

# 2013-2014 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2013-2014 academic year, including the Summer Semester 2013, the Fall Semester 2013 and the Winter Semester 2014.

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

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

Campus d'Alfred

Kemptville Campus

Guelph Campus

Ridgetown Campus

The University is a full member of:

- The Association of Universities and Colleges of Canada

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UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Disclaimer

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## University of Guelph 2013

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The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2013-2014 academic year, including the Summer Semester 2013, the Fall Semester 2013 and the Winter Semester 2014.

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

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

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

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## **Introduction**

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

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

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

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

### **Address for University Communication**

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

#### **Email Address**

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

#### **Home Address**

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

#### **Name Changes**

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

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

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

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



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## 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. 'U' level course minimum grade must be 60%; 'C' level course minimum grade must be 70%.

##### 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 70% 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 complete the Health Occupations Aptitude Examination (HOAE).

- 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 and submitted their work experience prior to March 1<sup>st</sup> 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**. 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  
Kemptonville ON K0G 1J0  
<http://www.kemptonvillec.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.



## **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.