

# 2012-2013 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2012-2013 academic year, including the Summer Semester 2012, the Fall Semester 2012 and the Winter Semester 2013.

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

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

Campus d'Alfred

Kemptville Campus

Guelph Campus

Ridgetown Campus

The University is a full member of:

- The Association of Universities and Colleges of Canada

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# Disclaimer

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## University of Guelph 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.

Published by: Undergraduate Program Services

# 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>.



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# I. Statement of Students' Academic Responsibilities

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

- knowing the University's **Learning Objectives** (Section II--The University);
- familiarizing yourself with the **Associate Diploma Regulations & Procedures** (Section VIII) and understanding grading procedures and continuation of study regulations;
- selecting a program of study to meet both **diploma and specialization requirements** (Section X--Associate Diploma Programs) and carefully reviewing the personalized Program/Academic Evaluation (available on WedAdvisor), 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 official 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 \$145 million in research funding, the University of Guelph is one of the country's top research institutions. Among its researchers, Guelph numbers 19 Fellows of the Royal Society of Canada. A 12-acre research park adjacent to the campus is home to a growing number of research-intensive industries.

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

### Academic Organization

[College of Arts](#)

[College of Biological Science](#)

[College of Management and Economics](#)

[College of Physical and Engineering Science](#)

[College of Social and Applied Human Sciences](#)

[Ontario Agricultural College \(including the regional campuses\)](#)

[Ontario Veterinary College](#)

[University of Guelph Humber](#)

For a listing of Centres and Institutes associated with the University of Guelph, see <http://www.uoguelph.ca/research/>

### University of Guelph-Humber

The University of Guelph-Humber is a joint venture developed by Humber College Institute of Technology and Advanced Learning and the University of Guelph. Located in Toronto on Humber College Institute of Technology and Advanced Learning's North Campus, it offers a range of academic programs leading to a university honours degree and a college diploma in four years.

For more information about the University of Guelph-Humber, see the web site at <http://www.guelphhumber.ca>.

### Enrolment Statistics

Enrolment Statistics and Systems, Office of Registrarial Services (November 1, 2007)

Enrolment Statistics - Programs University of Guelph

Program at University of Guelph	Enrolment
Associate Diploma Programs (O.A.C.)	59
Undergraduate Degree Programs - University of Guelph	20,257
Undergraduate Degree Programs - University of Guelph-Humber	3,747
Graduate Degree Programs	2,634
Total Enrolment (full- and part-time)	26,697

Enrolment Statistics - Associate Diploma and Certificate Programs

Associate Diploma and Certificate Programs	Enrolment
Campus d'Alfred	122
Ontario Agricultural College	224
Kemptville Campus	293
Ridgetown Campus	427
Total Enrolment (full- and part-time)	1,092

## Learning Objectives

Arising from the Aims and Objectives Report, the following objectives were approved by the Senate of the University in 1987.

1. Literacy
2. Numeracy
3. Sense of Historical Development
4. Global Understanding
5. Moral Maturity
6. Aesthetic Maturity
7. Understanding of Forms of Inquiry
8. Depth and Breadth of Understanding
9. Independence of Thought
10. Love of Learning

They are a set of objectives described in terms of the desired characteristics of educated graduates, and are used in part to guide educators in their development of courses and programs. Their descriptions are as follows:

### 1. Literacy

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

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

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

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

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

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

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

### 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 something supplementary to it (guidelines for conducting ethical discussion in the classroom have been written by the Ethics Research Group in the Department of Philosophy).

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

### 6. Aesthetic Maturity

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

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

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

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

### 7. Understanding of Forms of Inquiry

Inquiry, the search for truth, information, knowledge and understanding, follows a methodology based upon systematic study, reflection, intuition and innate creativity. Inquiry involves resolving an identified problem, collecting relevant information, evaluating the information and observing relationships in order to reach a conclusion. The student is the active inquirer and must be able to undertake the process independently. Scientific method represents a form of inquiry concerned with hypotheses development, data collection, analyses and interpretation. Just as an understanding of scientific inquiry is necessary for the educated citizen functioning in the midst of the technologies of the contemporary world, so too an appreciation of other modes of inquiry is an essential characteristic of an educated citizen. Graduates should be familiar with the modes of inquiry utilized, for example, by historians, by philosophers and by scholars concerned with the various fields of creative expression.

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

### 8. Depth and Breadth of Understanding

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

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

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

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

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

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

### 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**

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

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

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

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

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

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

## III. Schedule of Dates

The dates for the 2012-2013 academic year are listed by semester below as follows:

Summer Semester 2012

Fall Semester 2012

Winter Semester 2013

### 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 2012 (12 Week Format)

#### **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 2012 for all programs except B.L.A. and D.V.M.

#### **Wednesday, May 9**

- Add period begins

#### **Thursday, May 10**

- Class 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 2012

#### **Wednesday, May 16**

- Last day to submit co-op work semester reports for Winter Semester 2012

#### **Friday, May 18**

- Add period ends
- Last day to drop two-semester courses (W12/S12)
- Last day for clearance to graduate for Summer 2012 Convocation

#### **Monday, May 21**

- Holiday--NO CLASSES SCHEDULED--classes rescheduled to Thursday, August 2

#### **Friday, May 25**

- Kemptville Campus Convocation

#### **Saturday, May 26**

- Alfred Campus Convocation

#### **Friday, June 1**

- Ridgetown Campus Convocation

#### **Monday, June 4**

- Course selection period for Fall Semester 2012 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 2012 ends--In-course students

#### **Monday, June 11**

- Summer 2012 Convocation

#### **Tuesday, June 12**

- Summer 2012 Convocation

#### **Wednesday, June 13**

- Summer 2012 Convocation

#### **Thursday, June 14**

- Summer 2012 Convocation
- Deferred examinations for Winter 2012 courses commence

#### **Friday, June 15**

- Summer 2012 Convocation
- Last day for applications to graduate for Fall 2012 Convocation without application late fee

#### **Saturday, June 16**

- Deferred examinations for Winter 2012 courses scheduled

#### **Tuesday, June 19**

- Deferred examinations for Winter 2012 courses conclude

#### **Monday, July 2**

- Holiday--NO CLASSES SCHEDULED--classes rescheduled to Friday, August 3

#### **Friday, July 6**

- Fortieth class day--Last day to drop one semester courses
- Last day to apply to graduate at Fall 2012 Convocation

#### **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 2012 begins

### Summer Session 2012 (6 Week Format)

#### **Thursday, May 10**

- Class commences

#### **Monday, May 14**

- Last day to add Summer Session courses

#### **Monday, May 21**

- Holiday--NO COURSES SCHEDULED--classes rescheduled to Thursday, June 21

#### **Thursday, June 7**

- Last day to drop Summer Session courses

#### **Thursday, June 21**

- Classes rescheduled from Monday, May 21, Monday schedule in effect
- Classes conclude

#### **Monday, June 25**

- Examinations Commence

#### **Friday, June 29**

- Examinations conclude

### Fall Semester 2012

#### **Monday, August 20**

- Add period for Fall Semester 2012 begins
- Last day to submit Request for Academic Consideration -- 3rd meeting

#### **Monday, September 3**

- Holiday

#### **Thursday, September 6**

- Class commences

#### **Friday, September 7**

- Last day to submit Requests for Academic Consideration--1st meeting
- Last day to submit co-op work performance evaluations for Summer 2012

#### **Wednesday, September 12**

- Last day to submit co-op work semester reports for Summer Semester 2012

#### **Friday, September 14**

- Add period ends
- Last day to drop two-semester courses (S12/F12)
- Last day for clearance to graduate for Fall 2012 Convocation

#### **Wednesday, October 3**

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

#### **Monday, October 8**

- Holiday--NO CLASSES SCHEDULED --classes rescheduled to Thursday, November 29

#### **Tuesday, October 9**

- Course selection period for Winter Semester 2013 begins--In-course students

#### **Friday, October 12**

- Last day for applications to graduate at Winter 2013 Convocation without applicaiton late fee

**Saturday, October 13**

- Fall 2012 Convocation

**Tuesday, October 16**

- Deferred examinations for Summer 2012 courses commence

**Saturday, October 20**

- Deferred examinations for Summer 2012 courses conclude

**Wednesday, October 31**

- Course selection period for Winter Semester 2013 ends--In-course students

**Thursday, November 1**

- Fortieth class day--Last day to drop one semester courses
- Last day to apply to graduate at Winter 2013 Convocation

**Thursday, November 15**

- Last day for external and internal applications for admission to Winter Semester 2013 for all programs with Winter entry

**Thursday, November 29**

- Classes rescheduled from Monday, October 8, Monday schedule in effect
- Classes conclude
- Last day for applications from in-course students for admission into the Co-op option of B.A. (Applied Math & Stats & Psychology), B.Sc.(Applied Math & Stats, Biochemistry, biological & Pharmaceutical Chemistry, Chemistry, Toxicology), B.Sc.(Env.) for Winter Semester 2013

**Monday, December 3**

- Examinations commence

**Saturday, December 8**

- Examinations scheduled

**Monday, December 10**

- Add period for Winter Semester 2013 begins

**Friday, December 14**

- Examinations conclude

**Monday, December 17**

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

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**Winter Semester 2013**


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**Monday, December 10**

- Add period for Winter Semester 2013 begins

**Tuesday, January 1**

- Last day for applications to D.V.M. for Fall 2013 (Canadian applicants)

**Monday, January 7**

- Class schedule commences

**Tuesday, January 8**

- Last day to submit co-op work performance evaluations for Fall Semester 2012

**Friday, January 11**

- Add period ends
- Last day to drop two-semester courses (F12/W13)
- Last day to submit co-op work semester reports for Fall Semester 2012
- Last day to submit Requests for Academic Consideration--1st meeting

**Friday, January 18**

- Last day for clearance to graduate at Winter 2013 Convocation

**Friday, January 25**

- Last day to apply for international exchange programs departing in Summer 2013, Fall 2013 or Winter 2014 without late application fee

**Friday, February 1**

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

**Monday, February 4**

- Deferred examinations for Fall 2012 courses commence

**Friday, February 8**

- Last day for apply to graduate at Summer 2013 Convocation without application late fee
- Deferred examinations for Fall 2012 conclude

**Monday, February 18**

- Winter Break begins--NO CLASSES SCHEDULED THIS WEEK
- Holiday

**Tuesday, February 19**

- Winter 2013 Convocation

**Wednesday, February 20**

- Winter 2013 Convocation

**Thursday, February 21**

- Winter 2013 Convocation

**Friday, February 22**

- Winter Break ends
- Winter 2013 Convocation

**Monday, February 25**

- Classes resume

**Friday, March 1**

- Last day for external and internal applications for admission to Fall Semester 2013 for B.L.A.

**Monday, March 4**

- Course selection period for Summer Semester 2013 and Fall Semester 2013 begins--In-course students

**Friday, March 8**

- Fortieth class day--Last day to drop one semester courses
- Last day to apply to graduate at Summer 2013 Convocation

**Friday, March 15**

- Last day for external and internal applications for admission to Summer Semester 2013 for all programs with summer entry

**Monday, March 25**

- Course selection period for Summer Semester 2013 and Fall Semester 2013 ends--In-course students

**Friday, March 29**

- Holiday

**Friday, April 5**

- Classes conclude
- Last day for applications from in-course students for admission into the Co-op option of B.A. (Economics & Mathematical Economics), B.A.Sc., B.Comm., B.Comp., B.Eng., B.Sc. (Biological and Medical Physics, Chemical Physics, Food Science, Microbiology, Nanoscience, Physics) for Fall Semester 2013.

**Monday, April 8**

- Examinations begin

**Saturday, April 13**

- Examinations scheduled

**Friday, April 19**

- Examinations conclude

**Monday, April 22**

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

## IV. Admission Information

### Admission Requirements

#### Subject Requirements

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

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

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

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

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

#### 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 (OS/IS 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 (MTC4C 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<sup>st</sup>** each year.

### Advanced Standing

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

### Application For Admission

All applications must be submitted as follows:

1. Application for admission to the Ontario Agricultural College at Guelph should be 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<sup>st</sup>. Normally admission decisions will be released commencing March 31<sup>st</sup>. 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

### Ridgetown 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 d'Alfred, Kemptville Campus and Ridgetown 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 1<sup>st</sup>**.

## Language of Instruction

Classes at Guelph, Kemptville and Ridgetown are offered in English only; classes at Alfred in French only. If English or French is not your first language, you must be able to provide evidence of your fluency in the language of instruction. Contact individual 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>
- **RIDGETOWN CAMPUS**  
Registrar's Office  
120 Main St. E.  
Ridgetown 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. Please note that official transcripts submitted will become the property of the University of Guelph. Normally, official transcripts must be sent directly to the University by the institution issuing the document. **The applicant is responsible for ensuring that all documents are received in Admission Services by the document deadline.** No decision will be made until all documents have been received. Personal documents will be returned. 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 year of secondary school in Ontario are not required to submit documentation as decisions for early admission are based on interim grades reported by the secondary school.
2. Birth Certificate (only for students applying under Mature Student Regulation).
3. Official transcripts of all academic work taken at the post-secondary level, e.g. university, college, nursing, etc.
4. 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.

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## Use of Animals in Teaching

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

## **V. International Study**

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### **Exchange Programs**

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

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

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##### **Belgium Exchange**

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



## 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:

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

**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 days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. *No refunds will be made for fees paid for examinations which were to be written at another university or college under the direction of the student.*

### 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 five (5) 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 transferred to the **Carryover Ultra Food Plan**. The transfer is subject to a \$50.00 Administration fee. This carryover plan enables you to continue spending your remaining Food Dollars when you return to school, whether you live on or off campus.

**Add the Textbook Plan to your Meal Plan!** For the ultimate in convenience and savings you can add a \$1000 Textbook Plan to any Meal Plan to be used exclusively in the University Bookstore to purchase all textbooks including used books, school supplies and U of G clothing for both the Fall and Winter semesters. Every time you make a purchase in the University Bookstore, you will be rewarded with a **10% REBATE** on your total purchase - **ADDED to your FLEX Plan** the next business day. *Any textbook money that has not been spent at the end of the school year can be refunded upon request or it will automatically be added to the Carryover Ultra Plan.*

Information on the On-Campus Meal Plan Fees is available at the Student Financial Services website <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>. For those students not required to purchase an On-Campus Meal Plan, Hospitality Services provides a convenient, money saving Ultra Food Plan. A Textbook Plan can also be added to the Ultra Food Plan.

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 for credit balances over \$500. 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 semester 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

Fee Name	Fee
<b>Course Fee</b> - Students who are permitted to challenge a course will be charged a fee for the course, regardless of whether or not the challenge is successful.	1/2 of the tuition for the course

**Changes in Fee Schedule**

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

## VII. Academic Advising

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

Academic advising at the Ontario Agricultural College is delivered by a team which includes faculty advisors, program counsellors/associate directors, the 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 them 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, degree requirements, course requirements, Schedule of Dates, rules of conduct and accessing the University of Guelph email account. These responsibilities are described in Section I of the Undergraduate Calendar.

The responsibilities of students regarding academic advising are to seek, when necessary:

- information from the Undergraduate Academic Information Centre
- advice and assistance regarding academics from the program counsellor or faculty advisor
- from the program counsellor or faculty advisor clarification of regulations and procedures

### Faculty Advisors

#### Role of the Faculty Advisor

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

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

#### Responsibilities of the Faculty Advisor

The responsibilities of the faculty advisor are to:

- be familiar with the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements
- assist students wishing to change or add specializations
- assist the student to make academic decisions
- refer students to the program counsellors / associate director, as appropriate
- offer advice about meeting the requirements of the Schedule of Study for the specialization

- be reasonably available to meet with students, as requested
- assist with graduation checks, as requested
- approve substitutions or exemptions for the specialization
- be aware of career and graduate study opportunities related to the field of study
- assist with course selection issues related to the specialization
- 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
- provide information and advice to the department and college, as requested, around enrollment management issues

### Program Counsellors / Associate Directors

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

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

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

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

The responsibilities of the program counsellor / associate director are to:

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

### Undergraduate Academic Information Centre

The role of the Undergraduate Academic Information Centre (UAIC) (U.C. Level 3, extension 56613, uaic@uoguelph.ca) is to provide general academic advising information to undergraduate students. This includes appropriate referral to the program counsellor, or faculty advisor, as well as other support services on campus.

For some students, the Centre may function as a first point of contact for information about academic issues. Peer helpers in the unit 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 office, faculty / specialization advisor, Career Services, Financial Services, etc.).

At the Centre, students will find general information on topics including but not limited to 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 degree program requirements, or who have more specific questions may 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-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, Centre for Open Learning and Educational 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

Program Counsellors and Associate Directors

Location	Program Counsellor / Associate Director	Contact Information	Email
<b>Campus d'Alfred (French Language)</b>	G. Gauthier Associate Director	613 679-2218 Ext. 215	ggauchie@alfred.uoguelph.ca
<b>Kemptville Campus</b>	Mary Grammatikakis Associate Director	613 258-8336 Ext. 61456	mgrammat@uoguelph.ca
<b>Ridgetown Campus</b>	B. O'Neill Registrar / Counsellor I. Moore Associate Director	519 674-1610 Agronomy Building 519 674-1666	registrar@ridgetown.uoguelph.ca info@ridgetown.uoguelph.ca
<b>University of Guelph (Turfgrass Management)</b>	R. Witherspoon Director, Associate Diploma in Turfgrass Management	Guelph Turfgrass Institute Room 114 519 824-4120 Ext. 56886	rob@gti.uoguelph.ca
<b>University of Guelph (Agriculture and Horticulture)</b>	M. Vanryn, Program Counsellor, OAC Dean's Office	163 Johnston Hall Room 613 519 824-4120 Ext. 54549	mavanryn@uoguelph.ca

## Interpretation of University Academic Regulations

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

## Non-Academic Counselling

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

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

## Program Approval

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

1. Most students who wish to register for more than 2.75 credits prior to the last day of an add period require program counsellor approval (some degree programs are exempt from the 2.75 maximum). On the last day of an add period all students can register in up to 3.25 credits in a semester without obtaining program counsellor approval.
2. Students who wish to make a change to their specialization within their current degree program (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 program counsellor for the degree program and submit the completed form to Student Client Services (Level 3, University Centre).

## 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, associate 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

Process for Academic Consideration and Appeals

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

#### 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.

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

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

#### Academic Consideration Form

Grounds for Academic Consideration  
Incomplete Course Work  
Academic Review  
Co-operative Education Appeal Process  
Petitions

#### 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.

## 2. Psychological Grounds

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

## 3. Compassionate Grounds

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

## Incomplete Course Work

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

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

## Student's Responsibilities

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

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

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

## Instructor's Responsibilities

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

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

If the student does not submit all of the required work by the course grade submission deadline, the instructor shall refer the situation to the Academic Review Sub-Committee. **The instructor cannot grant extensions beyond the final date for submission of grades for the course.**

## Program Counsellor's Responsibilities

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

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

## Academic Review

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

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

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

## Student's Responsibilities

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

- Consult with the program counsellor for advice on the appropriate consideration that should be requested.
- 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:

- a passing grade
- credit standing
- a deferred privilege
- a grade reflective of work completed to date

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

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

A deferred privilege could be approval to write an examination and/or to submit 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 Program - Appeal Process

Students may be required to withdraw from the Co-op Education program for any of the following reasons:

- Work Term and Work Preparation Related Issues**
  - The student leaves the employer without approval during the work term.
  - The student is dismissed with just cause from a work term.
  - The student receives an "Unacceptable" Co-op Work Performance Evaluation by the employer
  - The student did not complete COOP \*1100 or did not receive a passing grade.
- Academic and Work Term Schedule of Studies Related Issues**

The student does not follow the approved academic and work schedule including:

  - Maintaining full-time academic status during academic semesters (minimum 2.0 credits per semester).

- b. Successfully completing the requirements for each of the approved scheduled academic semesters.
- c. Completing no more than five full-time academic semesters in their co-op program before beginning the first work term.
- d. Completing COOP \*1100 in the semester scheduled.
- e. Completing a Fall, Winter and Summer work term, unless otherwise agreed to.

### 3. Academic Related Issues

- a. The student does not have the required minimum 70% cumulative average after full-time studies in first year, based on a minimum of 2.0 credits in each of the Fall and Winter semesters.
- b. The student receives an “Unsatisfactory” Co-op Work Report Evaluation.

## Appeal Process

A student who is required to withdraw from the Co-op Education program has the option to appeal. In the case where a student wishes to apply for re-admission to the program, the student must appeal the “Required to Withdraw from Co-op” decision no later than the 15th class day after notification. Students cannot re-apply for admission to the Co-op Education program in subsequent terms.

### 1. Work Term and Work Preparation Related Appeals

If the student is required to withdraw from the Co-op Education program on the basis of Work Term or Work Preparation related reasons and wishes to appeal this decision, the appeal must be submitted to the Co-op Appeal Committee using the Co-op Appeals Form. The form can be obtained from the Co-operative Education & Career Services Office. The decision of the Co-op Appeal Committee is final.

### 2. Academic and Work Term Schedule of Studies Related Appeals

If the student is required to withdraw from the Co-op Education program because he/she has not followed the Academic and Work Term Schedule of Studies and wishes to appeal this decision, the appeal must be submitted to the Academic Review Sub-committee, according to the procedures outlined in Section VIII of the Undergraduate Calendar under “Academic Consideration, Appeals and Petitions”.

### 3. Academic Related Appeals

- a. If the student is required to withdraw from the Co-op Education program because he/she does not attain the 70% cumulative average required and wishes to appeal this decision, the appeal must be submitted to the Academic Review Sub-committee, according to the procedures outlined in Section VIII of the Undergraduate Calendar under Academic Consideration, Appeals and Petitions.
- b. If the student wishes to appeal an “Unsatisfactory” Work Report Evaluation, the appeal must be submitted according to the regulations outlined in Section VIII of the Undergraduate Calendar under Grade Reassessment.

## 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 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. 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/holydays.shtml> or contact the Human Rights and Equity Office

## Academic Accommodation for Students with Disabilities, Guidelines and Procedures

The purpose of these guidelines and procedures (“Guidelines”) is to support the implementation of the Policy on Academic Accommodation for Students with Disabilities (“Policy”), as approved by Senate. In the event of a discrepancy between the Policy and these Guidelines, the Policy will apply.

The provision of academic accommodation is a shared responsibility between the University and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities but are not intended to give students an advantage.

The following definitions shall apply in these guidelines and procedures:

“Academic Integrity” is defined as the essential academic requirements of a course of program which includes but is not limited to the knowledge and skills which are necessary to meet the learning objectives.

“Chair” means head of an academic unit and includes a Department Chair or School Director.

“CSD” means the Centre for Students with Disabilities at the University. CSD is the unit designated to assist the University community in integrating students with disabilities into all aspects of the University’s academic life.

“Course Instructor(s)” is defined as the individual(s) teaching the course, or in the case of graduate students, can include a faculty advisor or advisory committee.

“Dean” means the dean of the college who has responsibility for the course or program.

“Disabilities” shall have the same meaning as under the Ontario Human Rights Code in force and as amended from time to time, and may include but is not limited to:

- learning disabilities
- attention deficit-hyperactivity disorder
- hearing and/or vision disabilities
- medical disabilities
- physical disabilities
- acquired brain injuries
- psychological/emotional disabilities

“Examinations” include but are not limited to midterms, tests, quizzes, lab examinations or final examinations, competency examinations and defences.

### 1. Admissions

- a. In its admission and liaison activities, the University actively encourages applications from individuals with disabilities. After receiving their application, the University will provide upon request, admissions information in alternate forms (Braille, electronic, etc.) as required. Applicants who require accommodation during the admission process are strongly encouraged to identify their disability related needs directly to the Centre for Students with Disabilities (CSD).



- b. Applicants who believe that as a result of their disability their admission average does not reflect their academic ability are encouraged to identify their disability by completing the appropriate form available from the CSD. Applications for admission are considered in light of the information and documentation provided with respect to the applicant's disability and the impact on his/ her academic record.
- c. Applicants are advised that decisions concerning specific forms of academic accommodation are made with consideration of the learning objectives of a specific course or program. Acceptance to the University does not guarantee the granting of any specific form of academic accommodation. If an applicant believes that his or her choices concerning a specific course or program may be affected by the specific forms of academic accommodation granted by the University, the applicant should contact the CSD as early in the application to a program or course selection process as possible.

## 2. Registration with the CSD

Students with disabilities who have been admitted to the University and who require academic accommodation either in-course or during Examinations must normally register with the CSD no later than the 40th class day.

## 3. Documentation Requirements

Students requesting academic accommodation must provide appropriate documentation satisfactory to the University. The assessment must be comprehensive and reflect the student's learning needs in a university setting and support the requested accommodation. Specific documentation requirements are as follows:

- a. Documentation for students with learning disabilities must include a current<sup>1</sup> psycho-educational assessment report that contains a diagnosis of a learning disability. It must be completed and signed by a registered psychologist or a registered psychological associate to support these requests.
- b. Documentation to support medical or psychological disabilities must be from a qualified professional(s) and include: a statement of the diagnosis and nature of the disability; information on the severity, duration and intensity of the disability; and, whether the disability is permanent or temporary.

Documentation will need to be renewed as appropriate to reflect the student's on-going need for academic accommodation.

<sup>1</sup> "Current" is generally defined as occurring within the last three years, or having a diagnosis at 18 years of age or older. Documentation that is more than three years old will be evaluated on a case-by-case basis.

## 4. Academic Accommodation

Examples of academic accommodations available may include, but are not limited to:

- Advanced provision of reading lists and other course materials to allow for alternate format transcription;
- Alternate scheduling for the completion of course, project, thesis work, or Examinations, including competency examinations;
- Extensions to program completion time limits;
- Use of assistive technology in the classroom/ laboratory/ field (e.g. FM systems worn by Course Instructors);
- Use of oral and visual language interpreters and/ or note takers in the classroom;
- Use of audio and or visual recording of lectures;
- Use of adaptive technology;
- Support for Examinations including extra time, a private room, use of a computer, adaptive software or word processor, or access to a reader or scribe as needed;
- Special seating; wheelchair accessible tables;
- Adjustments to lighting or ventilation.

## 5. Provision of Academic Accommodation - General

- a. A number of factors can affect the timeliness of decisions regarding accommodations including but not limited to the adequacy of documentation, the nature of the accommodation requested and the timing of the request. Students are **strongly** encouraged to engage in the process of requesting accommodation early. Timelines for submission of certain kinds of requests are identified in Sections 5, 6 and 7.
- b. The CSD has authority to make decisions for academic accommodation in accordance with Section 6. Other forms of academic accommodation are decided in accordance with Section 7. CSD advisors can help to identify appropriate academic accommodations, provide supportive information required in order to access resources, and assist in the arrangements for appropriate academic accommodations.
- c. Students registered with the CSD who need to have textbooks produced in alternate format (e.g., DAISY, Braille, large print, or e-text) must make the request directly to the Library Accessibility Services at least two months prior to the start of classes. Students with disabilities should consult the course outline prior to the commencement of the class to determine the required readings.

## 6. Provision of Academic Accommodation - CSD

- a. Requests for certain forms of academic consideration can be approved directly by the CSD. These include requests for:
  - note taking;
  - arrangements for appropriate seating in a classroom;
  - the writing of Examinations in the CSD Exam Centre to facilitate the use of extra time, a private room, use of a computer, adaptive software or word processor, or access to a reader or scribe, as needed.
- b. Students who have been approved to write mid-term Examinations in the CSD Exam Centre must normally schedule their examination times with CSD at least 7 days prior to the scheduled examination date.
- c. Students who have been approved to write final Examinations in the CSD Exam Centre must normally schedule their examination times with the CSD no later than the 40th class day of the semester.
- d. Where Examinations are written in the CSD Exam Centre, the CSD is responsible for informing the department/ school of the names of those students who will be writing in the CSD at least three working days prior to the scheduled date of the Examination. The CSD will return the Examination to the department/ school the first working day following the Examination. Unless there is agreement otherwise with the Course Instructor, all Examinations written in the CSD Exam Centre shall be administered at the same time as the scheduled course Examination.

## 7. Provision of Academic Accommodation - Undergraduate Students

- a. Requests for academic accommodation not included in Section 6 (e.g., alternate formats for Examinations, or alternate dates for Examinations) must be reached on a case by case basis. For these types of requests, the CSD will provide the Course Instructor with formal written notification of the need for the academic accommodation as supported by the student's documented assessment ("Notification"). Course Instructors are encouraged to contact the CSD to discuss the request if the accommodation requested by the student is not consistent with the Notification, or if there are questions related to the impact of the accommodation on the Academic Integrity of the course.
- b. Students requesting accommodations for in-course academic deadlines (ie. extension of an assignment) must submit those requests to the Course Instructor at least 7 days prior to the in-course academic deadline.
- c. If consensus on academic accommodation cannot be reached between the student and the Course Instructor, the CSD should be consulted for advice. If consensus still cannot be reached with the assistance of the CSD, the Course Instructor shall consult the Chair or designate.
- d. If, after consultation with the Chair, consensus still cannot be reached on the type(s) of academic accommodation to be provided, the Chair shall provide within 5 working days a report to the Dean (or designate). The Chair's report will include the Notification from the CSD, information on the Academic Integrity of the course or program, if applicable and the type(s) of academic accommodation proposed. Within 5 working days of the receipt of this report, the Dean (or designate) shall make the decision on the type(s) of academic accommodation to be provided and advise the parties.

## 8. Appeal Process

Decisions made under Sections 6 or 7 may be appealed by the student to the Senate Committee on Student Petitions ("Petitions") in accordance with Petitions' Bylaws and Regulations.

## 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<sup>1</sup>.

### 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.

<sup>1</sup> 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, <http://www.uoguelph.ca/research/>, 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 registrarial 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 acquiesce in its 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 penalties:

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-amisconduct.shtml](http://www.uoguelph.ca/undergrad_calendar/c08/c08-amisconduct.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 dean will appoint another faculty member to deal with the case. In the event that a dean's designate has a conflict of interest in dealing with a case, the dean may appoint an alternate designate or choose to deal with the case himself/herself. In the case of a conflict of interest on the part of a dean, the Provost will appoint a designate to deal with the case.
5. Wherever in this policy it states that a student is to be contacted, the normal expectation is that such contact will be made using the student's University of Guelph email account, with a copy of any correspondence being sent to the home address provided to the University by the student.

### B. Detection and Documentation

1. **Examinations**

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

- may require that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption of those taking the examination; and
- shall confiscate any suspect material (including those portions of the examination completed to that point) and give it, along with the student's other examination booklet(s) (collected at the end of the exam) to the instructor immediately following the examination.

The chief invigilator shall give a full report, together with any confiscated material, to the instructor-in-charge of the course if the instructor is not the chief invigilator. In instances of open learning courses, the material will be submitted to the Director of Open Learning. The student is required to contact the instructor no later than the end of the examination period.

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

The initial responsibility for detecting academic misconduct on term assignments, etc., necessarily 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.

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

The responsibility for detecting academic misconduct in the context of an academic environment that is not part of the formal examination or assignment process rests with the entire University community. Where academic misconduct is suspected, but where it is unclear whether it is directly related to a specific course, or where the specific course is unknown, those with knowledge of an offence should contact the dean of the college in which the student is enrolled and the Dean of Graduate Studies in the case of a graduate student. If the suspected offence appears to be related to a specific course, then the instructor of the course should be contacted.

# 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. The normal expectation for assignments due within the semester is that instructors/advisors will complete their evidence gathering within ten working days of the due date for the assignment. For assignments submitted at the end of the semester or during the examination period, the instructor has until the tenth day of the subsequent semester to collect the evidence and determine whether to pursue a case. In a case where an instructor/advisor requires substantial additional time to collect and review the evidence, he/she may seek an extension of time from the chair.
- 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/dean'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.
- e. 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.
- f. 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).
- g. 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, she/he 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.<sup>2</sup>

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).

- h. In a case where the dean believes suspension or a recommendation for expulsion/revocation is warranted, he/she should consult with the Provost and Vice-President Academic before making a final determination with respect to penalty.
- i. Should the dean recommend expulsion or revocation/rescinding of a degree, he/she shall so 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.

<sup>2</sup> 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. (h) 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.

## Appeals

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 from the Judicial Office.*

## 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), she/he 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

### A. Misappropriation of Other's Work

#### 1. Plagiarism

Misappropriation of Other's Work - Plagiarism

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work <b>(N) Loss of grades</b> Zero on the assignment	Loss of grades <b>(N) Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>(N) Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation

#### 2. Copying

Misappropriation of Other's Work - Copying

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work <b>(N) Loss of grades</b> Zero on the assignment	Loss of grades <b>(N) Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>(N) Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation

#### 3. Unauthorized Collaboration

Misappropriation of Other's Work - Unauthorized Collaboration

Offences	First Offence	Subsequent Offences
Minor	Resubmission of work <b>(N) Loss of grades</b> Zero on the assignment	Loss of grades <b>(N) Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>(N) Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation

## B. Misrepresentation and Fraud

### 1. Impersonation

Misrepresentation and Fraud - Impersonation

Offences	First Offence	Subsequent Offences
Minor	<b>(N) Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension	<b>(N) Zero in the course</b> Loss of scholarship/bursary Suspension
Major	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <b>(N) Expulsion/Revocation</b>

### 2. Falsification

In addition to any penalty that may be applied, if a document is discovered to have been falsified, the document is null and void and the action permitted by the document is reversed.

If the falsified document is course-related (e.g. medical note) a zero in the course is the normal expectation for penalty for a first offence.

Misrepresentation and Fraud - Falsification

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work Loss of grades Zero on the assignment <b>(N) Zero in the course</b> Loss of scholarship/bursary Suspension/revocation of admission offer	Zero in the course Loss of scholarship/bursary <b>(N) Suspension/revocation of admission offer</b> Expulsion/Revocation

### 3. Withholding of documents

If the withheld information would have affected admission to a course then a zero in the course is the normal expectation for penalty for a minor subsequent offence.

Misrepresentation and Fraud - Withholding of documents

Offences	First Offence	Subsequent Offences
Minor	<b>(N) Official warning</b> Loss of grades Resubmission of work Zero on the assignment	<b>(N) Zero in the course</b> Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation of degree or admission offer
Major	Zero in the course Loss of scholarship/bursary Suspension <b>(N) Expulsion/Revocation of degree or admission offer</b>	Zero in the course Loss of scholarship/bursary Suspension <b>(N) Expulsion/Revocation of degree or admission offer</b>

### 4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work Loss of grades <b>(N) Zero on the assignment/exam</b>	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation

## C. Improper Access and Obstruction

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

### 1. Preventing Access

Improper Access and Obstruction - Preventing Access

Offences	First Offence	Subsequent Offences
Minor	<b>(N) Official warning</b> Resubmission of work Loss of grades Zero on the assignment	<b>(N) Zero in the course</b> Loss of scholarship/bursary Suspension
Major	<b>(N) Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation

## 2. Obstruction and Interference

Improper Access and Obstruction - Obstruction and Interference

Offences	First Offence	Subsequent Offences
Minor and Major	Loss of grades ObstZero on the assignment Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <b>(N) Expulsion/Revocation</b>

### 3. Improper Access

Improper Access and Obstruction - Improper Access

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation	Zero in the course Loss of scholarship/bursary Suspension <b>(N) Expulsion/Revocation</b>

### 4. Improper Dissemination

Improper Access and Obstruction - Improper Dissemination

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course (if applicable) <b>(N) Suspension</b>	Zero in the course Loss of scholarship/bursary <b>(N) Suspension</b> Expulsion/Revocation

## Academic Review

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

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

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

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

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

1. Course results (e.g. late drop of a course(s) with or without failure, deferred or supplemental privileges, credit status)
2. Meeting the continuation of studies requirements (e.g. probationary status).
3. Meeting the graduation requirements.

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

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

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

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

## Academic Standing

### Eligible to Continue

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

### Probationary

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

## Required to Withdraw

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

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

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

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

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 supplementals, academic consideration, absences from examinations etc.
- to appoint an Admissions Committee to deal with readmission, appeals, and recommend changes to the admissions criteria
- to oversee student counselling, advising and student services at their location

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

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 three 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 requisite(s) may seek permission from the instructor to have the requisite(s) waived. The student seeking the waiver must obtain a "Course Requisite/Restriction Waiver" and have it completed by the instructor. The student must then present the completed form along with a completed Course Request form to Undergraduate Program Services for processing. Waiver forms are available from Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre. <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 the Registrar's Office.

## Admissions

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

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

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

## Associated Program Requirements

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

## Attendance at Class

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

**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 credits plus the number of credits in progress. As courses are dropped and added, or grades are received, the class level may be adjusted accordingly. Class Level is determined as follows:

Class Level Calculation

Successfully Completed Credits and Credits In-progress	Class Level
0.25 - 3.00	1
3.25 - 6.00	2
6.25 - 9.00	3
9.25 - 12.00	4
12.25 +	5

## 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 Ridgeway, and is based on the number of credits attempted.

### Schedule 3

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

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

Continuation of Study Assessment for Students in Semester 1 following Schedule 3

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

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

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

Continuation of Study Assessment for Students in Semester 2 and Higher on Probation following Schedule 3

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

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

Continuation of Study Assessment for Students in Semester 2 and Higher following Schedule 3

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

## Course Selection

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

## Dean's Honours List (O.A.C.) / Director's Honours List (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). If the Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate consideration, a student may request a deferred privilege instead. The student must make the request in writing to their Program Counsellors. The grade resulting from the deferred privilege will become part of the student's official academic record.

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

Undergraduate Program Services records the results of deferred privileges, and re-evaluates the student's academic record for continuation of study.

### Deferred Condition

The instructor and/or Chair/Director determine the requirements and conduct of the deferred condition. The deferred condition may be a written test, an oral test, an assignment, a laboratory practical, or any other method of evaluation. The requirements for completion of the deferred condition are documented on the "Terms of Supplemental/ Deferred Condition" form <https://webadvisor.uoguelph.ca/st/index.shtml> and a copy of the form is retained by the instructor and the student. The department notifies Undergraduate Program Services of the results of a deferred condition, normally within 7 days of its completion.

Students must normally complete a deferred condition by the end of the deferred examination schedule in the semester immediately following the completion of the course (refer to Section III--Schedule of Dates). Scheduling, Office of Registrarial Services advises students in writing of the deadline for the completion of a condition. In addition, Scheduling directs the student to the "Terms of Supplemental/Deferred Condition" form <https://webadvisor.uoguelph.ca/st/index.shtml>. It is the student's responsibility to contact the instructor and make arrangements for the details of the condition.

Scheduling advises departments in writing of the students who have been granted deferred conditions. The memorandum specifies the date for completion of the deferred condition, and the deadline for the submission of final grades to Undergraduate Program Services. It is the responsibility of the Chair/Director or designate to advise the appropriate instructors of the deferred conditions that have been granted.

If the condition is not completed by the required date, a grade is assigned based on the term work completed as indicated on the original "Instructor's Recommendation" form. Students may be considered for an extension, or the assignment of a grade based on incomplete work, if medical or compassionate reasons prevail at the time of the scheduled condition. In this case, the student should consult with their program counsellor and may submit a "Request for Academic Consideration" form with documentation to Undergraduate Program Services, Office of Registrarial Services.

### Deferred Examination

Scheduling, Office of Registrarial Services schedules and supervises deferred examinations that are two hours in length. Scheduling notifies departments of the deferred examination schedule and advises the students of the date, time and location of their deferred examinations. The Academic Review Sub-Committees expect students to write deferred examinations during the deferred examination period that follows the end of the semester in which the course was taken (refer to Section III--Schedule of Dates).

When conflicts arise between a student's deferred final examination and a midterm examination, the deferred examination takes precedence. The instructor for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable the student and instructor, for the student to make up the missed midterm examination. If the student and instructor are not able to come to an agreement, they will refer the matter to the Chair/Director responsible for the course. Students may request an extension, or the assignment of a grade based on incomplete work, if medical or compassionate reasons prevail at the time of the scheduled deferred examination. In this case, the student should consult with their program counsellor and may submit a "Request for Academic Consideration" form with documentation to Undergraduate Program Services, Office of Registrarial Services.

### Procedures for Deferred Privileges

#### Chair/Director's Responsibilities

The Chair/Director or designated department/school examination coordinator is responsible for the following:

1. Requesting a deferred examination from the appropriate instructor upon request from Scheduling, Office of Registrarial Services and informing the instructors of students who have been granted deferred privileges.

2. When a deferred examination is scheduled, forwarding one examination paper from the instructor for each student granted a deferred examination in the course, plus one extra paper per course to Scheduling, Office of Registrarial Services.
3. Where the instructor is unavailable, providing the required examination papers to Scheduling, Office of Registrarial Services.
4. At the end of the Deferred Examination period, collecting completed examination papers from Scheduling.
5. Immediately distributing the completed examination papers to the appropriate instructor for marking.
6. In the case where a student is unable to make contact with the instructor to determine the nature of a deferred condition, taking necessary steps to assist the student in determining the requirements for the condition.
7. (Chair/Director only) initialing all grades submitted by instructors and forwarding them to the Undergraduate Program Services, Office of Registrarial Services, by the date indicated in the request letter.

### Instructor's Responsibilities

The course instructor is responsible for the following:

1. In the case of a deferred condition, completing the "Terms of Supplemental/Deferred Condition" form, providing student with a copy of the form, and keeping a copy. The instructor must adhere to the deadlines for the completion of the condition and the submission of the final grades to Undergraduate Program Services, Office of Registrarial Services.
2. In the case of a deferred examination, providing examination papers to the Chair/Director and indicating what exam aids the student in writing the examination may use.
3. Prompt marking of deferred course materials and submission of grades to the Chair/Director or designate.

### Student's Responsibilities

1. When the Academic Review Sub-Committee grants a deferred condition, contacting the instructor of the course and presenting the "Terms of Supplemental/Deferred Condition" form upon notification. Students must contact the instructor of the course immediately, in order to complete the condition prior to the deadline specified by Scheduling. The deadline is normally the last day of the deferred examination period for the semester in which the course was taken (which falls in the semester immediately following the semester in which the course was taken, refer to Section III--Schedule of Dates). The student and instructor must complete the form, indicating the exact nature of the deferred condition. If the student cannot contact the instructor, he/she must contact the Chair/Director of the offering department/school. If the student does not make the required contact within the deadline specified by Scheduling, the University will assume that the student does not intend to complete the condition, and a grade will be assigned based on term work completed, as indicated on the original Instructor's Recommendation form.
2. When a deferred examination is granted, appearing for the deferred examination according to the date, time and location designated on the deferred examination timetable.
3. Students identified by Scheduling as residing outside a 150 km (approx) radius of Guelph are permitted to write deferred examinations at an academic institution (high school, college or university) within their own vicinity. Students choosing this option must have the Off-Site Invigilator Form completed by an employee at one of the above type of institutions and forward it by fax to Scheduling. For more information, form and deadline see: [http://www.uoguelph.ca/registrar/undergraduate/files/invigilator\\_form.pdf](http://www.uoguelph.ca/registrar/undergraduate/files/invigilator_form.pdf).

### Registrar's Responsibilities

1. Undergraduate Program Services informs the student and Scheduling of academic review decisions, collects grades, and evaluates the continuation of study status when deferred grades have been recorded.
2. The Examination Coordinator, Scheduling, informs the Chair/Director/designate that the Academic Review Sub-Committee has granted a deferred condition or examination; informs students who have been granted a deferred condition that it is their responsibility to contact the instructor to arrange the condition; specifies a deadline for completion of deferred conditions; prepares a deferred examination timetable and notifies all students who have been granted a deferred examination; identifies students residing 150 km (approx) from Guelph, and coordinates examinations with approved off-site invigilators (see Student's Responsibilities above); requests the deferred examination papers from the Chair/Director/designate; invigilates the deferred examinations; at completion of the deferred examination period, prepares completed examination packages for each department/school, attaching a grade reporting sheet for each examination and noting which students did not write and which have been granted extensions by Program Counsellors; notifies department Chair/Director/designate that examination packages are ready for pickup in Scheduling.

## Dropping Courses

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

### Deadline Dates

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

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

### Instructor Notification

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

### Refunds

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

### Regular Courses

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

### Two-Semester Courses

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

## Examinations

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

### Mid-Term Examinations

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

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

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

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

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

When conflicts arise between deferred final examinations and midterm examinations, the deferred final examination must take precedence. The instructor for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable to the student and instructor, for the student to make up for the missed mid-term exam. If the student and the instructor are not able to come to a mutual agreement, the matter will be referred to the appropriate department chair.

**All additional rooms for mid-term examinations are to be booked through the Reservations Clerk, Scheduling, Office of Registrarial Services.**

### Chair/Director'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.

9. 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.
10. 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.
11. 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 in subsequent Add periods. Students may not remain registered in courses with conflicting final examinations unless written approval is obtained from the dean or director and the instructors-in-charge of the courses. (Note that three examinations in 24 hours does not constitute an examination conflict. A conflict exists only where two examinations are scheduled into the same timeslot.)
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 in Distance Education courses who live more than 170 km from campus will write their final examinations at a selected off-campus examination site close to where they live. For further information, please contact Office of Open Learning, 519-767-5000.
5. 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.
6. No person shall be allowed in the examination hall during the course of examination except the candidates concerned and those supervising the examination.
7. 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.
8. Cell phones and pagers must be switched off and stored out of sight.
9. 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.
10. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.
11. 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.
12. 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.
13. No writing within the answer book or completion of computer answer sheets 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, prepared by the Examination Coordinator, Scheduling, Office of Registrarial Services is based on student course selections on file at the end of October (for Winter), March (for Summer), and July (for Fall). Approximately 60,000 registration records per semester (Fall and Winter), one record for each student in each course ("Student #1 in Course A"; "Student #1 in Course B"; etc.) are downloaded into a computer program designed to schedule the approx. 700 final examinations held each semester into 44 timeslots, across 11 days. This process ensures that in most semesters no conflicts are created for students. (Please note that for courses in which no students have registered by the time the data is downloaded, examinations cannot be centrally scheduled.)

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. Once Examination Timetables are published, students must ensure that they do not create examination conflicts for themselves when adding courses in subsequent Add periods. For further information, see Student's Responsibilities above. 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 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 final assignments 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 published in the Undergraduate Calendar, 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:

Grading System

Letter Grade	Percentage
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72

Letter Grade	Percentage
C+	67-69
C	64-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	0-49

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

#### Alternate Grading System

Grade	Definition
OP	Outstanding (Pass)
P	Pass
F	Fail
XXP	Supplemental Privilege Passed (XX represents the original failing grade)
XXF	Supplemental Privilege Failed Supplemental Privilege Failed

### Other Grade Notations

#### Other Grade Notations

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

### Grading Procedures

Feedback to students on work completed or in progress is an integral part of teaching and learning in that it allows students to measure their understanding of material and their progress on learning objectives. Feedback often goes beyond grading-an indication of the standard achieved-to include comments on the particular strengths and weaknesses of a student's performance. While the nature and frequency of such feedback will vary with the course, the University of Guelph is committed to providing students with appropriate and timely feedback on their work. Instructors must provide meaningful and constructive feedback prior to the 40th class day. This may include but is not exclusive to returning papers, assignments, in-class or laboratory quizzes, laboratory reports, or mid-term examinations prior to the 40th class day. In research and independent study courses, instructors must provide students with a realistic idea of their performance by discussing progress directly with the student and, if necessary, identify specific areas for improvement. This may include the assessment of a research plan, literature review, annotated bibliography, oral presentation or other assessment tools.

### Resolution 1

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

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

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

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

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

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

### Resolution 2

That instructors must use evaluation criteria which measure quality of performance and not merely activity. Unannounced evaluations or surprise assessments may not be used for course assessment purposes or to determine course grades.

### Resolution 3

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

### Resolution 4

#### Part A

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

#### Part B

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

### Resolution 5

That the methods and/or timing of evaluation as indicated on the course outline should not be changed after the first class meeting except under strictly adhered to conditions. Notice of proposed change and of the class at which consent is to be sought, must be given at a previously scheduled class. Where the change is supported by the instructor and is consistent with University policies and procedures such change may be enacted with the unanimous consent of students. If unanimous consent of the students has not been obtained, the change may be enacted only with the approval of the chair of the department and only if alternative and equitable accommodation is available to students opposed to the change.

### Resolution 6

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

### Resolution 7

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

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

### Resolution 8

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

### Resolution 9

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

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

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

## Resolution 10

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

## Resolution 11

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

## Release of Final Grades

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

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

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

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

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

## Grade Reassessment

Grade re-assessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grades for a student in a course or misapplication of an academic regulation. The outcome of a grade re-assessment may be a grade increase, a grade decrease, or no change to the grade. The detection of errors or omissions in the calculation of final grades will result in the assignment of a revised grade. Students normally initiate grade re-assessments, but instructors may initiate this process. However, instructors must NOT use the grade re-assessment process to:

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

## Calculation Errors or Omissions

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

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

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

## Methods or Criteria Used in Establishing Final Grades

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

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

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

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

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

## Misapplication of an Academic Regulation or Procedure

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

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

## Graduation

### Conditions for Graduation

Students in Associate Diploma programs require a minimum of 12.00 credits to graduate. A minimum of 6.00 credits must be earned in the specific diploma program at the University or one of the 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 coordinator. It is the responsibility of the student to submit the completed form prior to the deadline date.

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

## Graduation Fee

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

## Calendar

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

## Time Limitations

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

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

## Academic Residence Requirements

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

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

## Letters of Confirmation of Enrolment

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

## 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 department has the responsibility of determining which of its courses may be subject to a PLA challenge. The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessment. All these assessments require that the individual demonstrate, to a qualified faculty member, that pre-determined knowledge and skills have been acquired.

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

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

If a challenge has been granted, the department will determine the nature of the assessment and 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.

## Staff Registration and Tuition Waiver

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

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

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

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

## Study Abroad

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

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

## Student Type

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

### Regular

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

### Special

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

### Probationary

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

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

## Transcripts

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

**Note:** Individuals seeking an official transcript for academic work completed at Centralia 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.

- 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.

- 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.

- 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:

- were required to withdraw from their program for a period of 2 or more semesters;
- were suspended from the University for academic misconduct; or
- 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 used 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.

- 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.
- 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.
- Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

## IX. Scholarships and Other Awards

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### General Statements on Awards

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The Committee on Awards, established by the Senate of the University, is responsible for the supervision of the administration of awards in the gift of the Senate. In addition, this Committee formulates policies regarding the effective use of funds designated for awards and establishes the terms and conditions attached to the awards. Each 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.

For OAC Scholarships please go to the following site: <http://www.oac.uoguelph.ca/future/awards-scholarships/index.cfm>

## X. Associate Diploma Programs

### Program Information

As a result of an enhanced contract agreement between the University of Guelph and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) effective April 1, 1997, the Agricultural Colleges at Alfred (French Language), Kemptville and Ridgetown now operate as Campuses 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.

Associate Diploma Programs and Locations

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

### Associate Diploma in Agriculture

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

Alfred, Kemptville and Ridgetown Campuses 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

Areas of Study

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

### Required Courses

#### Semester 1 - Fall

DAGR*1000	[0.50]	Livestock Systems
DAGR*1200	[0.50]	Applied Plant Science
DAGR*1300	[0.50]	Soil Principles
DAGR*1350	[0.50]	Agricultural Mechanization and Safety
DAGR*1600	[0.50]	Applied Mathematics
DAGR*1610	[0.50]	Computer Applications
DAGR*1620	[0.25]	Computer Applications - Part I
DAGR*1720	[0.25]	Written Communications

#### Semester 2 - Winter

DAGR*2100	[0.50]	Marketing and Policy
DAGR*2110	[0.50]	Business Accounting
DAGR*2600	[0.50]	Communication Skills
DAGR*2620	[0.25]	Computer Applications - Part II
DAGR*2720	[0.25]	Oral Communications

1.50 elective credits

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

#### Semester 3 - Fall

One of:

DAGR*3300	[0.50]	Land and Water Stewardship
DENM*3150	[0.50]	Agriculture and Environmental Stewardship (Ridgetown Only)
DAGR*3100	[0.50]	Business Management

DAGR\*4600 [0.50] Human Resource Management (Alfred only)

2.00 elective credits (1.50 elective credits at Alfred)

#### Semester 4 - Winter

DAGR\*4600 [0.50] Human Resource Management

One of:

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

An additional 2.00 elective credits (Ridgetown & Kemptville)

2.50 elective credits (Alfred only)

### Electives - Associate Diploma in Agriculture

Agriculture students must take at least 5.50 elective credits, 3.00 of which may be from programs other than Agriculture.

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

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

### OFFERED AT ALFRED

#### Semester 2

DAGR*2000	[0.50]	Animal Science
DAGR*2010	[0.50]	Applied Microbiology
DAGR*2200	[0.50]	Cereal and Forage Management
DAGR*2210	[0.50]	Applied Weed Science
DAGR*2360	[0.50]	Machinery Maintenance *
DAGR*2650	[0.50]	In-Service Training
DAGR*3000	[0.50]	Beef Production *
DHRT*2000	[0.50]	Greenhouse Management *
DHRT*2200	[0.50]	Plant Propagation *

#### Semester 3

DAGR*3010	[0.50]	Dairy Production
DAGR*3050	[0.50]	Livestock Production Techniques
DAGR*3120	[0.50]	Business Marketing
DAGR*3210	[0.50]	Insect and Disease Management
DAGR*3350	[0.50]	Welding
DAGR*3400	[0.50]	Organic Fertilization

#### Semester 4

DAGR*2370	[0.50]	Small Engines *
DAGR*3200	[0.50]	Corn and Oilseed Management *
DAGR*3500	[0.50]	Agricultural Extension and International Communication *
DAGR*4000	[0.50]	Pork and Poultry Production *
DAGR*4010	[0.50]	Animal Health
DAGR*4040	[0.50]	Small Ruminant Animal Production *

DAGR*4050	[0.50]	Dairy Cattle Nutrition and Selection
DHRT*3010	[0.50]	Fruit and Vegetable Production *
DHRT*3300	[0.50]	Greenhouse Ornamental Production *

\*course offered in alternate years only

## OFFERED AT KEMPTVILLE

### Semester 1

DAGR*1960	[0.25]	Student Managed Enterprises I
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### Semester 2

DAGR*2000	[0.50]	Animal Science
DAGR*2010	[0.50]	Applied Microbiology
DAGR*2200	[0.50]	Cereal and Forage Management
DAGR*2960	[0.25]	Student Managed Enterprises II
DAGR*3020	[0.50]	Livestock Evaluation
DAGR*2360	[0.50]	Machinery Maintenance
DAGR*2370	[0.50]	Small Engines
DAGR*4350	[0.50]	Farm Structures and Environment

### Semester 3

DAGR*2210	[0.50]	Applied Weed Science
DAGR*3000	[0.50]	Beef Production
DAGR*3010	[0.50]	Dairy Production
DAGR*3030	[0.50]	Sheep Production
DAGR*3050	[0.50]	Livestock Production Techniques
DAGR*3200	[0.50]	Corn and Oilseed Management
DAGR*3350	[0.50]	Welding
DAGR*3360	[0.50]	Grain Elevator Equipment and Feed Formulation
DAGR*3960	[0.25]	Student Managed Enterprise III

### Semester 4

DAGR*3020	[0.50]	Livestock Evaluation
DAGR*3350	[0.50]	Welding
DAGR*3120	[0.50]	Business Marketing
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*4000	[0.50]	Pork and Poultry Production
DAGR*4010	[0.50]	Animal Health
DAGR*4050	[0.50]	Dairy Cattle Nutrition and Selection
DAGR*4060	[0.50]	Alternative Animal Agriculture
DAGR*4100	[0.50]	Commodity Marketing
DAGR*4150	[0.50]	Renewable Energy & Agriculture
DAGR*4200	[0.50]	Cropping Systems
DAGR*4210	[0.50]	Crop Diagnostics and Recommendations
DAGR*4220	[0.50]	Organic Production
DAGR*4350	[0.50]	Farm Structures and Environment
DAGR*4700	[0.50]	Agroforestry
DAGR*4960	[0.25]	Student Managed Enterprises IV

## OFFERED AT RIDGETOWN

### Semester 2

DAGR*2000	[0.50]	Animal Science
DAGR*2150	[0.50]	Precision Agriculture
DAGR*2170	[0.00]	Introduction to US Agriculture
DAGR*2200	[0.50]	Cereal and Forage Management
DAGR*2210	[0.50]	Applied Weed Science
DAGR*2220	[0.50]	Viticulture and Oenology
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*4220	[0.50]	Organic Production

### Semester 3

DAGR*2350	[0.50]	Field Crop Equipment
DAGR*3000	[0.50]	Beef Production
DAGR*3010	[0.50]	Dairy Production
DAGR*3040	[0.50]	Pork Production
DAGR*3090	[0.50]	Dairy Barn Management
DAGR*3110	[0.50]	Business Finance
DAGR*3120	[0.50]	Business Marketing
DAGR*3170	[0.50]	US Agriculture Study Tour
DAGR*3200	[0.50]	Corn and Oilseed Management
DAGR*3210	[0.50]	Insect and Disease Management
DAGR*3250	[0.50]	Fruit Production
DAGR*3260	[0.50]	Vegetable Production

### Semester 4

DAGR*3090	[0.50]	Dairy Barn Management
DAGR*3350	[0.50]	Welding
DAGR*4010	[0.50]	Animal Health
DAGR*4020	[0.50]	Poultry Production
DAGR*4030	[0.50]	Sheep Flock Management
DAGR*4050	[0.50]	Dairy Cattle Nutrition and Selection
DAGR*4070	[0.50]	Swine Reproduction and Farrowing Management

DAGR*4100	[0.50]	Commodity Marketing
DAGR*4150	[0.50]	Renewable Energy & Agriculture
DAGR*4200	[0.50]	Cropping Systems
DAGR*4210	[0.50]	Crop Diagnostics and Recommendations
DAGR*4230	[0.50]	Grain Grading/Seed Production
DAGR*4260	[0.50]	Specialty Vegetable Production
DAGR*4270	[0.50]	Vegetable Crop Pest Management
DAGR*4350	[0.50]	Farm Structures and Environment
DENM*4210	[0.50]	Nutrient Management

## Associate Diploma in Agriculture - Equine Option

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

All 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.

## Required Courses

### Semester 1 - Fall

DAGR*1200	[0.50]	Applied Plant Science
DAGR*1300	[0.50]	Soil Principles
DAGR*1600	[0.50]	Applied Mathematics
DAGR*1610	[0.50]	Computer Applications
DAGR*1620	[0.25]	Computer Applications - Part I
DAGR*1720	[0.25]	Written Communications
DAGR*1800	[0.50]	Horse Structure and Function
DAGR*2810	[0.50]	Practical Horse Care I

### Semester 2 - Winter

DAGR*1350	[0.50]	Agricultural Mechanization and Safety
DAGR*2110	[0.50]	Business Accounting
DAGR*2620	[0.25]	Computer Applications - Part II
DAGR*2720	[0.25]	Oral Communications
DAGR*2820	[0.50]	Practical Horse Care II

1.00 elective credits

### Semester 3 - Fall

DAGR*3100	[0.50]	Business Management
DAGR*3300	[0.50]	Land and Water Stewardship
DAGR*3810	[0.50]	Horse Conformation and Lameness
DAGR*3820	[0.50]	Horse Feeds and Feeding
DAGR*4810	[0.50]	Horse Health

0.50 elective credits

### Semester 4 - Winter

DAGR*4600	[0.50]	Human Resource Management
DAGR*4610	[0.50]	Business Project
DAGR*4800	[0.50]	Sport Horse Conditioning
DAGR*4820	[0.50]	Horse Reproduction

1.00 elective credits

## 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 enrolment. Some DAGR\* electives are common to several diploma programs.

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

### Semester 2

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

### Semester 3

DAGR*1750	[0.50]	Coaching Techniques
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*3350	[0.50]	Welding

DAGR*3750	[0.50]	Conditioning the Rider Athlete
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**Semester 4**

DAGR*3120	[0.50]	Business Marketing
DAGR*3930	[0.50]	Equine Complementary Therapies
DAGR*4780	[0.50]	Advanced Horse Nutrition
DAGR*4830	[0.50]	Horse Facility Management and Design

## Associate Diploma in Agri-Food Leadership

The new Associate Diploma in Agri-Food Leadership at Kemptville Campus of the University of Guelph is aimed at students from urban and rural backgrounds looking for an exciting career within the food supply chain. The food supply chain is extensive in Canada, involving more than one person in seven. The Diploma builds on a core of leadership courses and then develops a wide understanding of the greater supply chain. The food supply chain includes the agricultural supply industries, processing, transportation, trade, food safety and inspection, wholesaling, distribution and retail. A firm understanding of food production is captured within the program while leadership skills are developed. A graduate with strong leadership qualities and who can display technical competence can expect a vast array of exiting career opportunities.

### Required Courses

#### Semester 1 - Fall

DAFL*1450	[0.50]	The Science of Livestock Systems
DAFL*1650	[0.50]	Science of Cropping Systems
DAFL*1730	[0.50]	Leading Teams
DAFL*1850	[0.50]	Food Safety and Quality
DAGR*1600	[0.50]	Applied Mathematics
DAGR*1620	[0.25]	Computer Applications - Part I
DAGR*1720	[0.25]	Written Communications

#### Semester 2 - Winter

DAFL*2730	[0.50]	Leading Within an Organization
DAFL*2850	[0.50]	Chemistry for the Workplace
DAGR*2620	[0.25]	Computer Applications - Part II
DAGR*2720	[0.25]	Oral Communications
DFN*1190	[0.50]	Introduction to Food Processing

1.00 elective credits

#### Semester 3 - Fall

DAFL*3730	[0.50]	Leading Change
DAFL*3510	[0.50]	Supply Chain Management & Systems Theory
DAFL*3520	[0.50]	Processing Facility Management
DAGR*3100	[0.50]	Business Management

1.00 elective credits

#### Semester 4 - Winter

DAFL*4510	[0.50]	Nutrition of Living Organisms
DAFL*4730	[0.50]	Leading Innovation
DAGR*4610	[0.50]	Business Project

An additional 1.50 elective credits.

### Electives - Associate Diploma in Agri-Food Leadership

Agri-Food Leadership students must take at least 3.50 elective credits. Some electives are offered subject to a minimum enrolment. Some DAGR\* electives are common to several diploma programs.

A student may be awarded credit for self study courses Experiential Learning in Agriculture and Special Project. It is preferable that a self study course be started the summer before the third academic semester. See course descriptions for DAGR\*3510 and DAGR\*3900.

### OFFERED AT KEMPTVILLE

#### Semester 2 - 1.0 elective credits, including:

A minimum of 0.50 elective credits from:

DAGR*2100	[0.50]	Marketing and Policy
DAGR*3120	[0.50]	Business Marketing
DFN*2250	[0.50]	Food Microbiology

And a minimum of 0.50 elective credits from:

DAGR*2200	[0.50]	Cereal and Forage Management
DAGR*3020	[0.50]	Livestock Evaluation
DAGR*3300	[0.50]	Land and Water Stewardship
DAGR*4000	[0.50]	Pork and Poultry Production
DAGR*4350	[0.50]	Farm Structures and Environment

#### Semester 3 - 1.0 elective credits, including:

A minimum of 0.50 elective credits from:

DAGR*3000	[0.50]	Beef Production
DAGR*3010	[0.50]	Dairy Production
DAGR*3030	[0.50]	Sheep Production
DAGR*3050	[0.50]	Livestock Production Techniques
DAGR*3200	[0.50]	Corn and Oilseed Management

And a minimum of 0.50 elective credits from:

DAGR*3130	[0.50]	Sales and Sales Management
DAGR*3510	[0.50]	Experiential Learning in Agriculture
DAGR*3900	[0.50]	Special Project

#### Semester 4 - 1.50 elective credits, including:

A minimum of 0.50 elective credits from:

DAFL*4530	[0.50]	Wholesaling, Retail and Energy
DAGR*2100	[0.50]	Marketing and Policy
DAGR*3120	[0.50]	Business Marketing
DFN*2250	[0.50]	Food Microbiology

A minimum of 0.50 elective credits from:

DAGR*2200	[0.50]	Cereal and Forage Management
DAGR*3020	[0.50]	Livestock Evaluation
DAGR*3300	[0.50]	Land and Water Stewardship
DAGR*4000	[0.50]	Pork and Poultry Production
DAGR*4350	[0.50]	Farm Structures and Environment

## Associate Diploma in Environmental Management

Students interested in environmental issues and solutions may choose from two educational diploma streams within the Environmental Management Diploma offered at Ridgetown 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 nutrient management and source water protection regulations that affect many farms and rural residents across Ontario.

### Required Courses

#### Semester 1 - Fall

DAGR*1300	[0.50]	Soil Principles
DAGR*1620	[0.25]	Computer Applications - Part I
DAGR*1720	[0.25]	Written Communications
DENM*1000	[0.50]	Environmental Science and Issues
DENM*1150	[0.50]	Environmental Law and Governance
DENM*2050	[0.50]	Site Assessment

One of:

DAGR*1600	[0.50]	Applied Mathematics
DENM*1120	[0.50]	Mathematics for Environmental Operators

#### Semester 2 - Winter

DAGR*2620	[0.25]	Computer Applications - Part II
DAGR*2720	[0.25]	Oral Communications
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

One of:

DAGR*2150	[0.50]	Precision Agriculture
DENM*2020	[0.50]	Advanced Math and Water Chemistry
DHRT*2050	[0.50]	Ecological Principles of Managed Landscapes

#### Semester 3 - Fall

DAGR*4000	[0.50]	Pork and Poultry Production
DENM*1100	[0.50]	Surveying and GIS
DENM*2000	[0.50]	Occupational Health and Safety
DENM*2100	[0.50]	Ecology

1.0 elective credits from:

DENM*3030	[0.50]	Not-For-Profit Management
DENM*3150	[0.50]	Agriculture and Environmental Stewardship
DENM*3200	[0.50]	Water Treatment
DENM*3210	[0.50]	Sewage & Waste Water Treatment
DENM*3220	[0.50]	Water Distribution and Wastewater Collection
DENM*4200	[0.50]	Watershed Management and Conservation

#### Semester 4 - Winter

DAGR*4600	[0.50]	Human Resource Management
DENM*4050	[0.50]	Environmental Project
DENM*4400	[0.00]	Environmental Industry Placement

2.0 elective credits from:

DAGR*3130	[0.50]	Sales and Sales Management
DAGR*4150	[0.50]	Renewable Energy & Agriculture
DENM*3160	[0.50]	Agricultural Chemicals in the Environment
DENM*4070	[0.50]	Waste and Water Operation Techniques
DENM*4100	[0.50]	Land Use Planning
DENM*4120	[0.50]	Advanced GIS
DENM*4210	[0.50]	Nutrient Management
DENM*4250	[0.50]	Industrial Waste Management
DENM*4260	[0.50]	Spills Response Planning

## Associate Diploma in Food, Nutrition and Risk Management

The Food, Nutrition and Risk Management Diploma provides students with a solid foundation in food and nutrition, food processing and safety, and in risk management issues. The combination of courses covering these topics, plus a field placement experience, allows students to graduate with a flexibility to move between careers in the health care and the food industry sectors. Career opportunities can be found in: food service management in health care, long term care and commercial facilities; food and equipment sales; nutrition education and in nutrition counseling for wellness. Food industry positions can be found in: quality assurance; product development; food inspection and in food production.

### Required Courses Offered at Kemptville and Alfred

#### Semester 1 - Fall

DAGR*1600	[0.50]	Applied Mathematics
DAGR*1610	[0.50]	Computer Applications
DAGR*1620	[0.25]	Computer Applications - Part I (Kemptville)
DAGR*1720	[0.25]	Written Communications (Kemptville)
DFN*1020	[0.50]	Food Preparation and Theory
DFN*1060	[0.50]	Introduction to Nutrition
DFN*1200	[0.50]	Safe Food Handling
DFN*3070	[0.50]	Food Chemistry

#### Semester 2 - Winter

DAGR*2600	[0.50]	Communication Skills
DAGR*2620	[0.25]	Computer Applications - Part II (Kemptville)
DAGR*2720	[0.25]	Oral Communications (Kemptville)
DFN*1190*	[0.50]	Introduction to Food Processing (Alfred only)
DFN*2020	[0.50]	Nutrition and Health
DFN*2130	[0.50]	Food Cost Control
DFN*2140	[0.50]	Introduction to Food Service (Kemptville only)
DFN*2200	[0.50]	Food Service Design and Equipment (Kemptville only)
DFN*2250	[0.50]	Food Microbiology

0.50 elective credits (Alfred only)

#### Semester 3 - Fall

DAGR*4600	[0.50]	Human Resource Management
DFN*1190	[0.50]	Introduction to Food Processing (Kemptville only)
DFN*2140	[0.50]	Introduction to Food Service (Alfred only)
DFN*2200	[0.50]	Food Service Design and Equipment (Alfred only)
DFN*3030	[0.50]	Nutrition in Health and Disease
DFN*3200	[0.50]	Catering Management (Kemptville only)
DFN*4110	[0.50]	Product Development and Marketing (Alfred only)

1.00 elective credits (Kemptville only)

0.50 elective credits (Alfred only)

#### Semester 4 - Winter

DFN*3200	[0.50]	Catering Management (Alfred only))
DFN*4010	[0.50]	Advanced Nutrition in Disease
DFN*4030	[0.50]	Food, Beverage, Labour Cost Control
DFN*4050	[0.00]	Field Placement
DFN*4110	[0.50]	Product Development and Marketing (Kemptville only)
DFN*4200	[0.50]	Management Case Study

1.00 elective credits

#### Electives

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

## Associate Diploma in Horticulture

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

The Diploma in Horticulture program is offered at Kemptville 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

#### Semester 1 - Fall

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

#### Semester 2 - Winter

DAGR*2110	[0.50]	Business Accounting
DAGR*2620	[0.25]	Computer Applications - Part II
DAGR*2720	[0.25]	Oral Communications
DHRT*2000	[0.50]	Greenhouse Management (Kemptville)
DHRT*2100	[0.50]	Landscape Design I
DHRT*2200	[0.50]	Plant Propagation

1.00 elective credits-Ridgetown; 0.5 elective credits-Kemptville

#### Semester 3 - Fall

DAGR*3100	[0.50]	Business Management
DHRT*2000	[0.50]	Greenhouse Management (Ridgetown)
DHRT*3050	[0.50]	Plant Identification II
DHRT*4050	[0.50]	Certification and Safety (Ridgetown)

1.00 elective credits-Ridgetown; 2.00 elective credits-Kemptville

#### Semester 4 - Winter

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

One of:

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

1.50 elective credits-Ridgetown; 1.00 elective credits-Kemptville

#### Electives

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

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

## OFFERED AT KEMPTVILLE

#### Semester 3

DAGR*2370	[0.50]	Small Engines
DAGR*3260	[0.50]	Vegetable Production
DAGR*3350	[0.50]	Welding
DHRT*3090	[0.50]	Landscape Construction
DHRT*3160	[0.50]	Turf Management
DHRT*3170	[0.50]	Horticultural Weed Science
DHRT*4010	[0.50]	Floral Design and Retailing

#### Semester 4

DAGR*3250	[0.50]	Fruit Production
DAGR*3350	[0.50]	Welding
DAGR*4700	[0.50]	Agroforestry
DHRT*3100	[0.50]	Landscape Design II
DHRT*3150	[0.50]	Nursery Management
DHRT*3300	[0.50]	Greenhouse Ornamental Production
DHRT*4100	[0.50]	Computer Assisted Design

## OFFERED AT RIDGETOWN

#### Semester 2

DHRT*2050	[0.50]	Ecological Principles of Managed Landscapes
DAGR*2220	[0.50]	Viticulture and Oenology
DAGR*3130	[0.50]	Sales and Sales Management
DHRT*2090	[0.50]	Introduction to Landscape Construction
DHRT*2250	[0.50]	Horticultural Equipment Management
DHRT*4300	[0.50]	Arboriculture

#### Semester 3

DAGR*3110	[0.50]	Business Finance
DAGR*3120	[0.50]	Business Marketing
DHRT*3120	[0.50]	Applied Landscape Construction
DHRT*3150	[0.50]	Nursery Management
DHRT*3170	[0.50]	Horticultural Weed Science
DHRT*3230	[0.50]	Soil and Water Use in Horticulture
DHRT*4100	[0.50]	Computer Assisted Design

**Semester 4**

DHRT*3300	[0.50]	Greenhouse Ornamental Production
DHRT*4010	[0.50]	Floral Design and Retailing
DHRT*4170	[0.50]	Advanced CAD (Computer Assisted Design Graphics)
DHRT*4190	[0.50]	Greenhouse Vegetable Production
DHRT*4310	[0.50]	Tree Care Techniques

**Associate Diploma in Turfgrass Management**

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

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

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

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

DTM*1000	[0.50]	The Turf Industry
DTM*1100	[0.50]	Plant Biology
DTM*1200	[0.50]	Turf Equipment
DTM*1300	[0.50]	Turf Soil Principles
DTM*1400	[0.50]	Landscape Plants
DTM*1500	[0.50]	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 courses from The Golf Management Institute of Canada.

**Semester 3**

DTM*3800	[0.50]	Special Study Project I
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**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**

DVT*1000	[0.50]	Livestock Production and Management
DVT*1010	[0.50]	Anatomy and Physiology I
DVT*1040	[0.50]	Medical Exercises I
DVT*1070	[0.50]	Laboratory Techniques
DVT*1080	[0.50]	Laboratory Quality Assurance
DVT*1090	[0.50]	Pharmacology & Medical Terminology

**Semester 2 - Winter**

DVT*2000	[0.50]	Companion Animal Management
DVT*2010	[0.50]	Anatomy and Physiology II
DVT*2020	[0.50]	Haematology/Cytology
DVT*2040	[0.50]	Medical Exercises II
DVT*2050	[0.50]	Urinalysis
DVT*2060	[0.50]	Communications & Vet Software

**Semester 3 - Fall**

DVT*3000	[0.50]	Laboratory Animal Science
DVT*3010	[0.50]	Animal Nursing I
DVT*3020	[0.50]	Diagnostic Techniques I
DVT*3030	[0.50]	Radiography I
DVT*3050	[0.50]	Surgical and Anaesthetic Principles I
DVT*3060	[0.50]	Genetics

**Semester 4 - Winter**

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

**Option 2 - Alternative Program (9 semesters over 3 years)****Note**

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

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

DVT*1100	[0.25]	Large Animal Production and Management I
DVT*1090	[0.50]	Pharmacology & Medical Terminology

**Winter Distance Education Courses**

DVT*1200	[0.25]	Intro to Animal Microbiology
DVT*1210	[0.25]	Introduction to Urinalysis Theory
DVT*1220	[0.25]	Canine and Feline Nutrition & Care

**Summer Courses (On-Campus)**

DVT*1040	[0.50]	Medical Exercises I
DVT*1080	[0.50]	Laboratory Quality Assurance
DVT*1300	[0.25]	Large Animal Production and Management II
DVT*1310	[0.25]	Laboratory Procedures
DVT*1320	[0.25]	Practical Applications to Urinalysis
DVT*1330	[0.25]	Companion Animal Behaviour
DVT*2060	[0.50]	Communications & Vet Software

## Year 2

### Fall Distance Education Courses

DVT\*2100 [0.25] Veterinary Nursing Techniques I

### Winter Distance Education Courses

DVT\*2200 [0.25] Introduction to Immunobiology

DVT\*2210 [0.25] Introduction to Anesthetic Principles

### Summer Courses (On-Campus)

DVT\*2020 [0.50] Haematology/Cytology

DVT\*2040 [0.50] Medical Exercises II

DVT\*2300 [0.25] Veterinary Anatomy and Physiology

DVT\*2310 [0.25] Veterinary Nursing Techniques II

DVT\*2320 [0.25] Surgical Exercises

DVT\*2330 [0.25] Clinical Chemistry

DVT\*3030 [0.50] Radiography I

## Year 3

### Fall Distance Education Course

DVT\*3060 [0.50] Genetics

### Winter Distance Education Course

DVT\*3200 [0.25] Public Health

DVT\*3210 [0.25] Veterinary Nursing Techniques III

### Summer Courses (On-Campus)

DVT\*3000 [0.50] Laboratory Animal Science

DVT\*3300 [0.25] Veterinary Nursing Techniques IV

DVT\*3320 [0.25] Veterinary Parasitology

DVT\*3330 [0.25] Veterinary Clinic Management

DVT\*4000 [0.50] Dentistry

DVT\*4030 [0.50] Radiography II

DVT\*4050 [0.50] Surgical and Anaesthetic Principles II

DVT\*4060 [0.00] Externship

## 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

### 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](mailto: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

Subject Area and Alpha Course Prefix Index

ALPHA PREFIX	SUBJECT AREA
CARB	Arboriculture
CEQ	Equine
CEC	Equine Coaching
CEM	Equine Management
CIUF	Industrial Welding and Fabrication
CLMG	Landscape Management
CVMR	Veterinary Medical Office Administration

### Campus d'Alfred

In addition to Diploma programs, Campus d'Alfred offers innovative French-language certificate programs. Campus tours are the best way for you to learn more about Campus 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 Campus 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 programs contact the college directly at Campus d'Alfred, 31, rue St-Paul - C.P. 580, Alfred, Ontario, Canada, K0B 1A0, Tel: 613-679-2218 Extension 318, Fax: 613-679-2421, Email: admissions@alfredc.uoguelph.ca

### 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.

### 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 equestrian 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 (ORFEDA); 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 begin at Kemptville Campus.

The campus faculty and staff combine their extensive career experience with a strong desire to improve their respective industries in passing on this experience during the development and delivery of "In-Demand" training to all students.

This full commitment to students continues in supplying assistance and counsel as students move from college to the work environment.

The Power and Equipment Centre at Kemptville 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. 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 61655 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.61655 / Fax: 613-258-8384.

### Diesel Equipment Mechanic

#### OCAS Program Code K102 - Two Semesters (28 wks., begins in September)

Designed to provide practical up-to-date training for careers in diagnosing and repairing of equipment in farm, construction and heavy duty equipment industries. You will have the opportunity to develop the skills involved in the diagnosis and repair of equipment found in farm, construction, or highway truck industries. The ever increasing sophistication of diesel equipment found in today's motive power market, coupled with a broad application in a number of industries, will continue to create a demand for skilled, well trained mechanics to maintain this equipment. This in-school program provides time allocation for trade theory, shop practice and industry related subjects.

#### Certification

The Diesel Equipment Mechanic program is based on the first levels of the Apprenticeship in-school curriculum for Farm Equipment, Heavy Duty Equipment, Truck/Coach, and Power Lift Truck Technician training. Graduate of this program should be prepared to successfully challenge the Ministry exemption exam for Level 1 in-school training in these apprenticeship trades.

#### Semester 1 - 14 weeks

CDEM*1215	Applied Work Practices I
CDEM*1219	Introduction to Computers
CDEM*1316	Welding I for Mechanics
CDEM*1402	Internal Combustion Engines
CDEM*1405	Engine Fuel Systems
CDEM*1407	Electrical/Electronics I
CDEM*1410	Hydraulics/Pneumatics I
CDEM*1412	Power Trains

#### Semester 2 - 14 weeks

CDEM*2223	Environmental Issues
CDEM*2302	HD Diesel Engines
CDEM*2315	Welding II for Mechanics
CDEM*2404	Diesel Fuel Systems
CDEM*2408	Hydraulics/Pneumatics II
CDEM*2411	HD Power Trains
CDEM*2506	Electrical/Electronics II

### Industrial Welding and Fabrication

#### OCAS Program Code K101 - Two Semesters (28 wks., begins in September)

Students will have the opportunity to develop welding, fabrication and work skills required for employment in a variety of positions in the welding industry. Employers need welders with the ability to perform a wide variety of tasks in the construction, fabrication, repair and maintenance fields. In addition to a sound knowledge of the safe and efficient use of welding processes and equipment, students will be exposed to a variety of Ontario employment business operation, health and safety issue. This program places a heavy emphasis (70% of training hours) on the hands-on mode of training. You learn to weld by welding.

#### Certification

Students meeting required standards during this program will have the opportunity to challenge (at additional cost) a variety of CWB and TSSA welding tickets and licences.

#### Semester 1 - 14 weeks

CIWF*1215	Applied Work Practices I
CIWF*1219	Introduction to Computers
CIWF*1221	Welding and Metallurgy Theory I
CIWF*1222	Blue Print Reading I
CIWF*1223	Cutting Processes I
CIWF*1225	Gas Metal Arc Welding I
CIWF*1230	Fabrication and Layout I
CIWF*1408	Electricity for Welders
CIWF*1423	Oxyacetylene Cutting & Welding
CIWF*1624	Shielded Metal Arc Welding I

#### Semester 2 - 14 weeks

CIWF*2129	Machine Shop for Welding
CIWF*2218	Welding & Metallurgy Theory II
CIWF*2222	Gas Tungsten (TIG) Welding
CIWF*2224	Hydraulics for Welders
CIWF*2226	Blue Print Reading II
CIWF*2228	Cutting Processes II
CIWF*2327	Fabrication and Layout II
CIWF*2620	Shielded Metal Arc Welding II
CIWF*2621	Gas Metal Arc Welding II

## Oil Burner Technician Certification (OBT)

Developed in partnership with the Canadian Oil Heat Association and Technical Standards and Safety Authority, Kemptville Campus delivers a comprehensive training program for the oil heat industry. In eleven weeks you can be employed as a certified technician meeting the growing demand for skilled workers across Ontario. Students receive room and board, free parking, and access to our recreational facilities available on campus.

## Ridgetown Campus

### Veterinary Medical Office Administration Program

#### OCAS Program Code R101 (2 semesters)

This certificate program offers specialized training to prepare the student for a front-line role in the field of animal health. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent).

#### Semester 1

CVMR*1010	Animal Care	
CVMR*1030	Business Communications	
CVMR*1040		Anatomy
CVMR*1160	Veterinary Medical Terminology	
CVMR*1080	Introduction to Computers	
CVMR*1090	Business Math and Office Accounting	
CVMR*1120	Pharmacology	
CVMR*1190	Veterinary Hospital Marketing	

#### Semester 2

CVMR*1020	Veterinary Office Software	
CVMR*1050	Animal Diseases	
CVMR*1060		Clinical Safety
CVMR*1070	Keyboarding / Dictating	
CVMR*1100	Nutrition	
CVMR*1110	Website Design	
CVMR*1140	Front Office Administration	
CVMR*1150	Work Placement	
CVMR*1170	Human Resource Administration	
CVMR*1210	Clinical Exercises	

Contact Barb O'Neil, Registrar, Ridgetown Campus directly at 519-674-1610 (email: registrar@ridgetownc.uoguelph.ca), fax 519-674-1650 for information on admission requirements, fees and courses.

## XII. Course Descriptions

### General Information

#### Subject Area and Alpha Course Prefix Index

Subject Area and Alpha Course Prefix Index

ALPHA COURSE PREFIX	SUBJECT AREA
DAFL	Agri-Food Leadership
DAGR	Agriculture and Equine Studies
DENM	Environmental Management
DFN	Food, Nutrition and Risk Management
DHRT	Horticulture
DTM	Turfgrass Management
DVT	Veterinary Technology
FREE	Associated Program Requirements

### General Information

#### Course Labeling and Levels

Each course is identified by a two-part code. The first part of the code refers to the subject area, the second to the level of the course. Thus, the course DAGR\*3100 is a course in the subject area of Agriculture and Equine Studies (DAGR\*XXXX), and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first semester students, those in the 2000 series are mainly for second semester students, and those in the 3000 series are for third semester students. Similarly, courses in the 4000 series are mainly intended to be taken by students in the fourth semester of Associate Diploma programs.

It is important that students planning their courses have clearly in mind the significance of these numbers so that they may guard against undertaking course work at levels for which they are insufficiently prepared. A number of courses have stated prerequisites which are prior requirements for entry to the course. Students who do not satisfy course prerequisites, or who, in the opinion of the instructor, do not possess an equivalent background to that of the stated prerequisites, are not eligible to enroll in the course. When some specific background is desirable but not required, the course description will include a statement of recommended background. It is understood that the instructor may accept equivalent courses from other institutions in place of the stated prerequisites. Students who wish to enroll in courses for which they do not have the stated prerequisite(s) must obtain instructor approval as outlined in Section VIII in this Calendar.

#### Course Information

The letters S, F, W indicate the University's intention to offer the course in the Summer (S), Fall (F) or Winter (W) semester during the academic year covered by this Calendar. Although courses normally will be offered in the semester indicated, students preparing their course programs are advised to consult the Undergraduate Course Timetable. The University cannot guarantee that all courses will be offered in the exact semester indicated.

The letter U indicates that an intended offering has not been assigned to the course. Students should consult the Undergraduate Course Timetable on WebAdvisor <<https://webadvisor.uoguelph.ca/>> or contact the departments offering those courses to determine the semester offerings.

The figures in parentheses ( ) following the semester designation are a general guide to the lecture and laboratory contact hours per week, the first digit being the number of lecture hours and the second, the number of laboratory hours. The credit weight for each course appears in brackets [ ]. A credit weight of [0.50] indicates 10-12 student effort hours, including class time, on academic tasks associated with the course.

Detailed course descriptions are maintained at the office of the department offering the course. Some courses, designated "Experiential Learning" courses in the Calendar description, are deliberately designed to accommodate the need to grant academic credit for experiential learning external to regular courses, in such contexts as co-operative education, field observation/job shadowing, internship/externships, practica, service learning, or work study (and other approved experience). Prior approval for admission to these courses must be obtained from the department and instructor concerned.

#### Course Prerequisites

In lists of course prerequisites, "or" conditions are spelled out explicitly, but "and" conditions are indicated with a comma ",". For example: "DAGR\*1200, DAGR\*1300, DAGR\*2200" means "DAGR\*1200 and DAGR\*1300 and DAGR\*2200".

#### Course Equates and Restrictions

##### Equates

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. **Students will not be permitted to register in equated courses.**

##### Restrictions

Restriction indicates sufficient over-lap in content that the course under which it is listed may not be taken if the student already has credit for the course identified as the restriction. Students will not be permitted to register in restricted courses.

##### Language of Instruction

*Classes at Guelph, Kemptville and Ridgetown are offered in English only; classes at Alfred in French only.*

### Agri-Food Leadership

<b>DAFL*1450 The Science of Livestock Systems F (3-2) [0.50]</b>
The basic biological principles applicable to the animal sciences are introduced including growth, carcass composition, nutrition, reproduction, genetics and health. The science is integrated with an overview of the general livestock industries, including highlights of various livestock production systems.
<i>Location(s):</i> Kemptville
<b>DAFL*1650 Science of Cropping Systems F (3-2) [0.50]</b>
This course will introduce the basic structure and biological function of plants. Topics to be discussed will include photosynthesis, nutrient uptake and reproduction, basic genetic principles and basic chemistry. Current and emerging crop production systems will be compared and evaluated in relationship to soil productivity, environmental awareness and the economy. Specialized production systems including strip tillage, seed production and organic production will be included.
<i>Location(s):</i> Kemptville
<b>DAFL*1730 Leading Teams F (3-2) [0.50]</b>
This course is designed to introduce students to basic leadership skills: understanding and developing different leadership styles, group dynamics when building teams, managing projects, and time management. The focus will be on employee engagement, training and motivation, plus values and ethics with performance.
<i>Location(s):</i> Kemptville
<b>DAFL*1850 Food Safety and Quality F (3-2) [0.50]</b>
This course introduces risk management in the food-chain including HACCP, safe food handling and food safety systems within food processing plants. Students will learn the various departmental responsibilities in food quality assurance, microbiology and pathogen control, and probability theory.
<i>Location(s):</i> Kemptville
<b>DAFL*2730 Leading Within an Organization W (3-2) [0.50]</b>
Students will build on competencies developed in DAFL*1730, examining the impact of leading within an organization, understanding organizational structures, decision making, strategy, and negotiation. This course will include elements of managing people and finances, including critical thinking and powers of persuasion. The techniques of conflict resolution, handling criticism and stress management are included.
<i>Prerequisite(s):</i> DAFL*1730 <i>Location(s):</i> Kemptville
<b>DAFL*2850 Chemistry for the Workplace W (3-2) [0.50]</b>
This course examines fundamental chemical principles and how they are applied to our daily lives. Topics will include basic chemical compounds and reactions; environmental pollution and re-mediation; chemistry for the workplace; basic industrial processes; chemical hazards and safety; natural and synthetic polymers; foods; drugs; industrial chemicals; and biochemicals.
<i>Location(s):</i> Kemptville
<b>DAFL*3510 Supply Chain Management &amp; Systems Theory F (3-2) [0.50]</b>
Students study the major supply chains and how product flows from farm to plate. Gantt charts are used to learn how product is sourced and how products are wholesaled, distributed and retailed. Several examples of systems theory are introduced.
<i>Location(s):</i> Kemptville
<b>DAFL*3520 Processing Facility Management F (2-3) [0.50]</b>
Processing plant management is viewed from a technical and a management viewpoint. An overview of the major production, employee and management systems are introduced. This course will connect much of the theory seen earlier into a practical application including HACCP. Facilities will include meat plants, fruit/vegetable and processed foods plants.
<i>Prerequisite(s):</i> DFN*1190 <i>Location(s):</i> Kemptville

**DAFL\*3730 Leading Change F (3-2) [0.50]**

Students will define change and learn the varied impacts of change on individuals. Strategies for changing workplace behaviour are explored. Strategies include motivational incentives such as active listening skills, assertiveness techniques and dealing with difficult people.

*Location(s):* Kempville

**DAFL\*4510 Nutrition of Living Organisms W (3-2) [0.50]**

This course presents basic concepts of nutrition for second-year students, linking plant nutrition and quality to animal and human nutrition. Students will be exposed to the roles of different elements in plant metabolism and will learn how to obtain nutritious food and feed. The quality of different feed options will be discussed and related to the quality of animal products. Human nutrition as influenced by different plant and animal products will be covered in this course. Laboratory work includes greenhouse and laboratory demonstrations.

*Prerequisite(s):* DAFL\*1450

*Location(s):* Kempville

**DAFL\*4530 Wholesaling, Retail and Energy W (3-2) [0.50]**

This course will introduce transportation systems, wholesaling and retailing; and their impact on the food supply chain. Energy requirements for food transport will be covered along with impacts of energy sources on the economics of transportation systems. Wholesale strategies and locations of various wholesale centers in Ontario will be described. The retailing industry will be described including the major strategies found in Ontario.

*Prerequisite(s):*

*Location(s):* Kempville

**DAFL\*4730 Leading Innovation W (3-2) [0.50]**

This course will define product, service and process innovations. Students are made aware of how to recognize innovation, how to inspire it and capture it into action. Students will find innovative ways to reach a target, identify different ways to approach a challenge or a creative solution to a problem. Key elements of leading innovation include the ability to inspire others to be creative and knowing how to move from ideas to action. Compliance with complex government legislation is included.

*Prerequisite(s):* DAFL\*3730

*Location(s):* Kempville

## 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, Kempville, 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, Kempville, 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, Kempville, 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, Kempville, Ridgetown

**DAGR\*1600 Applied Mathematics F (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, Kempville, 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, Kempville

**DAGR\*1720 Written Communications 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, Kempville

**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.

*Location(s):* Kempville (Horse)

**DAGR\*1800 Horse Structure and Function 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):* Kempville

**DAGR\*1960 Student Managed Enterprises I F (2-0) [0.25]**

Student Managed Enterprise (SME) is an on-campus entrepreneurial activity that the students manage. In doing so, students experience human resource management, leadership, production and financial activities. Students will source livestock, feed, vet and house animals on a daily basis. Financial budgeting and planning, financing and marketing will be the responsibility of the students. A line-of-credit is to be established at a local bank. A staff facilitator is assigned to coach the group, while the SME is used by course instructors to focus labs or lectures from strategic courses to demonstrate relevant course material into the SME agenda. Registration in at least two concurrent semesters is recommended. A pass/fail grade will be assigned upon completion of the course.

*Location(s):* Kempville

**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.

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

**DAGR\*2010 Applied Microbiology W (2-1) [0.50]**

This course is an introduction to theoretical and practical aspects of microbiology. Topics include the study of micro-organisms with emphasis on their morphology, physiology, biochemistry, culture and identification. The operation of light microscope, media preparation, and laboratory safety are discussed.

*Location(s):* Kempville

**DAGR\*2050 Apiculture (Bee Keeping) W (1-3) [0.50]**

This course will provide students with a thorough understanding of bee behaviour. Students will be guided through management and handling practices of a bee colony as it pertains to each season. Upon completing this course, students will have obtained the stalls anti background knowledge to start a small scale apiary. Limited enrolment of 15 students. Additional course fee of \$30.00.

*Location(s):* 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.

*Prerequisite(s):*

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

**DAGR\*2150 Precision Agriculture W (3-2) [0.50]**

This course is designed to introduce students to the basic principles of precision farming tools and techniques. Topics will include map reading, data collection, data analysis - including geostatistical methods, and an overview of current precision agriculture technology. Labs will provide hands on learning of geographic information systems (GIS) software, and global positioning (GPS) technology.

*Location(s):* Ridgetown

**DAGR\*2170 Introduction to US Agriculture W (1-0) [0.00]**

This is a required preparatory course for students who plan to participate in the upcoming US Agriculture Study Tour course, DAGR 3170. The course will introduce and familiarize students with the locations which will be visited during the one-week field trip portion of DAGR 3170 that takes place during the late summer. A pass/fail grade will be assigned upon completion of this course. Enrolment into DAGR\*2170 does not guarantee acceptance into DAGR\*3170.

*Location(s):* Ridgetown

**DAGR\*2200 Cereal and Forage Management 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):* Ridgetown

**DAGR\*2350 Field Crop Equipment F,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\*2360 Machinery Maintenance W (1-3) [0.50]**

This course gives the student the basics in agricultural equipment repairs. A very practical and hands-on approach will be used, with an emphasis on the safe use of tools and shop safety.

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

**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

**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

**DAGR\*2650 In-Service Training W (1-2) [0.50]**

A work study course in an agrifood 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 Oral Communications W (1-2) [0.25]**

Students will develop their oral communication and presentation skills. Students will learn how to present and deliver a variety of information and persuasive oral presentations to their classmates. Students will also learn about resume writing and interview skills.

*Location(s):* Ridgetown, Kemptville

**DAGR\*2810 Practical Horse Care 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 Practical Horse Care II W (1-4) [0.50]**

This course includes the daily and specialized care of the horse and stable. A portion of the course will cover designing farm layout, ventilation, fencing, and service of equipment in and around the stable.

*Prerequisite(s):* DAGR\*2810

*Location(s):* Kemptville

**DAGR\*2960 Student Managed Enterprises II W (2-0) [0.25]**

Student Managed Enterprise (SME) is an on-campus entrepreneurial activity that the students manage. In doing so, students experience human resource management, leadership, production and financial activities. Students will source livestock, feed, vet and house animals on a daily basis. Financial budgeting and planning, financing and marketing will be the responsibility of the students. A line-of-credit is to be established at a local bank. A staff facilitator is assigned to coach the group, while the SME is used by course instructors to focus labs or lectures from strategic courses to demonstrate relevant course material into the SME agenda. Registration in at least two concurrent semesters is recommended. A pass/fail grade will be assigned upon completion of the course.

*Location(s):* Kemptville

**DAGR\*3000 Beef Production F (3-2) [0.50]**

Beef cow-calf and feedlot operations are examined, including crossbreeding and pure breeding programs, along with management of the cow-calf herd. The feedlot sections deal with ration formulation, feedlot management, meat quality, marketing and health protection.

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

**DAGR\*3010 Dairy Production F (3-2) [0.50]**

Students will undertake a study of dairy management systems. Topics will include housing systems, nutrition and feeding programs, sire selection and breeding programs, herd health and milk marketing strategies.

*Prerequisite(s):* DAGR\*2000

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

**DAGR\*3020 Livestock Evaluation F,W (2-2) [0.50]**

Students will be exposed to the physical and performance evaluation of dairy, beef, swine, sheep and horses. Carcass evaluation of beef, sheep and swine is also a component. Students will develop skills in livestock judging, and giving oral and written reasons.

*Location(s):* Kemptville

**DAGR\*3030 Sheep Production F,W (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.

*Restriction(s):* DAGR\*4040

*Location(s):* Kemptville, Ridgetown

**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.

*Location(s):* Ridgetown

**DAGR\*3050 Livestock Production Techniques F (3-2) [0.50]**

Students will put into practice theory studied in a variety of areas including colostrum management, feeding, animal restraint and safety, implanting, castration, dehorning, injection techniques, livestock medicine protocols, reproductive techniques, milking equipment maintenance, milk quality and processing, mastitis prevention/treatment

*Location(s):* Alfred, Kemptville

**DAGR\*3090 Dairy Barn Management F,W (0-4) [0.50]**

This course is designed to give students individualized hands on experience in the dairy barn. Students learn to develop the skills needed to manage a dairy herd. These skills will include monitoring the health of calves and cows, proper milking techniques, A.I., and participating in decisions that affect the current dairy herd at Ridgetown Campus (i.e. mating decisions, culling, feeding). A regular chore schedule will also be a part of this course.

*Prerequisite(s):* 5.50 credits including (DAGR\*1000 or DAGR\*2000)

*Location(s):* Ridgetown

**DAGR\*3100 Business Management F (1-4) [0.50]**

Students will examine management decision-making processes using financial statements, budgets, business records, computerized enterprise budget programs, investment analysis, machinery management and income tax regulations.

*Prerequisite(s):* DAGR\*2110

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

**DAGR\*3110 Business Finance F (3-0) [0.50]**

Students will learn the types of business organizations, methods of financing long- and short-term capital requirements, taxation implications, dividend policies, budgeting and financial reorganization.

*Location(s):* Ridgetown

**DAGR\*3120 Business Marketing F,W (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.

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

**DAGR\*3130 Sales and Sales Management F,W (2-1) [0.50]**

An overview of personal selling in today's business environment with particular emphasis on skills needed to present an effective sales presentation. Buyer motivation and behaviour will be discussed along with managing time and sales territories.

*Location(s):* Kemptville, Ridgetown

**DAGR\*3170 US Agriculture Study Tour F (3-0) [0.50]**

This course involves a one-week field trip to the U.S. which will introduce students to international agri-business through direct interaction with primary producers, agriculture related businesses, and researchers. Students will be given the opportunity to speak directly with professionals in the agri-business industry to increase their knowledge of U.S. agricultural practices. An additional fee will be assessed per-student to cover the cost of transportation and accommodation. This course must be recorded as part of your Fall course registration. Tuition and compulsory fees will be calculated accordingly. The study tour will take place in the last week of August each year.

*Prerequisite(s):* 5.00 credits including DAGR\*2170

*Restriction(s):* Instructor consent required

*Location(s):* Ridgetown

**DAGR\*3200 Corn and Oilseed Management F,W (3-2) [0.50]**

Management systems for the production of corn, soybeans, canola and edible beans will be presented. Specific topics include variety and species selection, row widths, seeding rates, planting dates, fertility, pest management, harvesting and storage. Current research information is discussed in relationship to production practices.

*Prerequisite(s):* DAGR\*1200, DAGR\*1300

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

**DAGR\*3210 Insect and Disease Management F,W (3-2) [0.50]**

The identification, biology and control of insects and diseases of field and horticulture crops are presented. Control measures and the benefits and limitations of agricultural chemicals will be examined.

*Location(s):* Alfred, Ridgetown

**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):* Ridgetown

**DAGR\*3260 Vegetable Production F,W (2-3) [0.50]**

This course includes commercial production and management of the major fresh market and processing vegetable crops grown in Ontario. Topics discussed will include site selection, soil conditions, establishment, cultural practices, harvesting, post-harvest handling and marketing.

*Location(s):* Ridgetown

**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, Kemptville

**DAGR\*3350 Welding F,W (0-3) [0.50]**

This is a laboratory course designed to enable students to safely handle and operate general welding equipment. Welding theory will be given during class time.

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

**DAGR\*3360 Grain Elevator Equipment and Feed Formulation F (3-2) [0.50]**

This course examines equipment commonly used by agri-business firms to handle, clean, move, dry, store, grind, mix, and process grain, feed ingredients, and fertilizer. Balancing rations and least-cost ration formulation will also be discussed.

*Location(s):* Kemptville

**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 W (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 (Offered in odd-numbered years only.)

**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\*3750 Conditioning the Rider Athlete F (3-2) [0.50]**

This course covers athletic conditioning requirements and guidelines for riders at each stage of athletic development. Equestrian discipline-specific considerations are also discussed

*Location(s):* Kemptville

**DAGR\*3810 Horse Conformation and Lameness F (3-1) [0.50]**

Upon completion of this course the student will be able to evaluate a horse's conformation, relate form to function and develop an understanding of the common lameness and blemishes found in horses and their relationship to athletic performance.

*Prerequisite(s):* DAGR\*2810

*Location(s):* Kemptville

**DAGR\*3820 Horse Feeds and Feeding F (2-1) [0.50]**

This course introduces students to the topics of digestion, feed nutrients, feed stuffs and feeding practices for horses.

*Prerequisite(s):* DAGR\*2810

*Location(s):* Kemptville

**DAGR\*3900 Special Project S,F,W (0-0) [0.50]**

A self-directed student project focusing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, a hands-on assignment with specific learning objectives and milestones for achieving these objectives.

*Prerequisite(s):* 3.00 credits, registration in the Diploma in Agriculture program, written permission of the faculty supervisor

*Restriction(s):* DAGR\*3910, DFN\*3910, DHRT\*3910

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

**DAGR\*3920 Applied Biochemistry F (3-1) [0.50]**

This course is an introduction to the fundamental concepts of biochemistry. The basics of biochemistry are taught with an emphasis on interrelating physiological, chemical, nutritional and pharmacological processes of animals. Topics include organic chemistry, basic chemistry of biological compounds and metabolism.

*Location(s):* Kemptville

**DAGR\*3930 Equine Complementary Therapies W (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, acupressure, acupuncture and herbology. As well, heat, hydro, cold and electromagnetic, ultrasonography and magnetic therapy are discussed. Case study and hands-on work will be included in the lab portion of the course.

*Location(s):* Kemptville

**DAGR\*3960 Student Managed Enterprise III F (2-0) [0.25]**

Student Managed Enterprise (SME) is an on-campus entrepreneurial activity that the students manage. In doing so, students experience human resource management, leadership, production and financial activities. Students will source livestock, feed, vet and house animals on a daily basis. Financial budgeting and planning, financing and marketing will be the responsibility of the students. A line-of-credit is to be established at a local bank. A staff facilitator is assigned to coach the group, while the SME is used by course instructors to focus labs or lectures from strategic courses to demonstrate relevant course material into the SME agenda. Registration in at least two concurrent semesters is recommended. A pass/fail grade will be assigned upon completion of the course.

*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\*2000

*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.

*Location(s):* Ridgetown

**DAGR\*4030 Sheep Flock Management W (1-3) [0.50]**

This course will provide students with practical experience in managing a small flock of feeder sheep according to the Recommended Code of Practice (Canadian Agri-Food Research Council). Students will be involved in feed preparation and delivery, daily inspections, health care, tagging, weighing, and assisting in back-fat testing. Topics related to feeding strategies, economics, marketing and carcass quality will be discussed in class.

*Prerequisite(s):* DAGR\*3030

*Location(s):* Ridgetown

**DAGR\*4040 Small Ruminant Animal Production W (3-2) [0.50]**

This course includes goat and sheep production and is studied with examples from Ontario and around the world. The major topics include: production systems, breeding, nutrition, health and welfare and products.

*Prerequisite(s):* DAGR\*1000, DAGR\*2000

*Location(s):* Alfred (Offered alternate years)

**DAGR\*4050 Dairy Cattle Nutrition and Selection W (3-2) [0.50]**

This course expands on the nutrition and selection principles outlined in Dairy Production. Students learn to develop practical and economical rations and feeding programs for heifer, dry and milking cows. Students complete an in-depth study of dairy selection and breeding programs through A.I. and E.T.

*Prerequisite(s):* DAGR\*3010

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

**DAGR\*4060 Alternative Animal Agriculture W (2-2) [0.50]**

This course combines lectures and visits to production facilities to give the student an overview of the possibilities in the commercial production and marketing of non-traditional animal species.

*Location(s):* 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

**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):* Kemptville, Ridgetown

**DAGR\*4150 Renewable Energy & Agriculture F,W (3-2) [0.50]**

This course will introduce students to the current energy situation, energy use in agriculture, the impacts of energy production and use on the environment, and renewable energy opportunities for the rural community. Types of bioenergy crops will be described, including agronomic, handling, storage, transportation and end-use issues. Heat and power production technologies and how these integrate into agriculture and rural communities will be discussed. Environmental assessment, economics, and market opportunities of renewable energy production and use will be explored.

*Location(s):* 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.

*Location(s):* Kemptville, Ridgetown

**DAGR\*4210 Crop Diagnostics and Recommendations W (2-2) [0.50]**

This course provides a comprehensive study of weeds, insects and diseases of field crops. Case studies are used to develop problem-solving skills. Pest management control strategies are identified. Students will develop the skills and knowledge to assist in over-the-counter and on-farm pest management recommendations.

*Prerequisite(s):* DAGR\*2210 or 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, Ridgetown

**DAGR\*4230 Grain Grading/Seed Production W (2-2) [0.50]**

This course provides students with hands-on training in grading grain and seed production. A wide range of field crops will be graded according to Canadian Grain Commission standards. Seed production and processing will be discussed from both producer and industry views. The role of organizations involved in seed production, processing and selling will be discussed.

*Location(s):* Ridgetown

**DAGR\*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.

*Location(s):* Kemptville

**DAGR\*4260 Specialty 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.

*Location(s):* Ridgetown

**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):* Ridgetown

**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. Environmental regulations concerning manure storage and handling will be discussed.

*Location(s):* Kemptville, Ridgetown

**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, Ridgetown

**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):* 5.50 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):* 5.50 credits

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

**DAGR\*4700 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.)

**DAGR\*4780 Advanced Horse Nutrition W (3-2) [0.50]**

Students will learn to identify and prevent common nutrition based disorders in a variety of horse production groups. Horses are used in this course to ensure authenticity and relevancy to real world industry issues.

*Prerequisite(s):* DAGR\*3820

*Location(s):* Kemptville

**DAGR\*4800 Sport Horse 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

**DAGR\*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):* 4.50 credits

*Location(s):* Kemptville

**DAGR\*4820 Horse Reproduction W (3-1) [0.50]**

Anatomy and physiology of the mare and stallion is covered, along with sexual maturation, breeding techniques and management, fertilization, gestation, panurition and foal care. Management of stallions, mares and foals in regards to housing and handling is discussed along with genetic selection and inheritance.

*Prerequisite(s):* 7.50 credits

*Location(s):* Kemptville

**DAGR\*4830 Horse Facility Management and Design 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.

*Location(s):* Kemptville

**DAGR\*4960 Student Managed Enterprises IV W (2-0) [0.25]**

Student Managed Enterprise (SME) is an on-campus entrepreneurial activity that the students manage. In doing so, students experience human resource management, leadership, production and financial activities. Students will source livestock, feed, vet and house animals on a daily basis. Financial budgeting and planning, financing and marketing will be the responsibility of the students. A line-of-credit is to be established at a local bank. A staff facilitator is assigned to coach the group, while the SME is used by the course instructors to focus labs or lectures from strategic courses to demonstrate relevant course material into the SME agenda. Registration in at least two concurrent semesters is recommended. A pass/fail grade will be assigned upon completion of the course.

*Location(s):* Kemptville

## Degree Level Electives

### Agriculture and Horticulture Programs

As well, the programs in Agriculture and Horticulture at Guelph include one undergraduate degree level elective course. The description for this course is as follows:

**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 .



## Food and Nutrition Management Program

The Food and Nutrition Management program includes two elective courses which are offered at the undergraduate degree level. The descriptions for these courses are as follows:

### FOOD\*2010 Principles of Food Science U [0.50]

Principles involved in the processing, handling and storage of foods. Relationship of science and technology to food processing. (Offered through distance education format only.)

*Restriction(s):* FOOD\*2150, NUTR\*2150

### FOOD\*2400 Introduction to Food Chemistry U [0.50]

An introduction to the chemistry and biochemistry of the major components of foods: lipids, proteins, carbohydrates and water/ice. In addition, an overview of some of the reactions and changes in food components which occur during processing, handling and storage will be presented. This course may not be taken for credit by students in specialized honours Food Science. (Offered through distance education format only.)

*Prerequisite(s):* CHEM\*1040

*Restriction(s):* FOOD\*3100

## Environmental Management

### DENM\*1000 Environmental Science and Issues F (3-2) [0.50]

This course will expose the student to a broad range of environmental issues facing society today. The course will present the student with issues such as environmental quality and protection, the effects of industrialization and the need for conservation, global warming and the production and politics of food and its affect on the global, national, regional and local environmental quality.

*Location(s):* Ridgetown, Alfred

### DENM\*1100 Surveying and GIS F (2-3) [0.50]

This course is designed to introduce the student to the basic principles of surveying, map reading and production. They will learn how to read maps, take precise measurements, use basic survey instruments and create their own maps and site plans. Later in the course the student will be exposed to Geographic Information Systems (GIS), the Global Positioning System (GPS) and how they are used to organize and store spatial data. Finally, Remote Sensing techniques will be examined reviewing the range of technology from basic air photo interpretation to the full range of current electronic sensors utilized by the land management professionals.

*Location(s):* Ridgetown, Alfred

### DENM\*1120 Mathematics for Environmental Operators F (3-2) [0.50]

This course will introduce students to mathematical concepts used by Wastewater, Water, Distribution and Collection Operators. The material taught will address the concepts required to write the optional Ministry of the Environment "Operator In Training Exams". Students will learn how to evaluate the efficiency of the individual process units of the plant and understand the basic mathematical concepts that are essential for maintaining efficient plant operation and compliance with environmental approvals and regulations.

*Restriction(s):* Registration in the Environmental Management Diploma Program.

*Location(s):* Ridgetown

### DENM\*1150 Environmental Law and Governance F (5-0) [0.50]

This course will introduce the student to the Canadian legal process. The development of statutes, regulations and by-laws and the roles and responsibilities of the various levels of government will be explored from an environmental and constitutional context. Environmental compliance, tort law, due diligence, corporate environmental liability, the role of the media and NGO's, and the role and responsibilities of regulatory agencies will be examined. Environmental policies and treaties dealing with issues such as climate change, Alberta oil and hazardous waste as examples will be discussed.

*Restriction(s):* DENM\*1050, DENM\*3050

*Location(s):* Ridgetown

### 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):* Ridgetown, Alfred

### DENM\*2020 Advanced Math and Water Chemistry W (3-2) [0.50]

This course will cover both advanced math as well as water chemistry concepts. Students will be taught to determine process efficiency through the use of mathematical calculations rather than "trial and error" methods. Typical "In-plant" calculation and Labs that utilize actual plant samples are discussed. Student gain an understanding of basic chemistry concepts, chemical phases of treatment such as coagulation, sedimentation, softening, disinfection and chemical removal of the various undesirable substances.

*Prerequisite(s):* DENM\*1120

*Restriction(s):* Registration in the Environmental Management Diploma Program.

*Location(s):* Ridgetown

### DENM\*2050 Site Assessment F,W (3-2) [0.50]

Environmental site assessments are now required by lenders for mortgage purposes prior to the purchase of industrial, commercial, institutional, agricultural and residential properties. This course will provide a detailed understanding of the site assessment process and students will complete a Level 1 Site Assessment study and report as part of the course. Risk assessment, environmental auditing and the decommissioning of contaminated sites will also be explored and discussed. Case studies will provide an overview of specific site assessments and subsequent large scale Level 2, 3 and 4 site remediation.

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

### DENM\*2200 Environmental Monitoring W (2-3) [0.50]

This course will introduce the Environmental Management student to the various methods used to measure environmental impact. Students will achieve a summary understanding of the various government and other agency threshold limits and guidelines of environmental parameters such as water quality, vegetarian, terrestrial and social impact analysis.

*Location(s):* Ridgetown, Alfred

### DENM\*3000 Data Analysis and Statistics W (3-2) [0.50]

Introduction to the use of statistics in the field of environmental management. Basic concepts include probability, observations, generalization of means, normal distribution, standard deviation, standard error, sampling, principles of experimental design, use of correlation and regression, index numbers.

*Location(s):* Ridgetown, Alfred

### DENM\*3030 Not-For-Profit Management W (5-0) [0.50]

Students will learn aspects of environmental organizations, and other not-for-profit and charitable sector groups including recruitment and maintenance of a volunteer base, fundraising and financial management, event and project management, and risk management. In addition to these topics, this course will provide an overview of the multiple aspects of running or working for a not-for-profit organization – from conducting an effective meeting to grant writing, from ethics to best practices for an effective board of directors

*Location(s):* Ridgetown

### DENM\*3100 Introduction to Applied Microbiology W (2-3) [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.

*Equate(s):* 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 (2-3) [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.

*Prerequisite(s):* DENM\*2200, DENM\*3100

*Location(s):* Ridgetown, Alfred

**DENM\*3210 Sewage & Waste Water Treatment F (2-3) [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.

*Prerequisite(s):* DENM\*2200, DENM\*3100

*Location(s):* Ridgetown, Alfred

**DENM\*3220 Water Distribution and Wastewater Collection F (3-2) [0.50]**

This course provides the student with the basic design concepts and operational techniques of water distribution and wastewater collection systems. The student will receive instruction in system hydraulics, system response, operating limitations, system demands, operation and maintenance, water quality, and related system design factors. The course participants will have the option of writing the Provincial Certification Examination for the Water Operator-In-Training (O.I.T.) Classification (additional fee required).

*Prerequisite(s):* DENM\*2020, DENM\*2200, DENM\*3100

*Location(s):* Ridgetown

**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\*4070 Waste and Water Operation Techniques W (1-4) [0.50]**

This course is designed for students who are interested in pursuing a career as a water and/or wastewater treatment plant operator. Students will carry out the kinds of maintenance and repairs that are typically encountered by plant operators. These will include blueprint reading, basic electrical systems and safety, documentation and record keeping, pumps for water systems, wastewater pumps, metering pumps and chemical feed systems, lift stations, distribution and collection system maintenance and repair. Principles of safety will be stressed throughout the course.

*Prerequisite(s):* DENM\*3200 or DENM\*3210

*Restriction(s):* Registration in the Environmental Management Diploma Program

*Location(s):* Ridgetown

**DENM\*4100 Land Use Planning W (3-2) [0.50]**

Students will become familiar with land use planning legislation and controls used in Ontario and across Canada. They will begin with the study of settlement theory and how land development effects the natural environment. The various legislative tools used to measure and control the development of land and how to understand the public's role in the process. The students will also be introduced to the higher levels of land use planning including the provincial and federal environmental assessment processes.

*Location(s):* Ridgetown, Alfred

**DENM\*4120 Advanced GIS W (1-4) [0.50]**

This course will allow students to expand their knowledge of the functionality of ArcGIS software as it pertains to their particular field of interest, whether it be environmental conservation, agriculture or municipal facilities management. Students will explore advanced data analysis functionality of ArcToolbox, including address geocoding, data conversion, map projections, etc. and work with the ArcGIS ModelBuilder for diagramming solutions to spatial analysis problems. In addition, students will be able to explore ArcGIS extensions such as Spatial Analyst and Tracking Analyst as they analyse field data that they will collect for their final project using a variety of data collection techniques, including GPS and digital aerial photographs.

*Prerequisite(s):* DENM\*1100

*Location(s):* Ridgetown

**DENM\*4150 Sampling and Analysis W (2-3) [0.50]**

This is a practical course with hands-on approach designed to increase students' confidence and competency in performing laboratory and field work. Specific skills that will be acquired in this course will include: preparing a standard operation procedure; preparing a list of analytes for study; analyzing organic contaminants and heavy metals in surface water, groundwater and sediment, and evaluating the degree of contamination; evaluating vegetative communities in various types of habitat; compiling a representative species list; performing a title search; evaluation data, including quality control data; and analyzing macro-invertebrate and fish data. Collectively, students will use their acquired knowledge to design, carry out, interpret the results and prepare comprehensive report on a selected area.

*Location(s):* Ridgetown, 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 W (3-2) [0.50]**

The purpose of this course is to acquaint the student with the legislation and rules surrounding spills and emergency planning. The student will demonstrate the technology and techniques available and how and when it is used. The process of contingency planning and the need for Environmental Management Systems will also be covered.

*Location(s):* Ridgetown, Alfred

**DENM\*4400 Environmental Industry Placement W (0-5) [0.00]**

This four-week mandatory, post-semester training and evaluation period will offer the student the opportunity to gain practical experience in off-campus work placements typical of those available to them upon graduation. Students are required to perform many of the duties that are commonly performed by graduates, are assessed by industry representatives as well as the course instructor. A report of their experiences will be required to be submitted to the course instructor at the conclusion of their experience. A pass/fail grade will be assigned upon completion of the course. Students choosing to do their work placement in the water or wastewater treatment field must have successfully completed OIT certification in order to participate in the externship.

*Prerequisite(s):* 12.00 credits

*Restriction(s):* Registration in the Environmental Management Diploma Program.

*Location(s):* Ridgetown

**DENM\*4500 Environmental Management Externship W (0-5) [0.50]**

This course will offer the student the opportunity to gain practical experience in actual work placements typical of those available to them upon graduation. They will: experience daily facility or agency operations; further develop their knowledge and skills in sampling and analysis practices associated with a specific type of work placement; further develop report writing and/or data documentation skills; make verbal and written presentations and gain experience with industry-standard computerized systems in place at many of the workplaces (e.g. SCAD programming). Students wishing placements at Water or Wastewater Treatment facilities must have obtained the Ontario Ministry of Environment Operator In Training (O.I.T.) certification, and have passed DENM\*3200 or DENM\*3210 (whichever applies).

*Restriction(s):* Registration in the Environmental Management Diploma Program.

*Location(s):* Ridgetown

**Food Nutrition and Risk Management****DFN\*1020 Food Preparation and Theory F (3-5) [0.50]**

This course is an introduction to the science of food. The students will study the chemical and physical properties of foods and the principles of food selection, storage, preparation and evaluation. The preservation of nutrients, colour, texture and flavour will be applied through food laboratory work and demonstrations. The students will develop the ability to recognize and produce safe quality food items

*Location(s):* Alfred, Kemptville

**DFN\*1060 Introduction to Nutrition F (4-0) [0.50]**

This course introduces the nutrients - carbohydrates, fats, proteins, vitamins, minerals and water and their roles in food, nutrition and health. Students will learn Canadian nutrition 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,W (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 WSIB 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 nutrition 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 F,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 F,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\*2020

*Location(s):* Alfred, Kemptville

**DFN\*3070 Food Chemistry F (3-2) [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

*Co-requisite(s):* DFN\*1020

*Location(s):* Alfred, Kemptville

**DFN\*3200 Catering Management F,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):* 4.00 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):* 3.00 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 U [0.00]**

This course provides a concentrated "new" practical experience in the food industry. Students will complete a 5 week, non-paying, placement (160-200 hours) in their area of interest, at the end of semester four. This placement is required to graduate and is evaluated on a pass/fail bases.

*Prerequisite(s):* completion of credits

*Location(s):* Alfred, Kemptville

**DFN\*4070 Advanced Topics in Food Processing F,W (4-0) [0.50]**

Food processes and the relationship between chemistry, microbiology, nutrition and engineering as they apply to food processing are discussed. The following topics are included: thermal processing, novel processing, drying technology, separation technology, process monitoring and control, sanitation, waste management, HACCP for food processors, food legislation and food labeling.

*Prerequisite(s):* DFN\*1190 and consent of the instructor

*Location(s):* Alfred, Kemptville

**DFN\*4110 Product Development and Marketing F,W (2-3) [0.50]**

The students will have an opportunity to develop a product/recipe. Procedures for quality assurance in food production, including evaluating products against quality standards, performing field studies, conducting taste panel testing and implementing client feedback will be followed. Demonstration and presentation techniques will be utilized in marketing the product.

*Prerequisite(s):* DFN\*1020, DFN\*2020, DFN\*2130 or consent of the instructor

*Location(s):* Alfred, Kemptville

**DFN\*4160 Food Biotechnology F,W (4-0) [0.50]**

This course explores the developing field of biotechnology beginning with its origins and the use of genetic engineering techniques. Many of the applications of biotechnology will be discussed with emphasis placed on food biotechnology applications. Ethical, public, nutritional and safety issues will also be addressed.

*Prerequisite(s):* second year course or consent of the instructor

*Location(s):* Alfred, Kemptville

**DFN\*4170 Food Hazard Analysis F,W (4-0) [0.50]**

This course provides students with an overview of Risk Analysis and its role in food hazards. Understanding the food supply chain and the steps involved in food recall will be introduced. The analysis, recognition and management of food hazards and risk will be discussed using case studies.

*Prerequisite(s):* second year course or consent of the instructor

*Location(s):* Alfred, Kemptville

**DFN\*4200 Management Case Study W (4-0) [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, (DFN\*3200 or DAGR\*4600)

*Location(s):* Alfred, Kemptville

**DFN\*4210 Nutrition Myths and Facts 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

## Horticulture

**DHRT\*1000 Landscape 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

**DHRT\*1050 Plant Identification I F (2-3) [0.50]**

This course provides an introduction to the identification of common landscape plants. Students will learn to identify plants by sight through recognition of subtle differences. Botanical names will be taught. Growing requirements, physical features, ornamental characteristics and potential landscape uses will be discussed.

*Location(s):* Kemptville, Ridgetown

**DHRT\*2000 Greenhouse Management F,W (3-2) [0.50]**

Students will learn the basics of greenhouse design and use. Topics such as structures, ventilation, heating, supplemental lighting, relative humidity, irrigation, fertility management and CO2 enrichment will be included. Management and cultural principles of commercial production of various horticultural crops in greenhouses will be used to illustrate management strategies.

*Prerequisite(s):* DAGR\*1200

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

**DHRT\*2050 Ecological Principles of Managed Landscapes W (3-2) [0.50]**

This course focuses on ecological interactions in various situations related to horticulture and the environment - managed landscapes, greenhouses, nurseries. The adaptations of plants to specific environmental conditions and their ecological interrelatedness with other species, life histories, metapopulations and how these influence community structure. Students will acquire skills to produce native plant species in the greenhouse.

*Location(s):* Ridgetown

**DHRT\*2090 Introduction to Landscape Construction W (2-3) [0.50]**

This course will examine materials and combinations of materials commonly used in landscape structures. Construction methods and common practices for a variety of landscape projects will be described and demonstrated. Use of the survey level and rod for taking elevations and for projects layout will be demonstrated. Information given will be suitable for taking pertinent Certified Horticultural Technician examinations. (Also offered through distance education format.)

*Co-requisite(s):* DAGR\*2100

*Restriction(s):* Intended for Horticulture Diploma students.

**DHRT\*2100 Landscape Design I W (2-4) [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):* DHRT\*1050

*Location(s):* Kemptville, Ridgetown

**DHRT\*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 even-numbered years only.), Kemptville, Ridgetown

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

This course examines 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.

**DHRT\*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 odd-numbered years only.)

**DHRT\*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):* DHRT\*1050

*Location(s):* Kemptville, Ridgetown

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

Construction methods and practices for a variety of landscape projects will be described, demonstrated or practised. Use of the level and project layout will be demonstrated.

*Prerequisite(s):* DHRT\*1000, DHRT\*1050, DHRT\*2100

*Location(s):* Kemptville

**DHRT\*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):* DHRT\*2100

*Location(s):* Kemptville, Ridgetown

**DHRT\*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):* DHRT\*2090

*Restriction(s):* Intended for Horticulture Diploma students.

*Location(s):* Ridgetown

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

The course covers the setup and organization of a horticultural nursery and the methods of production for field and container-grown landscape nursery stock including cultural management and merchandising in wholesale and retail operations.

*Prerequisite(s):* DHRT\*2200

*Location(s):* 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\*3230 Soil and Water Use in Horticulture F (3-2) [0.50]**

This course examines the role of landscape horticulture and nursery production on soil processes and water resources. The course will examine the effect of various landscape and production practices on soil transformations, as well as best management practices to conserve soil and water in landscapes, commercial nurseries, sod farms and on golf courses. In the landscape, other soil and water conservation techniques including plant selection, xeriscaping, scree gardening, the use of ground covers, and dry shade gardening will be covered. The student will also be introduced to various aspects of the hydrologic cycle: groundwater recharge and discharge, surface water movement and storage, water supply systems, water use and quality, and land drainage in the context of designing landscapes and production systems to reduce water use.

*Prerequisite(s):* DAGR\*1300

*Location(s):* Ridgetown

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

Production practices of selected greenhouse ornamental 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 F,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) or (DAGR\*1620, DAGR\*2650), DHRT\*1050, DHRT\*2100

*Location(s):* Kemptville, Ridgetown

<b>DHRT*4150 Landscape Construction Project W (2-3) [0.50]</b>
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, fences and screens, water features, lighting, irrigation, and drainage.
<i>Prerequisite(s):</i> DHRT*2090, DHRT*3120
<i>Restriction(s):</i> Enrolment in the Horticulture Diploma program.
<i>Location(s):</i> Ridgetown

<b>DHRT*4170 Advanced CAD (Computer Assisted Design Graphics) W (1-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DHRT*2100, DHRT*3100, DHRT*4100
<i>Restriction(s):</i> Enrolment in the Horticulture Diploma program.
<i>Location(s):</i> Ridgetown

<b>DHRT*4190 Greenhouse Vegetable Production W (3-2) [0.50]</b>
This course covers production practices of all major and some minor greenhouse vegetable crops. The course is designed to allow students to apply management techniques learned in Greenhouse Management to greenhouse vegetable production including fertility, production systems unique to vegetable production, insect and disease control, advanced computer controls of the environment and irrigation techniques.
<i>Prerequisite(s):</i> DHRT*2000
<i>Location(s):</i> Ridgetown

<b>DHRT*4300 Arboriculture W (2-3) [0.50]</b>
This course will provide students with the opportunities to learn both the principles and the skills necessary to manage and care for trees in the landscape. Case studies will be used to help students develop the skills necessary to assess tree problems.
<i>Location(s):</i> Kemptville, Ridgetown

<b>DHRT*4310 Tree Care Techniques W (1-4) [0.50]</b>
This practical course is designed to lead students through the ISA Tree Climber's Guide, and to help develop knowledge, skills, and techniques in preparing for the ISA Certified Tree Worker/Climber Specialist exam. This course is designed for students who would like to gain more experience working in trees.
<i>Prerequisite(s):</i> DHRT*4300
<i>Location(s):</i> Ridgetown

## Turfgrass Management

<b>DTM*1000 The Turf Industry F (1-4) [0.50]</b>
An introduction to the many disciplines within the turfgrass industry including economic and social importance as well as interactions among the industry sectors and society.
<i>Location(s):</i> Guelph

<b>DTM*1100 Plant Biology F (3-2) [0.50]</b>
This course covers the structure, function, growth, development and reproduction of turfgrass and landscape plants as they relate to management in the urban environment.
<i>Restriction(s):</i> Enrolment in the Associate Diploma in Turfgrass Management program
<i>Location(s):</i> Guelph

<b>DTM*1200 Turf Equipment F (2-3) [0.50]</b>
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.
<i>Location(s):</i> Guelph

<b>DTM*1300 Turf Soil Principles F (3-2) [0.50]</b>
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.
<i>Location(s):</i> Guelph

<b>DTM*1400 Landscape Plants F (2-3) [0.50]</b>
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.
<i>Co-requisite(s):</i> DTM*1100
<i>Location(s):</i> Guelph

<b>DTM*1500 Turf Communication Skills F (2-3) [0.50]</b>
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.
<i>Co-requisite(s):</i> DTM*1000, DTM*1300
<i>Location(s):</i> Guelph

<b>DTM*2000 Turf Management I W (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1100, DTM*1300
<i>Location(s):</i> Guelph

<b>DTM*2100 Turf Irrigation and Drainage W (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1300
<i>Location(s):</i> Guelph

<b>DTM*2200 Computers and Math for Turf W (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1000
<i>Location(s):</i> Guelph

<b>DTM*2400 Landscape Design W (1-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1400
<i>Location(s):</i> Guelph

<b>DTM*2500 Arboriculture W (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1100, DTM*1400
<i>Location(s):</i> Guelph

<b>DTM*2600 Turf Environmental Management W (3-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1000, DTM*1300
<i>Restriction(s):</i> DTM*4100 , enrolment in Diploma in Turfgrass Management.
<i>Location(s):</i> Guelph

<b>DTM*3000 Turf Management II F (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*2000, DTM*2100
<i>Location(s):</i> Guelph

<b>DTM*3100 Current Turf Practices F (1-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1000, DTM*2000, 4.00 credits
<i>Location(s):</i> Guelph

<b>DTM*3200 Turf Diseases F (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1100
<i>Location(s):</i> Guelph

<b>DTM*3300 Turf Insects and Weeds F (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1100
<i>Location(s):</i> Guelph
<b>DTM*3400 Landscape Construction F (1-4) [0.50]</b>
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.
<i>Location(s):</i> Guelph
<b>DTM*3800 Special Study Project I S,F,W (0-0) [0.50]</b>
A self-directed student project focussing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, and/or a hands-on assignment with specific learning objectives and milestones for achieving these objectives.
<i>Prerequisite(s):</i> 4.00 credits
<i>Equate(s):</i> DHRT*3910
<i>Restriction(s):</i> Enrolment in the Associate Diploma in Turfgrass Management program.
<i>Location(s):</i> Guelph
<b>DTM*4000 Turf Management III W (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*3000, DTM*3200, DTM*3300
<i>Location(s):</i> Guelph
<b>DTM*4200 Golf Course Design and Construction W (1-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*2400, DTM*3400
<i>Location(s):</i> Guelph
<b>DTM*4300 Turf Case Studies W (2-3) [0.50]</b>
Case studies and discussion considering integrated management of selected turfgrass sites emphasizing problem analysis, principle application, and decision making.
<i>Prerequisite(s):</i> DTM*3000, DTM*3200, DTM*3300
<i>Co-requisite(s):</i> DTM*4000
<i>Location(s):</i> Guelph
<b>DTM*4400 Human Resources Management W (3-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1500
<i>Location(s):</i> Guelph
<b>DTM*4500 Business and Finance for Turf W (3-2) [0.50]</b>
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.)
<i>Prerequisite(s):</i> DTM*3000
<i>Restriction(s):</i> DTM*2300 , enrolment in Diploma in Turfgrass Management.
<i>Location(s):</i> Guelph
<b>DTM*4600 Computer Assisted Design W (1-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DTM*1400, DTM*2200, DTM*2400
<i>Equate(s):</i> DTM*4100
<i>Restriction(s):</i> Enrolment in Diploma in Turfgrass Management.

<b>DTM*4800 Special Study Project II W (0-0) [0.50]</b>
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.
<i>Prerequisite(s):</i> 6.00 credits
<i>Equate(s):</i> DHRT*3910
<i>Restriction(s):</i> Enrolment in Diploma in Turfgrass Management
<i>Location(s):</i> Guelph

## Veterinary Technology

<b>DVT*1000 Livestock Production and Management F (4-0) [0.50]</b>
This course introduces the students to food animals and horses, with an emphasis on terminology, nutrition, behaviour and housing. The food animal portion also includes common breeds, marketing, and breeding practices of various species, including sheep, poultry, dairy cattle, beef cattle and swine. The students may visit the swine, beef, and dairy herds on campus 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.
<i>Location(s):</i> Ridgetown
<b>DVT*1010 Anatomy and Physiology I S,F (2-2) [0.50]</b>
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.
<i>Location(s):</i> Ridgetown
<b>DVT*1040 Medical Exercises I S,F (1-3) [0.50]</b>
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.
<i>Location(s):</i> Ridgetown
<b>DVT*1070 Laboratory Techniques S,F (4-4) [0.50]</b>
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.
<i>Restriction(s):</i> DVT*1020 ,
<i>Location(s):</i> Ridgetown
<b>DVT*1080 Laboratory Quality Assurance S,F (3-2) [0.50]</b>
This course introduces students to quality control and the mathematical calculations required in a laboratory environment. The quality control module is an introduction to basic clinical chemistry principles, common laboratory equipment safety, quality controls, mathematical calculations, and proper analytical techniques. The mathematical module introduces the veterinary technology student to the basic mathematical concepts and skills necessary to efficiently function in a clinical laboratory environment. Basic mathematical manipulations and calculations performed without the use of calculators are encouraged. Various mathematical calculations required to perform laboratory measurements are discussed and practiced.
<i>Location(s):</i> Ridgetown
<b>DVT*1090 Pharmacology &amp; Medical Terminology F (3-0) [0.50]</b>
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. This course is also comprised of medical terminology and its common use in veterinary medicine. (Also offered through Distance Education)
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology program
<i>Location(s):</i> Ridgetown

**DVT\*1100 Large Animal Production and Management I F (0-0) [0.25]**

This course introduces the students to sheep, poultry and horses, with an emphasis on terminology, nutrition, behaviour and housing. This course also includes common breeds, marketing, and breeding practices 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. (Offered through distance education format only)

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*1200 Intro to Animal Microbiology W (0-0) [0.25]**

This course is designed to introduce the Veterinary Technology student to the theoretical and practical aspects of microbiology. Topics include the study of microorganisms with emphasis on their morphology, physiology, biochemistry, culture and identification. Their importance in the Veterinary practice are introduced. Disinfection and sterilization methods are studied as they relate to the handling of micro-organisms, and health related topics associated with them. (Offered through distance education format only)

*Prerequisite(s):* DVT\*1030 , DVT\*1100

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*1210 Introduction to Urinalysis Theory W (0-0) [0.25]**

This course is designed to introduce students to the theoretical basis involved in modern urinalysis. Exploring the collection of, physical characteristics of, diagnostic testing and relevant sediment evaluation of urine will be covered. The prevention and dietary management of urolithiasis is also investigated. (Offered through distance education format only)

*Prerequisite(s):* DVT\*1030 , DVT\*1100

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*1220 Canine and Feline Nutrition & Care W (0-0) [0.25]**

This course offers the Veterinary Technology student the information required to understand small animal husbandry. Through lectures, practical information is gained into the companion animal's nutritional needs and preventative health care. The emphasis in this course is the prevention of health problems in companion animals. (Offered through distance education format only)

*Prerequisite(s):* DVT\*1030 , DVT\*1100

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*1300 Large Animal Production and Management II S (3-0) [0.25]**

This course introduces the students to food animals such as beef, dairy and swine with an emphasis on terminology, nutrition, behaviour and housing. The food animal portion also includes common breeds, marketing, and breeding practices of various species. The students may visit the swine, beef, and dairy herds on campus. By doing so the students will be able to observe the behaviour and management of various species. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*1200, DVT\*1210, DVT\*1220

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*1310 Laboratory Procedures S (3-2) [0.25]**

This course consists of modules in microbiology and hematology. 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 hematology 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. Hematology mathematical calculations will also be covered. (Offered through distance education format only)

*Prerequisite(s):* DVT\*1200, DVT\*1210, DVT\*1220

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*1320 Practical Applications to Urinalysis S (1-4) [0.25]**

This course is designed to continue the theoretical knowledge learned and utilize this to practical techniques involved in modern veterinary urinalysis. Exploring the collection of, physical characteristics of, diagnostic testing and microscopic identification of urine sediment. (Offered through distance education format only)

*Prerequisite(s):* DVT\*1200, DVT\*1210, DVT\*1220

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*1330 Companion Animal Behaviour S (2-0) [0.25]**

The animal behaviour course focuses on the normal behaviour of small animals. The course outlines in detail the developmental stages of behaviour as well as why and how animals learn. Animal genetics, innate responses and how the environment can alter their behaviour will be discussed. Communication, social behaviour, reproductive behaviour and the learning process is covered in each species. Problems with social behaviour which includes aggression in dogs and cats is also discussed. Fears, phobias, anxiety, stereotypes and obsessive compulsive disorders are evaluated on cause, prevention and solutions of these common problems.

*Prerequisite(s):* DVT\*1200, DVT\*1210, DVT\*1220

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*2000 Companion Animal Management W (5-0) [0.50]**

This course offers the veterinary technician student the information required to understand small animal husbandry. Through lectures, practical information is gained into the companion animal's nutritional needs, behaviour patterns and preventative health care. They learn what is normal and abnormal behaviour and how to advise clients on applying proper training techniques. The emphasis in this course is the prevention of health problems in companion animals.

*Location(s):* Ridgetown

**DVT\*2010 Anatomy and Physiology II W (4-2) [0.50]**

A continuation of DVT\*1010, the course covers the structure and functions of select major body systems with emphasis on the lymphatic system and its importance in preventing and/or overcoming disease. Disease transmission, development and serological diagnosis will be discussed.

*Prerequisite(s):* DVT\*1010

*Location(s):* Ridgetown

**DVT\*2020 Haematology/Cytology S,W (2-4) [0.50]**

This course expands upon the information introduced in DVT\*1070. The veterinary technology student will study basic theoretical and practical aspects of feline, equine and bovine blood. Blood cell precursors will be studied and corrected counts will be included. Alterations of RBCs and WBCs will be covered. The performance, assessment and evaluation of common veterinary clinical procedures are emphasized. Haematological mathematical calculations will also be covered, as well as a section on cytology

*Prerequisite(s):* (DVT\*1070 or DVT\*2200), DVT\*2210

*Location(s):* Ridgetown

**DVT\*2040 Medical Exercises II S,W (2-3) [0.50]**

This is a practical introduction to venipuncture, IV catheterization, anaesthesia and aseptic surgical techniques, restraint in laboratory animals and birds and the performance of fluid therapy and drug dose calculations.

*Prerequisite(s):* DVT\*1040

*Location(s):* Ridgetown

**DVT\*2050 Urinalysis W (1-2) [0.50]**

This is a theoretical and practical course which emphasizes the macroscopic, chemical and microscopic characteristics of urine, along with the concepts of urinary diagnostic testing. The prevention and dietary treatment of urolithiasis is explored.

*Location(s):* Ridgetown

**DVT\*2060 Communications & Vet Software W (2-2) [0.50]**

Issues dealing with communication between the veterinary technician and clients, co-workers and the employer/ veterinarian are explored using communication theory and skills. Application of theories are demonstrated through discussions and class exercises. Hands-on labs introduce the use of computers in the veterinary clinic using current veterinary clinic software programs.

*Location(s):* Ridgetown



**DVT\*2100 Veterinary Nursing Techniques I F (0-0) [0.25]**

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, hospital safety, and fluid therapy. Students learn how to care for healthy large and small animals, maintain a hospital area, and nurse sick and injured animals. (Offered through distance education format only)

*Prerequisite(s):* 4.50 credits

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*2200 Introduction to Immunobiology W (0-0) [0.25]**

This course covers the structure and function of the lymphatic system and its importance in preventing and/or overcoming disease. Disease transmission, development, and serological diagnosis will be discussed. (Offered through distance education format only)

*Prerequisite(s):* DVT\*2100

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*2210 Introduction to Anesthetic Principles F,W (2-0) [0.25]**

This course introduces the practical and theoretical aspects of anesthetic techniques in animals. Emphasis is on the principles of general anesthesia using gas anesthetic machines. Also discussed are sedation, general anesthesia using injectable agents, and local analgesia. Students will utilize this knowledge during the laboratory sessions of Surgical Exercises. (Offered through distance education format only)

*Prerequisite(s):* 4.50 credits

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*2300 Veterinary Anatomy and Physiology S (2-2) [0.25]**

A continuation of DVT\*1010, the course encompasses the structure and functions of select major body systems of domestic animals, with emphasis on the cat as a pet animal species. This course covers the following major body systems of significance in veterinary clinical medicine: cardiovascular, digestive, respiratory, reproductive, nervous, and special senses. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*2200, DVT\*2210

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*2310 Veterinary Nursing Techniques II S (1-3) [0.25]**

This course incorporates kennel and barn duties and general care and feeding of the colony animals including cats, dogs, rodents, birds and horses. It is meant to introduce the students to the running of a veterinary clinic. Students are supervised and evaluated on all aspects of animal care which fall under this broad topic. As well, they collect samples, treat sick and injured animals in the colony on an as required basis. Specific nursing techniques are introduced in a more formal way. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*2200, DVT\*2210

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*2320 Surgical Exercises S (1-3) [0.25]**

This course deals with the practical and theoretical aspects of anaesthetic and surgical techniques in animals. The anesthesia part of the course builds on the knowledge acquired in Introduction to Anesthetic Principles. 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, instrument handling, surgical nursing, and post-operative care. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*2200, DVT\*2210

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*2330 Clinical Chemistry S (2-3) [0.25]**

This course emphasizes and familiarizes students with practical laboratory techniques utilized routinely in veterinary practice. The course will cover topics ranging from proper sample collecting to organ function. We will include chemistry, haematology and cytology in the discussion and during laboratory sessions. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*1200, DVT\*1210, DVT\*1220

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*3000 Laboratory Animal Science S,F (3-0) [0.50]**

This course familiarizes the students with scientific research involving animals, as well as issues in veterinary ethics. Topics include the role of the veterinary technician in research, regulations governing the use of animals in research, basic steps required to conduct a research project, how various animal species are used in research, assessment of animal health and welfare during a research procedure, and the care and common diseases of research animals. Through the preparation and presentation of seminars, students are encouraged to examine various aspects of veterinary ethics.

*Location(s):* Ridgetown

**DVT\*3010 Animal Nursing I F (2-3) [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/safety. Common diseases and conditions are also discussed. Students are required to care for healthy large and small animals, and maintain a hospital area. Students may also visit small, large, equine and referral practices to observe and participate in the practical aspects of veterinary technology.

*Location(s):* Ridgetown

**DVT\*3020 Diagnostic Techniques I F (4-4) [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: campus location in the host, methods of infection, development and behaviour, clinical signs of disease, diagnoses and potential human health hazards. Various laboratory tests used in the diagnosis of animal parasites are studied/performed in the laboratory periods.

*Location(s):* Ridgetown

**DVT\*3030 Radiography I S,F (3-3) [0.50]**

This is a lecture and laboratory course dealing with practical and theoretical aspects of radiography in animals. The lecture portion of this course outlines radiation safety, positioning, radiographic equipment, production of radiation, intensifying screens, films, grids, processing, contrast medias, preparing technique charts and trouble shooting. Each laboratory session is preceded by a prelab lecture which will introduce the laboratory topic and walk through case scenarios to cover any problems that may be incurred. During the laboratory sessions, the students work in small groups learning proper positioning, processing both manually and automatically, two contrast studies and various special imaging techniques.

*Location(s):* Ridgetown

**DVT\*3040 Pharmacology F (3-0) [0.50]**

This course comprises a study of pharmacological terminology; basic mechanisms of absorption, distribution, metabolism, excretion and actions of drugs; legal aspects of pharmacology; and a discussion of drug classes commonly used in veterinary medicine. Drug dose calculation skills learned in DVT\*2040, are also reviewed.

*Location(s):* Ridgetown

**DVT\*3050 Surgical and Anaesthetic Principles I F (3-3) [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\*3060 Genetics F (3-0) [0.50]**

This course provides a basic understanding of the principles of protein synthesis, DNA replication, heritability, selective breeding, and recombinant DNA, vaccine production, and new techniques in genetic engineering, as well discussions surrounding ethical issues concerning recent genetic research.

*Prerequisite(s):* 6.00 credits

*Restriction(s):* DVT\*1030 , Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*3200 Public Health W (0-0) [0.25]**

This course is designed to introduce the veterinary technology student to the interrelation of animal and human health. Meat inspection programs are discussed with emphasis on humane slaughter, environmental sanitation, ante mortem and post mortem examination, condemned meats, animal by-products and meat labeling. As well, epidemiology, zoonoses, water sanitation, microbiology of food and meat hygiene are addressed. Simple statistics that measure health and disease are also considered. (Offered through distance education format only)

*Prerequisite(s):* DVT\*3040

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*3210 Veterinary Nursing Techniques III W (0-0) [0.25]**

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, hospital safety, and fluid therapy. Students learn how to care for healthy large and small animals, maintain a hospital area, and nurse sick and injured animals. (Offered through distance education format only)

*Prerequisite(s):* DVT\*3040

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*3300 Veterinary Nursing Techniques IV S (1-3) [0.25]**

This course incorporates kennel and barn duties and general care and feeding of the colony animals including cats, dogs, rodents, birds and horses. It will expand upon the running of a veterinary clinic as introduced in DVT\*2310. Additional animal nursing techniques are introduced in a more formal way. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*3200, DVT\*3210

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*3320 Veterinary Parasitology S (2-2) [0.25]**

This course emphasizes and familiarizes students with practical laboratory techniques utilized routinely in veterinary practice in respect to common internal and external parasites found on small animals and food producing animals of veterinary significance in Canada. Topics of discussion for the various parasites will include: location in the host, methods of infection, development and behaviour, clinical signs of disease, prevention, diagnoses and potential human health hazards. Various laboratory tests used on various species specimens in the diagnosis of animal parasites are studied/performed in laboratory periods. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*3200, DVT\*3210

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*3330 Veterinary Clinic Management S (2-3) [0.25]**

This course is designed to familiarize students with the basic skills and procedures used in the management of veterinary hospitals, with emphasis on small animal facilities. The lecture portion of the course delves into the role of the practice manager regarding: hospital safety; personnel & client management; basic bookkeeping and marketing strategies. The laboratory portion is intended to provide the student with practical experience in inventory control, purchasing and receiving of drugs, supplies and equipment pertinent to the sound financial operation of a modern veterinary practice. (Not offered through distance education format.)

*Prerequisite(s):* DVT\*3200, DVT\*3210

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program

*Location(s):* Ridgetown

**DVT\*4000 Dentistry S,W (1-3) [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 W (2-3) [0.50]**

A continuation of DVT\*3010, concerned with practical animal nursing relative to basic needs of the animal. Students learn about general patient management, including the importance of history-making, medical records, the physical exam, patient handling, fluid therapy and hospital care. Common diseases and conditions are also discussed. Students are required to care for healthy large and small animals and maintain a hospital area. Students may 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 (1-3) [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 or DVT\*3200, DVT\*3210

*Location(s):* Ridgetown

**DVT\*4030 Radiography II S,W (1-3) [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 W (3-1) [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 II S,W (1-3) [0.50]**

This lecture and laboratory course builds on the skills and knowledge acquired during DVT\*3050 or DVT\*2210 and DVT\*2320. The lecture portion gives background information on the anatomy, patient complications for each surgery, as well as the requirements for client education. Supplementary surgical lectures provide information about other small and large animal surgeries commonly performed in clinical practice.

*Prerequisite(s):* (DVT\*3050 or DVT\*2210), DVT\*2320

*Location(s):* Ridgetown

**DVT\*4060 Externship S,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 the Ridgetown Campus. 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. **A pass/fail grade will be assigned upon completion of the course.**

*Prerequisite(s):* Registration in DVT with 9.0 credits or DVTA program with 8.75 credits

*Location(s):* Ridgetown

## XIII. General Information

### University of Guelph General Information

#### Copyright Policy

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

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

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

For more information, contact the Office of Research.

#### Counselling & Disability Services

Counselling & Disability Services fosters academic success, personal development, and spiritual growth by engaging students in the life of the campus and greater community and supporting them through the many transitions they experience during their university career.

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

**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.

**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 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.

**Student Support Network (SSN)** peer counsellors provide personal support, information, a listening ear and referrals on an informal drop-in and telephone basis. Any member of the university community is welcome to use the drop-in or call (ext. 55002) when they wish to talk to someone or seek information. The Network is located in McNally House (on Gordon Street across from the Science complex), and it is staffed by trained student volunteers. The Network is open Monday to Friday at noon until 10:00 pm. You will see the outdoor sign displayed at the front of McNally House when we are open.

#### Learning Commons

The Learning Commons, located on the first floor of the McLaughlin Library, brings together in one location services that 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 (LCSD)** 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>>.

#### 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 degree requirements, undergraduate or graduate 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, in accordance with the University's Inventions Policy, a student who is an inventor or co-inventor would share in any revenues earned by the invention. For more information, contact the Office of Research.

#### Student Life

Student Life promotes learning that has a lasting and transformative impact on students and society. The department offers a range of programs and services that help students make a successful transition to, through and from university life and study. We help students explore their leadership capacity, make lasting connections on campus and beyond, and develop skills that are critical to success beyond university. Whether attending a workshop, participating in a community-engaged learning placement or helping other students to navigate their way through the university system there are many opportunities for students to contribute to campus life and to gain new knowledge and experiences.

For further information, please visit <http://www.studentlife.uoguelph.ca> The department's main offices are located on the south side of the third floor in the University Centre.

**Aboriginal Resource Centre**, provides a warm and caring environment – a home away from home – for all Aboriginal students (First Nations status and non-status, Inuit and Métis) and the campus community. Programs and services include: advising and support such as the Visiting Elder Program; programs to help with the transition to university life and study including START Aboriginal; cultural and traditional workshops including Learning Circles, Learning on the Land and Aboriginal Awareness Week; study support and tutoring assistance; bursary and scholarship information; and research support.

**Centre for New Students** assists incoming students with the transition to university life with particular attention to those who experience greater challenges. Programs and services include: a continuum of orientation programs including STARTonline.ca and Orientation Week; as well as on-going supports that promote integration into the campus community, optimal use of campus resources and mentoring by upper year students, such as through Off Campus Connection, Back on Track, Bounce Back and the Pursuit Project.

**Leadership & Community Engagement** fosters leadership, community engagement and social change through active collaboration and meaningful learning experiences. This unit challenges students to imagine what is possible, to seize opportunities to deepen their learning, and to effect individual and collective transformation as active, global citizens. Programs and services promote involvement through Leadership Education and Development, the Peer Helper Program and Project Serve (locally, nationally and internationally). Civic engagement opportunities promote meaningful connections with the community through everything from social action to voting.

**The Information Desk**, is located at the South Entrance to the 1st floor of the University Centre and provides information about where to locate university programs and services; sells tickets for Guelph Transit and GO Transit; and acts as a general source of information about campus activities.

**Office of Intercultural Affairs** includes the International Student Advisor who serves the needs of international students, visiting scholars, new immigrants and refugees with common challenges encountered in areas such as adapting to life in Canada, housing needs, academic concerns, financial difficulties and faculty-student relations. In addition, this office provides Intercultural Programming that spans educational events and workshops that support international students and students of diverse racial backgrounds in their transition to university life, connect students with cultural organizations in the local community, highlight the benefits of cultural diversity, and promote global citizenship.

**Off Campus Living** maintains listings of various types of accommodation in the Guelph area. The office can help you to look for housing, can advise or make referrals on landlord/tenant issues, and has information that can make your housing search, and getting settled in, easier.

**OUTline** is a resource and support service specializing in topics relating to sexual orientation and gender identity. Services include a support phone line, a question-and-answer blog, educational workshops, awareness events and online resources.

#### Student Rights and Responsibilities

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

The University accepts that you are able to make responsible decisions regarding your own ethical and social behaviour. The purpose of these regulations is to provide for an environment that supports personal and intellectual growth. These regulations are intended to recognize your rights as a student and the rights of others, while also identifying certain responsibilities of students that are a part of the exercise of these rights. These regulations can apply to all students who are engaged in University-sanctioned activities, and may apply to off-campus conduct, so long as the violation in question materially affects the safety, integrity and/or educational interests of the University community.

This brochure outlines the basis of conduct considered to be consistent with the goals and well-being of the University community. The code of conduct was developed collaboratively by students, staff and faculty and is regularly reviewed by the entire University community.

For the 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. Allegations involving non-academic offences for students registered in University of Guelph-Humber programs are handled under the procedures for Humber College.

The term A University of Guelph community @ , as referenced in this document, includes the regional campuses at Alfred, Kemptville and Ridgeway.

As a student, you have the RIGHT to access the judicial system if a violation of this policy has occurred, whether that violation has occurred on or off campus, provided that the violation affects your ability to use and enjoy University facilities. In addition, University organizations like Campus Police or Student Housing Services may charge students under this policy.

## 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.<sup>1</sup>

<sup>1</sup> Refer to the Associate Diploma Calendar; Undergraduate and Graduates calendars, available electronically at <http://www.uoguelph.ca/registrar/calendars/>.

## Offences

### I. 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 all University regulations and policies, including but not limited to the Acceptable Use Policy and Guidelines for University of Guelph Computing and Networking Facilities<sup>1</sup>, Residence Community Living Standards, and the University of Guelph Human Rights Policy<sup>2</sup>.

The University's interest may cause it to initiate an internal judicial process whether or not criminal or civil action is taken with respect to the same incident(s).

### II. Offences Against Persons

#### 1. Bodily Harm

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

#### 2. Harassment

You have the RIGHT to an environment characterized by mutual respect. You have the RESPONSIBILITY to treat all members of the University community with respect and without harassment, bullying or hazing. Harassment is defined as any attention or conduct (oral, written, virtual, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating. The University views offences involving harassment against employees or agents of the University in the lawful execution of their duties to be particularly grievous.

#### 3. Human Rights

You have the RIGHT to an environment where the inherent worth of all individuals is respected, regardless of race, sex, national or ethnic origin, religion, age, sexual orientation or mental or physical disability. You have the RESPONSIBILITY to respect the diversity that exists in the University community. The University views actions that undermine the dignity and worth of any individual or group based on the above grounds to be particularly grievous.

#### 4. Sexual Assault

You have the RIGHT to an environment free from sexual violence, coercion or harassment. You have the RESPONSIBILITY to not assault any person sexually, threaten any person with sexual assault, or subject any person to sexual harassment.

### III. Offences Involving Life Safety Equipment

You have the RIGHT to a safe and secure environment. You have the RESPONSIBILITY not to tamper or interfere with, discharge or activate any life safety equipment on campus unless for the purposes of responding to an emergency. Life safety equipment includes but is not limited to fire extinguishers, fire alarms and emergency call stations.

Each offence under this section carries a minimum fine of \$500, in addition to possible charges under the Criminal Code of Canada or City of Guelph bylaws and the cost for responding Fire Department vehicles.

### IV. Offences Involving Property

#### 1. Facilities, Telecommunications, Library, University Property and Private Property

You have the RIGHT to the use of University facilities. You have the RESPONSIBILITY to:

- respect posted hours and limits on entry where such conditions exist;
- abide by the University smoking policy, which includes not smoking inside any University building or vehicle, or within nine metres of any building entrance or exit, loading dock, fresh-air intake or compressed-gas storage area;
- not destroy, tamper with, deface or vandalize, monopolize, unlawfully access, remove or possess property not your own, including, but not limited to, Library material, computing facilities, telecommunication systems and emergency telephones.

#### 2. Permits and Identification

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

#### 3. Guests and Visitors

Unless otherwise stated in University policy, you have the RIGHT to have guests and visitors from off campus. You have the RESPONSIBILITY to:

- ensure that your guests or visitors comply with all existing University sign-in requirements (for example Student Housing Services and licensed establishments).
- ensure that your guests or visitors comply with all the terms of the Student Rights and Responsibilities policy, or any Federal, Provincial, Municipal or University statute, bylaw or policy, while on University property. You will be held responsible for any breach of the rules committed by your guests on campus

### V. Disruption

You have the RIGHT to an environment that, while safeguarding dissent, is free from interference and disruption. You have the RESPONSIBILITY not to interfere with the normal functioning of the University, nor to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes, or to hinder other members of the University community from being able to carry on their legitimate activities, including their ability to speak or associate with others.

### VI. Drugs, Alcohol and Firearms

- Drugs.** - You have the RIGHT to a drug-free environment, especially in student housing. You have the RESPONSIBILITY to abide by the Federal and Provincial statutes pertaining to illegal drugs and controlled substances. The possession, use or trafficking of illegal drugs or controlled substances is prohibited, and each activity may form the basis of a separate charge.
- Alcohol** - The purchase, possession and/or consumption of liquor by those under the age of 19 is prohibited. Consumption or open possession of liquor is prohibited on campus other than in those areas where it has been specifically permitted, or in licensed premises.
- Firearms and other Weapons.** Firearms, which include but is not limited to BB guns, paintball guns, any other weapons, firecrackers, gunpowder or any other forms of unauthorized hazardous 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 defence and to be accompanied by an advisor (or legal counsel) at any hearing of the charge against him/her. Students charged are presumed innocent until found guilty on the basis of evidence presented, using the balance of probabilities as the standard of proof. The University has devised a process that 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 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 Rights and Responsibilities policy, and formal complaints against students under the Human Rights at the University of Guelph policy. The Judicial Committees 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 campus, the Appeal Board. The Hearing/Appeal Board is a student/faculty tribunal appointed from a roster of candidates based on recommendations from the colleges or campuses. The Hearing Board hears appeals from decisions of the Judicial Committee when one or more of the grounds for appeal are satisfied.

Further information and additional copies of the Student Rights and Responsibilities policy are available from the Office of Student Affairs, 4th Floor, University Centre, or call extension 53868.

This policy is also available at the University of Guelph's website: [www.studentaffairs.uoguelph.ca/docs/student\\_rights\\_responsibilities.pdf](http://www.studentaffairs.uoguelph.ca/docs/student_rights_responsibilities.pdf)

Comments on this policy and specific suggestions for amendments or additions to the student regulation are welcome at any time

<sup>1</sup> Refer to the University's Acceptable Use Policy, available online at: [www.uoguelph.ca/web/aupg.shtml](http://www.uoguelph.ca/web/aupg.shtml).

<sup>2</sup> Refer to the Human Rights at the University of Guelph document, available online at: [www.uoguelph.ca/web/aupg.shtml](http://www.uoguelph.ca/web/aupg.shtml).

## Students With Disabilities (CSD)

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, 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 Student Health Services.

The CSD provides support by implementing appropriate exam and classroom accommodations, advising students on academic, personal, and disability issues, and educating students on how to develop effective learning strategies. The staff and volunteers of the CSD also develop workshops, events and educational campaigns designed to promote greater awareness and understanding of disability issues in the University community.

## 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 your marks do not reflect your ability because of disability, 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 alternative format 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 that the proper classroom and exam accommodations are available to the student. A learning disabilities strategist is available to provide 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 Enrolment 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 the ID Card Centre at Enrolment Services, level 3, University Centre for assistance.
7. Loss or finding of the University Card should be reported to the ID Card Centre at Enrolment Services.
8. A service charge will be levied for replacement cards.

## XIV. Administration and Faculty

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**W. Brock**, Toronto

**W. Curnoe**, Guelph

**C.H. Franklin**, Toronto

**N.W. Hoag**, Guelph

**T.L. Jones**, Toronto

**M.H.M. MacKinnon**, Guelph

**E.B. MacNaughton**, Guelph

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**F. Ramprashad**, Guelph

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**J.W. Skinner**, Guelph

**C.M. Switzer**, Guelph

**J.M. Wardlaw**, Guelph

**W.C. Winegard**, Guelph

### Medal of Merit

**H.D. Ayers**, Guelph

**P. Basrur**, Toronto

**G.D. Bedell**, Camden, Maine, U.S.A.

**M. Beverley Burton**, Guelph

**J.L. (Iain) Campbell**, Guelph

**H.G. Downie**, Guelph

**F.D. Horney**, Guelph

**T.J. Hulland**, Guelph

**J.L. Hunt**, Guelph

**B.M. McCraw**, Guelph

**J.T. Powell**, Guelph

### John Bell Award

**J. Christensen-Hughes**, CME

**J. Cunsolo**, CPES

**W.T. Dickinson**, CPES

**T.F. Funk**, OAC

**T.J. Gillespie**, OAC

**G.L. Lange**, CPES

**E. McFarland**, CPES

**T.E. Michaels**, OAC

**A.L. Middleton**, CBS

**D.M. Paramskas**, COA

**D.M. Prescott**, CSAHS

**G.A. Stelter**, COA

**R.R. Stoltz**, OAC

**H.J. Swatland**, OAC

**J. Weiner**, CPES

### The Lincoln Alexander Medal of Distinguished Service

**W. Brock**, Toronto

**G.L.E. Nixon**, St. Catharines

**H. Vander Pol**, Blenheim

**S. Surgeoner**, Fergus

**F.M. Walsh**, Toronto

**T.K. Warley**, Guelph

**W.C. Winegard**, Guelph

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**M.M. Childs**, Legal Counsel, B.SC. (ST. F.X. ANTIGONISH, N.S.), LLB (W.ONT.)

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**K. Revington**, Associate University Secretary, B.A. (QU.), M.ED. (BOSTON)

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**K.K. Merkies**, B.B.R.M. Equine Management Major Program Counsellor, B.SC.(AGR.), PH.D (GUELPH),

**B.J. O'Neil**, B.B.R.M. Environment Major Program Counsellor, DIPL. (RCAT.), DIPL. (ST. CLAIR)

**P. Samson**, Director, O.A.C. Advancement

**M.A. Vanryn**, B.Sc.(Agriculture) and B.B.R.M. Program Counsellor, B.SC., B.ED. (W.ONT.)

## 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)

**L. Boulanger**, Co-ordinator, Associate Diploma in Food, Nutrition and Risk Management, R.P.D.T. (OTT.)

**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

**C. Naud**, Director, B.Eng. (RMC), M.Ed (Toronto), PH.D. (Calgary)

**M. Grammatikakis**, Associate Director Academic, B.A. Business (UK) M.Sc. (UK), M.B.A (GUELPH)

**L. Forbes**, Co-ordinator, Associate Diploma in Food, Nutrition and Risk Management, DIP. HOME ECON. (KEMPTVILLE), DIP. ADULT EDUC. (ALGONQUIN), B.SC. (SYRACUSE), C.F.E., C.H.E.

**K. Merkies**, Co-ordinator, B.B.R.M. Equine Management Major, B.SC., PH.D. (GUELPH)

**J. Fisher**, Co-ordinator, Associate Diploma in Agriculture and Associate Diploma in Ag Food Leadership , B.SC. (OTT.), B.SC.(AGR.), B.SC. (GUELPH)

**S. Mayo**, Coordinator Associate Diploma in Agriculture-Equine Option, B.A. (Carleton), Equine Canada Level 2 Coach

## Ridgetown Campus

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**R. Fleming**, Co-ordinator, Associate Diploma in Environmental Management, P.ENG. (GUELPH)

**M. Beach**, Co-ordinator Associate Diploma in Veterinary Technology, DIP. AHT., RVT.

# 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.

## Certificate (degree level)

See Secondary Area of Study.

## 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.

## Cohort Year

Cohort year refers to the academic calendar year for your first admission to the university OR the calendar year for subsequent readmission to the same program or a new program. Tuition fees are assessed based on this assigned year.

## 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.

## Core course

A core course is one which is listed in a schedule of studies in the Undergraduate Calendar and identified as being a required course for a program.

## Corequisite

A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously.

## Course

A course is an organized unit of study extending over a semester, (e.g. Economics ECON\*1100).

## Course Attempt

A course attempt reflects the situation where a student has completed courses either satisfactorily or unsatisfactorily.

## Course Equate

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. **Students will not be permitted to register in equated courses.**

## Course Level

Course level denotes the seniority of a course. 1000-level and 2000-level courses are considered first and second year courses. 3000-level and 4000-level courses are considered senior level courses.

## Course Load

Course load denotes the total weight of the credits in which a student is enrolled determining part-time or full-time status.

## Course Restriction

A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic department so that particular students may not register in particular courses. The course may be restricted because there is sufficient over-lap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrolment management purposes. (See Priority Access).

## Course Section

A course section is a subgroup of a course that denotes time and location.

## Course Selection

Course selection is the process by which students select course sections for the succeeding semesters.

## Credit

A credit is a unit of academic measurement equivalent to a single-weighted one-semester course.

## Credit Standing

Credit standing (CRD) denotes that the student has successfully completed a course, but was not assigned a numerical grade.

## Cumulative Average

Cumulative Average is calculated by dividing the weighted course total by the total credit attempts over all semesters.

## Degree Program

See Program and Baccalaureate.

## 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 (degree-level)

See Secondary Area of Study.

## 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.

## 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.

## Drop Period



The drop period for single semester courses starts at the beginning of the add period and extends to the 40th class day where students are permitted to drop a course for the current semester.

The drop period for two semester courses starts at the beginning of the add period in the first semester and extends to the last day of the add period in the second semester. See Two-Semester Courses.

## Elective

An elective is a course, acceptable within the program but chosen at the discretion of the student.

## Equate

See Course Equate.

## Faculty Advisor

See Chapter VII - Academic Advising.

## Grade Report

A grade report is released by the Registrar to each student at the conclusion of a semester via WebAdvisor. It notes the courses attempted and the grades assigned (if applicable).

## Hiatus

See Withdrawal.

## In-course Student

In-course refers to a student enrolled in a program of study at the University.

## Mailing Address

The mailing address is a temporary address used for mailing if one is recorded; otherwise the home address is used.

## Minor

See Secondary Area of Study.

## 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.

## Secondary Area of Study

An identified set and sequence of courses, and/or other units of study, research and practice within an area of disciplinary or interdisciplinary study, which is completed on an optional basis while fulfilling the requirements for the awarding of a degree, and may be recorded on the graduate's academic record. The curriculum of a secondary area of study may be composed of elements of the core course offerings of a major, or may be a coherent package of courses organized around a theme, a course of study that bridges two or more disciplines, and/or a training program for a particular skill. Secondary Area may be a minor or degree-level certificate or diploma.

## 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 to August.

## 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.

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**Weighted Course Total**

Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.

**Withdrawal**

Withdrawal of registration for an academic term after the start of classes.

**Withdrawal with Failure**

Withdrawal with failure may be applied to a course or an academic term. The notation "WF" will appear against the course(s) in the grade field on the official transcript.

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## Revisions

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On the basis of information received from program committees, colleges or departments the 2012 - 2013 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.

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### March 1, 2012

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Initial publication of the 2012-2013 Diploma Calendar.

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### June 12, 2012

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This second publication includes the following revision(s):

#### **Chapter VIII Undergraduate Degree Regulations and Procedures**

- Grades -- Grading Procedures -- update of the Grading Procedures

#### **Chapter XI - Certificate Program**

- Kemptville Campus -- Equestrian Program has been deleted

#### **Chapter XVI Administration and Faculty**

Changes and updates to various listings.

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### March 16, 2014

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Updates for AODA Compliance.