine, beef, and dairy herds on campus, the students are able to observe the behaviour and management of various species. The equine portion of the course emphasizes the techniques, terminology and common diseases that the veterinary technician working in an equine practice would be exposed to, through the use of lectures, slides, videos and handouts. The colony horses provide hands-on experience in behaviour, handling, and restraint, as well as stable management.

*Location(s):* Ridgetown

**DVT\*1010 Anatomy and Physiology I S,F (2-2) [0.50]**

This course encompasses the gross anatomy and physiology of domestic animals with special emphasis on the cat as a pet animal species. The course covers all major body systems, with emphasis on those of veterinary clinical significance.

*Location(s):* Ridgetown

**DVT\*1030 Biochemistry and Genetics F (4-0) [0.50]**

This course is an introduction to the fundamental concepts of biochemistry and animal metabolism. The basics of biochemistry are taught with an emphasis on interrelating physiological, chemical, nutritional and pharmacological processes of animals. Topics include organic chemistry, basic chemistry of biological compounds and metabolism. Genetics provides a basic understanding of the principles of protein synthesis, DNA replication, heritability, selective breeding and genetic improvement, genetic engineering and vaccine production.

*Location(s):* Ridgetown

**DVT\*1040 Medical Exercises S,F (1-4) [0.50]**

This is a practical introductory course with an emphasis on working with dogs, cats, laboratory animals, birds, horses, cattle, sheep and pigs. Animal care and bathing are assigned to students on a rotating basis. Basic restraint, examination, medication and bandaging are discussed and practised. Injection and venipuncture techniques are introduced.

*Location(s):* Ridgetown

**DVT\*1070 Laboratory Techniques S,F (4-4) [0.50]**

This first semester course consists of modules in microbiology and haematology. The microbiology module is an introduction to theoretical and practical aspects of microbiology. Topics include the study of microorganisms with emphasis on their morphology, physiology, biochemistry, culture and identification. The operation of the light microscope and laboratory safety are discussed. The haematology portion will introduce the veterinary technology student to the basic theoretical and practical aspects of canine and feline blood. Practical sampling techniques, handling and processing of samples, and cell identification will be covered. The performance, assessment and evaluation of common veterinary clinical procedures will be emphasized. Haematology mathematical calculations will also be covered.

*Restriction(s):* DVT\*1020 ,

*Location(s):* Ridgetown

**DVT\*1080 Laboratory Quality Assurance S,F (3-4) [0.50]**

This course introduces students to quality control and the mathematical calculations required in a laboratory environment. The quality control module is an introduction to basic clinical chemistry principles, common laboratory equipment safety, quality controls, mathematical calculations, and proper analytical techniques. The mathematical module introduces the veterinary technology student to the basic mathematical concepts and skills necessary to efficiently function in a clinical laboratory environment. Basic mathematical manipulations and calculations performed without the use of calculators are encouraged. Various mathematical calculations required to perform laboratory measurements are discussed and practiced.

*Prerequisite(s):* DVT\*1050 ,

*Location(s):* Ridgetown

**DVT\*2000 Companion Animal Management W (5-0) [0.50]**

This course offers the veterinary technician student the information required to understand small animal husbandry. Through lectures, practical information is gained into the companion animal's nutritional needs, behaviour patterns and preventative health care. They learn what is normal and abnormal behaviour and how to advise clients on applying proper training techniques. The emphasis in this course is the prevention of health problems in companion animals.

*Location(s):* Ridgetown

**DVT\*2010 Anatomy and Physiology S,F,W (4-2) [0.50]**

A continuation of DVT\*1010, the course covers the structure and functions of select major body systems with emphasis on the lymphatic system and its importance in preventing and/or overcoming disease. Disease transmission, development and serological diagnosis will be discussed.

*Prerequisite(s):* DVT\*1010

*Location(s):* Ridgetown

**DVT\*2020 Haematology S,W (3-4) [0.50]**

This course expands upon the information introduced in DVT\*1070. The veterinary technology student will study basic theoretical and practical aspects of feline, equine and bovine blood. Blood cell precursors will be studied and corrected counts will be included. Alterations of RBCs and WBCs will be covered. The performance, assessment and evaluation of common veterinary clinical procedures are emphasized. Haematological mathematical calculations will also be covered, as well as a section on cytology

*Prerequisite(s):* DVT\*1070

*Location(s):* Ridgetown

**DVT\*2030 Communications S,W (2-2) [0.50]**

Issues with communication between the veterinary technician and clients, co-workers and employers are explored, using communication theory and skills. Role playing and application of theory are stressed. Students are introduced to computers through lecture/lab format to perform basic DOS commands, word processing and clinical application of veterinary software, enabling them to operate IBM-compatible computers in a network environment as well as computers in a clinic.

*Location(s):* Ridgetown

**DVT\*2040 Medical Exercises S,W (2-4) [0.50]**

This is a practical introduction to venipuncture, IV catheterization, anaesthesia and aseptic surgical techniques, restraint in laboratory animals and birds and the performance of fluid therapy and drug dose calculations.

*Prerequisite(s):* DVT\*1040

*Location(s):* Ridgetown

**DVT\*2050 Urinalysis S,W (1-4) [0.50]**

This is a theoretical and practical course which emphasizes the macroscopic, chemical and microscopic characteristics of urine, along with the concepts of urinary diagnostic testing. The prevention and dietary treatment of urolithiasis is explored.

*Location(s):* Ridgetown

**DVT\*3000 Laboratory Animal Science S,F (4-0) [0.50]**

This course familiarizes the students with scientific research involving animals, as well as issues in veterinary ethics. Topics include the role of the veterinary technician in research, regulations governing the use of animals in research, basic steps required to conduct a research project, how various animal species are used in research, assessment of animal health and welfare during a research procedure, and the care and common diseases of research animals. Through the preparation and presentation of seminars, students are encouraged to examine various aspects of veterinary ethics.

*Location(s):* Ridgetown

**DVT\*3010 Animal Nursing I S,F,W (2-4) [0.50]**

This course is concerned with practical animal nursing relative to the basic needs of the animal. Students learn about general patient management, including the importance of history taking, medical records, the physical exam, patient handling, fluid therapy and hospital care. Common diseases and conditions are also discussed. Students are required to care for healthy large and small animals, maintain a hospital area, and assign animal use in the teaching program. Students also visit small, large, equine and referral practices to observe and participate in the practical aspects of veterinary technology.

*Location(s):* Ridgetown

**DVT\*3020 Diagnostic Techniques I S,F (3-4) [0.50]**

This course emphasizes practical laboratory techniques utilized routinely in veterinary practice. The course consists of modules in clinical chemistry and parasitology covering parasitology, haematology, cytology and chemistry. The parasitology portion of the course familiarizes the student with the host-parasite relationship for the common parasites of veterinary significance in Canada. Topics of discussion for the various parasites will include: campuslocation in the host, methods of infection, development and behaviour, clinical signs of disease, diagnoses and potential human health hazards. Various laboratory tests used in the diagnosis of animal parasites are studied/performed in the laboratory periods.

*Location(s):* Ridgetown

**DVT\*3030 Radiography I S,F (3-4) [0.50]**

This is a lecture and laboratory course dealing with practical and theoretical aspects of radiography in animals. The lecture portion of this course outlines radiation safety, positioning, radiographic equipment, production of radiation, intensifying screens, films, grids, processing, contrast medias, preparing technique charts and trouble shooting. Each laboratory session is preceded by a prelab lecture which will introduce the laboratory topic and walk through case scenarios to cover any problems that may be incurred. During the laboratory sessions, the students work in small groups learning proper positioning, processing both manually and automatically, two contrast studies and various special imaging techniques.

*Location(s):* Ridgetown

**DVT\*3040 Pharmacology F (3-0) [0.50]**

This course comprises a study of pharmacological terminology; basic mechanisms of absorption, distribution, metabolism, excretion and actions of drugs; legal aspects of pharmacology; and a discussion of drug classes commonly used in veterinary medicine. Drug dose calculation skills learned in DVT\*2040, are also reviewed.

*Location(s):* Ridgetown

**DVT\*3050 Surgical and Anaesthetic Principles I S,F,W (3-4) [0.50]**

This course deals with the practical and theoretical aspects of anaesthetic and surgical techniques in animals. The lecture portion of the course introduces the students to various anaesthetic agents and techniques, as well as the principles of asepsis, the importance of monitoring and the correct response to anaesthetic emergencies. Each laboratory session is also preceded by a lecture in which the students learn about the rationale behind and possible complications with each surgery, thus enabling them to be involved in client education. During the laboratory sessions, the students work in small groups, rotating within these groups, becoming proficient in anaesthesia, surgical assistance, instrumental handling, surgical nursing and post-operative care.

*Location(s):* Ridgetown

**DVT\*4000 Dentistry S,W (1-4) [0.50]**

This course introduces the fundamentals of small animal oral health, including the anatomy and physiology of the tooth and surrounding structures, and the disease processes which can occur. The emphasis is on the prevention of oral disease. Through the use of models and live patients, the student is introduced to the proper techniques involved in performing a complete dental prophylaxis and is given the information needed to enable them to counsel clients on appropriate preventative home care.

*Location(s):* Ridgetown

**DVT\*4010 Animal Nursing II S,W (3-4) [0.50]**

A continuation of DVT\*3010, concerned with practical animal nursing relative to basic needs of the animal. Students learn about general patient management, including the importance of history-making, medical records, the physical exam, patient handling, fluid therapy and hospital care. Common diseases and conditions are also discussed. Students are required to care for healthy large and small animals, maintain a hospital area and assign animal use in the teaching program. Students also visit small, large, equine and referral practices to observe and participate in the practical aspects of veterinary technology.

*Prerequisite(s):* DVT\*3010

*Location(s):* Ridgetown

**DVT\*4020 Diagnostic Techniques II S,W (1-4) [0.50]**

This course emphasizes practical laboratory techniques routinely in veterinary practice. The material acquired in the introductory courses in laboratory techniques is expanded upon, particularly in the areas of bacteriology, haematology, cytology and mycology. Both large and small animal samples are utilized in order to prepare students to work in small, large or mixed animal practices.

*Prerequisite(s):* DVT\*3020

*Location(s):* Ridgetown

**DVT\*4030 Radiography II S,W (1-4) [0.50]**

This course is a lecture and laboratory course dealing with practical application of all aspects of radiography in animals (a continuation of DVT\*3030). Emphasis of this course is on proper positioning, using mechanical restraint, in order to obtain a quality radiograph. Subject material covered in the lecture course is applied here. In addition to routine radiography, topics include: trouble shooting, use of contrast media, safelight testing, dental radiography methods, maintenance of processing equipment and development of a radiographic technique chart.

*Prerequisite(s):* DVT\*3030

*Location(s):* Ridgetown

**DVT\*4040 Hospital Management S,F,W (5-0) [0.50]**

This course is designed to familiarize students with the basic skills and procedures used in the management of animal hospitals, with emphasis on small animal facilities. Topics included within this course are personnel management, client relations, marketing strategies, inventory control, public health issues, and financial management.

*Location(s):* Ridgetown

**DVT\*4050 Surgical and Anaesthetic Principles S,W (1-4) [0.50]**

This lecture and laboratory course builds on the skills and knowledge acquired during DVT\*3050. The lecture portion gives background information on the anatomy, patient complications for each surgery, as well as the requirements for client education. Supplementary surgical lectures provide information about other small and large animal surgeries commonly performed in clinical practice.

*Prerequisite(s):* DVT\*3050

*Location(s):* Ridgetown

**DVT\*4060 Externship W. [Pass/Fail] W [0.00]**

The Externship is a four week, 160 hour training and evaluation period in which senior students in their last semester enter veterinary practices away from Ridgetown College. The campuslocation must be one in which they have not worked or volunteered previously. Students are required to perform many of the duties that are commonly performed by graduate technicians, and are assessed by veterinarians or graduate technicians in the work setting. Students are required to keep a journal, as well as a check list of the skills they are performing. At the completion of their externship, they will complete a report on their practice campuslocation. They will also be assessed by the practice. If the externship is not completed satisfactorily, it will have to be successfully repeated before the student can graduate. **(Offered annually at the end of the 4<sup>th</sup> semester for Conventional Delivery Vet. Tech program and at the end of the 3<sup>rd</sup> summer semester for the Alternative Delivery program.)**

*Prerequisite(s):* All current Veterinary Technology Courses

*Co-requisite(s):* All current Veterinary Technology Courses

*Restriction(s):* Only offered to students in the Conventional and Alternative delivery Veterinary Technology programs offered at Ridgetown College, University of Guelph

*Location(s):* Ridgetown

## 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/](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.<sup>1</sup>

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.<sup>2</sup>

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 guidelines<sup>1</sup> related to all University computing and networking facilities; and
- v. not remove, possess or tamper with University fire protection equipment.

<sup>1</sup> 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 Policy<sup>1</sup> 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.

<sup>1</sup> 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.

# XIV. Administration and Faculty

## The Board of Governors

**The Honourable Lincoln M. Alexander**, Chancellor, Hamilton

**F.M. Walsh**, Chair, Toronto

**R. Burak**, Vice-Chair, Toronto

**D.L. Derry**, Vice-Chair, Caledon

**B. Allan**, Secretary, Guelph

**J. Alcock**, Guelph

**K. Bardswick**, Guelph

**T. Bilyea**, Toronto

**S. Brown**, Guelph

**C.J. Clark**, Toronto

**M-E. Flynn**, Toronto

**V. Gray**, Guelph

**J. Guss**, Mississauga

**S. Hilts**, Guelph

**A. Jones**, Guelph

**G.S. Kilgour**, Mississauga

**J. Lozon**, Toronto

**R-L. Norris**, Guelph

**A.J.S. Summerlee**, President, Guelph

**B. Teesdale**, Guelph

**G. Tsampalieros**, Toronto

**G. Van Der Kraak**, Guelph

**H. Vander Pol**, Blenheim

**L. Weiler**, Guelph

**R.A. Zelonka**, Mississauga

## Honorary Fellows of the University

**A.P. Auger**, Guelph

**W. Brock**, Toronto

**C.H. Franklin**, Toronto

**N.W. Hoag**, Guelph

**T.L. Jones**, Toronto

**L.M. Kerr**, Chatham

**M.H.M. MacKinnon**, Guelph

**E.B. MacNaughton**, Guelph

**A.R. Marchment**, Toronto

**B.C. Matthews**, Waterloo

**T.A. McEwan**, Mississauga

**A.G. Misener**, Niles, Illinois, U.S.A.

**K. G. Murray**, Kitchener

**N.O. Nielsen**, Guelph

**J.C. Rennie**, Guelph

**N.R. Richards**, Guelph

**R.S. Ritchie**, Ottawa

**K. Ronald**, Guelph

**J.W. Skinner**, Guelph

**C.M. Switzer**, Guelph

**J.M. Wardlaw**, Guelph

**W.C. Winegard**, Guelph

## Medal of Merit

**H.D. Ayers**, Guelph

**G.D. Bedell**, Camden, Maine, U.S.A.

**M. Beverley Burton**, Guelph

**H.G. Downie**, Guelph

**F.D. Horney**, Guelph

**T.J. Hulland**, Guelph

**J.L. Hunt**, Guelph

**B.M. McCraw**, Guelph

## John Bell Award

**W.T. Dickinson**, Guelph

**T.F. Funk**, Guelph

**T.J. Gillespie**, Guelph

**G.L. Lange**, Guelph

**T.E. Michaels**, Guelph

**A.L. Middleton**, Guelph

**D.M. Prescott**, Guelph

**G.A. Stelter**, Guelph

**R.R. Stoltz**, Guelph

**H.J. Swatland**, Guelph

## The Lincoln Alexander Medal of Distinguished Service

**G.L.E. Nixon**, St. Catharines

**H. Vander Pol**, Blenheim

**S. Surgeoner**, Fergus

## Administrative Officers

### President

**A.J.S. Summerlee**, President and Vice-Chancellor, B.SC., B.V.SC., PH.D. (BRISTOL), MRCVS

**V. Hodgkinson**, Executive Assistant, B.A. (YORK, CAN.)

### Provost and Vice-President (Academic)

**M. Mancuso**, Provost and Associate Vice-President (Academic), B.A. (MCM.), M.A. (CAR.), D.PHIL. (OXF.)

**L.J. McCutcheon**, Acting Associate Vice-President (Academic), B.SC., D.V.M. (GUELPH), PH.D. (WALSH.)

**B. Whiteside**, Associate Vice-President (Student Affairs), B.A., M.A. (GUELPH)

**A.J. Clarke**, Assistant Vice-President (Academic), Professor and Acting Co-Director for the Centre for International Programs, B.SC., M.SC., PH.D. (WAT.)

**I. Birrell**, Secretary of Senate, B.A. (TOR.)

**A. DeLyzer**, Director Awards and Advancement Projects (50% appointment with Alumni Affairs), B.SC., (HK), M.A. (GUELPH)

**S.G. Dorr**, Co-ordinator of the Undergraduate Academic Information Centre, B.A. (GUELPH)

**A.S. Ellis**, Special Projects Coordinator, Office of the Associate Vice-President (Academic) and Associate Registrar, B.A. (GUELPH)

**I.W. Heathcote**, Dean of Graduate Studies, Director of the Institute for Environmental Policy and Professor (Joint appointment between the School of Engineering and the Faculty of Environmental Sciences), B.SC. (TOR.), M.S., PH.D. (YALE)

**K. Revington**, Co-ordinator of Undergraduate Curriculum, B.A. (QU.), ED.M. (BOSTON)

**M. Ridley**, Chief Librarian, B.A. (GUELPH), M.A. (NEW BR.), M.L.S. (TOR.)

**N.E. Robinson**, Assistant to the Provost and Vice-President (Academic), Faculty Recruitment, B.A., M.A. (TOR.)

## Ontario Agricultural College

**C.J. Pearson**, Dean and Professor, B.SC. (AGR.) (W.AUST.), M.SC. (GUELPH), PH.D. (MACQ.)

**T.E. Michaels**, Associate Dean and Professor, B.A. (WITTENBERG), M.S., PH.D. (WIS.)

**M.M. Buhr**, Assistant Dean and Professor, B.SC., M.SC., PH.D. (WAT.)

**W.R. Witherspoon**, Director, Associate Diploma in Turfgrass Management, B.SC. (AGR.), M.SC. (GUELPH)

## Collège d'Alfred

**G.D. Héroux**, Director, B.A., M.A. (OTT.), M.A. (ENV.) (WAT.)

**G. Gauthier**, Associate Director (Academic), B.SC. (AGR.) (MCG.)

**H. Blais**, Co-ordinator, Associate Diploma in Agriculture, B.SC. (AG.EC.) (LAVAL)

**R. St-Amant**, Agriculture and International Development Diploma, B.A. (QUE.), M.BIBL. (MONT.), M.A. (QUE.)

**C. Kinsley**, Co-ordinator, Agriculture and International Development, B.A. (QUE.), M.BIBI (MONT.), M.A. (QUE.)

## Kemptville College

**W. Curnoe**, Director, B.SC. (AGR.) M.SC. (GUELPH)

**J. Morgan**, Associate Director (Academic), B.SC., DVM, M.SC. (GUELPH)

**A. Hills**, Co-ordinator Power and Equipment Programs, (P.ENG)

**T.B.A.**, Co-ordinator, Associate Diploma in Agriculture,

**L. Forbes**, Co-ordinator, Associate Diploma in Food, Nutrition and Risk Management, DIP. HOME ECON. (KEMPTVILLE), DIP. ADULT EDUC. (ALGONQUIN), B.SC. (SYRACUSE), C.F.E., C.H.E.



**H. Pearson**, Acting Co-ordinator, Associate Diploma in Horticulture, B.SC., M.SC.  
(GUELPH)

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## Ridgetown College

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**G. Ablett**, Director, B.SC., M.SC., PH.D. (GUELPH)

**R. Pitblado**, Associate Director (Academic), B.SC., M.SC., PH.D. (GUELPH)

**M. Gladstone**, Co-ordinator, Associate Diploma in Horticulture, B.SC. (HORT.)

**I. Moore**, Co-ordinator, Associate Diploma in Veterinary Technology, B.SC.(AGR.),  
D.V.M. (GUELPH)

**P. Sikkema**, Co-ordinator, Associate Diploma in Agriculture, B.SC., M.SC., PH.D.  
(GUELPH)

**R. Fleming**, Co-ordinator, Associate Diploma in Environmental Management, P.ENG.  
(GUELPH)

# Glossary

## Academic Evaluation

The Academic Evaluation Report is a report of a student's academic progress towards the completion of a specified program and specialization.

## Academic Sanction

Academic sanction is the penalty applied to students who fail to make payment, or suitable arrangements for payment, of their University account. Students on academic sanction may not receive semester examination results or official transcripts; may not receive clearance to graduate; and/or may not be allowed to register for a subsequent semester.

## Academic Session

See Academic Term.

## Academic Term

An academic term is an independent academic period of 15 weeks, half of an academic year. Also referred to as a semester (see definition below).

## Academic Year

An academic year is two semesters; undergraduate traditionally classified as first year (freshman), second year (sophomore), third year (junior), or fourth year (senior). Under the semester system this classification has less meaning than under a whole year system but is occasionally used to indicate the level at which a student has arrived.

## Add Period

The add period takes place at the beginning of the semester where students are permitted to add courses for the current semester.

## Assigned Grade

An assigned grade is a numerical grade based on the instructor's recommendation and granted at the discretion of the Program Committee to students who have not completed course requirements.

## Audit

An audit is registration in a course for which degree or diploma credit is not sought. Audited courses are not reported on the official transcript or academic record.

## Baccalaureate

Baccalaureate refers to an undergraduate degree awarded by the University upon successful completion of the requirements of a program.

## Class Days

Class days are used to express deadlines. Class days are calculated from the start of the regular class schedule. (See Schedule of Dates).

## Class Level

Class level is a determination of a student's progression in an academic program by credit weights with increments of 2.50.

## Clearance to Graduate

Clearance to graduate denotes that an applicant for graduation has satisfied all program requirements and is recommended for graduation.

## Compassionate Grounds

Compassionate grounds are reasons of a serious personal nature which, subject to the approval of a committee or authorized person, justifies a variation of the rules in the case of a particular student.

## Concurrent Course

A concurrent course must be taken concurrently with (if not taken prior to) another specified course.

## Core course

A core course is one which is listed in a schedule of studies in the Undergraduate Calendar and identified as being a required course for a program.

## Corequisite

A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously.

## Course

A course is an organized unit of study extending over a semester, (e.g. Economics ECON\*1100).

## Course Attempt

A course attempt reflects the situation where a student has completed courses either satisfactorily or unsatisfactorily.

## Course Equate

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. **Students will not be permitted to register in equated courses.**

## Course Level

Course level denotes the seniority of a course. 1000-level and 2000-level courses are considered first and second year courses. 3000-level and 4000-level courses are considered senior level courses.

## Course Load

Course load denotes the total weight of the credits in which a student is enrolled determining part-time or full-time status.

## Course Restriction

A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic department so that particular students may not register in particular courses. The course may be restricted because there is sufficient over-lap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrolment management purposes. (See Priority Access).

## Course Section

A course section is a subgroup of a course that denotes time and location.

## Course Selection

Course selection is the process by which students select course sections for the succeeding semesters.

## Credit

A credit is a unit of academic measurement equivalent to a single-weighted one-semester course.

## Credit Standing

Credit standing (CRD) denotes that the student has successfully completed a course, but was not assigned a numerical grade.

## Cumulative Average

Cumulative Average is calculated by dividing the weighted course total by the total credit attempts over all semesters.

## Deferred Privilege

A deferred privilege (DEF) is a temporary extension of time granted at the discretion of a Program Committee to a student for completion of the requirements of a course, normally for illness or compassionate reasons.

## Diploma Program Calendar

The Diploma Program Calendar is an annual publication containing official information about Associate Diploma Programs and regulations of the University of Guelph and its colleges at Alfred, Kemptville, and Ridgeway. Sometimes called the Diploma Catalogue or Bulletin.

## Double-weighted Course

A double-weighted course is a course that is taken in 1 semester, but counts as 2 course attempts for classification, continuation of study and calculation of fees. A double weighted course cannot be split. **Note valid for Academic Terms after Winter 1999.**

## Drop Period

The drop period for single semester courses starts at the beginning of the add period and extends to the 40th class day where students are permitted to drop a course for the current semester.

The drop period for two semester courses starts at the beginning of the add period in the first semester and extends to the last day of the add period in the second semester. See Two-Semester Courses.

## Elective

An elective is a course, acceptable within the program but chosen at the discretion of the student.

## Equate - see Course Equate

## Faculty Advisor

See Chapter VII - Academic Advising.

## Grade Report

A grade report is released by the Registrar to each student at the conclusion of a semester via WebAdvisor. It notes the courses attempted and the grades assigned (if applicable).

## Hiatus

See Withdrawal.

## In-course Student

In-course refers to a student enrolled in a program of study at the University.

## Instructor Notification

Courses that are declared instructor notification on the course outline require departmental approval to be dropped.

## Mailing Address

The mailing address is a temporary address used for mailing if one is recorded; otherwise the home address is used.

## New Student

New student refers to a student who has never before been registered at the University of Guelph.

## Prerequisite

A prerequisite is a prior requirement for entry into a course. Where a course is specified as a prerequisite, pass standing in the course is required.

## Priority Access

Priority Access is the process by which a department implements course restriction rules in order to limit registration in a course where enrolment demand habitually exceeds course capacity and where there is demonstrated need to restrict access to a particular cohort of students on a priority basis. In general, course restrictions are clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

## Program

A program is a structure of courses leading to a University degree (e.g. B.A.Sc. program).

## Program Counsellor

See Chapter VII - Academic Advising.

The program counsellor is someone who assists students in the development of educational plans which are realistic and compatible with their life goals by helping to identify and assess alternatives and consequences of decisions, and providing interpretation of regulations applying to the specific degree program.

## Registration

Registration is the official enrolment of students in the University for a particular semester, and includes the selection of course sections and the payment of tuition fees and, where appropriate, other University fees.

## Required to Withdraw (see Rustication)

## Restricted Elective

A restricted elective is a course which must be chosen from a stated group of courses to satisfy the program requirements.

## Restriction - see Course Restriction

## Rustication

A defined period of time during which the student is not eligible to register in their current academic program as a result of an academic review decision. After the period of rustication the student must apply for re-admission to the University of Guelph.

## Schedule of Dates

The schedule of dates is a list of significant dates at the University, approved by Senate.

## Schedule of Studies

A schedule of studies is the requirements for specializations, majors, minors, and various levels of concentration of study within a degree program, including programs without specialization. Schedules of studies are completed within a specific degree program and must normally be declared by the start of semester 3. Students need to be aware that progress within a program and graduation with a degree from that program depends upon a) the degree program requirements, and b) the requirements for the declared schedule of studies.

## Semester

A semester is an independent academic period of 15 weeks, half of an academic year; similar to a term at other universities. Summer semester is from May to August. Fall semester is from September to December. Winter semester is from January to April.

## Semester Average

Semester Average is calculated by dividing the weighted course total by the total credit attempts in the semester.

## Semester Level

See Class Level.

## Session

A session is an academic period of 7 weeks within the Summer semester, including 6 weeks of classes and 1 week of examinations. Courses presented during a session will be equivalent to a regular semester offering.

## Specialization

For specialization see schedule of studies.

## Subject

A subject is a defined sector of study composed of 1 or more courses within a discipline.

## Summer Session

Summer Session is scheduled during May, June.

## Supplemental Privilege

Supplemental privileges are granted at the discretion of the Program Committee, affording a student who has received a failing grade on the original course attempt, the opportunity to obtain credit for the course while retaining the original failing grade.

## Transcript

A transcript is an official document prepared by the Registrar recording a student's courses and grades.

## Two-Semester Course

A two-semester course is a course that is taken over 2 continuous semesters and counts as 2 course attempts for classification, continuation of study and calculation of fees. Two semester courses cannot be split.

## Undergraduate Calendar

The undergraduate calendar is an annual publication containing official information about the undergraduate academic programs and regulations of the University.

## Weighted Course Total

Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.

## Withdrawal

Withdrawal of registration for an academic term after the start of classes.

## Withdrawal with Failure

Withdrawal with failure may be applied to a course or an academic term. The notation "WF" will appear against the course(s) in the grade field on the official transcript.

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## Revisions

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On the basis of information received from program committees, colleges or departments the 04-05 Undergraduate Calendar includes the following revisions:

### Note

Those who may have used the PDFs to download and print off these calendar sections are advised to re-print the revised sections accordingly. Please be aware sectioning, page numbering, table of contents may have changed.

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### March 1, 2004

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Initial publication of the 2004-2005 Diploma Calendar.

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### October 15, 2004

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This second publication modified links within the 2004-2005 Diploma Calendar.