

# 2007-2008 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2007-2008 academic year, including the Summer Semester 2007, the Fall Semester 2007 and the Winter Semester 2008.

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.

Campus d'Alfred

Kemptville Campus

Guelph Campus

Ridgetown Campus

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 2007

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The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2007-2008 academic year, including the Summer Semester 2007, the Fall Semester 2007 and the Winter Semester 2008.

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

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

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

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## **Introduction**

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### **Collection, Use and Disclosure of Personal Information**

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm). This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

### **Statistics Canada - Notification of Disclosure**

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For further information, please see Statistics Canada's web site at <http://www.statcan.ca>.

### **Address for University Communication**

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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**

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The University issued email address is considered an official means of communication with the student 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**

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Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through the Registrar's office.

#### **Name Changes**

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The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

### **Student Confidentiality and Release of Student Information Policy Excerpt**

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The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <http://www.uoguelph.ca/policies>.



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## 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 Undergraduate Academic Information Centre (UAIC), 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 UAIC 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

The responsibilities of the faculty advisor 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.

- to provide information about the academic requirements of the *diploma program*, including admission requirements, Schedule of Studies requirements, Continuation of Study requirements, and graduation requirements
- to refer to other campus services, as necessary
- to communicate information about the degree program to the dean, chairs and directors, faculty advisors, curriculum committees, program committees (and their sub-committees); and to bring forward any concerns or issues as students progress through the Schedule of Studies for the degree program
- to liaise with the faculty advisor for the specialization, in order to provide information about the degree program and the fit of the specialization within the degree program

#### 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 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 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>Campus d'Alfred (French Language)</b>	G. Gauthier Associate Director	613 679-2218 Ext. 215	ggauthie@alfrid.uoguelph.ca
<b>Kemptville Campus</b>	Elizabeth Forbes Acting Associate Director	613 258-8336 Ext. 317	eforbes@kemptville.uoguelph.ca
<b>Ridgetown Campus</b>	B. O'Neill Registrar / Counsellor R. Pitblado Associate Director	Agronomy Building 519 674-1610	registrar@ridgetown.uoguelph.ca rpitblado@ridgetown.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>University of Guelph (Agriculture and Horticulture)</b>	M. Vanryn, Program Counsellor, OAC Dean's Office	163 Johnston Hall Room 613 519 824-4120 Ext. 54549	mavanryn@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 Associate Registrars at Guelph, the Associate Director at their Campus 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 Campuses, students who require non-academic counselling should contact their Associate Director or Program Counsellor.

## Program Approval

Students should present their Academic Evaluation Report plus any updates when seeking academic advice. Approval is required if:

1. Most students who wish to register for more than 2.75 credits prior to the last day of an add period require program counsellor approval (some degree programs are exempt

from the 2.75 maximum). On the last day of an add period all students can register in up to 3.25 credits in a semester without obtaining program counsellor approval.

2. Students who wish to make a change to their specialization (i.e. major, minor, area of concentration) must complete an Undergraduate Schedule of Studies Change Request form. Once the form has been completed the student must obtain the signature of the faculty advisor for that specialization prior to obtaining the signature of the program counsellor for the degree program.