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

Contact Information:

University of Guelph
Guelph, Ontario, Canada
N1G 2W1
519-824-4120

http://www.uoguelph.ca
http://www.alfredc.uoguelph.ca/
http://www.kemptvillec.uoguelph.ca/
http://www.ridgetownc.uoguelph.ca

Revision Information:

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Disclaimer

University of Guelph 2007

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.

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Statistics Canada - Notification of Disclosure

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

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 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

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

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

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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Last Revision: March 1, 2007
I. Statement of Students' Academic Responsibilities

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 Program/Academic Evaluation Report you receive each semester, which lists the degree requirements you have completed and those still outstanding;
- contacting your program counsellor, Associate Director or faculty 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 faculty 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 Campuses

In 1997 Ontario's three agricultural campuses 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 to a growing number of research-intensive industries.

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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.

2. 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.

3. 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.

4. 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.

5. 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 incidental or peripheral. Skill in moral analysis, and the ability 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.

9. 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.

10. 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, for example, 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

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 2007-2008 academic year are listed by semester below as follows:

Summer Semester 2007

Fall Semester 2007

Winter Semester 2008

Note

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

Summer Semester 2007 (12 Week Format)

Friday, April 20
• Last day of course selection for Summer 2007--NEW STUDENTS

Monday, April 23
• Last day to submit Requests for Academic Consideration - 3rd meeting

Tuesday, May 1
• Last day for applications for internal program transfer to Fall Semester 2007 for all programs except B.L.A. and D.V.M.

Wednesday, May 9
• Add period begins

Thursday, May 10
• Class schedule commences

Friday, May 11
• Last day to submit Requests for Academic Consideration--1st meeting
• Last day to submit co-op work performance evaluations for Winter Semester 2007

Thursday, May 17
• Ridgetown College Convocation

Friday, May 18
• Add period ends
• Last day to drop two-semester courses (W/S)
• Last day for clearance to graduate for Summer Convocation

Monday, May 21
• Holiday--NO FULL-SEMESTER COURSES SCHEDULED--classes rescheduled to Thursday, August 2

Thursday, May 24
• Last day to submit co-op work semester reports for Winter Semester 2007

Friday, May 25
• Kemptville College Convocation

Saturday, May 26
• Alfred College Convocation

Monday, June 4
• Course selection period for Fall Semester 2007 begins--In-course students

Thursday, June 7
• Last day to submit Requests for Academic Consideration--2nd meeting

Friday, June 8
• Course selection period for Fall Semester 2007 ends--In-course students

Monday, June 11
• Summer Convocation

Tuesday, June 12
• Summer Convocation

Wednesday, June 13
• Summer Convocation

Thursday, June 14
• Summer Convocation
• Deferred examinations commence

Friday, June 15
• Summer Convocation
• Last day for applications to graduate for Fall Convocation (No Ceremony)

Saturday, June 16
• Deferred examinations scheduled

Tuesday, June 19
• Deferred examinations conclude

Monday, July 2
• Holiday--NO COURSES SCHEDULED--classes rescheduled to Friday, August 3

Friday, July 6
• Fortieth class day--Last day to drop one semester courses

Friday, July 20
• Last day of course selection for Fall 2007--NEW STUDENTS

Thursday, August 2
• Classes rescheduled from Monday, May 21, Monday schedule in effect

Friday, August 3
• Classes rescheduled from Monday, July 2, Monday schedule in effect
• Classes conclude

Monday, August 6
• Holiday

Thursday, August 9
• Examinations commence

Saturday, August 11
• Examinations scheduled

Friday, August 17
• Examinations conclude

Monday, August 20
• Last day to submit Requests for Academic Consideration--3rd meeting
• Add period for Fall Semester 2007 begins

Summer Session 2007 (6 Week Format)

Thursday, May 10
• Class schedule commences

Monday, May 14
• Last day to add Summer Session courses

Monday, May 21
• Holiday--CLASSES ARE SCHEDULED--Summer Session courses only

Thursday, June 7
• Last day for dropping courses in Summer Session

Wednesday, June 20
• Classes conclude

Monday, June 25
• Examinations commence

Friday, June 29
• Examinations conclude

Fall Semester 2007

Friday, July 20
• Last day of course selection for Fall 2007--NEW STUDENTS

Monday, August 20
• Add period for Fall Semester 2007 begins

Monday, September 3
• Holiday

Friday, September 7
• Last day to submit Requests for Academic Consideration--1st meeting

Monday, September 10
• Class schedule commences

Tuesday, September 11
• Last day to submit co-op work performance evaluations for Summer 2007

Friday, September 14
• Add period ends
• Last day to drop two-semester courses (S/F)

Friday, September 21
• Last day to submit co-op work semester reports for Summer 2007
• Last day for clearance to graduate for Fall Convocation (No Ceremony)

Friday, October 5
• Last day to submit Requests for Academic Consideration--2nd meeting

Monday, October 8
• Holiday--NO CLASSES SCHEDULED

Tuesday, October 9
• Deferred examinations commence
• Course selection period for Winter Semester 2008 begins--In-course students
• Last day for applications to graduate for Winter Convocation

• Deferred examinations conclude

• Fall Convocation--No Ceremony

• Course selection period ends--In-course students

• Last day for applications for admission to Winter Semester 2008 for the B.A. program

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

• Last day to apply for international exchange programs departing in Summer 2008 without late application fee

• Last day for applications for admission to Winter Semester 2008 for all programs with Winter entry (except B.A. program)

• Last day of course selection for Winter Semester 2008--NEW STUDENTS

• Classes conclude

• Last day for applications from in-course students for transfer (Winter Semester 2008) into Co-op program for B.A. (Psychology), B.A. (Computing & Information Science), B.Sc., and B.Comp., B.Sc.(Agr.), B.A.Sc. (Gern.)

• Examinations commence

• Add period for Winter Semester 2008 begins

• Examinations conclude

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

• Holiday--NO CLASSES SCHEDULED

• Course selection period ends-In-course students

• Last day for applications from in-course students to transfer (Fall 2008 term) into the Co-op program for B.A. (Economics), B.A.Sc., B.Comm., B.Sc.(Eng.) and B.Sc.(Env.)

• Classes conclude

• Examinations begin

• Last day of course selection for Summer 2008--NEW STUDENTS

• Examinations conclude

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

• Last day to submit Requests for Academic Consideration--1st 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

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 (UC) course types at the 11 and 12 grade level in mathematics, biology, and chemistry.

Associate Diploma in Turfgrass Management (Guelph Campus Only)

Applicants for admission to 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 (M) course types at the grade 11 and 12 level in mathematics, biology, and chemistry
- all applicants are required to complete and submit the Supplementary Information Form, available at http://www.uoguelph.ca/admissions

Associate Diploma in Veterinary Technology (Ridgetown Campus Only)

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 (OSIS or OSS) or equivalent with the following SPECIFIC requirements (can be combination of Old and New Curriculum):

SPECIFIC COURSE PRE-REQUISITES

New Secondary School Curriculum

- credits in Grade 11C or U Biology, Grade 12C Chemistry (or Grade 11U Chemistry), Grade 12C Mathematics (MT/C4 or MAP4C), or any Grade 12U Math and Grade 12C or U 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 minimum final grade of 65%. General level credits in Grade 11 Chemistry and Biology, Grade 12 English and Mathematics will only be considered with a final minimum average of 80% or higher.

Please note: All applicants must submit their high school transcripts even if they have completed post-secondary education. Post-secondary transcripts are also to be submitted for assessment consideration.

Upgrading Options:

- Ontario high school courses are available through the Independent Learning Centre at http://www.ilc.org/index2.html.
- Several Community Colleges offer "College Prep" or " Introductory" courses in the required admissions subjects in either the General Arts & Sciences (GAS) programs, or the Pre-Health Science programs.
- Adult Learning Centres and high school night-school courses are also acceptable.

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 Campus.
- 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 Campus. 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 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 submitted on-line through the Ontario Universities' Application Centre (OUAC).
2. Application for admission to Campus d'Alfred, Kemptville Campus or Ridgetown Campus should be submitted on-line through the Ontario College Application Service (OCAS). Hard copy forms are available upon request.

Applications for the program may exceed an established quota and candidates, therefore, are urged to submit their application for admission before February 1. 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, Nutrition and Risk Management

Campus d’Alfred, Kemptville Campus (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

Campus d'Alfred, Kemptville Campus, and Ridgetown Campus

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

Ridgeway Campus

Upon application, graduates 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 and 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 is May 1st and documents is June 1st at the Ontario Agricultural College and August 1st at Campus of Alfred, Kemptville Campus and Ridgeway Campus 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 the deadline 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 1st.

Language of Instruction

Classes at Guelph, Kemptville and Ridgeway 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 Campuses for further information. (http://www.uoguelph.ca/liaison/english.shtml)

Prior Learning Assessment

At the University of Guelph Campuses, 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 or Colleges 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 Campuses 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 or Colleges for the first time, the decision of the Admissions Committee of the individual campuses 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 or visit:

- **CAMPUS D'ALFRED**
  - 31, rue St-Paul
  - C.P. 580
  - Alfred ON K0B 1A0
  - http://www.alfredc.uoguelph.ca/

- **KEMPTVILLE CAMPUS**
  - P.O. Box 2003
  - 830 Prescott Street
  - Kemptville ON K0G 1J0
  - http://www.kemptvillec.uoguelph.ca/

- **UNIVERSITY OF GUELPH**
  - Admission Services
  - University Centre, Level 3
  - Guelph ON N1G 2W1
  - http://www.askgryph.registrar.uoguelph.ca

- **RIDGE TOWN CAMPUS**
  - Registrar's Office
  - 120 Main St. E.
  - Ridgeway ON N0P 2C0
  - http://www.ridgetownc.on.ca/

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 campuses by the document deadline. 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. Offi ci al 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

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

Use of Animals in Teaching

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.
V. International Study

Exchange Programs

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/Associate Director.

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.

Campus d'Alfred

Belgium Exchange

An agreement with the Haute Ecole Provinciale du Hainaut Occidental allows students to complete their second year of the Associate Diploma in Agriculture in Belgium. Candidates must successfully complete their first year at Campus d'Alfred. Canadian students are integrated in the second and third year courses with Belgian students. Courses are offered exclusively in French; therefore candidates must be fluent in French. Interested students should contact the Associate Director at Campus d'Alfred.

Interested students should contact the Agriculture & International Development program coordinator at Campus 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:

a. release of semester examination results
b. release of transcripts
c. granting of a diploma
d. registration for a subsequent semester

Guelph Campus

Tuition Fees

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 Student Fees, in this section. For information regarding Tuition fees, for Full-time, Part-time and Audit students, visit the Student Financial Services website at: http://www.uoguelph.ca/studfin/ug/index.cfm.

Visa Students

For information regarding Tuition fees for Full-time and Part-time Visa students visit the Student Financial Services website at: http://www.uoguelph.ca/studfin/ug/index.cfm.

Health Insurance for International Students

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP). Participation is compulsory. Current UHIP fees are found at Student Financial Services’ website at: http://www.uoguelph.ca/studfin/ug/index.cfm.

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 effect 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).

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.

Other University Fees; Student Organization Fees; College Semester Fees

For information on Other University Fees, Student Organization Fees and College Semester Fees, please visit the Student Financial Services website at: http://www.uoguelph.ca/studfin/ug/index.cfm.

Special University Fees

The following Special University Fees are charged on a user-feee basis as outlined below:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Deferral Fee</td>
<td>$60.00 per occurrence</td>
</tr>
<tr>
<td>Cheque Refusal Fee</td>
<td>$60.00 per cheque in the amount of $435.00 or greater upon which payment is refused ($30.00 per cheque in the amount of less than $435.00).</td>
</tr>
</tbody>
</table>

Cheque processing fee

Applied to students receiving short term loans or O.S.A.P advances

$20.00 per occurrence

Distance Education Resource Fee

Non-refundable after the six-day add period.

$70.00 per D.E. course

Graduation Fee

Payable at time of submission of application for graduation. The fee covers the cost of the diploma and diploma case, and gown rental. It is applicable to all students (except those in continuing, unclassified or non degree categories) upon their first registration in the semester level as noted below:

- Associate Diploma in Agriculture (semester 4)
- All other Programs (semester 8)

Late Registration Fee

Payable at time of submission of a late application for graduation.

$60.00 per occurrence

Late Graduation Fee

Payable at time of submission of a late application for graduation.

$60.00 per occurrence

Note: If the student pays the fee for the supplemental privilege and subsequently chooses not to write it, a refund will be made if the request is submitted in writing at least 15 class days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services.

Official Transcript

$8.00 each copy

OAC Lab Fee

$25.00 per semester

Program Transfer Fee

For each applicant requesting a transfer from one degree program to another, or re-admission.

$40.00 per occurrence

Registration Reinstatement Fee

Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the 10th class day for the semester. There is a $200.00 reinstatement fee levied for full-time students and a $100.00 reinstatement fee levied for part-time students wishing to register after the 10th class day. Reinstatement will not be allowed after October 15th for the Fall semester, February 15th for the Winter semester and June 15th for the Summer semester.

$200.00 per occurrence for full-time students

$100.00 per occurrence for part-time students

Supplemental Privilege

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.

$50.00 per occurrence

Special University Charges

Field Trip Fees

For field trips in courses

$50.00

Parking Fees

Information on Parking Fees is available at the Student Financial Services website http://www.uoguelph.ca/studfin/ug/index.cfm.

For information regarding Parking Services visit the Parking Services website http://www.uoguelph.ca/security/Parking/index.html
Residence Fees

Information on Residence Fees is available at the Student Financial Services website [http://www.uoguelph.ca/studfin/ug/index.cfm](http://www.uoguelph.ca/studfin/ug/index.cfm).

For Information regarding Student Housing Services visit the Student Housing Services website [http://www.housing.uoguelph.ca/home.cfm](http://www.housing.uoguelph.ca/home.cfm).

Meal Plan Fees

The On-Campus Meal Plan is a mandatory meal plan for all students living in a traditional residence and optional for students living in the East Residence, the East Village Townhouses or off campus. The On-Campus Meal Plan is designed to cover both the Fall and Winter semesters. Hospitality Services offers four (4) different sizes of plans to accommodate a variety of eating habits. Each On-Campus Meal Plan is composed of 2 Plans in 1 - The Basic Plan and the Flex Plan.

The Basic Plan is used for all on-campus food purchases. These purchases are tax exempt when applicable.

The Flex Plan is used for vending machines, dining at select off-campus restaurants and delivery orders for pizza, subs and pitas. These purchases are taxable.

At the end of the Winter semester, so long as you are a University of Guelph student, Food Dollars remaining in your On-Campus Meal Plan will be carried forward to the carryover Ultra Food Plan.

Information on Meal Plan Fees is available at the Student Financial Services website [http://www.uoguelph.ca/studfin/ug/index.cfm](http://www.uoguelph.ca/studfin/ug/index.cfm).

For more information on Hospitality's meal plans visit the Hospitality Services website [http://www.hospitality.uoguelph.ca/mealplans.htm](http://www.hospitality.uoguelph.ca/mealplans.htm).

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 credit drop results in a credit balance in your fees account (i.e. payments are greater than charges) a refund cheque is produced. Allow four to six 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 the activities. Applications for refund are to be made at the Radio Gryphon offices.

OPIRG-G is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to General Information Section of this Calendar.

Applications for refund are to be made at the OPIRG-G 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.

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 Plan has an opt-out option. Please contact the Central Student Association office for the opt-out deadline. The fee is not refundable past the deadline.

Alfred, Kemptville, and Ridgetown Campus

Tuition Fees

Quoted fees are in effect in 2006-2007. The 2007-2008 fee schedule will be issued as soon as available from the Campus Administration Offices.

<table>
<thead>
<tr>
<th></th>
<th>Semester Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Fees</td>
<td></td>
</tr>
<tr>
<td>Regular Diploma Programs</td>
<td>$1,172.00</td>
</tr>
<tr>
<td>Visa Students</td>
<td>$2,344.00</td>
</tr>
<tr>
<td>Veterinary Technology Alternative Diploma Program</td>
<td>Fee per 1-year semester</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>$1,430.00</td>
</tr>
<tr>
<td>Visa Fees</td>
<td>$2,860.00</td>
</tr>
<tr>
<td>Part-Time Fees</td>
<td>Fee per Course</td>
</tr>
<tr>
<td>Regular Diploma Programs</td>
<td>$295.00 to $300.00 ($235.00 tuition)</td>
</tr>
<tr>
<td>Other Fees</td>
<td></td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$60.00 to $65.00 per semester</td>
</tr>
<tr>
<td>Accident Insurance</td>
<td>$4.00 per year</td>
</tr>
<tr>
<td>Student Organization Fees</td>
<td>Approximately $65.00 - $70.00 per semester</td>
</tr>
</tbody>
</table>

Special Charges

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency Deposit (all Students)</td>
<td>$200.00 per year</td>
</tr>
<tr>
<td>Field Trips, laboratory materials, student equipment (full-time students)</td>
<td>$290.00 to $327.00 per semester</td>
</tr>
<tr>
<td>Field Trips, laboratory materials, student equipment (part-time students)</td>
<td>$60.00 to $65.00 per course</td>
</tr>
<tr>
<td>Graduation Fee (payable prior to final semester)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Internet Fee (where applicable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fee Description</td>
<td>Amount</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Official Transcript - first copy</td>
<td>$10.60 + GST</td>
</tr>
<tr>
<td>Official Transcript - Kemptville</td>
<td>$8.00 + GST</td>
</tr>
<tr>
<td>Official Transcript - additional copies</td>
<td>$5.35 + GST</td>
</tr>
<tr>
<td>Program transfer Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Supplemental Exam Privilege</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ridgetown Program Additional Fees - Agriculture</td>
<td>$290.00</td>
</tr>
<tr>
<td>Ridgetown Program Additional Fees - Environment Management</td>
<td>$440.00</td>
</tr>
<tr>
<td>Ridgetown Program Additional Fees - Horticulture</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

**Veterinary Technology Special Fees (Ridgetown Campus)**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Supply Fee - Conventional Program</td>
<td>$865.00</td>
</tr>
<tr>
<td>Additional Supply Fee - Alternative Program</td>
<td>$1,153.00</td>
</tr>
<tr>
<td>Alternative Program Manual Fee (linkage courses)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Field Trips, Laboratory Materials, Student Equipment - Conventional Program</td>
<td>$200.00</td>
</tr>
<tr>
<td>Field Trips, Laboratory Materials, Student Equipment - Alternative Program</td>
<td>$320.00</td>
</tr>
<tr>
<td>Vet. Tech. Accreditation Fees</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Residence Fees**

<table>
<thead>
<tr>
<th>Semester Type</th>
<th>Amount Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and Winter Semesters</td>
<td></td>
</tr>
<tr>
<td>Double Occupancy</td>
<td>$956.00 to $1,075.00</td>
</tr>
<tr>
<td>Single Occupancy</td>
<td>$1,325.00 to $1,912.00 depending on room size</td>
</tr>
<tr>
<td>Summer Semester</td>
<td></td>
</tr>
<tr>
<td>Double Occupancy</td>
<td>$880.00</td>
</tr>
<tr>
<td>Single Occupancy</td>
<td>$1,760.00</td>
</tr>
</tbody>
</table>

**Kemptville campus**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy - Telephone and IT</td>
<td>$160.00</td>
</tr>
<tr>
<td>Single Occupancy - Telephone and IT</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Meal Plan Fees**

<table>
<thead>
<tr>
<th>Meal Plan Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varies by location</td>
<td>$995.00 - $1,126.00</td>
</tr>
</tbody>
</table>

**Parking Fees**

Parking fees vary by location.

**Refunds**

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

**Prior Learning Assessment**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee - A fee will be charged for each application to challenge a course(s), irrespective of the number of courses specified in the application.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Course Fee - 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.</td>
<td>1/2 of the tuition for the course</td>
</tr>
</tbody>
</table>

**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.

Last Revision: March 1, 2007
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, advice from the Undergraduate Academic Information Centre, as well as advice and assistance regarding academics from the program counsellor of 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 requirements and expectations.

The role of the faculty advisor is:

• to provide 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

Responsibilities of the Faculty Advisor

The responsibilities of the faculty advisor are:

• to be familiar with the academic requirements of the diploma program and its specializations, including admission requirements, the Schedule of Studies requirements, 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 (e.g. 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 referrals 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

<table>
<thead>
<tr>
<th>Location</th>
<th>Program Counsellor / Associate Director</th>
<th>Contact Information</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus d'Alfred (French Language)</td>
<td>G. Gauthier Associate Director</td>
<td>613 679-2218 Ext. 215</td>
<td><a href="mailto:ggauthie@alfredc.uoguelph.ca">ggauthie@alfredc.uoguelph.ca</a></td>
</tr>
<tr>
<td>Kemptville Campus</td>
<td>Elizabeth Forbes Acting Associate Director</td>
<td>613 258-8336 Ext. 317</td>
<td><a href="mailto:lforbes@kemptvillec.uoguelph.ca">lforbes@kemptvillec.uoguelph.ca</a></td>
</tr>
<tr>
<td>Ridgetown Campus</td>
<td>B. O'Neill Registrar / Counsellor R. Pitblado Associate Director</td>
<td>Agronomy Building 519 674-1610</td>
<td><a href="mailto:rob@gti.uoguelph.ca">rob@gti.uoguelph.ca</a></td>
</tr>
<tr>
<td>University of Guelph (Turfgrass Management)</td>
<td>R. Witherspoon Director, Associate Diploma in Turfgrass Management</td>
<td>Guelph Turfgrass Institute Room 114 519 824-4120 Ext. 56886</td>
<td><a href="mailto:rob@gti.uoguelph.ca">rob@gti.uoguelph.ca</a></td>
</tr>
<tr>
<td>University of Guelph (Agriculture and Horticulture)</td>
<td>M. Vanryn, Program Counsellor, OAC Dean's Office</td>
<td>163 Johnston Hall Room 613 519 824-4120 Ext. 54549</td>
<td><a href="mailto:mavanryn@uoguelph.ca">mavanryn@uoguelph.ca</a></td>
</tr>
</tbody>
</table>

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.

Last Revision: March 1, 2007

2007-2008 University of Guelph Diploma Program Calendar
VIII. Associate Diploma Regulations and Procedures

General Information

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 Consideration, Appeals and Petitions

Process for Academic Consideration and Appeals

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

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.

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.

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.

1. 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.
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 Undergraduate Program Services, Office of Registrarial Services or 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

If 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 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 an 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.

**Petitions**

The Senate Committee on Student Petitions is comprised of students, faculty and a representative of the Office of Registrarial Services. It is responsible for assessing and disposing of cases submitted to it by any undergraduate or graduate student of the University. The Senate Committee on Student Petitions will consider petitions and conduct hearings on requests which fall under one of the following:

1. Appeals of decisions of Academic Review Sub-Committees involving medical, psychological or compassionate grounds. Petitions has the same options for consideration available to it as the Academic Review Sub-Committee (see Academic Consideration).
2. Appeals of academic misconduct decisions.
3. Petitions concerning the methods and criteria used by an instructor in assigning a grade. The Committee does not consider appeals for grade reassessment unless the request concerns the methods and criteria used by the instructor.
4. Appeals of an Admissions Committee decision regarding readmission to a program. The Committee will consider appeals concerning readmission provided the appeal is on the grounds of procedural unfairness or bias on the part of the Admissions Committee.

**Petitions Concerning a Course Grade(s) Involving Medical, Psychological or Compassionate Grounds**

A student may appeal any decision of the Academic Review Sub-Committee to Petitions. The appeal must be submitted to the Office of the Judicial Officer within 90 days of the
receiving notification of the decision. Requests submitted after this deadline will not normally be considered. Students should speak to the Judicial Officer before submitting a petition to ensure proper completion of the form. The Committee will not normally consider a petition concerning an illness or incident that occurred at some time in the past unless there is a reasonable explanation for the delay in submitting the petition.

Petitions Concerning Methods and Criteria Used by an Instructor in Assigning a Course Grade
Before submitting such a petition the student must have submitted a written appeal to the chair of the department of the instructor assigning the course grade and have received from the chair of the department a written statement that every effort has been made at the department level to resolve the issue. The student must provide the Judicial Officer with a clear and concise statement of the allegations.

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/hr/hrholysdays.shtml or contact the Human Rights and Equity Office.

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 misappropriation of others' work, misrepresentation of personal performance and fraud, improper access to scholarly resources, and obstructing others in pursuit of their academic endeavours. In addition to this policy, the University has adopted a number of policies that govern such offences, including the policies on Misconduct in Research and Scholarship and the Student Rights and Responsibilities regulations. These policies will be strictly enforced.

It is the responsibility of the University, its faculty, students and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive procedures to limit the likelihood of offences occurring. Furthermore, individual members of the University community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes reporting such offences when they occur and making one's disapproval of such behaviour obvious.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students should also be aware that if they find their academic performance affected by medical, psychological or compassionate circumstances, they should inform the appropriate individuals (instructors, program counsellors, graduate advisors) and follow the available procedures for academic consideration outlined in the University's calendars.

Education and Remediation
Education and remediation are key to promoting an environment in which academic integrity will flourish. It should not be possible for a student to claim that he/she was not warned about the University's academic misconduct regulations, what constitutes academic misconduct and the potential consequences of transgressing. The need to educate students about academic integrity places a particular responsibility on faculty, especially with respect to discipline-specific issues.

The University's Strategic Directions place high value on collaboration and co-operation in the learning process, across disciplines and between institutions. Further, the strategic plan recognizes the importance of students learning to work with others in group projects and situations as key to developing skills as self-reliant learners. This is reflected in the large number of courses at this University which involve group work and encourage co-operation in completing assignments. However, there may be need to limit the amount of collaboration or co-operation. Students need to be aware of, and instructors need to be clear about assignments for which discussing or completing the work with others is not appropriate and where the expectation is that students will work separately. Instructors should be very explicit about expectations with respect to academic integrity, and information with respect to academic misconduct should be presented to students as part of the course outline, academic program orientation materials and other materials posted and distributed to students. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

In addition, in the case of examinations, students should be sure that they read and understand the regulations with respect to conduct in examinations printed on the cover of each examination booklet, and should pay particular attention to any additional instructions from the examination invigilators.

In support of remediation, students convicted of an academic offence may be required to successfully complete an academic integrity remediation process.

Note: In this policy, the word "dean" means "dean or designated associate dean." The word "chair" means "chair of a department or director of a school." The word "department" means "department or school."

Offences
Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment.

Below are descriptions of academic offences. It is important to note that, while the University has attempted to present as comprehensive a list as possible, this list of potential academic offences should not be considered exhaustive. Students are responsible for knowing what constitutes an academic offence and faculty members have a responsibility to provide students, early in their course or program, with information about academic integrity that might be particular to their discipline. An offence may be deemed to have been committed whether the student knew a particular action was an offence or ought reasonably to have known. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

It is the responsibility of students working in a group to take all reasonable steps to ensure that work submitted to the group by individual members has not been completed in a way that violates this policy.

Further, as some academic offences may also be viewed as violations of policies on Misconduct in Research and Scholarship, the Student Rights and Responsibilities regulations, the criminal code and/or civil statutes, students may also be subject to procedures and penalties outlined in those policies at the University’s discretion, and to criminal prosecution or civil action.

A graduate of the University may be charged with an academic offence committed while he/she was a registered student when, in the opinion of the dean, the offense, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

1. Misappropriation of Other's Work

1. Plagiarism

Plagiarism is misrepresenting the ideas, expression of ideas or work of others as one's own. It includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. In addition to books, articles, papers and other written works, material may include (but is not limited to): literary compositions and phrases,
performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. Some examples of plagiarism include:

- submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- buying or selling term papers or assignments;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own;

Students have the responsibility to learn and use the conventions of documentation suitable to the discipline, and are encouraged to consult with the instructor of the course, the academic supervisor, or the department chair for clarification if needed. Instructors should include in the materials they provide to students about academic integrity, information about any unique, discipline-specific understandings with respect to what must be acknowledged or cited.¹

2. Copying

Copying is similar to plagiarism in that it involves the appropriation of others’ work as one’s own. It includes copying in whole or in part another’s test or examination answer(s), laboratory report, essay, or other assignment.

Copying also includes submitting the same work, research or assignment for credit on more than one occasion in two or more courses, or in the same course, without the prior written permission of the instructor(s) in all courses involved (including courses taken at other post-secondary institutions).

3. Unauthorized Co-operation or Collaboration

It is an offence to co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.

¹ In addition to being concerned about appropriate citation, students who wish to use the work of others, from any source, should be aware of copyright laws and other conventions governing intellectual property. See the Office of Research website, www.uoguelph.ca/research/policies/index.shtml, for links to the University’s intellectual property policies.

2. Misrepresentation and Fraud

This category of offences covers a range of unacceptable activities, including the following:

1. Impersonation

Impersonation involves having someone impersonate oneself, either in person or electronically, in class, in an examination or in connection with any type of academic requirement, course assignment or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

2. Falsification

It is an offence to submit or present false or fraudulent assignments, research, credentials, or other documents for any academic purpose. This includes, but is not limited to:

- falsified research or lab results and data;
- concocting facts or reference;
- false medical or compassionate certificates;
- false letters of support or other letters of reference;
- falsified academic records, transcripts or other reg laristrial records;
- fraudulent submission practices (e.g., altering date stamps);
- altering graded work for re-submission.

It is also falsification to misrepresent the amount of work an individual has contributed to a group assignment or activity. Both the individual to whom work is falsely attributed and those who acquire it in attribution commit an academic offence.

3. Withholding

It is an offence to withhold records, transcripts or other academic documents with the intent to mislead or gain unfair academic advantage.

4. Unauthorized Aids and Assistance

It is an offence to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or term test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services). Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the instructor or invigilator. Note that unauthorized assistance does not include student support services offered by the University, such as the Learning Commons.

3. Improper Access and Obstruction

1. Preventing Access to Materials

It is an offence to alter, destroy, hide, remove without authorization, or in any other way improperly restrict access to library, electronic or other materials intended for general academic use.

2. Obstruction and Interference

It is an offence to obstruct or otherwise interfere with the scholarly activities of another, or to alter or falsify the work of others, in order to gain unfair academic advantage. This includes, but is not limited to, deleting data or files, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (for example, a painting, a sculpture, a film), with a chemical used for research, or with any other object of study or research device.

3. Improper Access

It is an offence to improperly obtain through theft, bribery, collusion, or otherwise access to confidential information, examinations or test questions or to gain undue academic advantage as a result of such behaviour.

4. Improper Dissemination

It is an offence to publish, disseminate or otherwise make public to a third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with a reasonable expectation of confidentiality.

4. Aiding and Abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy.

Penalties

A. Range of Penalties That May Be Assessed

If a student is found guilty of academic misconduct, an Official Warning will be given that an offence is now noted in the student’s record and that a subsequent offence will attract a more severe penalty. In addition, one or more of the following penalties may be assessed:

1. A requirement for submission of a new or alternative piece of work.
2. The rescinding of University-funded scholarships or bursaries.
3. Partial or total loss of marks on the examination or assignment in which the offence occurred.
4. Partial or total loss of marks for the course in which the offence occurred.
5. Suspension from the University for a period of between one and six consecutive semesters. For the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or services.
6. A recommendation for expulsion from the University.
7. 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 when, in the opinion of the dean, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

B. Notes with Respect to Penalties

The following should be noted with respect to penal ties:

1. Senate has approved a set of Guidelines for the Assessment of Penalties for Academic Misconduct. These guidelines are used by chairs/directors and deans to assist them in determining appropriate penalties for individual cases. A copy of the guidelines can be found at http://www.uoguelph.ca/undergrad_calendar/c08/c08-aminisconduct.shtml, or may be obtained from the Senate Office or the office of any chair or dean.
2. Students who have been found guilty of a course-based offence and who have been assessed a penalty in addition to an Official Warning will not be permitted to drop the course or to withdraw with failure. A student who has dropped the course prior to the offence(s) being detected will have his/her enrolment in the course reinstated if found guilty and if the penalty assessed is other than an Official Warning.
3. Students who have been suspended for academic misconduct will not receive credit for any courses taken while under suspension. This policy applies to any credit course taken during the suspension period, be it distance, or non-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded.
4. A student who wishes to be considered for readmission after a suspension 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 requirement will normally be required to serve the associated penalties consecutively.
5. 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. Penalties may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

### Procedures

**A. Notes Re: Procedures and Authority to Act**

1. Deans may delegate their authority under this policy to an appropriate designate(s).

   Such delegation may be full (for example, all cases are delegated to an Associate Dean), or partial (for example, authority with respect to offences related to course work may be delegated to departmental chairs). Deans must provide the University’s Judicial Officer with the name(s) of individual(s) to whom authority has been delegated under this policy.

2. For offences related to course work (including examinations):

   a. The designate or the Director of Open Learning will carry out the role of the chair in cases where the offence has been committed in an Open Learning, non-degree credit course. Degree credit courses offered through distance are within the authority of the chair of the department offering the course. The role of the dean in the case of non-degree credit courses offered through the Open Learning program is carried out by the Director of Open Learning.

   b. For undergraduate students and open learners, the relevant dean is the dean of the college in which the course is offered, and the dean of the college in which the student is enrolled (if different) should receive a copy of the decision. In the event that an offence is committed in a degree credit course by an open learner, the Director of Open Learning should receive a copy of the decision.

   c. For graduate students, the relevant deans are the dean of the college in which the course is offered and the Dean of Graduate Studies acting jointly. The dean of the college in which the student is enrolled (if different) should receive a copy of the decision.

3. For offences not related to courses, or for course offences involving students not enrolled in the course, for undergraduate students the dean of the college in which the student is enrolled is responsible for administering the policy. For graduate students, the policy is administered jointly by the Dean of Graduate Studies and the dean of the college in which the student is enrolled.

4. In the event that a chair/director has a conflict of interest in dealing with a case, the chair/director may appoint a dean, a dean's designate or another faculty member to deal with the case. The designated chair/director is responsible for making sure that the designated individual is not involved in any way in gathering evidence.

5. Wherever in this policy it states that a student is to be contacted, the normal expectation lies with the person(s) responsible for evaluation and discussion of the student’s work, although that person may make use of reports from others to assist in detection, and may make use of electronic means of detection appropriate to the discipline. Where academic misconduct is suspected, the evaluator/marker shall retain possession of any suspect material and give a full report in writing together with any confiscated material to the instructor-in-charge of the course, or to the student’s advisor, if the instructor/advisor is not the evaluator/marker. At this stage, the student will be informed by the instructor/advisor that a suspicion of academic misconduct is being investigated.

### C. Investigation and Judgment

1. **Offences Related to Course Work, Research, Thesis Work or Examinations**

   a. When an instructor or an advisor suspects that an academic offence has been committed, he/she is responsible for gathering evidence to support or allay the suspicion and may invite the student to meet with him/her to discuss the concerns. The instructor/advisor should pursue the gathering of evidence in a timely way.

   b. If after reviewing the available evidence the instructor/advisor believes an offence may have been committed, he/she shall refer the case to the chair of the department responsible for the course or graduate program. The referral document will include all evidentially material collected by the instructor/advisor along with the transmittal form on which the instructor/advisor may include a recommendation with respect to penalty should the allegation be upheld. A copy of the first page of the transmittal form shall be sent to Undergraduate Program Services/Graduate Program Services by the chair.

   c. If the chair believes that there is sufficient evidence to support a charge of academic misconduct, he/she will forward the transmittal form and all evidentiary material to the dean/department's designate, normally within ten working days of receipt of the allegation from the instructor/advisor.

   d. Normally within ten working days of receipt of the case from the chair, the dean will invite the student to meet with him/her to discuss the allegation(s). If the student does not respond within ten working days to the request for an interview, or if the student refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may consult with any individuals he/she believes pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, the dean may engage in further consultation with any individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.

2. If after weighing the available evidence the dean finds an offence has been committed, the dean will contact Undergraduate Program Services/Graduate Program Services as appropriate to determine whether this is a first offence.

3. In determining the appropriate penalty, the dean will consult the Guidelines for Penalties for Academic Misconduct, will take into consideration the recommendation from the instructor/advisor, and consider such factors as the relative weight of the assignment, the semester level of the student, any record of previous offences, the seriousness of the offence (e.g. the amount of work plagiarized), and any mitigating circumstances presented by the student. For graduate students, attention will also be paid to whether the work in which the offence has been committed is one of the major milestones of the graduate program (e.g., qualifying examination, thesis).

4. Normally within ten working days of the meeting with the student, or ten days from the date of the final communication with the student with respect to any additional evidence, the dean will inform the student in writing of the disposition of the case. In a case where the dean requires substantial additional time to review the evidence and come to a judgment, he/she may seek an extension of time from the Provost. Should the dean determine that an academic offence has not been committed he/she shall so inform the student, the instructor/advisor and the chair in writing.
A copy of the letter will be forwarded to Undergraduate Program Services/Graduate Program Services as appropriate. Thereafter, the complaint shall have no official status as an accusation of academic misconduct and no record of the complaint shall be maintained on the student's record. Should the dean determine that an academic offence has been committed, he/she shall inform the student in writing. The written notification should include the offence for which the student has been found guilty and information with respect to penalty. Copies of the written notification should be sent to any other relevant dean(s) office(s), to the instructor/advisor, the department chair, the program counsellor and to Undergraduate Program Services/Graduate Program Services (as appropriate).

b. When a case is brought to the attention of the dean, the dean shall inform the student in writing. The written notification should include the offence for which the student has been found guilty and information with respect to penalty. Copies of the written notification should be sent to any other relevant dean(s) office(s), to the instructor/advisor, the department chair, the program counsellor and to Undergraduate Program Services/Graduate Program Services (as appropriate).

c. Should the dean recommend expulsion or revocation/rescinding of a degree, he/she shall inform the student in writing and forward the matter to the Senate Committee on Student Petitions.

At that time, the student may appeal the recommendation of expulsion/revocation and 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.

In the case of an expulsion, 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 or impose a lesser penalty, which will be final.

In the case of revocation/rescinding of a degree, if the Senate Committee on Student Petitions 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 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.

A statistical record will be kept by the Office of the Dean for annual reporting purposes.

2. Other Offences

a. Cases involving offences that are not course-related or are not related to graduate program work are dealt with by the relevant dean (see Procedures A. Notes Re: Procedures and Authority to Act). Examples of such offences include, but are not limited to: falsification of credentials for admission purposes, damaging of library materials, abetting the cheating of another in a course in which the abettor is not enrolled, and obstructing or interfering with the academic activities of others.

b. When a case is brought to the attention of the dean, the dean shall inform the student that an allegation has been made and invite the student to meet to discuss the allegation. The dean will also inform Undergraduate Program Services/Graduate Program Services (as appropriate). If the student does not respond within ten working days to the request for an interview or refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may meet with any individuals or collect evidence as he/she deems pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, if necessary the dean may consult with any other individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.

c. If after weighing the available evidence the dean finds that an offence has been committed, the dean will contact Undergraduate Program Services/Graduate Program Services as appropriate to determine whether this is a first offence. The dean may impose penalties in accordance with Penalties A. and B., above. In the event that the dean believes suspension, expulsion or revocation to be warranted, he/she shall proceed as in Procedures C. (1) (b) and (i).

d. Normally within ten days of meeting with the student, or of the final communication with the student with respect to evidence, the dean shall inform the student in writing of his/her decision in the case, and copy the letter to the relevant university officials, including Undergraduate Program Services/Graduate Program Services (as appropriate). In a case where the dean requires substantial additional time to gather evidence and make a judgment, he/she may seek an extension from the Provost and Vice-President Academic.

Applies

1. Students may appeal either the finding, the penalty, or both to the Senate Student Petitions Committee.

2. Appeals must be submitted to the Senate Student Petitions Committee within 15 working days of receipt of the decision. If the decision is mailed, it will be deemed to have been received by the student the fifth day after it has been mailed. If the decision is sent by courier, fax or email it shall be deemed to have been received one day after it has been sent.

3. An appeal to the Senate Committee on Student Petitions involves an examination of all relevant documents and evidence to determine the appropriateness of a finding of guilt or of the assessed penalty. The procedures for conducting an appeal and for holding a hearing are set out in the Regulations of the Senate Committee on Student Petitions. Following an appeal 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 as appropriate, 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.

The record of academic misconduct shall be expunged from the student's file upon graduation, or for open learners, upon completion of a certificate or diploma. Students who do not graduate from the University of Guelph or another university may submit an application to the Senate Committee on Student Petitions to have the record expunged no sooner than five years after the date of last registration. Students who have graduated at another accredited university may submit verification of graduation to Undergraduate Program Services/Graduate Program 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.

Note: Template letters to students, forms for Undergraduate Program Services and Graduate Program Services, and suggested wording for course outlines are available on the following site: http://www.uoguelph.ca/senate/policies.shtml.

Guidelines for Penalties for Academic Misconduct

With the finding of academic misconduct, there is a mandatory penalty of Official Warning which will stay on the student’s record until graduation. In addition, one or more other penalties may be assessed. Following are guidelines used by chairs/directors and deans in determining the appropriate additional penalties. Users need to be aware that these are guidelines and that not all cases will fit neatly into the categories. The guidelines below provide a range of penalties (minima and maxima) for the various offences identified in the Policy on Academic Misconduct as well as indicate what penalty is deemed to be the “norm” for the offence in the case of a first or second year student. It should be noted that “subsequent offence” means any subsequent offence, not only a subsequent offence in the same category.

For a course-based offence, the chair/director may assign penalties up to and including loss of grades if the offence is a first offence. If there is a previous offence on the student’s record, or if the chair/director believes a stronger penalty is merited, the case is forwarded to the dean for penalty assessment.

In cases where the dean is of the opinion that there is cause for a penalty different from those indicated in the guidelines (either higher or lower), he/she will review the penalty with the Provost and Vice-President Academic. The dean will also consult with the Provost in cases where the contemplated penalty is suspension or expulsion.

In a case where the dean is of the opinion that the finding of guilt is not supported by the evidence, the dean will review the case with the chair/director. If the chair/director and dean are unable to reach an agreement on the case, the dean will consult with the Provost before making final determinations as to the finding of guilt and any penalty to be applied in the event that dean upholds the finding of guilt.

In determining the appropriate penalty the chair/director or dean will take into consideration these guidelines, the recommendation from the instructor, the recommendation from the chair/director (in the case of a dean assigning a penalty), and any other relevant factors such as the relative weight of the assignment, the semester level of the student, the seriousness or extent of the offence (e.g. the amount of work plagiarized), any record of previous offences, and any mitigating circumstances presented by the student.

Guidelines for Penalties for Academic Misconduct in Addition to Official Warning

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### A. Misappropriation of Other’s Work

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Minor | Plagiarism | Loss of grades
Zero on the assignment |
| Major | Plagiarism | Zero in the course
Loss of scholarship/bursary Suspension |

#### 1. Plagiarism

- **Minor**
  - Resubmission of new work
  - Loss of grades
  - Zero on the assignment
- **Major**
  - Zero in the course
  - Loss of scholarship/bursary Suspension

### B. Misrepresentation and Fraud

#### 1. Impersonation

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Minor | Impersonation | Zero on the assignment
Zero in the course
Loss of scholarship/bursary Suspension |
| Major | Impersonation | Zero in the course
Loss of scholarship/bursary Suspension |

#### 2. Copying

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Minor | Copying | Loss of grades
Zero on the assignment |
| Major | Copying | Zero in the course
Loss of scholarship/bursary Suspension |

### C. Improper Access and Obstruction

#### 1. Preventing Access

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Minor | Preventing Access | Official warning
Resubmission of work
Loss of grades
Zero on the assignment |
| Major | Preventing Access | Zero in the course
Loss of scholarship/bursary Suspension |

#### 2. Obstruction and Interference

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Minor | Interference | Loss of grades
Zero on the assignment |
| Major | Interference | Zero in the course
Loss of scholarship/bursary Suspension |

#### 3. Improper Access

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Minor | Improper Access | Zero in the course
Loss of scholarship/bursary Suspension |
| Major | Improper Access | Zero in the course
Loss of scholarship/bursary Suspension |

#### 4. Improper Dissemination

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Minor | Improper Dissemination | Zero in the course
Loss of scholarship/bursary Suspension |
| Major | Improper Dissemination | Zero in the course
Loss of scholarship/bursary Suspension |

3. Bolded text indicates the normal expectation for penalty for a first or second year undergraduate, or first year graduate student.

4. If the falsified document is course-related (e.g. medical note).

5. If the withheld information would have affected admission to a course.

6. These offences may also be subject to penalty under the Student Rights and Responsibilities Policy.

### 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 withdrawal 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 required to withdraw from the University for a minimum of two semesters (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.

A term academic standing is assigned to each completed semester according to the requirements of the Continuation of Study policy. 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.

Notes on Academic Structure

Senate

Under the University of Guelph Act the Senate is the ultimate academic authority in the University. Senate directs the academic life of the University assisted by its boards and committees which report regularly to Senate. Senate Bylaws, composition and membership are available on the Senate website at http://www.uoguelph.ca/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 Campuses). 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 regularly from the beginning of September to the end of June, controls all undergraduate degree programs under the authority of Senate. Information about the Board, including the terms of reference, bylaws, and membership, is available under the Board & Committee links on the Senate website at: http://www.uoguelph.ca/senate/.

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 Campuses, plus 8 ex-officio members including the Dean of OAC; the Director, Agri-Food Diploma Programs; the Associate Directors from each Campus; 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 supplements, academic consideration, absences from examinations et cetera
• 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)

The Senate Committee on Student Petitions assesses and disposes of academic appeals from students registered at the University of Guelph. The members of the committee are appointed annually by Senate on the recommendation of the Senate Committee on Bylaws and Membership. For more information on the Senate Committee on Student Petitions may be found on the Senate website, under the Boards & Committees link at: http://www.uoguelph.ca/senate/.

Board of Appeal (Alfred, Kemptville and Ridgetown Campuses)

Each of the three Campuses 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 two students and three instructors/faculty appointed annually.

The Board assesses and disposes of academic appeals from students registered at that Campus 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 requirement(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. https://webadvisor.uoguelph.ca/st/index.shtml.

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.

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 fulfill 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.

**Caution:** 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

All programs determine class level on the basis of successfully completed courses plus the number of courses in progress. As courses are dropped and added, or grades are received, the class level must be adjusted accordingly. Class Level is determined as follows:

<table>
<thead>
<tr>
<th>Successfully Completed Credits and Credits In-progress</th>
<th>Class Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.25 - 3.00</td>
<td>1</td>
</tr>
<tr>
<td>3.25 - 6.00</td>
<td>2</td>
</tr>
<tr>
<td>6.25 - 9.00</td>
<td>3</td>
</tr>
<tr>
<td>9.25 - 12.00</td>
<td>4</td>
</tr>
<tr>
<td>12.25 +</td>
<td>5</td>
</tr>
</tbody>
</table>

### 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 Campuses 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%.

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&lt;50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>C&gt;=50% but C&lt;60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C&gt;=60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Semester Average (S) Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&lt;60%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>S&gt;=60% but C&lt;60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C&gt;=60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&lt;50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>C&gt;=50% but C&lt;60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C&gt;=60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

### 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 (Campuses)

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 campuses 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 (Campuses) procedures were revised to include all undergraduate degree or diploma programs.

The Dean's Honours List (Guelph) or Director's Honours List (Campuses) 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, or the first part of a two semester course in progress, 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:** The calculation of full-time and part-time status for students includes courses with credit (CRD) standing or pass (P) standing. These courses do not affect the calculation of the averages used to determine Honours. Within each period of consideration there must be at least one course with a numeric grade for a student to qualify for Honours List unless the student has been on exchange for that period.

### 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 in the semester immediately following the semester in which the course was taken (refer to Section III--Schedule of Dates).
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 additional rooms for mid-term examinations are to be booked through the Reservations Clerk, Schedules Section, Undergraduate Program Services.

Department Chair’s Responsibilities

1. The conduct of all term examinations.
2. Appointing an adequate number of invigilators to assist the instructor-in-charge.

Instructor’s Responsibilities

1. Taking attendance record at each term examination. The attendance record is for the department’s use and is not submitted to Registrarial Services.
2. Exercising discretion when requiring certification of illness. In particular, instructors 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.

Final Examinations/Assignments and Final Week of Classes

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:
   • the examination will be a regular, sit-down examination for which a room is required;
   • the examination will be a take-home examination;
   • the examination will be in some other format (orals; computer exams; juried performance exams, etc.).
2. Unless approved by the Department Chair, examinations for 1000 level courses will be in regular, sit-down format only.
3. 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.
4. The final examination period consists of eleven days, except in the Summer semester, where it is eight days.
5. 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.)
6. Under normal circumstances, changes to the published examination timetable are not permitted.
7. 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.
8. 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.
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 the due date must be included in the course outline distributed at the first class meeting. If a student’s time to complete a take-home examination is significantly lessened because of the number and timing of regularly scheduled sit-down examinations, the instructor may grant an extension, provided the new due date is not beyond the grade submission deadline for the course. The student must initiate such a request no later than the end of the second week of classes. The length of the extension will be at the instructor’s discretion and instructors are advised to give the student the new due date in writing. 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.

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.

Chair/Director’s Responsibilities
1. Completing the “Final Exam Request Form” by the deadline date set by Scheduling.
2. Completing the “Final Exam Location Request” by the deadline set by Scheduling.
3. Printing the required number of examination papers for each examination.
4. Providing for the security of examination papers printed in the department for the instructor.
5. Providing examination location information to instructors when the information is received from Scheduling, one week prior to the commencement of the final examination period.
6. Distributing the copies of the examination to the instructor on the date set for the examination.
7. The conduct of all final examinations for courses taught by the faculty of their department/school. The Chair/Director must identify an alternate instructor-in-charge for final examinations where the course instructor is not available.
8. Providing examination attendance records to the instructor-in-charge for examinations not under the direction of the Office of Registrarial Services.
9. Appointing 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).

Instructor’s Responsibilities
Instructors who wish to hold examinations in other than sit-down, regular formats should discuss procedures with their Chair/Director.

The faculty member(s) responsible for the course and the setting of the examination, or a designate, shall be the instructor(s)-in-charge for final examinations in that course. They are responsible for the following:

1. Including the time of the final examination on the course outline distributed to students at the commencement of the semester. Note that under normal circumstances, once established, the date, time and location of final examinations may not be changed (see Grading, Resolution 5), and that where a course is taught in multiple sections the final examination date and time will be the same for all sections regardless of location (see Grading, Resolution 7).
2. If it becomes necessary to change an examination time or to add a final examination, contacting Scheduling, Office of Registrarial Services, and once a time is set, obtaining the written approval of all students.
3. Advising Scheduling, 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. Arriving at the examination room thirty minutes prior to the commencement of the examination and distributing examination papers, attendance cards, if used, and other authorized materials.
5. Taking attendance during the first hour of the examination period. (Attendance cards are used in the Athletic Centre and class lists in other locations.)
6. Arranging the collection of completed examination 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. With his/her invigilators, ensuring that students do not enter the examination room after the first 60 minutes or leave during the first 60 or last 15 minutes of the examination period.
8. Including 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.
9. Where a student does not write the final examination, following the procedures outlined under Academic Consideration in this section of the calendar.

Student’s Responsibilities
1. Students are advised that the Final Examination schedules are available for Fall Semester by mid-August, for Winter Semester by mid-December, and for Summer Semester by mid-April. Students are required to consult the final examination timetable in order to avoid conflicts in examination times when adding courses. 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. One week prior to the commencement of Final Examinations, the Final Examination location information will be posted in the Library, Athletic Centre ,Office of Registrarial Services and on WebAdvisor. Students may also check their personal examination schedule on WebAdvisor by selecting “Class Schedule”, the current Term, and then “Exam Schedule Grid”.
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. Cell phones and pagers must be switched off and stored out of sight.
8. 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 attendance card will be signed at the time of collection.
9. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.
10. 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, in the Athletic Centre, the Chief Invigilator.
11. 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.
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.

Registrar’s Responsibilities
The Final Examination Timetable is computer prepared by the Examination Coordinator, Scheduling, Office of Registrarial Services based on student course selections made during the course selection period. Final Examination Timetables are made available for Fall Semester by mid-August, for Winter Semester by mid-December, and for Summer Semester by mid-April. Other responsibilities of the Examinations Coordinator include:

1. Distributing the “Final Exam Request Form” from Scheduling, to Chairs/Directors or designate approximately six weeks prior to the semester to which it applies and specifying a due date.
2. Approximately 6 weeks prior to the start of final examinations, distributing to Chair/Director or designate a request for final examination room requirement information.

3. For Examinations in held in the Athletic Centre shall be under the direction of the Office of Registrarial Services. The Examinations Coordinator or designate will act as Chief Invigilator for all Examinations held in the Athletic Centre and is responsible for the conduct of all such examinations.

4. In the event of a dispute over procedures during Final Examinations in the Athletic Centre, the Chief Invigilator shall have final authority.

5. The Examination Coordinator as Chief Invigilator in the Athletic Centre is responsible for:
   - providing each instructor-in-charge with attendance cards
   - starting and ending examinations
   - assisting 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
   - preparing, distributing to Chairs/Directors and making available to instructors-in-charge in the Athletic Centre, a set of guidelines for the instructor-in-charge and invigilators which will assist them in carrying out their duties in the examination rooms.

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

a. 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);

b. the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;

c. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100%</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>77-79</td>
</tr>
<tr>
<td>B</td>
<td>73-76</td>
</tr>
<tr>
<td>B-</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>67-69</td>
</tr>
<tr>
<td>C</td>
<td>66-62</td>
</tr>
<tr>
<td>C-</td>
<td>61-60</td>
</tr>
<tr>
<td>D</td>
<td>59-53</td>
</tr>
<tr>
<td>D-</td>
<td>52-50</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OP</td>
<td>Outstanding (Pass)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>XXP</td>
<td>Supplemental Privilege Passed</td>
</tr>
<tr>
<td>XXF</td>
<td>Supplemental Privilege Failed</td>
</tr>
</tbody>
</table>

Other Grade Notations

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>CRD</td>
<td>Credit</td>
</tr>
<tr>
<td>DEF</td>
<td>Deferred Privilege</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>INP</td>
<td>In Progress</td>
</tr>
<tr>
<td>MNR</td>
<td>Mark Not Received</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplemental Privilege</td>
</tr>
</tbody>
</table>
Evaluation 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.

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 website. 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.
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 of the "Coursework" policy. 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 Campuses; 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 II--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 VIII--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 Campus'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 Campus'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.

Caution: 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.

Last Revision: March 1, 2007
2007-2008 University of Guelph Diploma Program Calendar
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 Waiver Request" form using the "Course Restriction Waiver" box.

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 departments 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 the deadline by which time the work must be complete. It is the student's responsibility to contact the department with respect to the details of the assessment within three weeks of being informed by Undergraduate Program Services of being granted the privilege. Upon completion of the assigned task(s), the department will inform the Office of Registrarial Services as to the student's success or failure of the challenge.

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, 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. Questions should be directed to Undergraduate Program Services.

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).

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

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.

All courses are scheduled according to the Senate approved “Slot-system” which allows for 3 x 1 hour slots meeting at the same time on Monday, Wednesday and Friday, 2 x 1.5 hour slots meeting at the same time on Tuesday and Thursday with 3-hour. This basic grid is overlaid with 3-hour and other class formats in such a way as to minimize conflicts and maximize efficient use of teaching space.

The University scheduling day runs from 0830-1730 and 1900-2200; Senate has approved the 1730-1900 “dinner hour” as a period which shall be free of all regular class meetings, labs, seminars.

The scheduling cycle for each S, F and W semester commences one year in advance. The final timetable for each semester is published on WebAdvisor two weeks prior to the commencement of the initial Course Selection period for that semester.

Chair/Director’s Responsibilities

The Chair/Director or the designated Department Timetable Coordinator is responsible for the following:

1. Submitting to the Assistant Registrar, Scheduling, no later than the established deadline, complete requests for courses to be scheduled in the subsequent academic year.
2. Acting as liaison between instructors and Scheduling on all aspects of scheduling, including collecting information relevant to course scheduling from instructors, submitting it appropriately.
3. Approving the department’s course schedule before publication. This involves checking that no conflicts exist in instructor or student schedules.
4. Calculating projected enrolments for the subsequent academic year and monitoring enrolments through course selection periods, making adjustments to course capacities and the availability of sections as necessary.

Instructor’s Responsibilities

Instructors are responsible for communicating to the Chair/Director or Department Timetable Coordinator, prior to the established deadline, any information relevant to the scheduling of courses in the subsequent academic year.

Registrar’s Responsibilities

The Assistant Registrar, Scheduling creates the university timetable according to the following priorities:

1. No course conflicts exist in core courses as published in the schedule of studies in the Undergraduate Calendar.
2. The number of elective courses available to students is optimized.
3. Classroom space is allocated to courses on the basis of projected enrolments provided by the offering departments, and in such a way as to maximize the effective and efficient use of teaching space.
4. No instructor conflicts exist according to department information.
5. Departmental requirements, requested by the Chair/Director or Department Timetable Coordinator, are met where possible.

Changes to the Published Undergraduate Course Timetable

Additional Hours/Sections

If it becomes necessary to schedule additional sections by adding lectures/labs/seminars based on course selection numbers, the request is to be initiated by the Chair/Director or Department Timetable Coordinator and made to the Assistant Registrar, Scheduling.

Cancellations and Time Changes

If course cancellation or class meeting time changes are required once the course timetable has been published on WebAdvisor, the Chair/Director is responsible for obtaining the approval of the Associate Vice-President (Academic) through the Coordinator of the Undergraduate Curriculum (CUC), and the appropriate Dean. Requests to the CUC should be made by the Chair/Director in writing via electronic mail, copying the Dean and the Assistant Registrar, Scheduling. If approved, the CUC will notify the Dean and the Assistant Registrar, Scheduling. After the commencement of Course Selection, the Chair/Director is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict free for all registered students, and communicating via electronic mail to all students, the details of any change affecting their schedules.

Time changes after the publication of the timetable, prior to the commencement of classes. Changes in scheduled meeting times are approved only in emergency circumstances following the procedure above.

Time changes after the commencement of classes. Changes in scheduled meeting times are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students, as determined by a secret ballot. New times must comply with University scheduling regulations. The academic unit should keep a record of student approval on file, and a request for the time change and new room assignment should be submitted by the Chair/Director or Department Timetable Coordinator to the Scheduling Coordinator. The instructor is responsible for ensuring that all registered students can attend during the new meeting time(s) and for informing the students of the new time(s) and room assignment(s).

Classroom Assignment Changes/Bookings

• Classroom changes prior to the commencement of classes*. At the request of the Chair/Director or Department Timetable Coordinator, the Assistant Registrar, Scheduling and Scheduling Coordinators may reassign classroom space based on course selection figures. Scheduling will make notification of changes affecting other academic units to the Department Timetable Coordinator for those units.

• Classroom Changes and Bookings after the commencement of classes*. Instructors requiring classroom changes after the commencement of classes should forward their request through their Chair/Director or Department Timetable Coordinator to the Scheduling Reservations Clerk, via electronic mail. If classroom space assigned to a course is no longer required, instructors should also notify Scheduling by this means, as soon as possible. If rooms are required only occasionally for classes, they should not be held for full semesters, rather one-time or temporary bookings should be made through the Scheduling Reservations Clerk.

• Classroom bookings for non-regularly scheduled classes, meetings, conferences, tests, etc. may be made through the Scheduling Reservations Clerk, by University of Guelph faculty, staff and students.

* To ensure that highest priority needs are met first and to reduce confusion on campus at the beginning of each semester, Scheduling will accommodate requests for classroom changes in the week preceding the commencement of classes and the first two weeks of classes based on the reasons below only. Requests made for other reasons will be neither accepted nor accommodated during this three-week period.

1. enrolment changes
2. student/instructor disability
3. exceptional circumstances which may be submitted by the Chair/Director to the Scheduling Reservations Clerk for approval by the Assistant Registrar, Scheduling

Classroom Assignment Changes/Bookings

• Classroom assignment changes prior to the commencement of classes*. At the request of the Chair/Director or Department Timetable Coordinator, the Assistant Registrar, Scheduling and Scheduling Coordinators may reassign classroom space based on course selection figures. Scheduling will make notification of changes affecting other academic units to the Department Timetable Coordinator for those units.

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1. enrolment changes
2. student/instructor disability
3. exceptional circumstances which may be submitted by the Chair/Director to the Scheduling Reservations Clerk for approval by the Assistant Registrar, Scheduling

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 obligations 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 Centralla College should contact the Registrar's Office at Ridgetown Campus for assistance. Individuals seeking an official transcript for academic work completed at New Liskeard College should contact the Registrar's Office at Kemptville Campus 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 Campuses. 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 Campuses

Students wishing to transfer to another Campus 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 Campus location is encouraged, where space allows.

Verification Notice

During the third week of classes Undergraduate Program Services, Office of Registrarial Services (the Registrar's Office at the Campus location), will send to each student registered at the University a copy of his/her current academic evaluation that also is available through WebAdvisor. 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 Campus 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 Campus 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 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 (selection of courses and payment of fees) 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. For the Fall semester the required minimum registration deposit will automatically be forfeited. Please refer to "Refunds" in section VI - Schedule of Fees for specific details. 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 Sub-Committee 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

General Statements on Awards

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 Campus 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 Campus 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 Campuses 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 Ridgeway now operate as Campus of the University of Guelph. Two-year diploma programs are offered at the Ontario Agricultural College, University of Guelph and at the three regional Campuses 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 Campus have standardized core curricula to ensure common standards are maintained. Common core courses are supplemented with electives at all Campuses 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>A</th>
<th>G</th>
<th>K</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Environmental Management</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Food, Nutrition and Risk Management</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Horticulture</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Turfgrass Technology</td>
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<td></td>
<td>X</td>
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<tr>
<td>Veterinary Technology</td>
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</tbody>
</table>

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 Campus 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 campuses for one or two semesters of study. Students at all Campuses have access to the general curriculum and students at each campus receive the same diploma at graduation. Semester 3 is normally the best semester to study at another campus, particularly if it has a specialization and additional courses in which a student is interested. Students will be encouraged to consider these intercampus transfer opportunities with their program counsellor.

Areas of Study

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

<table>
<thead>
<tr>
<th>Course</th>
<th>A</th>
<th>K</th>
<th>R</th>
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<tbody>
<tr>
<td>Animal Production, Business and Field Crops</td>
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<td>Equine Option</td>
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<tr>
<td>Fruit and Vegetable Crops</td>
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<td>X</td>
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<tr>
<td>International Development</td>
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Required Courses

### Semester 1 - Fall

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>DAGR*1000</td>
<td>0.50</td>
<td>Livestock Systems</td>
</tr>
<tr>
<td>DAGR*1200</td>
<td>0.50</td>
<td>Applied Plant Science</td>
</tr>
<tr>
<td>DAGR*1300</td>
<td>0.50</td>
<td>Soil Principles</td>
</tr>
<tr>
<td>DAGR*1350</td>
<td>0.50</td>
<td>Agricultural Mechanization and Safety</td>
</tr>
<tr>
<td>DAGR*1600</td>
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<td>Applied Mathematics</td>
</tr>
<tr>
<td>DAGR*1610</td>
<td>0.50</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>DAGR*1620</td>
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<td>Computer Applications - Part I</td>
</tr>
<tr>
<td>DAGR*1720</td>
<td>0.25</td>
<td>Communication Skills - Part I</td>
</tr>
</tbody>
</table>

**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 2 - Winter

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DAGR*2100</td>
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<td>Marketing and Policy</td>
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<tr>
<td>DAGR*2110</td>
<td>0.50</td>
<td>Business Accounting</td>
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<tr>
<td>DAGR*2600</td>
<td>0.50</td>
<td>Communication Skills</td>
</tr>
<tr>
<td>DAGR*2620</td>
<td>0.25</td>
<td>Computer Applications - Part II</td>
</tr>
<tr>
<td>DAGR*2720</td>
<td>0.25</td>
<td>Communication Skills - Part II</td>
</tr>
</tbody>
</table>

**2.00 elective credits (1.50 elective credits at Collège d'Alfred only)**

### Semester 3 - Fall

One of:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*3300</td>
<td>0.50</td>
<td>Land and Water Stewardship</td>
</tr>
<tr>
<td>DENM*3150</td>
<td>0.50</td>
<td>Agriculture and Environmental Stewardship (Ridgetown Only)</td>
</tr>
<tr>
<td>DAGR*3100</td>
<td>0.50</td>
<td>Business Management</td>
</tr>
<tr>
<td>DAGR*4600</td>
<td>0.50</td>
<td>Human Resource Management</td>
</tr>
</tbody>
</table>

2.00 elective credits (1.50 elective credits at Collège d'Alfred only)

### Semester 4 - Winter

2.50 elective credits (Collège d'Alfred only)

**OR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>DAGR*4600</td>
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<td>Human Resource Management</td>
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**One of:**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DAGR*4610</td>
<td>0.50</td>
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</tr>
<tr>
<td>DAGR*4620</td>
<td>0.50</td>
<td>Farm Project</td>
</tr>
</tbody>
</table>

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 Experimental Learning options including Experimental Learning courses, Special Study projects, In-Service Training courses, or Field Placement courses. It is preferable that an Experimental 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

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>DAGR*1250</td>
<td>0.50</td>
<td>Identification of Herbs and Aromatic Plant</td>
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### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</tr>
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<tbody>
<tr>
<td>DAGR*2000</td>
<td>0.50</td>
<td>Animal Science</td>
</tr>
<tr>
<td>DAGR*2200</td>
<td>0.50</td>
<td>Crop Management I</td>
</tr>
<tr>
<td>DAGR*2210</td>
<td>0.50</td>
<td>Applied Weed Science</td>
</tr>
<tr>
<td>DAGR*2360</td>
<td>0.50</td>
<td>Machinery Maintenance *</td>
</tr>
<tr>
<td>DAGR*2370</td>
<td>0.50</td>
<td>Small Engines *</td>
</tr>
<tr>
<td>DAGR*2400</td>
<td>0.50</td>
<td>Organic Plant Production</td>
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<tr>
<td>DAGR*2450</td>
<td>0.50</td>
<td>Production of Herbs and Aromatic Plants Under Shelter</td>
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<tr>
<td>DAGR*2500</td>
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<td>International Development</td>
</tr>
<tr>
<td>DAGR*2650</td>
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### Semester 3

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<td>DAGR*1500</td>
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<td>DAGR*3000</td>
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<td>Beef Production</td>
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<tr>
<td>DAGR*3010</td>
<td>0.50</td>
<td>Dairy Production</td>
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<tr>
<td>DAGR*3050</td>
<td>0.50</td>
<td>Livestock Production Techniques</td>
</tr>
<tr>
<td>DAGR*3120</td>
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<td>Business Marketing</td>
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<tr>
<td>DAGR*3130</td>
<td>0.50</td>
<td>Sales and Sales Management</td>
</tr>
<tr>
<td>DAGR*3140</td>
<td>0.50</td>
<td>Creating Your Business *</td>
</tr>
<tr>
<td>DAGR*3200</td>
<td>0.50</td>
<td>Crop Management</td>
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<tr>
<td>DAGR*3210</td>
<td>0.50</td>
<td>Insect and Disease Management</td>
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<tr>
<td>DAGR*3350</td>
<td>0.50</td>
<td>Welding *</td>
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<tr>
<td>DAGR*3400</td>
<td>0.50</td>
<td>Organic Fertilization</td>
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</table>
### Offered at Kemptville

**Semester 2**
- DAGR3200 [0.50] Animal Health
- DAGR3210 [0.50] Crop Management I
- DAGR3220 [0.50] Livestock Production Techniques
- DAGR3230 [0.50] Business Marketing
- DAGR3240 [0.50] Crop Management
- DAGR3250 [0.50] Fruit Production
- DAGR3260 [0.50] Vegetable Production
- DAGR3270 [0.50] Welding
- DAGR3280 [0.50] Grain Elevator Equipment and Feed Formulation
- DAGR3700 [0.50] Agroforestry

**Semester 3**
- DAGR3020 [0.50] Livestock Evaluation
- DAGR3050 [0.50] Livestock Production Techniques
- DAGR3120 [0.50] Business Marketing
- DAGR3200 [0.50] Animal Health
- DAGR3210 [0.50] Crop Management I
- DAGR3220 [0.50] Livestock Production Techniques
- DAGR3350 [0.50] Welding
- DAGR3360 [0.50] Grain Elevator Equipment and Feed Formulation
- DAGR3700 [0.50] Agroforestry

**Semester 4**
- DAGR4010 [0.50] Applied Weed Science
- DAGR4020 [0.50] Beef Production
- DAGR4030 [0.50] Sheep Production
- DAGR4040 [0.50] Livestock Production Techniques
- DAGR4100 [0.50] Animal Health
- DAGR4120 [0.50] Crop Management I
- DAGR4130 [0.50] Livestock Production Techniques
- DAGR4200 [0.50] Crop Production
- DAGR4210 [0.50] Crop Management I
- DAGR4220 [0.50] Livestock Production Techniques
- DAGR4230 [0.50] Business Marketing
- DAGR4240 [0.50] Crop Production
- DAGR4250 [0.50] Livestock Production Techniques
- DAGR4360 [0.50] Grading/Seed Production
- DAGR4370 [0.50] Welding
- DAGR4380 [0.50] Farm Structures and Environment
- DAGR4390 [0.50] Advanced Agroforestry

### Offered at Ridgetown

**Semester 2**
- DAGR3200 [0.50] Animal Science
- DAGR3210 [0.50] Crop Management I
- DAGR3220 [0.50] Applied Weed Science
- DAGR3230 [0.50] Viticulture and Oenology
- DAGR3240 [0.50] Mushroom Production
- DAGR3250 [0.50] Field Crop Equipment
- DAGR3260 [0.50] Organic Plant Production
- DAGR3270 [0.50] Horticultural Equipment Management

**Semester 3**
- DAGR3000 [0.50] Beef Production
- DAGR3010 [0.50] Dairy Production
- DAGR3020 [0.50] Pork Production
- DAGR3030 [0.50] Livestock Production Techniques
- DAGR3110 [0.50] Business Finance
- DAGR3120 [0.50] Business Marketing
- DAGR3130 [0.50] Sales and Sales Management
- DAGR3200 [0.50] Crop Management

**Semester 4**
- DAGR4010 [0.50] Animal Health
- DAGR4020 [0.50] Beef Production
- DAGR4030 [0.50] Sheep Production
- DAGR4100 [0.50] Animal Health
- DAGR4110 [0.50] Crop Management I
- DAGR4120 [0.50] Livestock Production Techniques
- DAGR4200 [0.50] Crop Production
- DAGR4210 [0.50] Crop Management I
- DAGR4220 [0.50] Livestock Production Techniques
- DAGR4230 [0.50] Business Marketing
- DAGR4240 [0.50] Crop Production
- DAGR4250 [0.50] Livestock Production Techniques
- DAGR4360 [0.50] Grading/Seed Production
- DAGR4370 [0.50] Welding
- DAGR4380 [0.50] Farm Structures and Environment

### Required Courses

**Semester 1 - Fall**
- DAGR3210 [0.50] Insect and Disease Management
- DAGR3220 [0.50] Fruit Production
- DAGR3230 [0.50] Vegetable Production
- DAGR3240 [0.50] Welding

**Semester 2 - Winter**
- DAGR3210 [0.50] Animal Health
- DAGR3220 [0.50] Beef Production
- DAGR3230 [0.50] Pork Production
- DAGR3240 [0.50] Dairy Production
- DAGR3250 [0.50] Mushroom Production
- DAGR3260 [0.50] Field Crop Equipment
- DAGR3270 [0.50] Organic Plant Production
- DAGR3280 [0.50] Horticultural Equipment Management

**Semester 3 - Fall**
- DAGR3000 [0.50] Beef Production
- DAGR3010 [0.50] Dairy Production
- DAGR3020 [0.50] Pork Production
- DAGR3030 [0.50] Livestock Production Techniques
- DAGR3110 [0.50] Business Finance
- DAGR3120 [0.50] Business Marketing
- DAGR3130 [0.50] Sales and Sales Management
- DAGR3200 [0.50] Crop Management

**Semester 4 - Winter**
- DAGR3000 [0.50] Beef Production
- DAGR3010 [0.50] Dairy Production
- DAGR3020 [0.50] Pork Production
- DAGR3030 [0.50] Livestock Production Techniques
- DAGR3110 [0.50] Business Finance
- DAGR3120 [0.50] Business Marketing
- DAGR3130 [0.50] Sales and Sales Management
- DAGR3200 [0.50] Crop Management

### Electives

Agriculture students, in the Equine option, must take at least 2.50 elective credits, all of which may be from programs other than Agriculture.

Some electives are offered subject to a minimum enrollment. 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 in the summer before the third academic semester. See course descriptions for DAGR*3510 and DAGR*3900.

### 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 agribusiness firms, commodity boards, and other agencies related to the agri-food system or the equine industry.

All campuses 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 Campus. Diploma in Agriculture - Equine Options students frequently combine their diploma studies with certificates in riding, coaching and horsemanship.

Descriptions for these and other equine certificates are available elsewhere in this calendar.
Students interested in environmental issues and solutions may choose from two educational diploma streams within the Environmental Management Diploma offered at Ridgetown Campus and at Campus 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**

<table>
<thead>
<tr>
<th>Semester 1 - Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*1300 [0.50]</td>
<td>Soil Principles</td>
</tr>
<tr>
<td>DAGR*1600 [0.50]</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>DAGR*1620 [0.25]</td>
<td>Computer Applications - Part I</td>
</tr>
<tr>
<td>DAGR*1720 [0.25]</td>
<td>Communication Skills - Part I</td>
</tr>
<tr>
<td>DENM*1000 [0.50]</td>
<td>Environmental Science and Issues</td>
</tr>
<tr>
<td>DENM*1050 [0.50]</td>
<td>Fundamentals of Government and Organizations</td>
</tr>
<tr>
<td>DENM*1100 [0.50]</td>
<td>Surveying and GIS</td>
</tr>
</tbody>
</table>

**Semester 2 - Winter**

| DAGR*2620 [0.25]  | Computer Applications - Part II |
| DENM*2050 [0.50]  | Site Assessment |
| DENM*2150 [0.50]  | Water Resource Management |
| DENM*2200 [0.50]  | Environmental Monitoring |
| DENM*3000 [0.50]  | Data Analysis and Statistics |
| DENM*3100 [0.50]  | Introduction to Applied Microbiology |

**Semester 3 - Fall**

| DAGR*4600 [0.50]  | Human Resource Management (Collège d’Alfred only) |
| DENM*2000 [0.50]  | Occupational Health and Safety |
| DENM*2100 [0.50]  | Ecology |
| DENM*3050 [0.50]  | Environmental Law |
| DENM*4000 [0.50]  | Business Practices and Ethics (Ridgetown only) |
| DENM*3150 [0.50]  | Agriculture and Environmental Stewardship |
| DENM*3200 [0.50]  | Water Treatment |
| DENM*3210 [0.50]  | Sewage & Waste Water Treatment |
| DENM*4200 [0.50]  | Watershed Management and Conservation |

**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*3160 [0.50]  | Agricultural Chemicals in the Environment |
| DENM*4210 [0.50]  | Nutrient Management |
| DENM*4250 [0.50]  | Industrial Waste Management |
| DENM*4260 [0.50]  | Spills Response Planning |

**Electives**

<p>| |</p>
<table>
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</thead>
<tbody>
<tr>
<td>DNF*2420 [0.50]</td>
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<tr>
<td>DNF*2440 [0.50]</td>
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<tr>
<td>DNF*4070 [0.50]</td>
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<tr>
<td>DNF*4160 [0.50]</td>
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<tr>
<td>DNF*4170 [0.50]</td>
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<tr>
<td>DNF*4210 [0.50]</td>
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</tbody>
</table>

**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 Campus and Ridgetown Campus 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**

<table>
<thead>
<tr>
<th>Semester 1 - Fall</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>DAGR*1200 [0.50]</td>
<td>Applied Plant Science</td>
</tr>
<tr>
<td>DAGR*1300 [0.50]</td>
<td>Soil Principles</td>
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<tr>
<td>DAGR*1600 [0.50]</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>DAGR*1610 [0.50]</td>
<td>Computer Applications</td>
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<tr>
<td>DAGR*1620 [0.25]</td>
<td>Computer Applications - Part I</td>
</tr>
<tr>
<td>DAGR*1720 [0.25]</td>
<td>Communication Skills - Part I</td>
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<tr>
<td>DHR*1000 [0.50]</td>
<td>Landscape Management</td>
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<tr>
<td>DHR*1050 [0.50]</td>
<td>Plant Identification I</td>
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**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 |
| DHR*2000 [0.50]  | Greenhouse Management |
| DHR*2100 [0.50]  | Landscape Design I |
| DHR*2200 [0.50]  | Plant Propagation |
| 0.50 elective |

**Semester 3 - Fall**

| DAGR*3100 [0.50]  | Business 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**

<table>
<thead>
<tr>
<th>Semester 1 - Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*1600 [0.50]</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>DAGR*1610 [0.50]</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>DFN*1020 [0.50]</td>
<td>Food Preparation and Theory</td>
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<tr>
<td>DFN*1060 [0.50]</td>
<td>Introduction to Nutrition</td>
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<tr>
<td>DFN*1190 [0.50]</td>
<td>Introduction to Food Processing</td>
</tr>
<tr>
<td>DFN*1200 [0.50]</td>
<td>Safe Food Handling</td>
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</table>

**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 |

**Electives**

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<tbody>
<tr>
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<td>DFN*2440 [0.50]</td>
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<td>DFN*4070 [0.50]</td>
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<td>DFN*4170 [0.50]</td>
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<td>DFN*4210 [0.50]</td>
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</table>

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

Students interested in the food service and food industry sectors. Career opportunities can be found in: food service 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.

<table>
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<tbody>
<tr>
<td>DAGR*2240 [0.50]</td>
<td>Crop Management (Equine)</td>
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<tr>
<td>DAGR*3120 [0.50]</td>
<td>Business Marketing</td>
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<tr>
<td>DAGR*3350 [0.50]</td>
<td>Welding</td>
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<tr>
<td>DAGR*3920 [0.50]</td>
<td>Applied Biochemistry</td>
</tr>
<tr>
<td>DAGR*3930 [0.50]</td>
<td>Equine Complementary Therapies</td>
</tr>
<tr>
<td>DAGR*3940 [0.50]</td>
<td>Laboratory Techniques I</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
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</thead>
<tbody>
<tr>
<td>DAGR*1750 [0.50]</td>
<td>Coaching Techniques</td>
</tr>
<tr>
<td>DAGR*3130 [0.50]</td>
<td>Sales and Sales Management</td>
</tr>
<tr>
<td>DAGR*4830 [0.50]</td>
<td>Equine Facility Management</td>
</tr>
<tr>
<td>DAGR*4840 [0.50]</td>
<td>Laboratory Techniques II</td>
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</tbody>
</table>

**Associate Diploma Programs, Associate Diploma in Environmental Management 37**
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] Turf 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*2400 [0.50] Landscape Design
- DTM*2500 [0.50] Arboriculture
- DTM*2600 [0.50] Turf Environmental Management

#### 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*4200 [0.50] Golf Course Design and Construction
- DTM*4300 [0.50] Turf Case Studies
- DTM*4400 [0.50] Human Resources Management
- DTM*4500 [0.50] Business and Finance for Turf
- 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. Students should consult with the Director of the Associate Diploma in Turfgrass Management regarding possible elective course from The Golf Management Institute of Canada.

### Semester 3
- DTM*3800 [0.50] Special Study Project I

### Semester 4
- DTM*4600 [0.50] Computer Assisted Design
- DTM*4800 [0.50] Special Study Project II

### Associate Diploma in Veterinary Technology

This program is offered at Ridgetown Campus 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 both the Canadian Veterinary Medical Association (CVMA) and the American Veterinary Medical Association (AVMA). 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
- DTV*2000 [0.50] Companion Animal Management
X. Associate Diploma Programs, Degree Transfer Option

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 II
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 II

Year 3

Fall Distance Education Course
DVT*3040 [0.50] Pharmacology

Winter Distance Education Course
DVT*4040 [0.50] Hospital Management

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*4040 [0.50] Hospital Management
DVT*4050 [0.50] Surgical and Anaesthetic Principles II

Degree Transfer Option

Students from any of the regional campuses (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
- Bachelor of Science

In order to be eligible for consideration for transfer students must have 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 campuses 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 / 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
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).
XI. Certificate Programs

Subject Area and Alpha Course Prefix Index

<table>
<thead>
<tr>
<th>ALPHA PREFIX</th>
<th>SUBJECT AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARB</td>
<td>Arboriculture</td>
</tr>
<tr>
<td>CEQ</td>
<td>Equine</td>
</tr>
<tr>
<td>CEC</td>
<td>Equine Coaching</td>
</tr>
<tr>
<td>CEM</td>
<td>Equine Management</td>
</tr>
<tr>
<td>CIUF</td>
<td>Industrial Welding and Fabrication</td>
</tr>
<tr>
<td>CLMG</td>
<td>Landscape Management</td>
</tr>
<tr>
<td>CVMR</td>
<td>Veterinary Medical Office Administration</td>
</tr>
</tbody>
</table>

Campus 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 318, Fax: 613-679-2421 or 613-679-2423, Email: admissions@alfred.ucguelph.ca

Belgium Exchange

An agreement with the Haute École Provinciale du Hainaut Occidental allows students to complete their second year of the Associate Diploma in Agriculture in Belgium. Candidates must successfully complete their first year at Campus d’Alfred. Canadian students are integrated in the second and third year courses with Belgian students. Courses are offered exclusively in French; therefore candidates must be fluent in French. Interested students should contact the Associate Director at Campus d’Alfred.

Kemptville Campus

In addition to Diploma programs, Kemptville Campus 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 equine and arboriculture industries.

Established in 1917, Kemptville Campus is one of Ontario’s oldest and most beautiful colleges. Kemptville Campus 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 (ORFDA); the Upper Canada District School Board; and many other institutions and associations in the Canadian agri-business sector. The campus 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 campus has built a strong foundation with a network of solid support from the industries of Canada. Preparation for exciting, challenging careers and employment begins at Kemptville Campus. The campus faculty and staff combine their extensive career experience with a strong desire to improve their respective industries in passing 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 Campus 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 Campus. Explore education possibilities or sample the lifestyle at our campus. Tours are available year round, every Monday 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 Campus, 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 campus directly at Kemptville Campus, P.O. Bag 2003, Kemptville, Ontario, Canada, K0G 1J0, Tel: 613-258-8336 Ext.316 / Fax: 613-258-8384.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*1800</td>
<td>0.50</td>
<td>Equine Anatomy and Physiology</td>
</tr>
<tr>
<td>DAGR*2810</td>
<td>0.50</td>
<td>Stable Management I</td>
</tr>
<tr>
<td>DAGR*3810</td>
<td>0.50</td>
<td>Horse Conformation and Lameness</td>
</tr>
<tr>
<td>DAGR*4810</td>
<td>0.50</td>
<td>Horse Health</td>
</tr>
<tr>
<td>DAGR*3930</td>
<td>0.50</td>
<td>Equine Complementary Therapies</td>
</tr>
<tr>
<td>CEM*0060</td>
<td></td>
<td>Stable Duty I</td>
</tr>
</tbody>
</table>

Semester 2 - Winter

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*2820</td>
<td>0.50</td>
<td>Stable Management II</td>
</tr>
<tr>
<td>DAGR*3820</td>
<td>0.50</td>
<td>Horse Feeds and Feeding</td>
</tr>
<tr>
<td>DAGR*4820</td>
<td>0.50</td>
<td>Equine Reproduction and Selection</td>
</tr>
<tr>
<td>DAGR*4800</td>
<td>0.50</td>
<td>Equine Conditioning</td>
</tr>
<tr>
<td>CER*0120</td>
<td></td>
<td>Stable Duty II</td>
</tr>
</tbody>
</table>

During Semester 2 students may also choose to take the following 2 courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*1750</td>
<td>0.50</td>
<td>Coaching Techniques</td>
</tr>
<tr>
<td>DAGR*4830</td>
<td>0.50</td>
<td>Equine Facility Management</td>
</tr>
</tbody>
</table>

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 Campus 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, enrollment 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 Campus 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 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.

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 gas 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEM*1215</td>
<td>Applied Work Practices I</td>
</tr>
<tr>
<td>CDEM*1219</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>CDEM*1316</td>
<td>Welding I for Mechanics</td>
</tr>
<tr>
<td>CDEM*1402</td>
<td>Internal Combustion Engines</td>
</tr>
<tr>
<td>CDEM*1405</td>
<td>Engine Fuel Systems</td>
</tr>
<tr>
<td>CDEM*1407</td>
<td>Electrical/Electronics I</td>
</tr>
<tr>
<td>CDEM*1410</td>
<td>Hydraulics/Pneumatics I</td>
</tr>
<tr>
<td>CDEM*1412</td>
<td>Power Trains</td>
</tr>
</tbody>
</table>

Semester 2 - 14 weeks

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEM*2223</td>
<td>Environmental Issues</td>
</tr>
<tr>
<td>CDEM*2302</td>
<td>HD Diesel Engines</td>
</tr>
<tr>
<td>CDEM*2315</td>
<td>Welding II for Mechanics</td>
</tr>
<tr>
<td>CDEM*2404</td>
<td>Diesel Fuel Systems</td>
</tr>
<tr>
<td>CDEM*2408</td>
<td>Hydraulics/Pneumatics II</td>
</tr>
<tr>
<td>CDEM*2411</td>
<td>HD Power Trains</td>
</tr>
<tr>
<td>CDEM*2506</td>
<td>Electrical/Electronics II</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIWF*2225</td>
<td>Metal Arc Welding I</td>
</tr>
<tr>
<td>CIWF*2212</td>
<td>Blue Print Reading I</td>
</tr>
<tr>
<td>CIWF*2213</td>
<td>Cutting Processes I</td>
</tr>
<tr>
<td>CIWF*2225</td>
<td>Gas Metal Arc Welding I</td>
</tr>
<tr>
<td>CIWF*2230</td>
<td>Fabrication and Layout I</td>
</tr>
<tr>
<td>CIWF*2240</td>
<td>Oxyacetylene Cutting &amp; Welding</td>
</tr>
<tr>
<td>CIWF*2246</td>
<td>Shielded Metal Arc Welding I</td>
</tr>
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</table>

Semester 2 - 14 weeks

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>CIWF*2327</td>
<td>Blue Print Reading II</td>
</tr>
<tr>
<td>CIWF*2422</td>
<td>Gas Tungsten (TIG) Welding</td>
</tr>
<tr>
<td>CIWF*2224</td>
<td>Hydraulics for Welders</td>
</tr>
<tr>
<td>CIWF*2226</td>
<td>Gas Metal Arc Welding II</td>
</tr>
</tbody>
</table>

Landscape Management Co-op Program

OCAS Program Code R102

(2 semesters + 460 hours co-op placement)

This certificate program offers students the opportunity to gain educational as well as practical hands on training in the landscape industry. During the course students will obtain industry certifications that will make them highly employable in this industry.
Upon completion most students are employed by landscaping contractors, lawn care companies, garden centres, municipal and private parks. This program is a great introduction to all aspects of managing a landscape.

**Semester 1 - Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLM*6300</td>
<td>Landscape Maintenance</td>
</tr>
<tr>
<td>CLM*6400</td>
<td>Equipment Operations &amp; Maintenance I</td>
</tr>
<tr>
<td>CLM*6500</td>
<td>Plant Materials I</td>
</tr>
<tr>
<td>CLM*7100</td>
<td>Insect &amp; Disease Identification I</td>
</tr>
<tr>
<td>CLM*7300</td>
<td>Pesticide Training and Certification</td>
</tr>
<tr>
<td>CLM*7400</td>
<td>Computer Applications I</td>
</tr>
<tr>
<td>CLM*7800</td>
<td>Landscape Design &amp; Installation I</td>
</tr>
</tbody>
</table>

**Semester 2 - Winter**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLM*6000</td>
<td>Plant Production &amp; Propagation</td>
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<tr>
<td>CLM*6450</td>
<td>Equipment Operations &amp; Maintenance II</td>
</tr>
<tr>
<td>CLM*6550</td>
<td>Plant Materials II</td>
</tr>
<tr>
<td>CLM*6600</td>
<td>Urban Tree Care</td>
</tr>
<tr>
<td>CLM*7150</td>
<td>Insect &amp; Disease Identification II</td>
</tr>
<tr>
<td>CLM*7450</td>
<td>Computer Applications II</td>
</tr>
<tr>
<td>CLM*7850</td>
<td>Landscape Design &amp; Installation II</td>
</tr>
<tr>
<td>CLM*9100</td>
<td>Industry Work Co-op (15 weeks)</td>
</tr>
</tbody>
</table>

Contact Carolyn Lucio, Business Development and Training Group, Ridgetown Campus directly at 519/674-1524 (email: clucio@ridgetown.uoguelph.ca), fax 519-674-1530 for information on admission requirements, fees and courses.
XII. Course Descriptions

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*1300 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. 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

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

DAGR*1000 Livestock Systems F (3-2) [0.50]

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.

Location(s): Alfred, Kemptville, Ridgetown

DAGR*1200 Applied Plant Science F,W (3-2) [0.50]

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.

Location(s): Alfred, Kemptville, Ridgetown

DAGR*1250 Identification of Herbs and Aromatic Plants F (3-3) [0.50]

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, therapeutics, potential, growth cycle, winter hardiness, and growth requirements will be discussed.

Location(s): Alfred, Kemptville, Ridgetown

DAGR*1300 Soil Principles F (3-2) [0.50]

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.

Location(s): Alfred, Kemptville, Ridgetown

DAGR*1350 Agricultural Mechanization and Safety F (3-2) [0.50]

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.

Location(s): Alfred, Kemptville, Ridgetown

DAGR*1500 Spanish Conversation F (2-2) [0.50]

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.

Location(s): Alfred

DAGR*1600 Applied Mathematics F,W (3-2) [0.50]

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 students how to solve actual mathematical problems encountered in the day-to-day operation of agricultural/horticultural/environmental operations.

Location(s): Alfred, Kemptville, Ridgetown

DAGR*1610 Computer Applications F,W (3-2) [0.50]

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.

Restriction(s): CIS*1000

Location(s): Alfred

DAGR*1620 Computer Applications - Part I F (1-2) [0.25]

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.

Location(s): Ridgetown, Kemptville
DAGR*1200 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, 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):
    Ridgetown

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):
    Ridgetown

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*2220 Viticulture and Oenology W (2-3) [0.50]
This course introduces students to the history of grapes and grape production in Ontario,
environmental factors which affect grape production in a cool climate, and practices for
establishing and managing a vineyard in the context of producing high-quality wines. It
will also provide an overview of the history of winemaking, wines produced in Ontario
and other wine-producing regions of the world, and an introduction to the principles and
making the various standard types of wine.
Restriction(s):
    Student must be 19 years of age or older.
Location(s):
    Alfred, Kemptville, Ridgetown

DAGR*2220 Viticulture and Oenology W (2-3) [0.50]
This course introduces students to the history of grapes and grape production in Ontario,
environmental factors which affect grape production in a cool climate, and practices for
establishing and managing a vineyard in the context of producing high-quality wines. It
will also provide an overview of the history of winemaking, wines produced in Ontario
and other wine-producing regions of the world, and an introduction to the principles and
making the various standard types of wine.
Restriction(s):
    Student must be 19 years of age or older.
Location(s):
    Alfred, Kemptville, Ridgetown

DAGR*22270 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*2350 Field Crop Equipment W (2-2) [0.50]
This course examines common equipment used for planting, spraying and harvesting of
corn, soybeans and small grains. Identification, operation, adjustment, maintenance and
calibration of the equipment will be covered. The student will develop the skills and
knowledge to be able to adjust and calibrate the equipment for efficient field operations.
A focus on the environmental impact of spraying will also be discussed. This course will
emphasize safety in all aspects of the safe operation of agricultural equipment.
Location(s):
    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

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):
    Ridgetown, 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 regulations
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

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, Kemptville
XII. Course Descriptions, Agriculture and Equine Studies

**DAGR*2650 In-Service Training W (1-2) [0.50]**
A work study course in an agri-food or farm business. This course helps students integrate the theory provided in engineering field crops, animal science, business, horticulture and communications courses.

- **Prerequisite(s):** 2.50 credits
- **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 interviewing skills.

- **Prerequisite(s):** DAGR*1720
- **Location(s):** Ridgeway, 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 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):** Alfred, Kemptville, Ridgeway

**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, Ridgeway

**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, Ridgeway

**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):** Ridgeway

**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, implantation, 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, Ridgeway

**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):** Ridgeway

**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, Ridgeway

**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 territory.

- **Location(s):** Alfred (Offered in even-numbered years only), Kemptville, Ridgeway

**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, Ridgeway

**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, Ridgeway

**DAGR*3250 Fruit Production F,W (2-3) [0.50]**
Management systems for the major fruit crops in Ontario including apples, peaches, cherries, strawberries, grapes, raspberries, and related crops are discussed. Topics include climatic and soil conditions, cultural management, pruning and training.

- **Location(s):** Kemptville, Ridgeway

**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.

- **Location(s):** Kemptville, Ridgeway

**DAGR*3300 Land and Water Stewardship F (3-2) [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

**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, Ridgeway

**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, Ridgeway
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*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, 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*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 relating 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 Complementary Therapies F (2-1) [0.50]
This course covers the complementary 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, acupuncture, acupressure 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 (Offered alternate years)

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*4080 Large Herd (Dairy) Management W (2-3) [0.50]
The large herd management course introduces students to the options available for dairy farmers that are managing large herds or considering expansion. An overview of the history of dairy farming in Ontario will be explored along with consideration as to where the industry is heading. Efficiency of labour and cow comfort will be emphasized through a detailed look at housing, milking, handling, and feeding of dairy cows. The barn environment and manure management will also be discussed.
Location(s): Kemptville
XII. Course Descriptions, Agriculture and Equine Studies

**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):* Alfred (Offered alternate years only), 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):* Kemptville, 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):* Kemptville

**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):* Kemptville, 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 alternate 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):* Alfred, Kemptville

**DAGR*4270 Vegetable Crop Pest Management 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 diagnosis and the biology of the pest, problem solving and the impact pest control products have on the environment with consideration to the safe use and storage of pesticides will be thoroughly examined. Considerable discussion on the use of non-chemical methods of pest control are examined.

*Location(s):* Alfred

**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. Topics 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)

**DAGR*4350 Farm Structures and Environment W (3-2) [0.50]**
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.

*Location(s):* Alfred (Offered in odd-numbered years only)

**DAGR*4400 Organic Animal Production W (3-2) [0.50]**
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.

*Location(s):* Alfred (Offered in even-numbered years only)

**DAGR*4500 Developing Country In-Service Training S [0.50]**
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.

*Prerequisite(s):* 10.00 credits
*Location(s):* Alfred

**DAGR*4550 Humid Tropics Agriculture W (3-2) [0.50]**
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.

*Prerequisite(s):* DAGR*1200, DAGR*1300
*Location(s):* Alfred (Offered in alternate years only)

**DAGR*4600 Human Resource Management F,W (3-2) [0.50]**
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.

*Location(s):* Alfred, Kemptville

**DAGR*4610 Business Project W (2-4) [0.50]**
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.

*Prerequisite(s):* 7.50 credits
*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR*4620 Farm Project W (2-4) [0.50]**
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.

*Prerequisite(s):* 7.50 credits
*Location(s):* Alfred, Kemptville, Ridgetown

**DAGR*4630 Internet and Web Page Design W (1-3) [0.50]**
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 web documents; creating tables and frames, adding information to the web site ready for search engines submission, Effective design techniques, basic graphic design principles, and cross-platform issues will also be included.

*Location(s):* Ridgetown
### Agriculture and Horticulture Programs

**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):** Ridgeway, Alfred

**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):** Ridgeway, Alfred

**DENM*1100 Surveying and GIS F (2-3) [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):** Ridgeway, Alfred

**DENM*2000 Occupational Health and Safety F (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):** Ridgeway, Alfred

**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):** Ridgeway, Alfred

**DENM*2100 Ecology F (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):** Ridgeway, Alfred

**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):** Ridgeway, Alfred

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### Food and Nutrition Management Program

**DENR*4640 Leadership Skills Development F (3-0) [0.50]**

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.

**Location(s):** Alfred

**DENR*4700 Advanced Agroforestry W (1-3) [0.50]**

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.

**Prerequisite(s):** DAGR*3700

**Location(s):** Kemptville (Offered in odd-numbered years only)

**DENR*4800 Equine Conditioning W (2-1) [0.50]**

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.

**Prerequisite(s):** 7.50 credits

**Location(s):** Kemptville

**DENR*4810 Horse Health F (3-1) [0.50]**

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.

**Prerequisite(s):** 7.50 credits

**Location(s):** Kemptville

**DENR*4820 Equine Reproduction and Selection W (3-1) [0.50]**

This course covers the management of stallions, mares and foals. Housing and handling requirements on the breeding farm are also discussed.

**Prerequisite(s):** 7.50 credits

**Location(s):** Kemptville

**DENR*4830 Equine Facility Management W (2-2) [0.50]**

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.

**Location(s):** Kemptville

**DENR*4840 Laboratory Techniques II W (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. 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.

**Prerequisite(s):** DAGR*3910

**Location(s):** Kemptville

### Degree Level Electives

**ENVB*2040 Biology of Plant Pests U [0.50]**

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.

**Prerequisite(s):** BOT*1150

**DENR*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

**DENR*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):** Ridgeway, Alfred

**DENR*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):** Ridgeway, Alfred

**DENR*2000 Occupational Health and Safety F (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):** Ridgeway, Alfred

**DENR*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):** Ridgeway, Alfred

**DENR*2100 Ecology F (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):** Ridgeway, Alfred

**DENR*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):** Ridgeway, Alfred

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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, vegetative, terrestrial and social impact analysis.

**Location(s):** Ridgetown, Alfred

**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, Alfred

**DENM*3100 Introduction to Applied Microbiology W (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, Alfred

**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.

**Equates:** DAGR*3300

**Location(s):** Ridgetown, Alfred

**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, Alfred

**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, Alfred

**DENM*3210 Sewage & Water Waste 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, Alfred

**DENM*4000 Business Practices and Ethics F,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, Alfred

**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, Alfred

**DENM*4100 Land Use Planning F (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, Alfred

**DENM*4150 Sampling and Analysis W (3-2) [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, Alfred

**DENM*4200 Watershed Management and Conservation F (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, Alfred

**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, Alfred

**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, Alfred

**DENM*4260 Spills Response Planning F (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, Alfred

**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 foods.

**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

DFN*2420 Cultural Food Practices W (1-3) [0.50]
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.
Prerequisite(s): DFN*1020.
Location(s): Alfred, Kemptville

DFN*2440 Sensory Evaluation F (2-2) [0.50]
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.
Location(s): Alfred, Kemptville

DFN*3030 Nutrition in Health and Disease F (5-0) [0.50]
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.
Prerequisite(s): DFN*1060, DFN*2200
Location(s): Alfred, Kemptville

DFN*3070 Food Chemistry F (1-5) [0.50]
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.
Prerequisite(s): DFN*1020
Location(s): Alfred, Kemptville

DFN*3200 Catering Management W (1-5) [0.50]
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.
Prerequisite(s): DFN*2140, DFN*2200
Location(s): Alfred, Kemptville

DFN*3510 Experiential Learning in Food and Nutrition Management 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): 4.0 credits, registration in the Diploma Program in Food and Nutrition Management
Restriction(s): DAGR*3510, DAGR*3880 , DHRT*3510
Location(s): Alfred, Kemptville

DFN*3910 Special Study 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): 3.0 credits, registration in the Food and Nutrition Management Diploma program and written permission of the faculty supervisor
Restriction(s): DAGR*3900, DAGR*3910 , DHRT*3910
Location(s): Alfred, Kemptville

DFN*4010 Advanced Nutrition in Disease W (5-0) [0.50]
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.
Prerequisite(s): DFN*3030
Location(s): Alfred, Kemptville

DFN*4030 Food, Beverage, Labour Cost Control F,W (4-2) [0.50]
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.
Prerequisite(s): DFN*2130
Location(s): Alfred, Kemptville

DFN*4050 Field Placement W (160-200 hours) U [0.00]
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.
Prerequisite(s): completion of credits
Location(s): Alfred, Kemptville
**XII. Course Descriptions, Horticulture**

**DAGR*1200** Management of Landscapes F,W (3-2) [0.50]

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.

Prerequisite(s): DFN*3030, (one of DFN*3200, DAGR*4600)

Location(s): Alfred, Kemptville

**DAGR*1700** Food Hazard Analysis F,W (4-0) [0.50]

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.

Prerequisite(s): 1 of DFN*1060, DFN*2020, consent of the instructor

Location(s): Alfred, Kemptville

**DAGR*2100** Landscape Design II F,W (3-2) [0.50]

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.

Prerequisite(s): DHT*1050

Location(s): Kemptville, Ridgetown

**DAGR*2200** Plant Propagation W (2-2) [0.50]

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.

Prerequisite(s): DAGR*1200

Location(s): Alfred (Offered odd-numbered years only), Kemptville, Ridgetown

**DAGR*2250** Horticultural Equipment Management W (2-3) [0.50]

This course will examine common equipment used for horticultural practices. The student will develop the skills and knowledge to be able to maintain, adjust and repair equipment used in horticulture. A focus on shop practices and use of shop tools will be covered. This course will emphasize safety in all aspects of operation and use of equipment.

**DAGR*3010** Fruit and Vegetable Production F,W (4-0) [0.50]

Students in this course will develop a general understanding of fruit and vegetable production.

Location(s): Alfred (Offered even-numbered years only)

**DAGR*3050** Plant Identification II F (2-3) [0.50]

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.

Prerequisite(s): DHT*1050

Location(s): Kemptville, Ridgetown

**DAGR*3090** Landscape Construction F,W (3-2) [0.50]

This 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.

Prerequisite(s): DHT*1050, DHT*1050, DHT*2100

Location(s): Kemptville

**DAGR*3100** Landscape Design II F,W (2-4) [0.50]

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.

Prerequisite(s): DHT*2100

Location(s): Kemptville, Ridgetown

**DAGR*3120** Applied Landscape Construction F (1-4) [0.50]

This course provides training and practice in applied landscape construction techniques and safe work habits. Structures such as walls, paved areas, fences, lighting, water features and planting areas will be laid out and installed. Construction practices including base preparation, installation, backfilling and completion/finishing will be explored under supervision of trained landscape design-build experts. Skills will be evaluated at the Certified Horticultural Technician (CHT) level.

Prerequisite(s): DHT*3090

Location(s): Intended for Horticulture Diploma students.

**DAGR*3150** Nursery Management F (2-3) [0.50]

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.

Location(s): Kemptville, Ridgetown

**DAGR*4600** Management of Landscapes II F,W (3-2) [0.50]

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.

Location(s): Kemptville, Ridgetown

**DAGR*5090** Landscape Construction F,W (3-2) [0.50]

This 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.

Prerequisite(s): DHT*3090

Location(s): Alfred, Kemptville, Ridgetown
**DHRT*3160 Turf Management** F,W (3-2) [0.50]

This course is a study of the identification, production and management of turfgrass as it relates to use, quality and environmental stewardship.

*Prerequisite(s):* DAGR*1200

*Location(s):* Kemptville, Ridgetown

**DHRT*3170 Horticultural Weed Science** F (3-0) [0.50]

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.

*Location(s):* Kemptville, Ridgetown

**DHRT*3300 Greenhouse Crop Production** F,W (3-2) [0.50]

Production practices of selected greenhouse vegetable crops, pot crops and cut flower crops will be demonstrated.

*Prerequisite(s):* DHRT*2000, DHRT*2200

*Location(s):* Alfred (Offered odd-numbered years only), Kemptville, Ridgetown

**DHRT*3510 Experiential Learning in Horticulture** 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 Horticulture

*Restriction(s):* DAGR*3510, DAGR*3880 , DFN*3510

*Location(s):* Kemptville, Ridgetown

**DHRT*3910 Special Study 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 Horticulture Diploma program and written permission of the faculty supervisor

*Restriction(s):* DAGR*3900, DAGR*3910 , DFN*3910

*Location(s):* Kemptville, Ridgetown

**DHRT*4000 Ornamental Plant Protection** W (3-2) [0.50]

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.

*Location(s):* Kemptville, Ridgetown

**DHRT*4010 Floral Design and Retailing** W (0-4) [0.50]

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.

*Location(s):* Kemptville, Ridgetown

**DHRT*4050 Certification and Safety** W (3-2) [0.50]

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.

*Prerequisite(s):* DAGR*1600

*Location(s):* Kemptville, Ridgetown

**DHRT*4100 Computer Assisted Design** F,W (2-4) [0.50]

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.

*Prerequisite(s):* DAGR*1200, DAGR*1610 OR CIS*1000 , DHRT*1050, DHRT*2100

*Location(s):* Kemptville, Ridgetown

**DHRT*4150 Landscape Construction Project** W (2-3) [0.50]

Students will develop the capacity to develop a typical landscape construction structure and project installation through the preparation of working document and specification information. Codes, bylaws, and regulations governing the landscape construction segment of the horticulture industry will be discussed. Real-life scenarios - client wish lists, suitable sites, project requests - will be used to develop the skills and capabilities to outline typical landscape construction projects, including walls, decks, patios, fountains and screens, water features, lighting, irrigation, and drainage.

*Prerequisite(s):* DHRT*2090, DHRT*3120

*Restriction(s):* Enrolment in the Horticulture Diploma program.

*Location(s):* Ridgetown

**DHRT*4170 Advanced CAD (Computer Assisted Design Graphics)** W (1-4) [0.50]

Students will develop advanced skills in CAD operations and in combinations of computer and hand rendering techniques. Real-life projects will be incorporated into the course, with client requirements used as base criteria for design development. Styles, principles, and elements of design learned in previous courses will be applied through CAD to the efficient creation of accurate and complete landscape plans and drawings. The development of job-ready skills for use in the small design office will be augmented by design alternative and computerized cost estimation comparisons.

*Prerequisite(s):* DHRT*2100, DHRT*3100, DHRT*4100

*Restriction(s):* Enrolment in the Horticulture Diploma program.

*Location(s):* Ridgetown

**DHRT*4300 Arboriculture** W (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 trees in the landscape. Case studies will be used to help students develop the skills necessary to assess tree problems.

*Location(s):* Kemptville, Ridgetown

**DTM*1000 The Turf Industry** F (1-4) [0.50]

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.

*Location(s):* Guelph

**DTM*1100 Plant Biology** F (3-2) [0.50]

This course covers the structure, function, growth, development and reproduction of turfgrass and landscape plants as they relate to management in the urban environment.

*Restriction(s):* enrolment in the Associate Diploma in Turfgrass Management program.

*Location(s):* 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 Turf 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*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*2600 Turf Environmental Management W (3-2) [0.50]
This course presents 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*1000, DTM*1300
Restriction(s): DTM*4100, enrolment in Diploma in Turfgrass Management.
Location(s): Guelph

DTM*3000 Turf Management II F (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*3800 Special Study Project I 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, 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*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

DTM*4500 Business and Finance for Turf W (3-2) [0.50]
This course is a study of the basic aspects of business management as it applies to turf-related enterprises. Case studies will emphasize examples from earlier work and from summer work experience. (First offering Winter 2008.)
Prerequisite(s): DTM*3000
Restriction(s): DTM*2300, enrolment in Diploma in Turfgrass Management.
Location(s): Guelph

DTM*4600 Computer Assisted Design W (1-4) [0.50]
Landscape designs and visualizations will be prepared with computer technology using landscape and turfgrass related projects. Drafting, design, visualization or modeling software will be taught and used to create plans, views, pictures and/or models.
Prerequisite(s): DTM*1400, DTM*2200, DTM*2400
Equate(s): DTM*4100
Restriction(s): Enrolment in Diploma in Turfgrass Management.
Location(s): Guelph

DTM*4800 Special Study Project II W (0-0) [0.50]
This is a self-directed student project focusing on a topic of academic and/or practical interest to the students. 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): 6.00 credits
Equate(s): DHRT*3910
Restriction(s): Enrolment in Diploma in Turfgrass Management
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 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): Ridgeway

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): Ridgeway

DVT*1020 Veterinary Parasitology S,F,W (3-4) [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): Ridgeway

DVT*1030 Biochemistry and Genetics F (4-0) [0.50]
This course is an introduction to the fundamentals 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): Ridgeway

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): Ridgeway

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): Ridgeway

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 practised.

Prerequisite(s): DVT*1050
Location(s): Ridgeway

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): Ridgeway

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): Ridgeway

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 canine and feline blood. Basic restraint, examination, medication and bandaging are discussed and practised. Injection and venipuncture techniques are introduced.

Prerequisite(s): DVT*1070
Location(s): Ridgeway

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): Ridgeway

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): Ridgeway

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): Ridgeway

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): Ridgeway

DVT*3010 Animal Nursing 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): Ridgeway

DVT*3020 Diagnostic Techniques 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: campusslocation 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): Ridgeway
### Course Descriptions, Veterinary Technology

#### 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 II 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-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.

**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. Supplemnelary 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 [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 location 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 location. 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 4th semester for Conventional Delivery Vet. Tech program and at the end of the 3rd summer session 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

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*Last Revision: March 1, 2007*
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:

- **Multi Faith Resource Team** 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 p.m. to 12:00 midnight every day.

**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 House Drop-In is open Monday to Friday from 4:00 p.m. to 12:00 midnight. You will see The House flag flying when we are open.

**Learning Commons**

The Learning Commons, located on the first floor of the McLaughlin Library, brings together in one location services than enhance learning, writing, research, and technology at the University of Guelph.

**IT Help Desk** provides computers, printing, and scanning in addition to on-line resources, information, and assistance with various University-supported software.

**Learning Services** provides support to undergraduate and graduate students concerned with improving their learning and enhancing their academic performance. Services include a range of programs, workshops, presentations, printed and on-line resources, and individual assistance.

**Library Centre for Students with Disabilities (LCSJD)** offers a range of services and adaptive software that enable students with disabilities to access Library as well as other information resources.

**Library Research Help Desk** assists students, staff and faculty in developing their information literacy skills in locating, evaluating, and effectively managing the information they need for their assignments and research.

**Supported Learning Group Program (SLG)** uses peer-led study sessions to enrich the learning experience of students enrolled in historically challenging courses including first year Chemistry, Computer Science, Economics, Mathematics, and Psychology.

**Writing and ESL Services** provides support to undergraduate and graduate students who wish to enhance their writing skills, as well as for those who are having difficulty writing critically and analytically, or whose first language is not English. Services include a wide range of programs, workshops, presentations, printed and on-line resources, and individual assistance.

For more information about the Learning Commons visit their web site at [http://www.learningcommons.uoguelph.ca](http://www.learningcommons.uoguelph.ca).

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 supports the mission and strategic directions of the University of Guelph by facilitating successful student transitions to, through, and from university life and study. The Student Life unit includes the Aboriginal Resource Centre, Centre for New Students, citizenship and leadership education, service and involvement programs, student activities, and neighbourhood relations. Career Services is composed of career planning, online career development programs, further education planning, job search planning, job posting services, on-campus recruitment, employer events, employer experience and employer development. The department also operates the Information Desk, located at the South Entrance to the University Centre, and the Connection Centre, an integrated resource centre housing materials on a wide range of student career development, student employment, and transition topics, on Level 3 of the University Centre.

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 education environment that promotes individual learning and development.

The University accepts that students are able to make responsible decisions regarding their behaviour. These regulations help to provide for an environment that supports personal and intellectual growth. They are intended to recognize a student's rights 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 **Student Rights and Responsibilities**, a student is any person registered in an undergraduate or graduate program at the University of Guelph, or otherwise taking credit or non-credit courses offered by the University or any person who was a student at the time the alleged offence occurred.

Students 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 their ability to use and enjoy University facilities.

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.

Academic Responsibilities

You have the **RIGHT** to engage in free intellectual enquiry and, within the limits of the materials 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, Graduate 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 the Associate Diploma Calendar; Undergraduate and Graduates calendars, available electronically at [http://www.uoguelph.ca/undergrad_calendar/](http://www.uoguelph.ca/undergrad_calendar/) or [http://www.uoguelph.ca/GraduateStudies/calendar](http://www.uoguelph.ca/GraduateStudies/calendar)
Civil/Criminal Statutes.
You retain your RIGHTS 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, including, but not limited to the Acceptable Use Policy and Guidelines for the University of Guelph Computing and Networking Facilities2 and the In-Line Skates, Roller Blades and Skateboards Policy3. The University’s interest may cause it to initiate a hearing (refer to Judicial Processes) whether or not criminal or civil action is taken with respect to the same incident(s).

2 Refer to the University’s Acceptable Use Policy available on line at http://www.uoguelph.ca/AUPG.html.
3 Refer to the University’s In-Line Skates, Roller Blades and Skateboards Policy available at the Director’s Office at each Regional Campus or electronically on the University’s Financial Services website: http://www.fin.uoguelph.ca/uploadFiles/GE380.pdf.

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 personal RESPONSIBILITY to ensure that your guests abide by these regulations.

3. Firearms and other Weapons. Firearms, any other weapons, firecrackers, gunpowder, or any other forms of unauthorized explosive or volatile materials are prohibited on campus.

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 defense, 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 process which provides for appropriate disciplinary penalties to be imposed. These penalties may include fines (up to $1,000), probationary periods, warnings and, in extreme cases, a recommendation for suspension or expulsion.

Every student has a responsibility to comply with a Summons or Decision and Order of the Judicial Committee and/or Hearing Board. Failure to do so may constitute a breach of Student Rights and Responsibilities.

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 working days from the laying of the charge.

The Judicial Committee at the main campus and each Regional Campus 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.

Each Judicial Committee is an appointed tribunal of students, staff and faculty that hears reported incidents of student behaviour that represent alleged infractions of the student regulations and formal complaints against students under the policy Human Rights at the University of Guelph4. The Judicial Committee may also act as an appeal body to hear appeals regarding decisions of a non-academic nature imposed by a University of Guelph department or Regional Campus 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 Campuses, the Appeal Board. The Hearing/Appeal Board is a student/faculty/staff tribunal. 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 may be obtained from the Judicial Officer, Senate Secretariat, 4th floor, University Centre, at ext. 53116 or from the Director’s Office at each Regional Campus.

Further information and copies of the Student Rights and Responsibilities document are available from the Office of Student Affairs, 4th floor, University Centre, at ext. 53868 from the Director’s Office at each Regional Campus. It can be viewed on-line at http://www2.uoguelph.ca/studentaffairs/home/documents/student_rights_responsibilities.pdf. 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.

4 Refer to the Human Rights at the University of Guelph document, available on-line at http://www.uoguelph.ca/hr/.

University Committees
The Senate Committee on Student Petitions, and the Appeal Board at each Regional Campus, 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 a non-academic nature imposed by a University of Guelph department or Regional Campus 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 Campuses, the Appeal Board. The Hearing/Appeal Board is a student/faculty/staff tribunal. 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 Campus.
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 Campus.

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 committed to creating a barrier-free environment. We feel that providing services for students with disabilities is a shared responsibility among students, faculty, and administration. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open, supportive learning environment.

The CSD is staffed with special needs advisors, strategists and specialists, and administrative support. Our services are complemented by Peer Helpers and volunteers who provide one-to-one assistance. When necessary, referrals are made to other services such as personal counselling, career counselling, and stress management.

Admission Procedures

The University of Guelph is committed to ensuring equal access for students with disabilities. The University encourages applications from students with disabilities and will provide admission information to applicants in alternate formats (Braille, audio tape) upon request.

If you need assistance with the admission process or if your marks do not reflect your ability, contact the Centre for Students with Disabilities or Admission Services (extension 58721) for further information.

All information that you provide is held in confidence and the disclosure of a disability will in no way jeopardize your chance of 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, notetakers, 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 the proper classroom and exam accommodations are available to the student. A learning disabilities strategist 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 56208.

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 magnetically encoded stripe on the back of the card; 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. 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. New students who do not obtain a card must contact Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre for assistance.

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. Replacement charge is $20.00.
XIV. Administration and Faculty

The Board of Governors

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R. Burak, Vice-Chair
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N. Schmidt
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A.J.S. Summerlee, President
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Honorary Fellows of the University

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W. Brock, Toronto
C.H. Franklin, Toronto
N.W. Hoag, Guelph
T.L. Jones, Toronto
M.H.M. MacKinnon, Guelph
E.B. MacNaughton, Guelph
A.R. Marchment, Toronto
T.A. McEwan, Mississauga
K. G. Murray, Kitchener
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J.C. Rennie, Guelph
N.R. Richards, Guelph
F. Rampersad, Guelph
K. Ronald, Guelph
J.W. Skinnner, 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
T.L. Hunt, Guelph
B.M. McCraw, Guelph
J.T. Powell, Guelph

John Bell Award

J. Cunsolo, Guelph
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. Stetter, 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

Office of the President

A.J.S. Summerlee, President and Vice-Chancellor, B.SC., B.V.SC., PH.D. (BRISTOL), MRCVS

University Secretariat

V. Hodgkinson, University Secretary, B.A. (YORK, CAN.), M.A. (GUELPH)
K. Revington, Associate University Secretary, B.A. (QU.), M.ED. (BOSTON)

Office of Resource and Planning Analysis

B.D. Pettigrew, Assistant Vice-President (Institutional Research and Planning) and Registrar, B.A. (GUELPH), M.S.W. (W.LAUR.)
C.A. Beattie, Research Associate, B.SC. (GUELPH)
M. Conrad, Research Associate, B.E.S. (WATERLOO), M.SC. (MCMASTER), PH.D. (QUEENS)
A.E. Hollings, Research Analyst, B.A. (TOR.), B.SC., M.SC. (GUELPH)
M. Kupferschmidt, Research Associate, B.A. (GUELPH)

Office of the Provost and Vice-President (Academic)

M. Mancuso, Provost and Vice President (Academic), B.A. (MCM.), M.A. (CAR.), D.PHIL. (OXF.)
A. Shepard, Associate Vice-President (Academic), B.A. (ST. OLAF), PH.D. (VIRGINIA)
B. Whiteside, Associate Vice-President (Student Affairs), B.A., M.A. (GUELPH)
T. Alberico, Manager of Faculty Recruitment and Retention and Executive Assistant to the Provost, B.SC. (GUELPH), CHR.P.
S.G. Dorr, Co-ordinator of the Undergraduate Academic Information Centre, B.A., M.A. (Leadership) (GUELPH)
P. Zachariah, Judicial Officer, B.A. (CALG.) L.L.B. (OTTAWA)
M. Ridley, Chief Information Officer, B.A. (GUELPH), M.A. (NEW BR.), M.L.S. (TOR.)
M. Smart, Acting Co-ordinator of Undergraduate Curriculum, B.A. (GUELPH)

Ontario Agricultural College

C.J. Pearson, Dean and Professor, B.SC. (AGR.) (W.AUST.), M.SC. (GUELPH), PH.D. (MACQ.)
M.M. Buhr, Associate Dean (Academic) and Professor, B.SC., M.SC., PH.D. (WAT.)
C. Bradshaw, Manager, Alumni Programs, O.A.C., B.A. (GUELPH)
B. L. Cassidy, Communications Coordinator, B.A., M.A. (GUELPH)
A. Dellyzer, OAC Senior Financial Analyst, B.SC. (HK), M.A. (GUELPH)
P. Samson, Director, aDVANCEMENT, O.A.C.
K. Rice, Bachelor of Science in Agriculture Program Counsellor, B.SC.(AGR.) (GUELPH), M.SC. (W.ILL.)

Campus d'Alfred

R. Bergeron, Director, B.SC (AGR.), M.SC. (LAVAL), PH.D. (ILLINOIS)
G. Gauthier, Associate Director (Academic), B.SC. (AGR.) (MCG.)
H. Blais, Co-ordinator, Associate Diploma in Agriculture, B.SC. (AG.EC.) (LAVAL)
G. Gauthier, Co-ordinator, Associate Diploma in Food, Nutrition and Risk Management, B.SC. (AGR.) (MCG.)
C. Kinsley, Co-ordinator, Associate Diploma in Environmental Management, B.ENG., M.ENG. (MCG.), P.ENG.
T. Laurin, Co-ordinator, Veterinary Technology, TSAC

Kemptville Campus

M. Goss, Director, B.SC., M.SC., PH.D.
E. Forbes, Acting Associate Director (Academic), Diploman in Home Econ. (Kemptville), Diploma in Adult Education (Algonquin), BSc.,(Syracuse). C.F.E., C.H.E.
T. Hunter, Co-ordinator, Associate Diploma in Food, Nutrition and Risk Management, B.SC. (AGR.), M.SC. (GUELPH)
H. Pearson, Acting Co-ordinator, Associate Diploma in Horticulture, B.SC., M.SC. (GUELPH)
P. Sharpe, Acting Co-ordinator, Associate Diploma in Agriculture, B.SC., B.SC.(AGR.), M.SC., PH.D. (GUELPH)

Ridgetown Campus

G. Ablett, Director, B.SC., M.SC., PH.D. (GUELPH)
R. Pitblado, Associate Director (Academic), B.SC., M.SC., PH.D. (GUELPH)
D. Robinson, Co-ordinator, Associate Diploma in Horticulture, B.SC., M.SC., PH.D. (GUELPH)
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 overlap 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 Ridgetown. 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

Last Revision: March 1, 2007 2007-2008 University of Guelph Diploma Program Calendar
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.
Revisions
On the basis of information received from program committees, colleges or departments the 07-08 Diploma 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.

March 1, 2007
Initial publication of the 2007-2008 Diploma Calendar.