

# 2011-2012 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2011-2012 academic year, including the Summer Semester 2011, the Fall Semester 2011 and the Winter Semester 2012.

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

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

Campus d'Alfred

Kemptville Campus

Guelph Campus

Ridgetown Campus

The University is a full member of:

- The Association of Universities and Colleges of Canada

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UNIVERSITY  
of GUELPH

CHANGING LIVES  
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# Disclaimer

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## University of Guelph 2010

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The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2010-2011 academic year, including the Summer Semester 2010, the Fall Semester 2010 and the Winter Semester 2011.

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

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

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

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## **Introduction**

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

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

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

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

### **Address for University Communication**

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

#### **Email Address**

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

#### **Home Address**

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

#### **Name Changes**

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

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

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

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



# Table of Contents

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<b>VI. Schedule of Fees .....</b>	<b>11</b>
<b>Guelph Campus .....</b>	<b>11</b>
Tuition Fees .....	11
Other University Fees; Student Organization Fees; College Semester Fees .....	11
<b>Special University Fees .....</b>	<b>11</b>
<b>Special University Charges .....</b>	<b>11</b>
<b>Parking Fees .....</b>	<b>11</b>
<b>Residence Fees .....</b>	<b>11</b>
<b>Meal Plan Fees .....</b>	<b>12</b>
<b>Refunds .....</b>	<b>12</b>
Withdrawal .....	12
Dropped Courses .....	12
Classification Changes .....	12
Session Courses .....	12
Optional Fees .....	12
Bus Pass, Medical Insurance Premium and Dental Insurance Premium .....	12
<b>Alfred, Kemptville, and Ridgetown Campus .....</b>	<b>12</b>
Campus d'Alfred .....	12
Kemptville Campus .....	12
Ridgetown Campus .....	12
Refunds .....	12
Prior Learning Assessment .....	12
Changes in Fee Schedule .....	12



## VI. Schedule of Fees

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

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

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

## Guelph Campus

### Tuition Fees

The undermentioned 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/registrar/studentfinance/index.cfm?fees/index>.

### 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/registrar/studentfinance/index.cfm?fees/index>.

### 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/registrar/studentfinance/index.cfm?fees/index>.

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/registrar/studentfinance/index.cfm?fees/index>.

### Special University Fees

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

Fee Name and Description	Fee
Account Deferral Fee	\$60.00 per occurrence

Fee Name and Description	Fee
<b>Cheque Refusal Fee</b> For each cheque upon which payment is refused by the bank on which it is drawn.	\$60.00 per cheque in the amount of \$452.00 or greater upon which payment is refused (\$30.00 per cheque in the amount of less than \$452.00).
<b>Cheque processing fee</b> Applied to students receiving short term loans or OSAP advances	\$20.00 per occurrence
<b>Distance Education Resource Fee</b> Non-refundable after the six-day add period.	\$75.00 per D.E. course
<b>Late Graduation Fee</b> Payable at time of submission of a late application for graduation.	\$60.00
<b>Late Registration Fee</b> Payable at the time of late registration (fee payment). Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services.	\$60.00 per occurrence
<b>Official Transcript</b>	\$12.00 each copy
<b>OAC Lab Fee</b>	\$25.00 per semester
<b>Program Transfer Fee</b> For each applicant requesting a transfer from one degree program to another, or readmission.	\$40.00 per occurrence
<b>Registration Reinstatement Fee</b> Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the 10 <sup>th</sup> class day for the semester. There is a \$200.00 reinstatement fee levied for full-time students and a \$100.00 reinstatement fee levied for part-time students wishing to register after the 10 <sup>th</sup> class day. Reinstatement will not be allowed after October 15 <sup>th</sup> for the Fall semester, February 15 <sup>th</sup> for the Winter semester and June 15 <sup>th</sup> for the Summer semester.	\$200.00 per occurrence for full-time students \$100.00 per occurrence for part-time students
<b>Supplemental Privilege</b> Students who write supplemental examinations at an outside centre may be required to pay an invigilator fee directly to that centre. Notification of non-payment will result in the withholding of grades.	\$50.00 per occurrence

### Special University Charges

Special University Charges

Field Trip Fees	Per Year
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/registrar/studentfinance/index.cfm?fees/index>.

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/registrar/studentfinance/index.cfm?fees/index>.

For Information regarding Student Housing Services visit the Student Housing Services website <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/registrar/studentfinance/index.cfm?fees/index>.

For more information on Hospitality's meal plans visit the Hospitality Services website <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 a Government Student Loan.**

**Winter and Summer Semesters** - Refunds of tuition fees will be calculated according to the effective date and the following schedule:

Refunds of Tuition Fees

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

**Fall Semester** - The compulsory non-refundable Registration Deposit of \$200.00 is forfeited as the first charge against a withdrawal/cancellation or no show for the semeste including the first 5 class days. The above schedule will only come into effect once the first \$200.00 penalty has been used up.

Refunds of Other University Fees (except Residence and Meal Plan Fees) and Student Organization Fees (except Bus Pass, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 15th class day of a semester. No refund of Other University Fees or Student Organization Fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal.

A registration payment not honoured by your bank does not constitute an official withdrawal from the University.

Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to section 4.3 of the Residence Contract Terms & Conditions for further information. The effective date for refund will be the date belongings are removed from the room, a room check made and the room key, post office key and university ID card returned; or, the authorized effective date for withdrawal, whichever is later. Students to whom a room assignment has been made and who withdraw and subsequently re-register up to and including the 5th class day will be liable for any penalties incurred through forfeiture of the residence contract.

Meal plan fees, excluding the Capital Fund Component, will be refunded on a pro rata basis for the operating expense portion, plus the unused food portion, for authorized cancellation of a contract. The effective date for refunds will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal, except if a student withdraws before or after the first day of classes and re-registers before or on the 5th day of classes, cancellation of the contract is not permitted.

## Dropped Courses

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

### Classification Changes

Refunds of tuition fees for students changing from full-time to part-time will be calculated on the difference of tuition values at the same rates for withdrawals. Refunds of Other University Fees and Student Organization Fees (except Bus Pass, Dental Insurance premium and medical insurance premium) will be made in full up to and including the 15th class day of a semester. No refunds of Other University Fees and Student Organization Fees will be made after the 15th class day. The effective date for classification change will be the date such change is reported to the Office of Registrarial Services.

### Session Courses

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

### Optional Fees

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. Food Bank Affordable Housing, must approach the CSA office for refund.

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

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

The Dental 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

### Campus d'Alfred

For a list of fees for Campus d'Alfred, please check the website at: [http://www.collegedalfred.ca/futurs\\_etudiants/](http://www.collegedalfred.ca/futurs_etudiants/)

### Kemptville Campus

For a list of fees for Kemptville Campus, please check the website at: [http://www.kemptvillec.uoguelph.ca/pdf/tuition\\_fees.pdf](http://www.kemptvillec.uoguelph.ca/pdf/tuition_fees.pdf)

### Ridgetown Campus

For a list of fees for Ridgetown Campus, please check the website at: <http://www.ridgetownc.uoguelph.ca/future/admission.cfm>

## Refunds

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

### Prior Learning Assessment

Fees for Prior Learning Assessment

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

### Changes in Fee Schedule

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