

# 2017-2018 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2017-2018 academic year, including the Summer Semester 2017, the Fall Semester 2017 and the Winter Semester 2018.

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.

Ridgetown Campus

Guelph Campus

The University is a full member of:

- The Association of Universities and Colleges of Canada

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UNIVERSITY  
of GUELPH

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# Disclaimer

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## University of Guelph 2017

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The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2017-2018 academic year, including the Summer Semester 2017, the Fall Semester 2017 and the Winter Semester 2018.

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 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 Advanced Education and Skills Development, 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>.

### Disclosure of Personal Information to the Ontario Ministry of Advanced Education and Skills Development

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The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Advanced Education and Skills Development Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Advanced Education and Skills Development Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Training Colleges and Universities website: <https://www.ontario.ca/page/ministry-advanced-education-and-skills-development> (English) or <https://www.ontario.ca/fr/page/ministere-de-lenseignement-superieur-et-de-la-formation-professionnelle> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and Ministry of Advanced Education and Skills Development Act Notice of Disclosure Activities is posted at <https://www.ontario.ca/page/ministry-advanced-education-and-skills-development>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: <http://www.tcu.gov.on.ca/peps/publications/NoticeOfCollection.pdf>

#### Authority to Disclose Personal Information to Statistics Canada

The Ministry of Advanced Education and Skills Development discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives Ministry of Advanced Education and Skills Development Act authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

### Notification of Disclosure of Personal Information to Statistics Canada

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

### 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

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

#### Home Address

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Enrolment Services.

### 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 <https://uoguelph.civicweb.net/document/68892/ORSInfoReleasePolicy060610.pdf?handle=FF982F8A9AEA4076BE4F3D88147172B8>.

# Learning Outcomes

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On December 5, 2012, the University of Guelph Senate approved five University-wide Learning Outcomes as the basis from which to guide the development of undergraduate degree and diploma programs, specializations and courses:

1. Critical and Creative Thinking
2. Literacy
3. Global Understanding
4. Communicating
5. Professional and Ethical Behaviour

These learning outcomes are also intended to serve as a framework through which our educational expectations are clear to students and the broader public; and to inform the process of outcomes assessment through the quality assurance process (regular reviews) of programs and departments.

An on-line guide to the learning outcomes, links to the associated skills, and detailed rubrics designed to support the development and assessment of additional program and discipline-specific outcomes, are available for reference on the [Learning Outcomes website](#).

## 1. Critical and Creative Thinking

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Critical and creative thinking is a concept in which one applies logical principles, after much inquiry and analysis, to solve problems in with a high degree of innovation, divergent thinking and risk taking. Those mastering this outcome show evidence of integrating knowledge and applying this knowledge across disciplinary boundaries. Depth and breadth of understanding of disciplines is essential to this outcome.

In addition, **Critical and Creative Thinking** includes, but is not limited to, the following outcomes: **Inquiry and Analysis; Problem Solving; Creativity; and Depth and Breadth of Understanding.**

## 2. Literacy

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Literacy is the ability to extract information from a variety of resources, assess the quality and validity of the material, and use it to discover new knowledge. The comfort in using quantitative literacy also exists in this definition, as does using technology effectively and developing visual literacy.

In addition, **Literacy** includes, but is not limited to, the following outcomes: **Information Literacy, Quantitative Literacy, Technological Literacy, and Visual Literacy.**

## 3. Global Understanding

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Global understanding encompasses the knowledge of cultural similarities and differences, the context (historical, geographical, political and environmental) from which these arise, and how they are manifest in modern society. Global understanding is exercised as civic engagement, intercultural competence and the ability to understand an academic discipline outside of the domestic context.

In addition, **Global Understanding** includes, but is not limited to, the following outcomes: **Global Understanding, Sense of Historical Development, Civic Knowledge and Engagement, and Intercultural Competence.**

## 4. Communicating

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Communicating is the ability to interact effectively with a variety of individuals and groups, and convey information successfully in a variety of formats including oral and written communication. Communicating also comprises attentiveness and listening, as well as reading comprehension. It includes the ability to communicate and synthesize information, arguments, and analyses accurately and reliably.

In addition, **Communicating** includes, but is not limited to, the following outcomes: **Oral Communication, Written Communication, Reading Comprehension, and Integrative Communication.**

## 5. Professional and Ethical Behaviour

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Professional and ethical behaviour requires the ability to accomplish the tasks at hand with proficient skills in teamwork and leadership, while remembering ethical reasoning behind all decisions. The ability for organizational and time management skills is essential in bringing together all aspects of managing self and others. Academic integrity is central to mastery in this outcome.

In addition, **Professional and Ethical Behaviour** includes, but is not limited to, the following outcomes: **Teamwork, Ethical Reasoning, Leadership, and Personal Organization and Time Management**

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# I. Statement of Students' Academic Responsibilities

Your success as a student depends above all on your own response to the opportunities and responsibilities that 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 Outcomes
- familiarizing yourself with the Associate Diploma Degree Regulations & Procedures (Section VIII) and understanding grading procedures and continuation of study regulations;
- selecting a program of study to meet both diploma requirements (Section X--Associate Diploma Programs) and carefully reviewing the personalized Program/Academic Evaluation (available on WebAdvisor), which lists the diploma requirements you have completed and those still outstanding;
- contacting your Program Counsellor 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 (e.g. D.T.M. Program Counsellor or Faculty Advisor ) 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 Faculty Advisor 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 including those relating to health and safety provided by an instructor or assistant, either on a course outline or in a class, laboratory or seminar;
- checking your assigned University of Guelph WEBmail account regularly for important communications. This account is the primary conduit by which the University will notify you of events, deadlines, announcements concerning grades, student financial accounts and other official information.

To achieve your full potential within the University or College 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

### History

The University of Guelph was established in 1964 when its founding colleges - the Ontario Agricultural College, the Ontario Veterinary College and Macdonald Institute - joined with a new college of arts and science. Today, the University of Guelph comprises seven colleges - [College of Arts](#), [College of Biological Science](#), [College of Management and Economics](#), [College of Engineering and Physical Sciences](#), [College of Social and Applied Human Sciences](#), the [Ontario Agricultural College](#), and the [Ontario Veterinary College](#). In addition, the University has a regional campus in Ridgetown.

The University of Guelph is renowned in Canada and around the world as a research-intensive and learner-centred institution and for its commitment to open learning, internationalism and collaboration.

Students may pursue more than 80 undergraduate and 45 graduate degree programs spanning the natural and physical sciences, business, social sciences and humanities. Faculty at the University of Guelph have won more prestigious 3M Fellow teaching awards than faculty at any comparably-sized university in Canada. Our students are no less accomplished: 99.3 percent of first-year students enter with an average of at least 75 percent.

A total of 18,667 students attend Guelph, consisting of 16,617 full- and part-time undergraduates and 2,050 full- and part-time graduate students. The University of Guelph is a highly residential community, with approximately 5,260 students living in campus residences. In addition, the University of Guelph-Humber serves 1,955 full- and part-time undergraduates.

With close to \$150 million in annual research funding, the University of Guelph is one of the country's top research institutions. Among its researchers, Guelph numbers 25 Fellows of the Royal Society of Canada. A 12-hectare research park adjacent to the campus is home to a growing number of research-intensive industries.

An enhanced partnership reached in 1997 between the University of Guelph and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) relocated OMAFRA employees to an 86,000-square-foot research complex adjacent to campus, and made the University responsible for Ontario's agricultural college at Ridgetown, the Horticultural Research Institute of Ontario and OMAFRA's Laboratory Services. With its enhanced partnership, its research park, Bioproducts Discovery & Development Centre and the Guelph Food Technology Centre -- an independent laboratory on campus for food processing research and product development -- the University of Guelph is the hub of a rapidly growing cluster of agri-food education, research and laboratory services in Canada. Guelph's commitment to internationalism is reflected in several ways. Guelph attracts about 700 international students from 100 countries and maintains 61 study abroad programs (56 exchange and five semester abroad) with 27 countries. About 500 University of Guelph students study abroad each year. The University of Guelph has 60 public- and private-sector partners in 30 countries, and participates in Canadian International Development Agency projects worth a total of \$16.5 million around the world. The University offers more than 200 distance degree credit courses to more than 16,000 course enrolments. Our graduates are Guelph's ambassadors to the world with more than 90,000 alumni in 145 countries.

### Academic Organization

[College of Arts](#)

[College of Biological Science](#)

[College of Business and Economics](#)

[College of Engineering and Physical Sciences](#)

[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>.

### Mission Statement

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

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

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

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

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

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

### University Governance

In accordance with the University of Guelph Act (1964), the University operates under a bicameral system of governance comprising the Senate and the Board of Governors. The Senate is responsible for the academic policy of the University which includes responsibility for determining the courses of study, standards of admission and qualifications for graduation. The Board of Governors is responsible for all other aspects of the governance of the University not assigned to the Senate. This includes oversight of the management and control of the University and its property, revenues, expenditures, business and related affairs. The Board of Governors is responsible for the operation of the Board of Trustees of the University of Guelph Heritage Fund.

The University Secretariat has responsibility for supporting the efficient and timely operation of the Board of Governors, Board of Trustees, and the Senate plus their several committees, subcommittees, task forces and working groups which comprise the bicameral governance system of the University of Guelph.

The University Secretary also serves the role of University coordinator for the purposes of complying with Ontario's Freedom of Information and Protection of Privacy Act. In this role, the University Secretary serves the entire University community and, where appropriate, groups outside the University with the provision of timely, accurate and objective information, advice and the interpretation and application of the University's policies and procedures with regard to protection of personal privacy and access to information.

For information on the Board of Governors and the Senate, visit the University Secretariat website at <http://www.uoguelph.ca/secretariat/>.



## III. Schedule of Dates

The dates for the 2017-2018 academic year are listed by semester below as follows:

Summer Semester 2017

Fall Semester 2017

Winter Semester 2018

### Summer Semester 2017

#### *Monday, May 1*

- Last day for applications for external and internal program transfer to Fall Semester 2017 for all programs except D.V.M.

#### *Friday, May 5*

- Last day to apply via hard copy to graduate at Summer 2017 Convocation (late application fee still in effect)

#### *Wednesday, May 10*

- Add period begins

#### *Thursday, May 11*

- Classes commence

#### *Friday, May 12*

- Last day to submit co-op work performance evaluations and learning goals reflections for Winter Semester 2017

#### *Monday, May 15*

- New student course selection for Fall Semester 2017 begins

#### *Wednesday, May 17*

- Last day to submit co-op work semester reports for Winter Semester 2017

#### *Friday, May 19*

- Add period ends
- Last day to drop two-semester courses (W17/S17)
- Last day for clearance to graduate for Summer 2017 Convocation

#### *Monday, May 22*

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

#### *Friday, June 2*

- Ridgeway Campus Convocation

#### *Monday, June 5*

- Course selection period for Fall Semester 2017 begins--In-course students (F17 new students can continue to add & drop F17 courses)

#### *Friday, June 9*

- Course selection period for Fall Semester 2017 ends--In-course students (F17 new students can continue to add & drop F17 courses)

#### *Monday, June 12*

- Summer 2017 Convocation ceremonies begin
- Deferred examinations for Winter 2017 courses commence

#### *Thursday, June 15*

- Last day to submit co-op learning goals for Summer Semester 2017

#### *Friday, June 16*

- Summer 2017 Convocation ceremonies end
- Deferred examinations for Winter 2017 courses conclude

#### *Thursday, June 22*

- Last day to apply to graduate at Fall 2017 Convocation without late application fee

#### *Monday, July 3*

- Holiday--NO CLASSES SCHEDULED--classes rescheduled to Friday, August 4

#### *Wednesday, July 5*

- Last day for Fall 2017 new student course selection

#### *Friday, July 7*

- Fortieth class day--Last day to drop one semester courses
- Last day to apply online to graduate at Fall 2017 Convocation (late application fee still in effect)

#### *Wednesday, August 2*

- Last day for regularly scheduled classes

#### *Thursday, August 3*

- Classes rescheduled from Monday, May 22, Monday schedule in effect

#### *Friday, August 4*

- Classes rescheduled from Monday, July 3, Monday schedule in effect
- Classes conclude

#### *Monday, August 7*

- Holiday

#### *Thursday, August 10*

- Examinations commence

#### *Saturday, August 12*

- Examinations scheduled

#### *Friday, August 18*

- Examinations conclude

#### *Monday, August 21*

- Add period for Fall Semester 2017 begins

### Fall Semester 2017

#### *Monday, August 21*

- Add period for Fall Semester 2017 begins

#### *Monday, September 4*

- Holiday

#### *Thursday, September 7*

- Classes commence

#### *Friday, September 8*

- Last day to submit co-op work performance evaluations and learning goals reflections for Summer Semester 2017
- Last day to apply via hard copy to graduate at Fall 2017 Convocation (late application fee still in effect)

#### *Wednesday, September 13*

- Last day to submit co-op work semester reports for Summer Semester 2017

#### *Friday, September 15*

- Add period ends
- Last day to drop two-semester courses (S17/F17)

#### *Friday, September 22*

- Last day for clearance to graduate at Fall 2017 Convocation

#### *Monday, October 9*

- Holiday--NO CLASSES SCHEDULED -- classes rescheduled to Friday, December 1

#### *Tuesday, October 10*

- Fall Study Break Day - NO CLASSES SCHEDULED -- classes rescheduled to Thursday, November 30

#### *Wednesday, October 11*

- Course selection period for Winter Semester 2018 begins--In-course students

#### *Friday, October 13*

- Last day to submit co-op learning goals for Fall Semester 2017

#### *Monday, October 16*

- Deferred examinations for Summer 2017 courses commence

#### *Friday, October 20*

- Deferred examinations for Summer 2017 courses conclude
- Last day to apply to graduate at Winter 2018 Convocation without application late fee

#### *Saturday, October 21*

- Fall 2017 Convocation

#### *Thursday, November 2*

- Course selection period for Winter Semester 2018 ends--In-course students

#### *Friday, November 3*

- Fortieth class day--Last day to drop one semester courses
- Last day to apply online to graduate at Winter 2018 Convocation (late application fee still in effect)

#### *Wednesday, November 15*

- Last day for external and internal applications for admission to Winter Semester 2018 for all programs with Winter entry

#### *Wednesday, November 29*

- Last day for regularly scheduled classes

#### *Thursday, November 30*

- Classes rescheduled from Tuesday, October 10, Tuesday schedule in effect

#### *Friday, December 1*

- Classes rescheduled from Monday, October 9, Monday schedule in effect
- Classes conclude

- Last day for applications from in-course students for admission into the Co-op option of B.A. (Psychology); B.Comm. (Accounting); B.Sc. (Biochemistry, Biological & Pharmaceutical Chemistry, Chemistry, Biomedical Toxicology); and B.Sc.(Env.) for Winter Semester 2018.

**Monday, December 4**

- Examinations commence

**Saturday, December 9**

- Examinations scheduled

**Monday, December 11**

- Add period for Winter Semester 2018 begins

**Friday, December 15**

- Examinations conclude

## Winter Semester 2018

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**Monday, December 11**

- Add period for Winter Semester 2018 begins

**Friday, January 5**

- Last day to apply via hard copy to graduate at Winter 2018 Convocation (late application fee still in effect)

**Monday, January 8**

- Classes commence

**Tuesday, January 9**

- Last day to submit co-op work performance evaluations and learning goals reflections for Fall Semester 2017

**Friday, January 12**

- Add period ends
- Last day to drop two-semester courses (F17/W18)
- Last day to submit co-op work semester reports for Fall Semester 2017

**Friday, January 19**

- Last day for clearance to graduate at Winter 2018 Convocation

**Friday, January 26**

- Last day to apply for international exchange, field schools and semester abroad programs departing in Summer Semester 2018, Fall 2018 or Winter 2019

**Monday, February 5**

- Deferred examinations for Fall 2017 courses commence

**Friday, February 9**

- Deferred examinations for Fall 2017 conclude
- Last day to submit co-op learning goals for Winter Semester 2018

**Friday, February 16**

- Last day for apply to graduate at Summer 2018 Convocation without application late fee

**Monday, February 19**

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

**Tuesday, February 20**

- Winter 2018 Convocation ceremonies begin

**Friday, February 23**

- Winter Break ends
- Winter 2018 Convocation ceremonies end

**Monday, February 26**

- Classes resume

**Monday, March 5**

- Course selection period for Summer Semester 2018 and Fall Semester 2018 begins--In-course students

**Friday, March 9**

- Fortieth class day--Last day to drop one semester courses
- Last day to apply to graduate at Summer 2018 Convocation (late application fee still in effect)

**Thursday, March 15**

- Last day for external and internal applications for admission to Summer Semester 2018 for all programs with summer entry

**Monday, March 26**

- Course selection period for Summer Semester 2018 and Fall Semester 2018 ends--In-course students

**Friday, March 30**

- Holiday – NO CLASSES SCHEDULED

**Friday, April 6**

- 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. (all programs except Accounting); B. Comp.; B.Eng.; B.Sc. (Biological & Medical Physics, Chemical Physics, Food Science, Microbiology, Nanoscience, Physics) for Fall Semester 2018.

**Monday, April 9**

- Examinations commence

**Saturday, April 14**

- Examinations scheduled

**Friday, April 20**

- Examinations conclude

## 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, Equine Care and Management, and Horticulture

Applicants for admission to the first semester 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 65%; 'C' level course minimum grade must be 75%.

##### 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 75% 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/landing.php>.
- 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 veterinary technician and forwarded directly to the Registrar's Office at the campus.

- the **deadline date** for applying to this program is **February 1<sup>st</sup>** each year.

### Advanced Standing Admission

#### 1. Advanced Standing Applicants from a recognized University or College in Canada

Applicants for admission to the University of Guelph transferring from an accredited university or college are normally subject to the following admission policy.

- Applicants must have completed the Ontario Secondary School Diploma including six 4U/M courses, or equivalent, for admission to the University of Guelph prior to the commencement of the academic session for which application is made.
- Applicants must be eligible for readmission and registration on a full-time basis at the last university or college attended in the academic session for which application is made. Applicants whose academic records at another university have rendered them ineligible to continue study at that institution will be considered for admission only when the stipulated period of rustication has expired.
- Students registered in a preliminary year, bridging year or first year at a recognized university or junior college to which students are admitted without having completed the Ontario Secondary School Diploma or the equivalent are eligible to apply for admission to first year at this University provided that their first or preliminary year program includes subjects equivalent to those 4U or 4M courses required for admission to each program. Credit towards graduation from the University of Guelph is not normally granted for work taken in the first year of the university program which does not require completion of the Ontario Secondary School Diploma or equivalent for admission.
- Admission of students transferring from another university or college is not automatic. All such applicants will be assessed in competition with other new applicants, taking into consideration the academic requirements and enrolment limitations which pertain at the time the application is complete. In addition, an offer of admission will not imply in any way that space will be available in the course(s) in which the applicant wishes to register.
- The University of Guelph subscribes to the following General Policy on the Transfer of Course Credits, as adopted by the Council of Ontario Universities: Acceptance of transfer credits among Ontario Universities shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Upon admission, and insofar as possible, acceptance of transfer credit should allow for the maximum recognition of previous learning experience in passed university-level courses. Subject to the degree and specialization to which the applicant is admitted, and to grade and program requirements, any course offered for credit by another Ontario university shall be accepted for credit when there is an essential equivalency in course content.
- In addition, the University of Guelph supports the intent of the Pan-Canadian Protocol on the Transferability of University Credits to develop consistent, fair and efficient systems to facilitate student mobility and program completion. In consideration of the principles of the Protocol, the University of Guelph undertakes to ensure that all course work completed by transfer students in the first two years of university study in Canada (including the final year leading to a diploma of college studies (DCS) in Quebec and the transfer courses offered by community colleges in British Columbia and Alberta) are recognized and, subject to degree, grade and program requirements are credited for the purpose of granting a degree provided that:
  - the applicant is deemed admissible and has been offered admission
  - a passing grade has been achieved in each course to be transferred and the grade is at the level that normally would be required of students at the University of Guelph and
  - the credits earned are related to the program of study in which the transfer student will register, or the credits can be counted as electives in the program of study.
- Candidates from non-Ontario universities or colleges applying for advanced standing may submit, with the application, detailed course descriptions, or a calendar of the institution at which they studied. The provision of such information will greatly facilitate the evaluation of previous work and the consideration of possible transfer of credits. The amount of transfer credit granted is at the discretion of the Registrar and the Dean of the College concerned.

Note: Where necessary, the grades from other universities or colleges whose marking schemes differ from those of this University shall be translated into the equivalent grades of the University of Guelph and admissibility assessed in those terms. Applicants for transfer, for whom English is a second language, must submit with their application, evidence acceptable to this University of Proficiency in English (see English Proficiency in this section of the calendar).

h. Applicants who have been required to withdraw from the University of Guelph or another post-secondary institution and who pass university credit courses during the period of rustication, may be eligible for 1.00 credit provided the criteria for admission or readmission and transfer of credit are met. If university credit courses are successfully completed after the rustication period, transfer credit may be granted for all courses provided the criteria for admission or readmission and transfer of credit are met. Applicants who have been debarred for academic misconduct will not receive credit for courses taken during the period of debarment.

i. Applicants should contact Admission Services regarding specific transfer credit.

The application of these transfer credits will vary depending on the degree and specialization. The applicant must satisfy degree graduation requirements and residency requirements as outlined in Section VIII--Undergraduate Degree Regulations and Procedures.

Specific graduation requirements will be determined in consultation with the program counsellor and departmental advisor.

Applicants will typically be informed of the amount of advanced standing credit granted when they receive the offer of admission. Acceptance by the student of the offer of admission shall imply the student's agreement to the advanced standing credit granted.

## **2. Applicants from Universities Outside of Canada**

The amount of credit granted will be dependent upon the institution and upon the educational system. Admission Services at the University of Guelph does not grant advanced standing for work experience or for involvement in programs such as the World Youth Organization. Please refer to Section VII Undergraduate Degree Regulations and Procedures for information on Prior Learning Assessment.

## **3. Advanced Standing Applications from Recognized Community Colleges or Other Post-Secondary Institutions**

The University of Guelph will also consider the granting of advanced standing for studies completed in certain post-secondary institutions. Included in this category are:

### **a. Colleges of Applied Arts and Technology, and Institutes of Technology and Advanced Learning**

Applicants from appropriate programs may be considered for admission with advanced standing in accordance with the following policy:

- i. Transfer credits are determined by the Admissions Committee of the program to which the student is admitted and where applicable, in accordance with any existing articulation agreement or pathway. Please refer to the information at the beginning of Section IV on Articulation Agreements.
- ii. Transfer credits will be based on courses completed normally with a grade of 'B' or better, where those courses are deemed appropriate to the program to which the student is admitted at this University. A minimum overall average of B is normally required in diploma programs for consideration of any transfer credit.
- iii. Up to 10.00 credits may be granted to students transferring from a three-year diploma program, and up to 5.00 credits may be granted to students transferring from a two-year diploma program. The granting of additional transfer credits will be considered in the case of graduates from a one-year post-diploma program.
- iv. Should a student transfer to a different program after admission to the University of Guelph, credits assigned upon admission may be re-assessed where deemed appropriate by the Admission Committee of the program.

### **b. Colleges of Agricultural Technology**

Graduates of the two-year Associate Diploma programs or other two-year programs offered by the Colleges of Agricultural Technology may receive a maximum of 5.00 transfer credits upon admission to a degree program. Graduates admitted to the Bachelor of Science in Agriculture program, Bachelor of Bio-Resource Management program, and Bachelor of Commerce, Food and Agricultural Business program may be eligible for additional transfer credit. A minimum overall average of 70% is required in the Associate Diploma Program(s) for consideration of any transfer credit.

## **4. CEGEPS - Province of Quebec**

- a. Applicants who present the Diplôme des Etudes Collegiales may be eligible for advanced standing, to a maximum of 5.00 credits.
- b. For more specific information candidates may contact Admission Services, Office of Registrarial Services, University of Guelph.

## **Application Procedures**

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 Ridgetown campus should be submitted on-line through the [Ontario College Application Service](#).

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 February 1<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**

Admission Services will use the mailing address and/or email address supplied by the applicant to communicate decisions. Applicants using the OUAC 105 application form or the applications found on the University of Guelph website can access their admission decision via WebAdvisor (access to this online tool will be made available once the application has been received). The University will not be held responsible for decisions sent to these addresses but not received.

Applicants who are not currently in any secondary or post-secondary program can normally expect to receive an admission decision within a three to four week period following receipt of the application and all official documents by Admission Services, provided they have not applied to a limited enrolment program. Typically applicants for limited enrolment programs will be considered at the same time in competition for the spaces which are available.

Students currently enrolled in a 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 is made. An applicant who submits an official post-secondary transcript at the conclusion of their fall semester of their current academic year may receive an early offer of admission. This offer of admission will be conditional upon successful completion of the student's current academic year and conditions specified by the Admission Committee for the degree program to which the student is admitted. Official final transcripts will be required by the University of Guelph, for Fall entry, by June 1 to confirm that the conditions of early offers of admission have been satisfied. Students will be advised via email that admission conditions have been cleared.

Admission decisions for the D.V.M. program will not be made until after the deadline date for receipt of applications and documentation.

## **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 Agriculture or Horticulture Graduates**

### **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 MATH\*1080 or MATH\*1030 (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 grade 12 University (U) level Calculus and Chemistry of 75%.

You may be eligible for a minimum of 5.00 credits advanced standing.

## Bachelor of Science in Agriculture

Applicants must have achieved a 70% cumulative average in their diploma program and may be eligible for a minimum of 5.00 credits advanced standing.

## Deadline Dates

While the final date for receipt of applications is May 1<sup>st</sup> and documents is June 1<sup>st</sup> at the Ontario Agricultural College and August 1<sup>st</sup> at 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 and Ridgetown are offered in English only. If English is not your first language, you must be able to provide evidence of your fluency in the language of instruction. For further information please contact. <https://admission.uoguelph.ca/>

## Prior Learning Assessment (PLA)

At the University of Guelph, Prior Learning Assessment (PLA) is an acceptable process for assigning credit at the undergraduate level for learning stemming from experience acquired independently of courses taken at university. PLA provides a mechanism whereby credit is given for equivalence in a university 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-degree 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 College 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 Enrolment Services ([es@uoguelph.ca](mailto:es@uoguelph.ca)) for application forms and further information.

## Readmission

Previously registered University of Guelph students must apply to Admission Services for readmission under any of the conditions outlined below. In some cases, applicants may reapply for the Fall entry point only. Applicants should contact Admission Services for details if:

1. They were required to withdraw from their program for a period of two or more semesters.
2. They were suspended from the University for academic misconduct.
3. They have graduated from this University and wish to register for additional courses.
4. They registered in a program at another post-secondary institution and wish to return to the University of Guelph.
5. They have not registered at the University of Guelph for six or more consecutive semesters.
6. They are attending the University of Guelph on a letter of permission and wish to continue beyond 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 sub-sections regarding appropriate admission requirements and deadline dates in this Section (IV--Admission Information). 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 admission counsellor regarding procedures and criteria for readmission to that program.

Students apply for readmission online via the Internal Transfer/Readmission application. An application fee is payable at the time the application is submitted. Refer to <http://admission.uoguelph.ca> for further information.

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. Students registered for courses through the Open Learning program are not permitted to attend courses on campus.

2. Students who take university courses after the two-semester rustication period may normally transfer all these credits 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 university credit course taken during the rustication period.

## Residence Accommodation

Campus residence accommodation is normally available for first-year 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 College for the first time, the decision of the Admissions Committee 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:

- UNIVERSITY OF GUELPH  
Admission Services  
University Centre, Level 3  
Guelph ON N1G 2W1  
<https://admission.uoguelph.ca/>
- RIDGETOWN CAMPUS  
Registrar's Office  
120 Main St. E.  
Ridgetown ON N0P 2C0  
<http://www.ridgetownc.uoguelph.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 upon written request. Applications with incomplete documentation after the document deadline date will not receive consideration if the program is filled and closed.

1. Ontario Secondary School Diploma or equivalent Senior Matriculation Certificates, (e.g. 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. Official transcripts of all academic work taken at the post-secondary level, (e.g. university, college, etc.)
3. Transcript of marks from the last secondary school attended.
4. Any other documents demonstrating academic results or ability, or explaining the level of academic performance.
5. Any supplementary information required as part of the application.

## Use of Animals in Teaching

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

## **V. International Study**

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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.

## 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

### Ridgetown Campus

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

Student at the Ridgetown campus must check at the Administrative Office in the Pestell Student building for assistance.

### Refunds

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

### Prior Learning Assessment

Fees for Prior Learning Assessment

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

### Changes in Fee Schedule

The University of Guelph and Ridgetown campus 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.

## 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: <https://www.uoguelph.ca/registrar/studentfinance/fees/uhip>.

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 and Student Organization Fees, please visit the Student Financial Services website at: <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>.

### Special University Fees

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

Fee Name and Description	Fee
<b>Account Deferral Fee</b>	\$60.00 per occurrence
<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 on the Guelph Campus

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>.

Information on Residence Fees for Ridgetown Campus is available at:

[Ridgetown Campus http://www.ridgetownc.uoguelph.ca/](http://www.ridgetownc.uoguelph.ca/)

## Meal Plan Fees on the Guelph Campus

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 a semester may be eligible for a refund of tuition fees (see also Withdrawal, Section VIII--Associate Diploma Regulations).

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 Advanced Education and Skills Development to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.** In Cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

**Winter and Summer Semesters** - Refunds of tuition fees will be calculated according to the effective date and schedule found at: <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/refunds>

**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.

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.

**For information regarding Withdrawal Refunds for Full-time, Part-time and Audit students, visit the Student Financial Services website at:** <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/refunds>.

## 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 (Guelph Campus only)

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.

## Medical Insurance Premium and Dental Insurance Premium (Guelph Campus Only)

This premium is not refundable unless a student withdraws from the university within the 100% Tuition Refund period for the semester. Please direct inquiries to the Student Benefits Office.

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



## 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 and College. 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 University and 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 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 Associate Diploma Regulations and Procedures, diploma 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 Diploma Program 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
- clarification of regulations and procedures from the Program Counsellor or Faculty Advisor

### Faculty Advisors

#### Role of the Faculty Advisor

The Faculty Advisor has particular expertise in the *program specialization* and the fit of that specialization within the diploma 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 program, in order to provide information about the specialization as it fits within the diploma 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 Studies 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 diploma 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 diploma program
- liaise with the Faculty Advisor for the specialization, in order to provide information about the diploma program and the fit of the specialization within the diploma 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
- change student status, as appropriate
- 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 (Guelph Campus Only)

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/diploma 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 diploma 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

<b>Location</b>	<b>Program Counsellor / Associate Director</b>	<b>Contact Information</b>	<b>Email</b>
<b>Ridgetown Campus</b> (Agriculture, Environmental Management, Horticulture, Veterinary Technology)	B. O'Neill Registrar / Counsellor I. Moore Associate Director	519 674-1610 ext. 63610 Building: J.D. Pestell Student Services 519-674-1500 ext. 63666	baoneill@uoguelph.ca imoore@uoguelph.ca
<b>University of Guelph</b> (Turfgrass Management)	J. Johnson Program Counsellor	Johnston Hall 133A 519-824-4120 Ext. 54800	jjohnson@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 Ridgetown 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.

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 for students who wish to register for more than 3.00 credits.

## 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

#### 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.

#### Process for Academic Consideration and Appeals

This chart outlines the categories for academic consideration, grounds, timelines and appeals. For detailed information on the policies and processes, see the following pages. Students are reminded to consult the program counsellor as soon as extenuating circumstances affect academic performance in order to initiate action and provide any required documentation.

Chart outlining the categories for academic consideration, grounds, timelines and appeals

Category	Grounds for Consideration	Consideration Granted By	Period of Consideration	Subsequent Appeal To
<b>Incomplete Course Work (see below for deferred privilege requests)</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>Request for deferred Privilege (Examination or Condition)</b>	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with program counsellor)	Documentation must be submitted to program counsellor within five working days of the missed examination/course work deadline	Petitions Committee 10 working days deadline for appeals of academic review decisions
<b>Supplemental Privilege</b>	Please see the criteria listed under the Supplemental Privileges section of the Diploma Calendar	Academic Review Sub-Committee (consult with program counsellor)	Documentation must be submitted within the first five class days of the subsequent semester	Petitions Committee 10 working days deadline for appeals of academic review decisions
<b>Late Drops, Credit Standing, and Withdrawal with Failure (WF)</b>	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with program counsellor)	Documentation must be submitted within the first 20 class days of the subsequent semester	Petitions Committee 10 working days deadline for appeals of academic review decisions
<b>Request for Probationary Status</b>	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with program counsellor)	Contact your program counselling office for request submission deadlines	Petitions Committee 10 working days deadline for appeals of academic review decisions
<b>Request for Grade Reassessment</b>	Calculation Error or omission	Instructor	10 class days of the following semester	No appeal
<b>Request for Grade Reassessment</b>	Methods and Criteria	Department Chair	10 class days of the following semester	Petitions Committee 10 working days after decision of chair
<b>Request for Grade Reassessment</b>	Misapplication of an Academic Regulation	Instructor	Should be initiated as soon as possible	First Level: Department Chair Second Level: College Dean Third Level: Provost

## 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 Advising). **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.

### 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 and must be submitted to the program counsellor within five working days of the missed examination/course work deadline. 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 submit their documentation to their program counsellor within five working days of the missed examination/course work deadline.

#### 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 and must be submitted to the program counsellor within five working days of the missed examination/course work deadline. 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 within five working days of the missed examination/course work deadline. 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:

- a. the student feels that appropriate consideration has not been granted by the instructor, or
- b. 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:

1. Inform the instructor-in-charge of the course in writing.
2. If the instructor requests it, supply documentation. If documentation is unavailable, consult your program counsellor.
3. Complete and submit missed work by the new deadline established by the instructor.
4. 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 for a deferred privilege for a missed final examination or other course requirements not completed must be submitted, along with supporting documentation, to the program counsellor within five working days of the missed examination/course work deadline.

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 10 working days of the academic review decision (see Petitions). The Senate Committee will not normally consider any appeals submitted past this deadline.

### Student's Responsibilities

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

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

2. Submit a request for consideration on the "Request for Academic Consideration" form available from Enrolment Services, Office of Registrarial Services, at <http://www.uoguelph.ca/registrar/index.cfm?downloads> or from their program counsellor. Deadlines for Academic Review Sub-Committee meetings can be found in Section III--Schedule of Dates. A request for a deferred privilege for a missed final examination or other course requirements not completed must be submitted, along with supporting documentation, to the program counsellor within five working days of the missed examination/course work deadline.

### 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 "Incomplete Coursework Form".

If the medical evidence or compassionate reasons have been verified and accepted the Academic Review Sub-Committees use this form to determine whether a student is eligible to be considered for a deferred privilege for a missed final exam, final assignment or final piece of the graded components of the course. The instructor should include with the Incomplete Coursework 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 must be completed within the semester immediately following the semester in which the exam/course work was originally missed, 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 Enrolment 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:

#### 1. 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.

#### 2. 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).
- Successfully completing the requirements for each of the approved scheduled academic semesters.
- Completing no more than five full-time academic semesters in their co-op program before beginning the first work term.
- Completing COOP \*1100 in the semester scheduled.
- Completing a Fall, Winter and Summer work term, unless otherwise agreed to.

#### 3. Academic Related Issues

- 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.
- 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 Diploma Calendar under "Academic Consideration, Appeals and Petitions".

#### 3. Academic Related Appeals

- 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 Diploma Calendar under Academic Consideration, Appeals and Petitions.
- 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 Diploma Calendar under Grade Reassessment.

### Student Petitions

The Senate Standing Committee on Student Petitions is comprised of students and faculty members and is supported by a representative from the Office of Registrarial Services and the Governance & Judicial Officer.

The Committee has the jurisdiction to:

Act as an appeal body for the following decisions:

- a decision of an Academic Review Sub-committee (Diploma students) denying a request for academic consideration;
- a decision of the Admissions & Progress Sub-committee (graduate students) denying a request for academic consideration;
- a decision denying a specific request for academic accommodation pursuant to the Senate policy on "Academic Accommodation for Students with Disabilities";
- a decision of academic misconduct, made by the appropriate dean(s)/ designate(s); either the finding of academic misconduct or the penalty may be appealed;
- a final grade on a course based on the methods and criteria used by the instructor;
- review and make decisions regarding a student request to expunge a record of academic misconduct no sooner than five years after the date of last registration;
- review and make recommendations to the President in regard to a student request to expunge a record of expulsion.
- review a decision of an Admissions Sub-committee, or the Admissions & Progress Sub-committee on readmission to a program, only if the basis of the appeal is procedural unfairness or bias on the part of the Admissions Sub-committee or Admissions & Progress Sub-committee.

Students must file a petition/ appeal within 10 working days of the receipt of the original decision.

For more information on the student petitions/ appeal process, students may contact student judicial services at the University Secretariat [judicial@uoguelph.ca](mailto:judicial@uoguelph.ca).

### Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the graduate, undergraduate and diploma 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

## 1. Purpose, Scope

The policy, Academic Accommodation of Students with Disabilities (“Policy”) is composed of two documents: the Policy Document and this Procedures Document. This Procedures Document is intended to support the Policy Document and provides specific information on the decision making process and appeals process related to Academic Accommodations. Definitions for capitalized terms are found in the Policy Document. In the event of a discrepancy between the Policy Document and the Procedures Document, the Policy Document will apply.

## 2. Essential Requirements and Academic Accommodation

Decisions concerning specific forms of Academic Accommodation are made with consideration to the Essential Requirements of a specific course or program in order to ensure its integrity. Registration in a course or program does not guarantee the granting of any specific form of Academic Accommodation. Students are expected to contact SAS as early as possible to discuss their accommodation needs if their choices concerning a course or program may be affected by the specific forms of Academic Accommodation granted by the University.

## 3. Student Accessibility Services (SAS)

### Role of SAS

3.1 SAS facilitates a variety of programs and services to assist students with participating fully in University life and maximizing campus accessibility. These may include:

- confirming whether a student has met the criteria for establishing that a Disability exists and helping to identify appropriate options for Academic Accommodations,
- providing to a Course Instructor, Notifications as to the appropriate types of Academic Accommodation,
- granting common forms of In-Course Academic Accommodations as described in section 5.1 below,
- supporting and facilitating the provision of Academic Accommodations by academic departments,
- acting as a resource for members of the University community about disability related matters that have an impact on equitable participation in academic life, and
- assisting the student in developing strategies for managing daily activities relating to academic life in the context of their disability.

### Registration

3.2 All students who require Academic Accommodation must register with SAS in accordance with this Policy including applicants who submitted information regarding a Disability as part of the Admission process. Submission of information as part of the Admission process does not satisfy registration requirements for SAS.

3.3 In order to provide Academic Accommodations in a timely fashion, students are expected to observe the following dates:

- First year students must submit a New Student Intake Form (NSIF) by June 15 prior to commencing their program. It is also recommended that first year students participate in SAS orientation programs offered at the start of each academic year.
- Transfer students who are admitted after June 15 or who are starting their program in either the winter or summer semester, must submit the NSIF as soon as possible after accepting an offer of admission.
- Students who are already attending the University and are registering with SAS for the first time must submit the NSIF as soon as they are aware that a need for accommodation exists.
- All new students and any returning students who need to meet with an advisor must normally contact SAS by the end of the first week of classes to book an appointment. If there is an immediate need for an accommodation, students are expected to make this known when booking the appointment.
- Students who have registered with SAS in a previous semester must reactivate their status within the first 2 weeks of classes for each semester they are enrolled by following instructions on the SAS website or sent to their University email account.

3.4 Efforts will be taken to support students who delay registration with SAS. However, some options may not be available on short notice and may be deferred to a subsequent semester.

### SAS Exam Centre

3.5 Students who have been approved to write Examinations in the SAS Exam Centre must normally book the appropriate date and time with SAS:

- At least 7 days prior to a scheduled midterm examination date,
- No later than the 40th class day for final examinations.

3.6 Where Examinations are written in the SAS Exam Centre, SAS is responsible for working with the academic unit to :

- identify students who will be writing in the SAS Exam Centre at least three working days prior to the scheduled date of the Examination;

b. arrange for copies of the Examination to be available in the SAS Exam Centre on the day before it is to be administered to the student, and returned to the department/school on the first working day following the Examination.

c. arrange for Examinations written in the SAS Exam Centre to be administered at the same time as the rest of the class, except when alternate timing has been approved by the Course Instructor. Examples of when this may be necessary include but are not limited to when:

- granting additional time causes the scheduling of two Examinations to come into conflict,
- a Disability precludes the student from being able to write more than one Examination per day,
- medication required by the student affects the student’s ability to function at particular times of day, or
- Examinations are scheduled outside of regularly scheduled class times and/or the SAS Exam Centre is closed.

## 4. Documentation Requirements

4.1 Students requesting Academic Accommodation must provide appropriate documentation to SAS in accordance with this section. The documentation must be from an appropriate Regulated Health Professional who has the authority to diagnose the particular Disability. In the absence of current documentation identified in section 4.2 below, students can request Interim Academic Accommodations

4.2 Documentation must be current according to the following standards:

- Learning Disabilities and ADHD must have been assessed at age 18 or older, or within the last three years;
- all other Disabilities must be assessed within the timeframe that the student experiences a functional limitation for which an Academic Accommodation is needed; and
- documentation may need to be renewed as appropriate to reflect the student’s on-going need for Academic Accommodation.

4.3 Documentation must be comprehensive and provide information regarding the student’s functional limitations in a university setting. A Functional Assessment form is used for all forms of Disabilities except for Learning Disabilities (see section 4.4 below). Functional Assessment forms are available on the SAS website. All documentation must include the following minimal information:

- a statement of the nature of the Disability (a specific diagnosis is optional but not required);
- information on the severity, duration and intensity of the Disability;
- a description of functional limitations; and
- whether the Disability is permanent or whether it falls under the definition of a Temporary Disability.

4.4 Students with Learning Disabilities must provide documentation in the form of a psychoeducational assessment report (“Assessment”) that conforms to established standards. The Assessment must contain but is not limited to the following information:

- The credentials and signature of the assessor, who must be a registered psychologist or psychological associate;
- A description of the procedures used for the Assessment, including relevant contextual information;
- Evidence that appropriate psychometric testing has been employed, including instruments that have been validated against adult norms;
- Information about the severity of the Functional Limitations experienced by the student;
- Ruling out of other possible explanations for the observed assessment results (differential diagnosis);
- An indication that the results are believed to be a reasonable representation of the student’s normal abilities; and
- Confirmation that a specific learning disability exists.

4.5 Documentation may also include recommendations as to the types of Academic Accommodations that might address a student’s specific functional limitations. However, the University retains ultimate decision-making authority as to which forms of Academic Accommodations may be granted.

## 5. Requests for In-Course Academic Accommodation

5.1 Subject to appropriate documentation, requests for certain common forms of In-Course Academic Accommodation can be granted directly by SAS. These include but are not limited to requests for:

- note taking;
- arrangements for appropriate seating in a classroom; or
- supports for Examinations that are administered by the SAS Exam Centre such as extra time, use of a private or semi-private room, use of a computer, adaptive software or word processor, or access to a reader or scribe.

5.2 Students requesting In-Course Academic Accommodation are responsible for submitting their requests in accordance with deadlines as provided on the SAS website.

**5.3** Requests for In-Course Academic Accommodations not in subsection 5.1 are considered "Supplementary Academic Accommodations" and are made directly to Course Instructors or the appropriate University units with the support of SAS. Examples may include but are not limited to:

- a. audio recording of lectures;
- b. use of memory aids or calculators for Examinations;
- c. additional time for assignments, or alternate scheduling of Examinations;
- d. advanced access to information about readings and assignments; or
- e. alternative methods of assessing Essential Requirements.

**5.4** SAS provides support to students in learning to negotiate on their own behalf. To that end, SAS encourages students to negotiate directly for Supplementary Academic Accommodations, when appropriate. At the student's request, SAS may provide assistance in requesting Supplementary Academic Accommodations.

**5.5** Course Instructors are encouraged to contact SAS to discuss any requested Supplementary Academic Accommodation that is not consistent with the Notification, or if there are questions related to the impact of the Supplementary Academic Accommodation on the Essential Requirements of a course or program.

**5.6** If SAS supports the need to have textbooks produced in alternate format (e.g. audio books, Braille or e-text), students must make the necessary arrangements directly with Library Accessibility Services. Students are encouraged to make these arrangements early since it can take 4 to 6 weeks to acquire alternate format text.

## **6. Supplementary Academic Accommodation Decision Process**

**6.1** If consensus on Supplementary Academic Accommodation cannot be reached between the student, the Course Instructor and SAS, then the Course Instructor shall consult as follows:

- a. for Diploma students, with the Chair or designate, or
- b. for graduate students, with the Graduate Program Coordinator.

**6.2** If, after the consultation described above, consensus still cannot be reached on the Supplementary Academic Accommodation to be provided, a report will be issued within 5 working days ("Report") as follows:

- a. for Diploma students, the Chair shall provide a Report to the Dean (or designate).
- b. for graduate students, the Graduate Program Coordinator shall provide a Report to both the Assistant Vice-President (Graduate Studies) and the College Dean (or designate) who has oversight responsibility for the graduate program.

**6.3** The Report will include the Notification from SAS, the type(s) of Supplementary Academic Accommodation being requested, and the rationale for not granting the request including any concerns regarding its impact on the Essential Requirements of the course or program, if applicable. The Report will also include information about any alternative forms of Supplementary Academic Accommodations that have been considered.

**6.4** Within 5 working days of the receipt of the Report, the Dean (or designate) and when applicable, the A.V.P. Graduate Students shall make a decision on the type(s) of Supplementary Academic Accommodation to be granted and advise the parties in writing.

## **7. Appeal Process**

**7.1** Decisions by SAS Advisors regarding the In-Course Academic Accommodations under section 5.1 may be appealed to the Manager, SAS.

**7.2** Decisions by SAS regarding Supplementary Academic Accommodations it will support under Section 5.3 may be appealed to the Director, Student Wellness.

**7.3** Decisions by the Dean (or designate) and when applicable, the A.V.P. Graduate Students under 6.4 may be appealed by the student to the Senate Committee on Student Petitions ("Petitions") in accordance with Petitions' Bylaws.

## **Academic Load**

### **Full-time**

Courses taken via Letter of Permission are not used by the University to calculate academic load.

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**

Courses taken via Letter of Permission are not used by the University to calculate academic load.

A student who is registered in fewer than 3.00 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 Responsible Conduct of Research <https://uoguelph.civicweb.net/Documents/DocumentList.aspx?ID=101475> and the Policy on Non-academic Misconduct <https://www.uoguelph.ca/secretariat/office-services-student-judicial-services-non-academic-appeals/policy-non-academic-misconduct>. These policies will be strictly enforced. See Chapter I Statement of Students' Academic Responsibilities for additional information.

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 the Responsible Conduct of Research, the Policy on Non-Academic Misconduct, 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 [https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/sec\\_d0e6088.shtml](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/sec_d0e6088.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 and Educational Support 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 and Educational Support.
  - b. For Diploma 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 and Educational Support 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 Diploma 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 and Educational Support. 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 evidentiary 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 Enrolment Services/Office of Graduate Studies 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 Enrolment Services/Office of Graduate Studies 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 Enrolment Services/Office of Graduate Studies 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 Enrolment Services/Office of Graduate Studies (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 Enrolment Services/Office of Graduate Studies (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 Enrolment Services/Office of Graduate Studies 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 Enrolment Services/Office of Graduate Studies (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

- Students may appeal either the finding, the penalty, or both to the Senate Student Petitions Committee.
- Appeals must be submitted to the Senate Student Petitions Committee within 10 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.
- 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 Bylaws 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:
  - confirm a finding of guilt;
  - reverse a finding of guilt (in which case no penalty shall apply);
  - confirm a penalty;
  - assess a different penalty.

## Record of Academic Misconduct

Enrolment Services, or the Assistant VP of Graduate Studies, or the Director of Open Learning and Educational Support 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 Enrolment Services/Office of Graduate Studies 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.

### 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

In the tables below (N) indicates the normal expectation for penalty for a first or second year Diploma, or first year graduate student.

##### 1. Plagiarism

Misappropriation of Other's Work - Plagiarism

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

##### 2. Copying

Misappropriation of Other's Work - Copying

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

### 3. Unauthorized Collaboration

Misappropriation of Other's Work - Unauthorized Collaboration

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

### B. Misrepresentation and Fraud

#### 1. Impersonation

Misrepresentation and Fraud - Impersonation

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

### C. Improper Access and Obstruction

These offences may also be subject to penalty under the Policy on Non-Academic Misconduct.

**1. Preventing Access**

## Improper Access and Obstruction - Preventing Access

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

**Academic Review Sub-Committee Procedures**

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. A request for a deferred privilege for a missed final examination or other course requirements not completed must be submitted, along with supporting documentation, to the program counsellor within five working days of the missed examination/course work deadline. 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 available from Enrolment Services, Office of Registrarial Services at <http://www.uoguelph.ca/registrar/index.cfm?downloads>, or from their 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. A request for a deferred privilege for a missed final examination or other course requirements not completed must be submitted, along with supporting documentation, to the program counsellor within five working days of the missed examination/course work deadline.

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 or to Enrolment Services, Office of Registrarial Services.

The Associate Registrar, Enrolment Services, or designate, shall 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 10 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.

**Adding Courses**

A student may not add a course in which pass standing (or higher) has been achieved on a previous course attempt unless so directed by the appropriate Academic Review Sub-committee.

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.

**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.

**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 Waiver Request" and have it completed by the instructor. The student must then present the completed form along with a completed Course Waiver Request form to Enrolment Services for processing. Course Waiver Request forms are available from Enrolment 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 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.

## 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 Enrolment Services.

## Admissions

University of Guelph students may, at some point, be required to complete and submit an application form 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.

Associate diploma students on the Ridgetown campus must contact the Ridgetown campus Registrar for assistance with this process.

## 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 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 to that course, 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.

Ability to register in an Audit Section is subject to capacity availability.

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

## Credit Standing

In rare circumstances, where a student has:

- not completed a course's requirements and would normally be eligible for a deferred privilege but is unable to complete one because they are impacted by extreme medical, psychological or compassionate circumstances beyond their control, or
- where extreme circumstances have impacted the student's level of achievement as reflected in the final course grade,

they may submit a request to the Academic Review Sub-committee for credit standing in the course.

Under a) above, in circumstances where students are able to provide appropriate documentation that there is little reasonable expectation that the outstanding components of evaluation can be completed by the end of the subsequent semester, they may make a request for credit standing.

Under b) above, in circumstances where students are able to provide appropriate documentation that their level of achievement as reflected in the final course grade was impacted by extreme circumstances, they may make a request for credit standing.

"Extreme circumstances" are generally defined as catastrophic circumstances beyond the student's control that renders the student incapable of accessing the academic consideration process.

A student awarded "credit standing" by the Academic Review Sub-committee will receive credit for the course(s) with the notation of CRD instead of a numerical grade. The effect of this on the student's program is that the course(s) are not included in the calculation of the student's overall cumulative or semester average, or specialization average.

The request for credit standing must be made in writing to the Academic Review Subcommittee of the student's degree program, and it must be accompanied by supporting documentation. For students to be considered for credit standing, they must have:

- Completed at least 75% of the graded components of the course(s) for which credit standing is being requested; and
- Received a cumulative passing grade for the components of the course which were evaluated.

Students must submit written requests for credit standing, along with their supporting documentation, to the Academic Review Sub-committee via their Program Counsellor within the first 20 class days of the subsequent semester. Students' written requests for credit standing must include an explanation of why they are unable to undertake or complete a deferred privilege in order to complete the course's evaluative components and/or an explanation of the extreme circumstances which affected their final course grade.

Requests for Credit Standing are not normally granted more than once in a student's program and consideration is limited to a maximum of one semester of courses in the student's program (a single request may include one, some, or all courses in the semester specified in the request).

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

### Schedule 3

Credits granted towards an Associate Diploma for courses completed at other institutions, or in other programs of the University are included in the credit count for continuation of study.

**Students who have attempted 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 Sections**

Students are advised of their course section when they receive their individual course schedule (WebAdvisor) at the beginning of the semester. Course section information indicates the meeting times and room for each course.

Students must attend the course section on their course schedule. In the event that a section change is necessary the student must drop the old section and add the new one following the add/drop process.

**Department Chair's Responsibilities**

The department chair will designate the responsibility for the approving of section changes during the add period. The approval of section changes may be done by the department or the responsibility may be assigned to individual instructors.

**Registrar's Responsibilities**

Enrolment Services confirms with the students on their individual course schedules (WebAdvisor) the course section in which they are enrolled.

**Student's Responsibilities**

Students must stay in assigned course sections. In the event that a section change is desired the department and/or instructor offering the course must be consulted.

**Course Selection**

This is the procedure by which students indicate their course requests, including the appropriate course section for upcoming semesters. Program approval may be required as outlined in Section VII - Academic Advising. Subject to the availability of a published timetable, students may select courses for more than one semester. Students are cautioned that courses may be subject to listed enrolment restrictions. In such cases, priority in the selection of students to receive the course will be given to those who have selected courses prior to the start of the semester. For further information, refer to Priority Access Courses in this section of the calendar.

Students are normally restricted to selecting 2.75 credits during course selection and up to the last day of the add period. A number of programs have Senate-approved schedules of study that require students to register in more than 2.75 credits for particular semesters. As a result, these programs are exempted from the 2.75 restriction as required.

On the last day of the add period, students are allowed to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with approval from the program counsellor, under exceptional circumstances, a student can enrol in more than 2.75 credits earlier in the process.

**New Students**

A booklet including course selection material will be forwarded to new students by the Office of Registrarial Services. Consult this booklet to determine the procedures for course selection that pertain to the program to which you have applied. Students who are unable to return their course selection prior to the published deadline date have an opportunity to make their selection during the extended add period.

**In-Course Students**

Course selection material for upcoming semesters will be available during the semester to all registered students. Students who are not currently registered should check WebAdvisor for course selection dates or refer to Section III--Schedule of Dates..

There is a scheduled course selection period each semester where students can select courses for upcoming semesters (refer to Section III--Schedule of Dates for the exact dates).

Course selection is important for a number of reasons:

- a billing is generated via WebAdvisor by Student Financial Services on the basis of the course selection.
- course sections may be full after the course selection period and those who have not selected courses may not be able to enrol in them.

**Students are encouraged to select courses for more than one semester at a time, subject to the availability of an Diploma Course Timetable.**

Students are encouraged to select their courses using WebAdvisor, however, they may choose to complete an "Undergraduate Course Request" form. A separate "Undergraduate Course Request" form must be completed for each semester. "Undergraduate Course Request" forms must be submitted by the course selection deadline date for the applicable semester. Students who miss the course selection deadline must add their courses at the start of the semester (see Adding Courses and Dropping Courses in this section of the Diploma Calendar).

**Detailed Instructions**

Normally, course selection on WebAdvisor results in a class schedule indicating lecture and laboratory sections, room locations and examination schedules, as applicable.

**A copy of a student's Academic Evaluation is available on WebAdvisor at all times. Students are encouraged to select their courses early and for more than one semester at a time.**

**Student's Responsibilities**

1. Complete the Course Selection process.
2. Obtain program approvals if necessary (refer Section VII - Academic Advising).
3. Submit the request using WebAdvisor. If a student is required to submit a form to Enrolment Services he/she should complete the General section (Section A) of the Undergraduate Course Request form.

When a **two-semester course** is selected, students must complete the course selection process for each term during the appropriate course selection period. These courses must be taken in consecutive semesters as outlined in the course description.

All inquiries regarding **distance education courses** should be directed to the Open Learning and Educational Support. <http://www.open.uoguelph.ca/>

To change your specialization, please use the "Undergraduate Schedule of Studies Change Request" form and submit it to Enrolment Services.

It is the student's responsibility to ensure that the prerequisites have been satisfied for any course selected. Failure to do so will result in registration in the course being denied unless a "Course Waiver Request" form, showing instructor approval, is presented to Enrolment Services. **NOTE:** Students who select a course for a future semester and who fail or drop the prerequisite(s) for the course in the current semester must drop the course. A replacement may be added during the add period.

A student may not register for a course in which pass standing (or higher) has been achieved on a previous course attempt unless so directed by the appropriate Academic Review Sub-Committee.

**Diploma courses are available only to students registered in one of the Associate Diploma programs. Degree students who register in Associate Diploma courses will have the courses dropped from their record.**

**Students not currently registered should check WebAdvisor or the Schedule of Dates for the course selection dates. Students missing the deadline dates will have to add their courses during the add period.**

**Faculty Advisor's Responsibilities**

All advisors should be familiar with any course restrictions that apply to courses in their department.

Advisors should be prepared to help students plan a course program with emphasis on meeting specialization and program requirements for graduation.

Advisors should approve the overall course program where appropriate. Refer to Section VII - Academic Advising.

**Program Counsellor's Responsibilities**

A counsellor may withhold program approval if any of the following applies:

1. the student has not taken the necessary prerequisites or has not selected the necessary corequisites;
2. the program requirements stated as such in the Diploma Calendar are not observed;
3. the selection does not conform with decisions concerning the student that have been reached by the Admissions and Academic Review Sub-Committees.

A student wishing to take more than the normal number of credits must have the approval of the appropriate dean or designate. Refer to Section VII - Academic Advising

**Registrar's Responsibilities**

To coordinate and prepare all course selection information for distribution to all in-course students and to receive all completed "Course Waiver Request" forms.

To produce course counts based on course selection and distribute the information to the appropriate department chair for his/her recommendations, regarding enrolment management.

## Dean's Honours List

Effective Spring 1986, the University established a Dean's Honours List for full-time students which is recognized on students' transcripts. (Prior to Spring 1986 colleges used different criteria and the designation was not recognized on transcripts.) In Fall 1996 the Dean's Honours List procedures were revised to include all Diploma programs.

Effective Spring 1991 the Dean's Honours List procedures were extended to accommodate part-time study (see 2. below). Part-time students must contact their College Dean's Office to formally request that the Dean's Honours List designation be applied to their official transcript. As part of the request, the student must identify the semester to be considered for the listing (e.g. Fall 2000). Approved requests will be forwarded by the Dean's Office to the Associate Registrar, Enrolment Services. The Dean's Honours List will include:

1. students taking full-time studies who have obtained a minimum semester average of 80.0%.
2. 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 2.00 credits. All credits 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 Dean's Honours List Designation.
3. 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 Dean's Honours List until the academic record for that semester has been completed.
4. a part-time student who transfers from program to program within the University should consult the appropriate dean's office about the eligibility for the Dean's 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 Dean's Honours List, should consult the appropriate dean's office about eligibility for the Dean's Honours List.

Students with a high level of academic achievement on exchange programs will be considered for the Dean's Honours List based on a recommendation to the appropriate Dean from the exchange co-ordinator.

**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 Dean's Honours. Within each period of consideration there must be at least one course with a numeric grade for a student to qualify for Dean's Honours List unless the student has been on exchange for that period. Courses taken via Letter of Permission do not contribute the calculation of full-time or part-time status.

## 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 must be completed within the semester immediately following the semester in which the exam/course work was originally missed (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 Counsellor. 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 Incomplete Coursework Form any special circumstances relating either to the student or to the way the course was conducted (see Final Grades).**

Enrolment Services records the results of deferred privileges, and re-evaluates the student's academic record for continuation of study. The University reserves the right to disallow registration until all deferred privileges are complete and the student's final standing is calculated.

### 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 Enrolment 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 via electronic mail 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 Enrolment 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 Incomplete Coursework Form. An extension beyond the end of the deferred examination period will be granted only in extreme circumstances - and with provision of additional documentation - and must be completed within the same semester the original deferred condition was missed. Students may be considered for an extension or other consideration, if medical, psychological 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 within five working days of the missed condition deadline to their program counsellor or to Enrolment Services, Office of Registrarial Services.

## Deferred Examination

Scheduling 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. An extension beyond the end of the deferred examination period will be granted only in extreme circumstances - and with provision of additional documentation - and must be completed within the same semester the original deferred examination was missed. Students may request an extension, or other consideration if medical, psychological or compassionate reasons prevail at the time of the scheduled deferred examination. In this case, the student should consult with their program counsellor and must submit a "Request for Academic Consideration" form with documentation within five working days of the missed examination deadline to their program counsellor or to Enrolment 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 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 Services.
3. Where the instructor is unavailable, providing the required examination papers to Scheduling 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 Enrolment 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 Enrolment 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 Incomplete Coursework 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. Enrolment Services informs the student and Scheduling Services of academic review decisions, collects grades, and evaluates the continuation of study status when deferred grades have been recorded.
2. Scheduling Services 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 Section III--Schedule of Dates.. Courses that are one semester long must be dropped by the end of the 40th class day; two-semester courses must be dropped by the last day of the add period in the second semester.

The Academic Review Sub-Committee of the program in which the student is registered may grant a request to drop a course or courses after the deadline only if there are sufficient extenuating medical, psychological, or compassionate considerations (see Academic Consideration and Appeals). Students must submit written requests for a late drop, along with their supporting documentation, to their Program Counsellor no later than the 20th day of classes of the following semester.

Student who are granted a late course drop will have reference to the course completely removed from their transcript.

### Deadline Dates

In all cases, if course changes are made, using WebAdvisor or the "Undergraduate Course Request" form, the changes must be made 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 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 a 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 Scheduling Services.** [orsrooms@uoguelph.ca](mailto:orsrooms@uoguelph.ca)

### 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 Scheduling Services 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) 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) 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) 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) 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 Services.
2. Completing the "Final Exam Location Request" by the deadline set by Scheduling Services.
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 Scheduling Services.
9. Appointing invigilators for examinations under the direction of Scheduling 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 Services, and once a time is set, obtaining the written approval of all students.
3. Advising Scheduling 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 Open Learning and Educational Support, 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 Scheduling Services is based on student course selections on file at the end of October (for Winter), March (for Summer), and July (for Fall). (Please note that for courses in which no students have registered by the time the data is downloaded, examinations cannot be centrally scheduled.) In the unusual circumstance that scheduling of final examinations by the Office of Registrarial Services results in an examination conflict for a student, the Examinations Coordinator in Scheduling, ORS, will contact the student, the course instructors on record, the relevant departmental examination coordinators and Program Counselor by email. Instructors will be asked to schedule an alternate examination time within the examination period for the student. Program Counselors and Scheduling will provide support to the instructors in determining an appropriate time for the re-scheduled examination. Resolution of the conflict will take place before the end of the Add period for the semester.

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 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 Diploma 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 registered with the Associate Registrar, Enrolment 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 co-ordinator 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.

Students must pay their full-time fees and select their courses prior to leaving on exchange. "Exchange Program Course Selection Request" forms are available at the Centre for International Programs (C.I.P.) Office or from Enrolment Services, Office of Registrarial Services. Details on specific exchange programs can be found in 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 Study Abroad Manager 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

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. Note: that a failed course attempt remains on the student record even if the course has been repeated successfully. 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 for a failed course by granting a supplemental privilege.

The Academic Review Sub-Committees will consider granting a supplemental privilege in the following special circumstances:

1. 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);
2. the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;
3. 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; or
4. the course is a required two-semester course that cannot be taken and completed within the following three semesters, or within a time period that includes the graduating semester.

The original failing grade will remain on the student's academic record. A notation of "P" or "F" will be shown beside the original failing grade to show that a supplemental privilege was granted and whether the outcome resulted in credit (P) or not (F).

### Multiple Failure Limitations

Students should note that some programs limit the number of times a student may repeat failed courses. A student may not be permitted to continue in his/her major and/or program should they fail the same course, or its equivalent, multiple times. Multiple failure limitations are noted in Program Requirements by Degree Program in Chapter X--Degree Programs.

## 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
C+	67-69
C	63-66
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 (refer to Exchanges, Section V--Special Study Opportunities; Exchanges). 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

## Other Grade Notations

Other Grade Notations

Grade	Definition
AUD	Audit
CRD	Credit
DEF	Deferred Privilege
INC	Incomplete
INP	In Progress
MNR	Mark Not Received
WF	Withdrawn with Failure
XXF	Supplemental Privilege Failed (XX denotes the original failing grade)
XXP	Supplemental Privilege Passed (XX denotes the original failing grade)

### 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 Diploma Calendar for the benefit of faculty and students and that the definitions for each of the numerical grade range (letter grades) be as follows:

**80 - 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.

**70 - 79 (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.

**60 - 69 (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.

**50 - 59 (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.

**0 - 49 (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. The course outline may be distributed either a) in class or b) electronically via the official course website on CourseLink and must include 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

It is recognized that multiple sections of the same course may differ in terms of texts and other academic resource materials, teaching methods and formats, and evaluation procedures used. However, the department is responsible for ensuring that the different sections are achieving common learning objectives with a common set of academic standards and expectations. The department chair is responsible for ensuring the consistency of final grade distribution across sections over time. Where a course has more than one section writing a final examination, the examination date and time will be the same for all sections.

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 Chair of the Department.

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 secondary school 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.

## Submission of Final Grades

### General Information

Enrolment Services, Office of Registrarial Services, distributes the "Grades Due Report" forms to the departments one week prior to the examinations period for the semester. The "Grades Due Report" specifies the deadline date for submission of grades to Enrolment Services, Office of Registrarial Services.

### Instructor's Responsibilities

The instructor (department) is to retain all final examination papers and term assessments not returned to students for a period of one semester. The "Grades Due Report" form distributed by Enrolment Services, Office of Registrarial Services, will carry the due date for grades for each course section. The due dates are established in accordance with the regulations of the Senate.

Grades must be submitted to Enrolment Services by the deadline stated on the "Grades Due Report". The early submission of grades will assist in their processing. Grades that are not received prior to the release of student grades are reported as "MNR" (mark not received).

Class lists are updated regularly on the Class List Web-site for departmental download. Lists downloaded from the Class List Web-site list all officially registered students in a class. The department must explain any changes to the list, e.g., in the case of:

1. A student whose name is not on the list, but who has been attending class.
2. A student whose name appears on the list, but for whom the instructor has no record.

**Instructors must not grant an extension of time to any student beyond the final date for submission of grades for that course. Instructors must report students who do not satisfy course requirements by assigning a grade of "INC" and noting incomplete work on an Incomplete Coursework Form.**

### Incomplete Coursework Form

Instructors should only submit grades for students who have completed their final work for a course. **If a student does not complete a final examination or final assignment, the instructor must enter "INC" (incomplete) on the "Grade Report" form and complete an Incomplete Coursework Form for the student.** The Incomplete Coursework Form is available from the chair of the department. Departments must submit the Incomplete Coursework Form(s) along with the "Grade Report" form to Enrolment Services, Office of Registrarial Services. The Academic Review Sub-Committee will contact the faculty and/or department chairs at the time of meetings if this procedure is not followed. The Incomplete Coursework Form assists the members of the Academic Review Sub-Committee in making their decision. The instructor must complete all sections of the form for each student reported.

### Student's Responsibilities

Students must have all final assignments completed and submitted to instructors by the deadline dates indicated in the course outline. Instructors cannot grant extensions beyond the deadline for submission of grades. Students who are unable to satisfy the submission deadlines established by the instructor and who wish special consideration for medical, psychological or compassionate reasons should request academic consideration (refer to Academic Consideration and Appeals).

### Department Chair's Responsibilities

The chair of the department signs student grades in the designated area on the "Grade Report" form. The department chair's signature indicates that he/she believes that the grades for that course adhere to the academic regulations of Senate.

If the chair has reason to believe that the academic regulations of Senate have not been adhered to, he/she will consult with the faculty member and, if necessary, the college dean. If the chair, after such consultation, still believes that the academic regulations of Senate have not been adhered to, he/she must submit the grades without approval through the college dean to the Provost and Vice-President (Academic). The grades must be accompanied by a complete report. The Provost and Vice-President (Academic) will act to ensure that the academic regulations of Senate are adhered to.

The department chair should be available for consultation during the meetings of the Academic Review Sub-Committees.

The Board of Undergraduate Studies strongly encourages each chair, at his/her discretion, to conduct a periodic review of the methods of assessment, class averages, distribution of grades and failure rates in courses offered by that department to ensure that grade abuse does not occur (refer to Final Grades).

### Program Counsellor's Responsibilities

The program counsellor reviews the list of "INC" (incomplete) courses, matching medical documentation, requests for academic consideration, and counselling files (refer to Deferred Privileges). The program counsellor in conjunction with the Academic Review Sub-Committee assigns deferred privileges where appropriate and forwards decisions to Enrolment Services, Office of Registrarial Services.

### Registrar's Responsibilities

Enrolment Services records the examination results; notifies students of their grades via WebAdvisor; notifies program counsellors of incomplete grades; and records deferred privilege decisions (refer to Deferred Privileges).

## Release of Final Grades

University grades are official on the day that they are issued to students. It is the responsibility of the Office of Registrarial Services to release the grades to the student and to record the grades on the student's official University transcript.

All grades are available through WebAdvisor. Students who require an official copy of their grade report can request an official transcript upon payment of the transcript fee.

Grades for students who have been advised by Student Financial Services, Office of Registrarial Services, that they are on academic sanction will not be released by Enrolment Services 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.

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 course grade submission deadline (see Academic Consideration, Appeals and Petitions)
- 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 Enrolment 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

A student may request a grade reassessment on the basis of the Methods or Criteria used in establishing the final grades in a course. Methods or Criteria is defined as the application of the assessment expectations, the assessment mechanisms and the grading standards as provided in the course outline, assignment sheets, and any associated grading rubrics used in the course. The assessment of work must always be based on the criteria that are established in those documents. If the student believes that the methods and criteria provided by the instructor do not comply with the grading procedures established by Senate, the grade reassessment request may fall more appropriately under the procedures for Misapplication of an Academic Regulation (see below). Students unsure of which grade reassessment process to follow, should seek advice from the Chair/Director, their program counselling office or Student Judicial Services in the University Secretariat.

Students who have evidence the Methods or Criteria, as established by the course outline, assignment sheets, or any associated rubrics for the course, have been applied by the instructor in an unreasonable, biased, or inconsistent fashion, may request the Chair/Director initiate a grade reassessment. The Chair/Director shall review the grading of any assignment under question. Options in the course of the review include: a) leaving the grade unchanged, b) increase the grade, or c) lower the grade.

### Procedures for conduct of the grade reassessment

1. Students who have evidence the methods or criteria have been applied by the instructor in an unreasonable, biased or inconsistent fashion should discuss their concern with the instructor in writing (via email) as soon as possible and no later than the 10th class day of the subsequent semester.
2. If the concern is not addressed and/or under review within five working days, the student may submit the request in writing to the Chair/Director. The request should be submitted as soon as possible. The request must state the reasons for the request, demonstrate clear bias, unreasonableness, or inconsistency and include supplemental documentation (copy of the assignment(s) in question, email correspondence if relevant, etc.)

3. The Chair/Director reviews the course outline, assignment sheets and associated rubrics and requests the instructor to document the methods and criteria employed in grading the assignment in question and respond to the student's concerns in writing to the Chair.
4. The Chair/Director reviews the matter with the instructor and the student independently and determines whether there is sufficient evidence to reasonably support a finding that the methods or criteria have been applied by the instructor in an unreasonable, biased or inconsistent fashion and, if so, whether a mutually agreeable solution can be achieved. If the request from the student does not meet this standard, the Chair/Director informs the student that the request is denied. The student has the right to appeal the decision of the Chair/Director to the Senate Committee on Student Petitions.
5. If resolved in Step 4, the Chair/Director informs the student and faculty member of the grade change in writing via email and submits an Undergraduate Grade Change form to the Office of Registrarial Services (ORS).
6. If a resolution cannot be obtained through Step 4 and the Chair/Director agrees the student request meets the standard set out in section 4 above, the Chair/Director initiates an independent assessment of the assignment by choosing a neutral assessor from the faculty members of their department/school or a faculty member from another department/school with sufficient expertise to assess the assignment under review.
7. The Chair/Director provides the neutral assessor with a clean/ungraded copy of the assignment, the course outline, assignment sheets and associated grading rubrics.
8. Based on the material provided by the student, the faculty member, and any independent assessor, the Chair/Director shall determine whether or not the methods and criteria employed were appropriate and will also determine whether or not the student's grade will change.
9. The Chair/Director communicates the decision to both the student and the Faculty member in writing via email and if there is a change to the final grade, the Chair/Director submits an Undergraduate Grade Change form to the Office of Registrarial Services.
10. The student has a right to appeal the decision of the Chair/Director to the Senate Committee on Student Petitions.

## Misapplication of an Academic Regulation or Procedure

A student may make a request for a grade reassessment of their final grade in a course if they believe that there has been a misapplication of an academic regulation or procedure in the course. "Misapplication" refers to situations where an instructor has not followed the grading procedures established by Senate. Academic regulations and procedures pertaining to grades can be found in the subsection of the "Grades" section entitled "Grading Procedures".

### Procedures

1. Students who believe that the misapplication of an academic regulation or procedure has affected or will affect the final grade in the course should discuss their concern with the instructor in writing (via email) as soon as possible and no later than the 10th class day of the subsequent semester.
2. If the concern is not resolved within 5 working days, the student may submit a complaint in writing to the Chair/Director of the department offering the course.  
The complaint should state the reasons for the request and include available supplemental documentation (copy of the assignment(s) in question, copy of information posted to the course website, email correspondence if relevant, etc.)
3. If the Chair/Director has reason to believe that the instructor has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the Chair/Director should consult with the faculty member and the Associate Dean (Academic) for the college.
4. The Chair/Director and Associate Dean (Academic) determine the remedy, based on consultation. This type of grade reassessment may require additional consultation with the Dean and/or the Office of the Associate Vice-President (Academic) to determine an appropriate remedy.
5. The Chair/Director notifies the student bringing the request, and any other affected students, in writing (via email). If the remedy affects the entire class, the information is also posted to the course website and a communication plan may be required.
6. Ultimately, the Provost and Vice President (Academic) may have to take the necessary action to ensure compliance with the academic regulations of Senate.
7. The remedy established by the Dean and in consultation with the administrators identified above is not subject to review by the Senate Committee on Student Petitions.

## Graduate Courses

Graduate courses taken by Diploma students will not normally be credited to a graduate program at the University of Guelph.

If the graduate course is used for credit toward any Diploma program requirement, it cannot be considered subsequently for credit toward a graduate degree at the University. Diploma courses taken while registered in the Faculty of Graduate Studies cannot be used toward a baccalaureate degree program.

## Graduation

### 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.

### Application

For Ridgetown Campus an "Application for Graduation" is available on the student's WebAdvisor Account on the dates published.

Students who do not have access to WebAdvisor should contact the Registrar of their campus. 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.**

### 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.

### 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 at Ridgetown; a maximum of 6.00 transfer credits for approved equivalent courses will be allowed.

Students completing a second University of Guelph diploma may transfer, with approval, a maximum of 6.00 credits from their first diploma.

### Graduation Application Fee

Applications for graduation which are submitted after the published deadline will be assessed a late fee.

### 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.

### 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 Enrolment Services, Office of Registrarial Services or Ridgetown 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, Enrolment Services, Office of Registrarial Services or Ridgetown 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 diploma must complete a "Request for Letter of Permission" form 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 an appropriately-completed and signed Request for Letter of Permission form has been presented to the Office of Registrarial Services, Enrolment 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 Enrolment 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 Request for Letter of Permission form during the semester(s) specified on the form. If the student registers in additional semesters or courses that are not approved by the University of Guelph, the student may need to apply for readmission. The student should speak with their program counsellor should they find themselves in this situation.

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 program counsellor approval from the University of Guelph.

All courses for which Letters of Permission have been granted will be included in all the student's internal academic records. The specific courses will not be listed on the official transcript of the University of Guelph but the name of the host institution and the total number of credits taken will be listed. Note that courses taken on Letter of Permission for which a grade of F has been either assigned or achieved will be listed as 0.00 credit. Courses taken on a Letter of Permission will not count in the student's semester average or the student's cumulative 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 (P.L.A.) 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: P.L.A. 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.

P.L.A. 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 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 assessment. All these assessments require that the individual demonstrate, to a qualified faculty member(s), that pre-determined knowledge and skills have been acquired.

The maximum number of credits a student can challenge is 5.00 for degree programs, or 30% of the certificate requirement for open learners. Credits acquired through P.L.A. will be assigned credit status (CRD) and will be on the official transcript.

Students wishing to challenge a course(s) should contact Enrolment 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, Enrolment 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 Enrolment 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 two or more semesters.
2. If they were suspended from the University for academic misconduct.
3. If they have graduated from this University and wish to register in order to take additional courses.
4. If they registered in a program at another post-secondary institution and wish to return to the University of Guelph.
5. If they have not registered at the University of Guelph for six 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. Students registered for courses through the Open Learning Program, are not permitted to attend courses on campus.
2. Students who take university courses after the two-semester rustication period may transfer all these credits 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 university credit course taken during the rustication period.

## 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. The University reserves the right to disallow registration until all deferred privileges are complete and the student's final standing is calculated.

## 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..

**While advance billings will be available on WebAdvisor, to students who have indicated an intention to register in a particular semester, it is the responsibility of all in-course and returning students to ensure that satisfactory arrangements are made with Student Financial Services prior to the deadline. Students who have not received the advance billing should contact Student Financial Services in order to make payment. Arrangements for registration after the deadline date will be assessed an additional late registration fee.**

Students who are readmitted will be advised of registration procedures. Questions should be directed to Enrolment Services, Office of Registrarial Services.

**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 will not be allowed to attend classes, the registration will be cancelled and an appropriate adjustment automatically will be applied to the student's account (see also--Withdrawal). The University reserves the right to disallow registration until all deferred privileges are complete and the student's final standing is calculated.

The procedure is as follows:

1. Approximately 2-3 weeks before the deadline, a billing statement is available on WebAdvisor, to students who have selected courses.
2. Students must make payment to Student Financial Services by the deadline. Payments received after the deadline will be assessed a late registration fee.

## General System In-course Students (Fees)

The registration procedure is conducted through WebAdvisor. The registration procedure will allow all in course students to complete their financial arrangements with Student Financial Services before the upcoming semester. The billing form will reflect the course selection data, also your accommodation and meal plan status if available, and is to be returned with suitable arrangement to Student Financial Services. The deadline for payment is indicated in Section III--Schedule of Dates., of this calendar. Failure to meet the deadlines will result in an additional fee adjustment. Mailings by the University will be made to the University email account, the on-campus P.O. Box, and/or the mailing/home address per the University's student address policy.

Registration is conditional on being eligible to continue in your program of study. Students who are required to withdraw will not be allowed to attend classes as their registration will be cancelled immediately and a full refund of fees will be made as soon as possible.

**Students required to withdraw who subsequently are re-admitted or who transfer to another program or who become eligible to proceed through appeal must report to Enrolment Services, Office of Registrarial Services to have their registration status confirmed and add their courses.**

Registration may be completed by one of the following methods:

- On receipt of payment. **DO NOT SEND CASH IN THE MAIL**
- An approved "Staff Registration and Tuition Waiver Request" form (for qualified full-time University employees only).

**PAYMENTS RECEIVED THROUGH THE MAIL MUST BE POST-MARKED ON THE DEADLINE DATE OR EARLIER TO AVOID THE ASSESSMENT OF A LATE REGISTRATION FEE.**

## Parking Payments

Students wishing to pay for a parking permit are asked to include the appropriate payment in accordance with the schedule in Section VI--Schedule of Fees with their total payment submission. Students who comply with this procedure will receive their parking decals in the mail prior to the commencement of classes.

## Changes to Preprinted Calculations

Students who have changed their mind concerning the number of credits they wish to take are advised to write the correct amount on the billing form. Please refer to the fee schedule included with your billing form.

Changes to residences calculation, including meal plans, must be cleared through the Student Housing Services or Hospitality Services.

## Cancellation/Withdrawal Procedure

If a student has made payment arrangements and wishes to cancel their semester registration before the first day of classes they must drop all their courses via WebAdvisor. If the student is unable to access WebAdvisor they must send an email, which includes their student id number, from their @uoguelph.ca account to Office of Registrarial Services, Enrolment Services at es@uoguelph.ca asking to have their semester registration cancelled. The cancelling of the courses prior to the first day of the classes will generate the appropriate refund.

Students are advised that there is a withdrawal procedure in effect as of the first day of classes (see Withdrawal). Students will be liable for fees payable in accordance with the refund schedule (see Section VI--Schedule of Fees regarding Refunds).

Once the payment has been submitted, **please do not put a stop payment on your cheque.** This does not constitute cancellation and will only result in a cheque refusal fine being charged.

## Hospitality Services, OSAP, Parking

Each of these departments have information which will be distributed to students for the semester in question under separate cover, e.g. location for picking up meal cards, location to pick up OSAP grant/loan cheques, procedure to use for payment of parking decals.

## Return Mail Box Locations (Internal Mail)

The University has on-campus mail boxes which may be used to return registration payments. All mail is picked up daily and is post-marked by Mail Services.

## 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. **The fee schedule for late registration is published in Section VI--Schedule of Fees.** A student will not normally be allowed to register after the end of the Add period. Appeals against the additional fee adjustments must be made in writing to the Secretary of the Appeals Committee, by contacting the Enrolment Services, Office of Registrarial Services within 10 class days of the commencement of classes. Appeal forms are available from Enrolment Services.

## Department Chair's and Dean's Responsibilities (New Student Registration Only)

In the event that new students will be delayed for registration because of University sponsored trips or courses the department chair concerned should forward a list of participating students to the dean/director of the college/school for approval. The approval list should then be forwarded to the Associate Registrar, Enrolment Services, and specific procedures for late registration will be arranged.

## Research Projects

The University of Guelph is committed to providing diploma students with opportunities to engage in original research projects, including the opportunity to engage in independent study options, conducted under the supervision of a faculty member and involving the student pursuing original research. These projects might take a range of forms, as appropriate to the student's course of study. A student wishing to pursue an independent research project should consult with the academic advisor for the program or the coordinator of the course in which the project will be undertaken. The advisor/coordinator can provide guidance about undertaking these projects including regulations concerning independent research projects specific to the program and/or department/ college.

Members of faculty who undertake the supervision of independent research projects assume the responsibility of ensuring that the project complies with regulations, policies and procedures. The successful completion of an independent research project often depends on significant preparation in advance, involving collaboration and agreement between the student and their supervisor. This includes establishing a description of the project, and a scheme of grading, as well as deadlines for the submission of work. A student should plan their project a least a semester before the formal undertaking of the project.

Further, the instructor and student should ensure that if the project involves the human participants, or the use of live animals, the project has appropriate approval from the Research Ethics Board (<http://www.uoguelph.ca/research/humanParticipants/>), or the Animal Care Committee (<http://www.uoguelph.ca/research/acs/>), as appropriate. The preparation of the documentation required for approval by the Research Ethics Board or the Animal Care Committee takes several weeks. In accordance with the Canadian Council on Animal Care, anyone who is handling animals for purposes of teaching or research must have appropriate training which is provided by the University of Guelph.

When a project involves risk—including handling dangerous materials—the supervisor (and student, as appropriate) should consult with Occupational Health and Safety to ensure compliance with standards of health and safety.

A student whose independent research project involves international travel must consult with the staff in the Centre for International Programs (<http://www.uoguelph.ca/CIP>) to ensure that they have completed the University's mandatory pre-departure orientation in order to be prepared appropriately to travel outside Canada.

## Schedule of Studies

If students have not done so upon entering a degree program, they must declare a major by entry into semester 3 of their degree program. The University monitors the student's progress toward a degree using both the degree program requirements and the schedule of studies requirements. 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. When degree 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 degree program, or its equivalent, or a subsequent schedule within a degree program. Students wishing to alter the schedule used to monitor their progress should seek assistance from a program counsellor (refer to Section VII - Academic Advising).

## Scheduling

### Course Timetable

The scheduling of all courses is the responsibility of Scheduling Services, ORS.

The scheduling cycle for each Fall and Winter semester commences approximately one year in advance. Course scheduling request data is due in Scheduling by the specific dates to be established in Scheduling each year. The official timetable for each semester is published on WebAdvisor two weeks prior to the commencement of the initial Course Selection period for that semester (for Summer and Fall in mid-February, for Winter in mid-September.)

All courses are scheduled according to the Senate approved slot system which allows for 3 x 1 hour slots meeting at the same time on Monday, Wednesday and Friday, 2 x 1.5 hour slots meeting at the same time on Tuesday and Thursday and 3-hour evening slots M-F. This basic grid is overlaid with 1x 3 hour slots and slots for other approved class formats (e.g. 1 x 4 hr) in such a way as to minimize course conflicts and maximize efficient use of teaching space. Courses may also be published with time "TBA". In these cases it is the responsibility of the department/school to communicate first meeting information to registered students prior to the commencement of classes. **Prior to the commencement of classes, regular class meeting times may not be assigned to classes published as "TBA".** If a department/school wishes to assign times for regular class meetings after the commencement of classes, registered and (within the Add period) interested students must be consulted. The times selected for regular class meetings must be unanimously supported by students in a secret ballot, and comply with all scheduling regulations.

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

**Students registered at Ridgetown campus location should refer to the Registrar's Office for information on Scheduling of courses.**

### Chair/Director's Responsibilities

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

1. Submitting to Scheduling Services, no later than the established deadline, and as per Scheduling instructions, complete requests for courses to be offered in the subsequent academic year.
2. Acting as liaison between instructors and Scheduling on all aspects of scheduling, including collecting information relevant to course scheduling from instructors, submitting it appropriately.
3. Ensuring all courses are offered in the semester and format indicated in Section XII of the Diploma Calendar.
4. Approving the department's course schedule before publication. This involves checking that no conflicts exist in instructor or program schedules.
5. Calculating projected enrollments for the subsequent academic year and monitoring enrollments through course selection periods, making adjustments to course capacities and the availability of sections as necessary.
6. Advising Scheduling immediately of changes to instructor assignments. Where late instructor assignments are necessary, assigning instructors in such a way as to avoid conflicts.

### Instructor's Responsibilities

1. Instructors are responsible for communicating to the Chair/Director or Department Timetable Coordinator, prior to the deadlines established within their department/school, any information relevant to the scheduling of courses in the subsequent academic year.
2. Instructors are expected to familiarize themselves with rooms assigned to their courses in advance of the commencement of classes.

### Registrar's Responsibilities

Scheduling Services, taking into account requests from academic units for preferred class times, creates the university timetable according to the following priorities:

- i. No course conflicts exist in core courses as published in the schedule of studies in the Diploma Calendar.
- ii. The number of elective courses available to students is optimized.
- iii. Classroom space is allocated to courses on the basis of projected enrolments provided by the offering departments, and in such a way as to maximize the effective and efficient use of teaching space.
- iv. No instructor conflicts exist.
- v. Departmental requirements, requested by the Chair/Director or Department Timetable Coordinator, are met where possible.
- vi. Scheduling Services will endeavour to keep the 17:30 – 19:00 "University Time" slot free of regularly scheduled classes, using the slot only as necessary, observing the guidelines approved by the Board of Undergraduate Studies (January 31, 2013).

### Changes to the Published Course Timetable

#### Additional Hours/Sections

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



## Cancellations and Time Changes

Once the course timetable has been published on WebAdvisor, requests for changes to class meeting times cannot be processed except in emergency circumstances and as approved by the Office of the Associate Vice-President (Academic). To obtain the approval of the AVPA in such circumstances, to change a class meeting time or to cancel a course, the Chair/Director should write via email, providing reasons for the request, to the Coordinator of the Undergraduate Curriculum (CUC), the appropriate Dean, and the Assistant Registrar, Scheduling. After the commencement of Course Selection, the Chair/Director is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict-free for all registered students, and communicating via email to all students the details of any change affecting their schedules.

- **Time changes after the publication of the timetable, prior to the commencement of classes.** Changes in scheduled meeting times are approved only in emergency circumstances (see above).
- **Time changes after the commencement of classes.** After the commencement of classes, changes to scheduled meeting times are permitted. Changes may be initiated by the instructor with his/her class, but are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students as determined by a secret ballot. New times must comply with University scheduling regulations and the academic unit offering the course should keep a record of student approval on file. Once approval is obtained, a request for the time change and new room assignment should be submitted by the Chair/Director or Department Timetable Coordinator to Scheduling Services so that the time and room can be updated on WebAdvisor. The instructor is responsible for ensuring that all registered students can attend during the new meeting times and for informing students of new times and room assignments.

## Classroom Assignment

Scheduling Services assigns classrooms for regularly scheduled classes in such a way as to maximize the accommodation of enrollment numbers, access to presentation technology and other classroom attributes as requested by the offering department, accommodation of instructor or student disability, and the effective and efficient use of the central classroom inventory.

The Chair/Director or Department Timetable Coordinator should send requests for the assignment of alternate teaching space to Scheduling as required by changing enrollment numbers. Scheduling reassigns classroom space as necessary and as availability permits. Course enrollment must not exceed the capacity of rooms assigned to courses. Until additional classroom space can be assigned, additional students are not registered. (In special circumstances, approval may be granted by the Assistant Registrar, Scheduling for small classroom overloads as part of an overall enrollment management strategy.)

Instructors requesting classroom changes for other reasons should forward their request through their Chair/Director or Department Timetable Coordinator to the Scheduling Reservations Clerk via email. Note that to ensure that highest priority needs are met first, and to reduce confusion on campus at the beginning of the semester, Scheduling cannot accommodate requests for classroom changes in the week preceding the commencement of classes or the first two weeks of classes. Exceptions are made for 1) enrollment changes 2) student/instructor disability 3) exceptional circumstances as approved by the Assistant Registrar, Scheduling. Requests made for other reasons will be neither accepted nor accommodated during this three-week period.

If classroom space assigned to a course is not required, instructors should inform their Chair/Director or Department Timetable Coordinator, as soon as possible so that Scheduling can be advised to free the space for other uses.

If rooms are required only occasionally for classes, they should not be held for full semesters, rather one-time or temporary bookings should be made through the Scheduling Reservations Clerk, as below.

## Other Classroom Bookings

For non-regularly scheduled classes, meetings, academic conferences, tests, etc. classroom bookings may be made through Scheduling Services by University of Guelph faculty, staff and students. Please send requests by email to orsrooms@uoguelph.ca.

## 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 Enrolment 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.

## Student Type

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

### Regular

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

### Special

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

Note: It is the Program Counsellor's responsibility to change a student from "Special" to "Regular" student type.

## Supplemental Privilege (credit for failed courses)

A Supplemental Privilege is the opportunity for a student to obtain credit for a course he/she has failed by completing additional course requirements as determined by the instructor. If a supplemental privilege is granted, the original failing grade will remain on the student's academic record. A notation of "P" or "F" will be shown beside the original failing grade to show that a supplemental privilege was granted and whether the outcome resulted in credit (P) or not (F).

The Academic Review Sub-Committees will only consider granting a supplemental privilege if at least one of the following special circumstances applies:

1. 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);
2. the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;
3. 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; or
4. the course is a required two-semester course that cannot be taken and completed within the following three semesters, or within a time period that includes the graduating semester.

In addition to the above requirements, a supplemental privilege is only granted when appropriate and feasible. Therefore, 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 and 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.

Students must apply to their Program Counsellor for a supplemental privilege no later than the fifth day of classes of the semester following the failure. Failed Courses.

## Procedures for Supplemental Privileges

1. Students must request a supplemental privilege by submitting the request to their Program Counsellor no later than the fifth class day of the semester following the failure. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the Add period.
2. The Academic Review Sub-Committee, upon receiving a request from the student, will consult with the course instructor to obtain the student's performance record for the course, the instructor's recommendation concerning the appropriateness and feasibility of a supplemental privilege, and the conditions that would be necessary to ensure that the requirements for the course are fulfilled.
3. The Academic Review Sub-Committee will consider the request and decide whether or not to grant a supplemental privilege.
4. Enrolment Services will inform the student and the Department Chair of the Academic Review Sub-committee's decision. It is the responsibility of the Department Chair/Director to advise the appropriate instructor if the supplemental condition has been granted.
5. An instructor should not proceed with any supplemental privilege for a student until official notification of the granting of the privilege has been received from the Academic Review Sub-Committee or the Office of Registrarial Services.
6. If the Academic Review Sub-Committee approves the request, the 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.
7. The instructor will complete a Terms of a Supplemental/Deferred Condition form advising the student of the exact nature and due dates of the supplemental privilege.

8. If the instructor is unavailable to determine the details of the supplemental privilege, the Chair/Director of the Department of the department/school offering the course will take the necessary steps to assist in determining the requirements for completing the supplemental privilege.
9. If the requirement includes, or takes the form of, the satisfactory completion of a two-hour examination, the instructor will indicate this on the recommendation to the Academic Review Sub-Committee. If the exam is significantly different from another two-hour exam already completed by the student, the instructor must make this clear on the Terms of a Supplemental/Deferred Condition form provided to the student. For example, if the student had originally been assessed on a final exam covering only the last four weeks of the semester, and is now to be assessed on a comprehensive two hour exam, the nature of the new examination must be communicated to the student at the time the Terms of a Supplemental/Deferred Condition form is completed. The supplemental privilege should be completed by at least the thirtieth class day of the semester following the failure.
10. The student must contact the instructor within five days of notification in order to clarify the details of the supplemental condition.
11. The instructor will promptly mark the supplemental privilege and will forward to the Chair/Director an indication as to whether the student has passed or failed the supplemental privilege. The Chair/Director will initial the instructor's decision and forward it to Enrolment Services, Office of Registrarial Services, by the date indicated in the request letter.
12. Enrolment Services, Office of Registrarial Services, will charge the fee for the privilege (refer to Section VI - Schedule of Fees) and update the student's record where appropriate with the results of the completion of the supplemental privilege.

## Transcripts

A transcript is an official document prepared by the Registrar recording a student's courses and grades. After convocation, the degree earned including the area(s) of specialization (major, minor, area of concentration, area of emphasis), graduation standing, and the conferral date are noted on the transcript.

An official transcript may be ordered by submitting the "Official Transcript Request" form along with payment to Enrolment Services, Office of Registrarial Services. The order can be placed by mail, by facsimile or in person. The Official Transcript Request form can be found at: <https://www.uoguelph.ca/registrar/downloads>

Mail transcript requests to: University of Guelph, Transcripts, Enrolment Services, U.C. Level 3, 50 Stone Road East, Guelph ON N1G 2W1

Facsimile (credit card number with expiry date): 1-519-763-6809. Please do not send a cover sheet or final instruction page.

The transcript fee is listed in Section VI--Schedule of Fees. Students must have met all financial obligation to the University before official transcripts can be released for any purpose.

Processing time for transcripts is five business days.

Official transcripts from the University of Guelph will show that a degree has been conferred **only after** the date of convocation.

**Official Open Learning program transcripts** must be ordered by submitting the "Transcript Request Form" along with payment to the Open Learning and Educational Support. The order can be placed by mail, facsimile or in person. The Open Learning Transcript Request form can be found at: [http://opened.uoguelph.ca/student-resources/resources/Transcript\\_request\\_revised\\_Mar\\_2\\_2016.pdf](http://opened.uoguelph.ca/student-resources/resources/Transcript_request_revised_Mar_2_2016.pdf).

## Transfer of Program

University of Guelph students wishing to transfer from one degree 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 Ridgetown Campus.

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.

### 1. Procedures for Currently Registered Students

Course selection should be completed for the new program. The admission decision will be made after grades from the current semester are available and after the deadline date for course selection. The drop and add procedure must be used if the application is submitted after the course selection deadline date and if course selection has been completed for the current program.

Fee changes necessitated by the change of program will be calculated automatically by Student Financial Services.

Students who have received an offer of admission which they wish to decline must contact Admission Services within the first 10 class days and complete the Cancellation of Program Transfer form. Students who fail to decline the offer will remain registered in the new program. All students must verify their course selection with their faculty advisor to ensure compatibility with their program of study.

## 2. Procedures for Students who are Not Currently Registered

An admission decision will be reached as soon as possible after receipt of the application and any supporting documentation.

### Verification of Information

WebAdvisor provides students with access to their current semester's enrolment information and the academic evaluation for their current program.

Prior to the start of the June, October and March course selection periods registered Diploma students will be sent an email which lists their current academic program and class level. The email also contains information regarding how to make corrections to the information listed.

Changes to personal information (e.g. name) may require presentation of appropriate documentation to Enrolment Services, Office of Registrarial Services.

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

Normally, cancelling a semester registration or voluntarily withdrawing from a semester does not impact a student's eligibility to continue in their program or to select courses for a future semester unless the student is a newly admitted or readmitted student, the student's fall term standing has been assessed as required to withdraw or the student has not registered for six consecutive semesters.

#### Cancelling a semester registration

Prior to the first day of classes a student who has preselected courses for an upcoming semester who subsequently decides not to attend that semester may cancel their registration, by dropping all their courses for that term using WebAdvisor. If the student does not have access to WebAdvisor they may send an email, which includes their student id number, from their @mail.uoguelph.ca account to Office of Registrarial Services, Enrolment Services at es@uoguelph.ca asking to have their semester registration cancelled. 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.

Please note that if the student has been newly admitted or re-admitted as of the semester to which the cancellation applies the cancellation of the courses cancels the offer of admission to that semester and the student must apply for readmission should they wish to attend the University of Guelph at another time.

#### Withdrawing from a semester registration

Commencing with the first day of regular classes the withdrawal procedure from the semester is required and outlined below.

A student intending to withdraw from the semester must submit a completed and signed Notice of Withdrawal Form to Enrolment Services, Office of Registrarial Services. The form must be signed by the student's program counsellor and is available on WebAdvisor, Students, under Forms & Documents.

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 semester 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. Students will be liable for fees payable in accordance with the refund schedule (see Section VI--Schedule of Fees regarding Refunds).

A student who wishes to withdraw from a semester after the 40th class day of that semester must speak with their program counsellor to discuss their academic options.

A student who withdraws from the semester 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 if they wish to continue at the University of Guelph. In assessing whether a student is registered in a program of study a cancelled semester registration does not count as a registered semester whereas a voluntary withdrawal from the semester does. Students who are studying on exchange programs, on a University semester abroad, or on coop work terms are considered to be registered at the University (see Time Limitations in this chapter). Students registered solely at another institution on a Letter of Permission are not considered to be registered at the University of Guelph.

## **Required to Withdraw**

Students may be required to withdraw from their program and/or the University of Guelph for reasons of academic performance or academic misconduct.

### **a. Academic Performance (please refer also to the section on Continuation of Study for detailed requirements)**

Students who do not meet the continuation of study requirements for at least probationary status at the end of the semester will be required to withdraw and the two-semester rustication period will begin effective the subsequent semester.

Students who are granted a deferred privilege (examination or condition) will have their Continuation of Study Status assessed once the deferred privilege is complete. At that time an assessment of required to withdraw could have an impact on the student's current registration.

### **b. Academic Misconduct (refer also to the full Academic Misconduct Policy in this chapter)**

One of the penalties that may be assessed against a student found guilty of academic misconduct is suspension from the University for a period of between one and six consecutive semesters. The effective date of such a suspension is determined by the dean responsible for the case.

### **c. Appeals (refer also to the sections on Academic Consideration and Academic Misconduct for full details of appeals processes)**

Students who do not satisfy the program requirements for continuation of study and are required to withdraw may appeal for probationary status to the Academic Review Sub-Committee, and subsequently the Senate Committee on Student Petitions, on medical, psychological, or compassionate grounds. Students are not permitted to attend classes until such time as the appeal is granted.

Students who are suspended from the university as a result of academic misconduct may appeal to the Senate Committee on Student Petitions with respect to either the appropriateness of the penalty or the finding of guilt.

### **Readmission (refer also to the section on Readmission, earlier in Chapter VIII)**

Students who meet one of the following three criteria must apply to Admission Services for readmission:

- a. were required to withdraw from their program for a period of two or more semesters;
- b. were suspended from the University for academic misconduct; or
- c. have not registered at the University of Guelph for six 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 counsellor regarding procedures and criteria for readmission to that program.

Students who withdraw on more than two occasions may be required to meet with the dean in order to clear their re-entry into a subsequent semester. At the discretion of the dean, the condition of re-entry may be a recommendation of either Student Health Services or Counselling Services that re-entry is advisable. Students who wish to appeal the decision of the dean have recourse to the Senate Committee on Student Petitions.

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.

- a. Students who have been required to withdraw for reasons of academic performance and who take university credit courses during their rustication period will be eligible for up to 1.00 credit provided they meet the criteria for readmission and the criteria for the transfer of credit. Students registered for courses through the Open Learning Program are not permitted to attend courses on campus.
- b. Students who take university courses after the two-semester rustication period or after a period of suspension may transfer all these credits, provided the student meets the criteria for readmission and the criteria for the transfer of credit.
- c. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

## IX. Scholarships and Other Awards

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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 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. 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 College at Ridgetown now operates as a Campus of the University of Guelph. Two-year diploma programs are offered at the Ontario Agricultural College, University of Guelph and at Ridgetown Campus with financial support from OMAFRA.

The diploma programs offers 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 Ridgetown Campus has a standardized core curricula to ensure common standards are maintained. Common core courses are supplemented with electives with specific regional specializations.

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 when students successfully complete all of the associate diploma requirements they graduate with an Associate Diploma.

### ASSOCIATE DIPLOMA PROGRAMS AND LOCATIONS

G: Guelph; R:Ridgetown.

Associate Diploma Programs and Locations

Program	G	R
Agriculture		X
Environmental Management		X
Horticulture		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.

#### Areas of Study

R:Ridgetown

Areas of Study

Program	R
Agri-business Management	X
Animal Production	X
Field and Horticultural Crop Production	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*1600	[0.50]	Applied Mathematics
DAGR*1070	[0.50]	Introduction to Business Management
DAGR*1090	[0.50]	Communications & Software Applications I

##### Semester 2 - Winter

DAGR*1350	[0.50]	Agricultural Mechanization and Safety
DAGR*2000	[0.50]	Animal Science
DAGR*2020	[0.50]	Financial Management
DAGR*2090	[0.50]	Communications & Software Applications II
DAGR*2210	[0.50]	Applied Weed Science

0.50 restricted electives

##### Semester 3 - Fall

DAGR*3070	[0.50]	Introduction to Agricultural Economics & Marketing
DAGR*3200	[0.50]	Corn and Oilseed Management
DENM*3150	[0.50]	Agriculture and Environmental Stewardship

1.50 electives or restricted electives

### Semester 4 - Winter

DAGR\*4600 [0.50] Human Resource Management  
2.50 elective or restricted electives

### Restricted Electives

Students must take a total of at least 3.00 restricted electives from the following lists:

Some restricted elective courses require prerequisites. Students should check the course descriptions for prerequisite requirements and consult with their program advisor when planning their program.

1. Students must take at least 0.50 credits from:

DAGR*4610	[0.50]	Business Project
DAGR*4650	[0.50]	Farm Project

2. Students must take at least 0.50 credits from:

DAGR*3080	[0.50]	Marketing
DAGR*3130	[0.50]	Sales and Sales Management
DAGR*4100	[0.50]	Commodity Marketing

3. Livestock Production

DAGR*2070	[0.50]	Livestock Evaluation and Selection
DAGR*3010	[0.50]	Dairy Production I
DAGR*3040	[0.50]	Pork Production
DAGR*4010	[0.50]	Animal Health
DAGR*4020	[0.50]	Poultry Production
DAGR*4120	[0.50]	Dairy Production II
DAGR*4180	[0.50]	Cattle Herd Management
DAGR*4190	[0.50]	Ruminant Nutrition

4. Plant Production

DAGR*2200	[0.50]	Cereal and Forage Management
DAGR*3250	[0.50]	Fruit Production
DAGR*3260	[0.50]	Vegetable Production
DAGR*4210	[0.50]	Crop Diagnostics and Recommendations
DAGR*4150	[0.50]	Renewable Energy & Agriculture
DHRT*2000	[0.50]	Greenhouse Management
DHRT*2200	[0.50]	Plant Propagation
DHRT*4190	[0.50]	Greenhouse Vegetable Production

### Electives Courses

Agriculture students may take a maximum of 1.50 credits from the following lists of electives credits including experiential learning courses. Students may also take any of the courses listed as restricted electives as electives after fulfilling their restricted elective requirements.

Some elective courses require prerequisites. Students should check the course descriptions for prerequisite requirements and consult with their program advisor when planning their program.

### ELECTIVES OFFERED AT RIDGETOWN

#### Winter Semester

DAGR*2170	[0.00]	Introduction to US Agriculture
DAGR*4220	[0.50]	Organic Production
DAGR*4350	[0.50]	Farm Structures and Environment

#### Fall Semester

DAGR*3170	[0.50]	US Agriculture Study Tour
DAGR*3650	[0.50]	Student Managed Project

### ELECTIVE EXPERIENTIAL LEARNING COURSES

Students may take a maximum of 1.00 credits from the following experiential learning courses as electives. It is preferable that any of these courses are started the summer before the third academic semester.

DAGR*3510	[0.50]	Experiential Learning in Agriculture
DAGR*3900	[0.50]	Special Project

### Associate Diploma in Environmental Management

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*1090	[0.50]	Communications & Software Applications I
DAGR*1300	[0.50]	Soil Principles
DENM*1000	[0.50]	Environmental Science and Issues
DENM*1150	[0.50]	Environmental Law and Governance
DENM*1200	[0.50]	Spills and Contaminated Site Remediation

One of:

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

### Semester 2 - Winter

DAGR\*2090 [0.50] Communications & Software Applications II  
 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

DENM\*2000 [0.50] Occupational Health and Safety  
 DENM\*2100 [0.50] Ecology  
 DENM\*3120 [0.50] Introduction to GIS  
 DENM\*4000 [0.50] Business Practices and Ethics  
 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\*3910 [0.50] Special Study Project  
 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

## Associate Diploma in Equine Care and Management

This two-year program provides students with the theoretical expertise, applied technical skills, and hands-on experience required by equine industry employers. It is well suited to individuals who are motivated to expand their knowledge and abilities in horse care and managing an equine-related business. A 140 hour industry externship at the end of the second year provides students with the opportunity to practise newly acquired skills, and work with equine management practices common to the industry.

### Required Courses

#### Semester 1 - Fall

DAGR\*1090 [0.50] Communications & Software Applications I  
 DEQN\*1010 [0.50] Introduction to the Horse Industry  
 DEQN\*1020 [0.50] Horse Structure and Function  
 DEQN\*1050 [0.50] Horse Health  
 DEQN\*1150 [0.50] Practical Horse Care I  
 DEQN\*1200 [0.50] Horse Facility Management and Design

#### Semester 2 - Winter

DAGR\*2090 [0.50] Communications & Software Applications II  
 DEQN\*2030 [0.50] Horse Conformation and Lameness  
 DEQN\*2040 [0.50] Horse Feeds and Nutrition  
 DEQN\*2100 [0.50] Horse Conditioning  
 DEQN\*2130 [0.50] Horse Reproduction  
 DEQN\*2150 [0.50] Practical Horse Care II

#### Semester 3 - Fall

DAGR\*1070 [0.50] Introduction to Business Management  
 DENM\*3150 [0.50] Agriculture and Environmental Stewardship  
 DEQN\*3050 [0.50] Advanced Horse Nutrition  
 DEQN\*3070 [0.50] Forage Management for Horses  
 DEQN\*3150 [0.50] Practical Horse Care III  
 DEQN\*3210 [0.50] Equine Complementary Therapies

#### Semester 4 - Winter

DAFL\*4050 [0.50] Leadership  
 DAGR\*1350 [0.50] Agricultural Mechanization and Safety  
 DAGR\*2020 [0.50] Financial Management  
 DAGR\*3080 [0.50] Marketing  
 DAGR\*4600 [0.50] Human Resource Management  
 DEQN\*4320 [0.50] Equine Business Venture  
 DEQN\*4500 [0.00] Industry Externship

## Associate Diploma in Horticulture

The nursery, landscaping, turf and floriculture segments of the horticulture industry areas of sustained growth and development in Ontario and Canada. The Associate 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 prepares students for a variety of career opportunities in landscaping, nursery and greenhouse firms, municipal parks, garden centres and private businesses.

### Required Courses

#### Semester 1 - Fall

DAGR\*1070 [0.50] Introduction to Business Management  
 DAGR\*1090 [0.50] Communications & Software Applications I  
 DAGR\*1200 [0.50] Applied Plant Science  
 DAGR\*1600 [0.50] Applied Mathematics  
 DHRT\*1000 [0.50] Landscape Management  
 DHRT\*1050 [0.50] Plant Identification I

#### Semester 2 - Winter

DAGR\*2020 [0.50] Financial Management  
 DAGR\*2090 [0.50] Communications & Software Applications II  
 DHRT\*2100 [0.50] Landscape Design I  
 DHRT\*2200 [0.50] Plant Propagation  
 DHRT\*3230 [0.50] Soil and Water Use in Horticulture

0.50 elective credits

#### Semester 3 - Fall

DHRT\*2000 [0.50] Greenhouse Management  
 DHRT\*3050 [0.50] Plant Identification II  
 DHRT\*3170 [0.50] Horticultural Weed Science  
 DHRT\*4050 [0.50] Certification and Safety

1.00 elective credits

#### Semester 4 - Winter

DAGR\*4600 [0.50] Human Resource Management  
 DHRT\*4000 [0.50] Ornamental Plant Protection  
 DHRT\*4400 []

One of:

DAGR\*4610 [0.50] Business Project  
 DAGR\*4650 [0.50] Farm Project

1.50 elective credits

### Electives

Horticulture students must take at least 3.00 elective credits.

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.

#### Semester 2

DAGR\*2220 [0.50] Viticulture and Oenology  
 DHRT\*2090 [0.50] Introduction to Landscape Construction  
 DHRT\*2250 [0.50] Horticultural Equipment Management  
 DHRT\*4300 [0.50] Arboriculture

#### Semester 3

DAGR\*3080 [0.50] Marketing  
 DHRT\*3120 [0.50] Applied Landscape Construction  
 DHRT\*3150 [0.50] Nursery Management  
 DHRT\*4100 [0.50] Computer Assisted Design

#### Semester 4

DAGR\*3130 [0.50] Sales and Sales Management  
 DHRT\*2050 [0.50] Ecological Principles of Managed Landscapes  
 DHRT\*3100 [0.50] Landscape Design II  
 DHRT\*3300 [0.50] Greenhouse Ornamental Production  
 DHRT\*4190 [0.50] Greenhouse Vegetable Production  
 DHRT\*4310 [0.50] Tree Care Techniques

## Associate Diploma in Turfgrass Management

Turfgrass management is a dynamic sector with opportunities 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 University of Guelph faculty and staff, industry professionals and the grounds, workshop and laboratory facilities of the Guelph Turfgrass 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 Associate Diploma in Turfgrass Management is offered 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.

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

Students are required to work full time for at least 15 weeks 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. Students in a nonconventional stream must complete the formal learning contract before beginning the 15-week work experience. 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*2500	[0.50]	Arboriculture

#### Semester 2 - Winter

DTM*1500	[0.50]	Turf Communication Skills
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*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 electives

#### Semester 4 - Winter

DTM*4000	[0.50]	Turf Management III
DTM*4200	[0.50]	Design and Construction of Golf Courses and Sports Fields
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 electives

#### Electives

Students in Turfgrass Management are required to take 1.00 elective credits. Students should consult with their program counsellor for a complete list of options.

#### 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 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*1010	[0.50]	Anatomy and Physiology I
DVT*1040	[0.50]	Medical Exercises I
DVT*1150	[0.50]	Microbiology, Cytology and Hematology I
DVT*1160	[0.50]	Foundations of Veterinary Technology
DVT*2000	[0.50]	Companion Animal Management
DVT*2060	[0.50]	Communications & Vet Software

#### Semester 2 - Winter

DVT*1000	[0.50]	Livestock Production and Management
DVT*2010	[0.50]	Anatomy and Physiology II
DVT*2150	[0.50]	Hematology II
DVT*2040	[0.50]	Medical Exercises II
DVT*2050	[0.50]	Urinalysis
DVT*2070	[0.50]	Pharmacology & Applied Calculations

#### Semester 3 - Fall

DVT*3010	[0.50]	Animal Nursing I
DVT*3020	[0.50]	Parasitology & Clinical Chemistry
DVT*3030	[0.50]	Radiography I
DVT*3050	[0.50]	Surgical and Anaesthetic Principles I
DVT*3070	[0.50]	Animal Dentistry I
DVT*4040	[0.50]	Hospital Management

#### Semester 4 - Winter

DVT*4010	[0.50]	Animal Nursing II
DVT*4030	[0.50]	Radiography II
DVT*4050	[0.50]	Surgical and Anaesthetic Principles II
DVT*4060	[0.00]	Externship
DVT*4070	[0.50]	Animal Dentistry II
DVT*4080	[0.50]	Vet. Tech. Practical Applications
DVT*4090	[0.50]	Laboratory & Exotic Animal Science

## 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*1110	[0.25]	Intro to Veterinary Technology

#### Winter Distance Education Courses

DVT*1300	[0.25]	Large Animal Production and Management II
DVT*2000	[0.50]	Companion Animal Management

#### Summer Courses (On-Campus)

DVT*1010	[0.50]	Anatomy and Physiology I
DVT*1040	[0.50]	Medical Exercises I
DVT*1150	[0.50]	Microbiology, Cytology and Hematology I
DVT*1350	[0.50]	Pharmacology & Vet. Tech Math
DVT*2040	[0.50]	Medical Exercises II
DVT*2050	[0.50]	Urinalysis
DVT*2060	[0.50]	Communications & Vet Software

### Year 2

#### Fall Distance Education Courses

DVT*2100	[0.25]	Veterinary Nursing Techniques I
DVT*2200	[0.25]	Introduction to Immunobiology

#### Winter Distance Education Courses

DVT*2210	[0.25]	Introduction to Anesthetic Principles
DVT*2220	[0.25]	Introduction to Radiography

#### Summer Courses (On-Campus)

DVT*2150	[0.50]	Hematology 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*2340	[0.50]	Exercises in Radiography I
DVT*3070	[0.50]	Animal Dentistry I

### Year 3

#### Fall Distance Education Course

DVT*3200	[0.25]	Public Health
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#### Winter Distance Education Course

DVT*3210	[0.25]	Veterinary Nursing Techniques III
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#### Summer Courses (On-Campus)

DVT*3300	[0.25]	Veterinary Nursing Techniques IV
DVT*3320	[0.25]	Veterinary Parasitology
DVT*3330	[0.25]	Veterinary Clinic Management
DVT*4030	[0.50]	Radiography II
DVT*4050	[0.50]	Surgical and Anaesthetic Principles II
DVT*4060	[0.00]	Externship
DVT*4070	[0.50]	Animal Dentistry II
DVT*4080	[0.50]	Vet. Tech. Practical Applications
DVT*4090	[0.50]	Laboratory & Exotic Animal Science

## Degree Transfer Option

Students from Guelph or Ridgeway 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. 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.

## Open Learning

### Open Learning

The Open Learning program is an open admission distance-only part-time mode of study that provides access to diploma/degree-credit university courses for individuals who wish to study independently but are not interested in pursuing a degree at the University of Guelph at the present time. You may register in the Open Learning program, even if you are registered at another post-secondary educational institution. The Open Learning program extends the academic resources of the University to those interested in personal enrichment, professional updating, or eventual application to a degree program.

Open Learning program students must complete the same assignments and examinations as those in diploma/degree programs and are evaluated using the same standards. Upon successful completion of a course, learners receive the same credit weight for courses as would apply to courses taken within the degree program.

Further information is available from:

Open Learning & Educational Support

Room 160, Johnston Hall

519-767-5000

e-mail: [info@OpenEd.uoguelph.ca](mailto:info@OpenEd.uoguelph.ca) or

[www.OpenEd.uoguelph.ca](http://www.OpenEd.uoguelph.ca)

for an updated listing on courses available by Open Learning 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 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
CPHH	Performance Horse Handler
CVOA	Veterinary Office Administration

## Veterinary 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 the Ridgeway Campus recruitment department 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
DAGR	Agriculture and Equine Studies
DENM	Environmental 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 usually refers to the level of the course. Thus, the course DAGR\*3200 is a course in the subject area of Agriculture, 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 enrol 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 enrol 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 Course Timetable. The University cannot guarantee that all courses will be offered in the exact semester indicated.

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 and Ridgetown are offered in English only.

## Agri-Food Leadership

### DAFL\*1730 Leadership F (5-0) [0.50]

This course is designed to introduce students to basic leadership principles and skills. Topics include: leadership styles; employee behaviour and motivation; group and interpersonal dynamics; ethics; human relations; power and influence; organizational structure and culture; as well as an introduction to change management.

Offering(s): Last offering - Winter 2018

Department(s): Dean's Office, Ontario Agricultural College

Location(s): Ridgetown

### DAFL\*4050 Leadership W (5-0) [0.50]

This course is designed to introduce students to basic leadership principles and skills. Topics include: leadership styles; employee behaviour and motivation; group and interpersonal dynamics; ethics; human relations; power and influence; organizational structure and culture; as well as an introduction to change management.

Offering(s): First offering - Winter 2019

Department(s): Dean's Office, Ontario Agricultural College

Location(s): Ridgetown

## Agriculture

### 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.

Department(s): Dean's Office, Ontario Agricultural College

Location(s): Ridgetown

### DAGR\*1070 Introduction to Business Management F,W (5-0) [0.50]

This course introduces business management principles, functions, and processes. Students will learn about the business environment, decision-making, and the role of the organizational functions, with a particular focus on accounting principles, accounting statements, and the use of financial information.

Restriction(s): DAGR\*2110, DAGR\*3100

Department(s): Dean's Office, Ontario Agricultural College

Location(s): Ridgetown

### DAGR\*1090 Communications & Software Applications I F (2-3) [0.50]

Students will develop written language skills and become proficient at using word processing software. Practical skills include writing business letters and other business correspondence, resumes, formal and informal reports, instructional writing, critical thinking and critical writing. Students will become familiarized with campus software systems including campus e-mail, library resources, and classroom support software. Instruction will be provided in computer file management and using the internet as a research tool.

Restriction(s): DAGR\*1610, DAGR\*1620, DAGR\*1720

Department(s): Dean's Office, Ontario Agricultural College

Location(s): 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.

Department(s): Dean's Office, Ontario Agricultural College

Location(s): 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.

Department(s): Dean's Office, Ontario Agricultural College

Location(s): Ridgetown

### DAGR\*1350 Agricultural Mechanization and Safety F,W (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.

Department(s): Dean's Office, Ontario Agricultural College

Location(s): Ridgetown

<b>DAGR*1600 Applied Mathematics F (3-2) [0.50]</b>
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. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2000 Animal Science W (3-2) [0.50]</b>
This course includes the biological principles applicable to the animal sciences with modules on growth, carcass composition, nutrition, reproduction, genetics and health. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2010 Applied Microbiology W (2-1) [0.50]</b>
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. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2020 Financial Management F,W (4-0) [0.50]</b>
Student will learn important concepts and techniques required to analyze financial performance and guide business decision making. A broad range of financial topics will be covered, including financial statements and cash flow analysis, financial forecasting and planning, internal control, budgeting, taxation, and the time value of money. <i>Prerequisite(s):</i> DAGR*1070 <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2070 Livestock Evaluation and Selection W (3-2) [0.50]</b>
Students will be exposed to the proper tools for evaluating various livestock from a confirmation as well as a performance standpoint. Carcass evaluation and grading for such animals as beef, sheep and swine is also a component. A hands on as well as a practical course, students will be able to develop skills in livestock selection, handling and giving oral and written reasons. <i>Prerequisite(s):</i> DAGR*2000 <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2090 Communications &amp; Software Applications II W (3-2) [0.50]</b>
Students will develop effective oral communication and presentation skills using software. Oral communication skills, preparing formal and informal reports with and without technological support. Practical presentation skills include the use of voice, eye contact, time appropriateness and response to questions. Students will also understand the importance of formalized meetings and be instructed in the use of spreadsheet software as a data management tool. Software available on personal electronic devices used to access business and production information will be overviewed. <i>Restriction(s):</i> DAGR*2600 , DAGR*2620 , DAGR*2720 . <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2150 Precision Agriculture W (3-2) [0.50]</b>
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 geo-statistical 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. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2170 Introduction to US Agriculture W (1-0) [0.00]</b>
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. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown

<b>DAGR*2200 Cereal and Forage Management W (3-2) [0.50]</b>
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. <i>Prerequisite(s):</i> DAGR*1200, DAGR*1300 <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2210 Applied Weed Science F,W (3-2) [0.50]</b>
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. <i>Prerequisite(s):</i> DAGR*1200 <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2220 Viticulture and Oenology W (2-3) [0.50]</b>
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. <i>Restriction(s):</i> Student must be 19 years of age or older. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2350 Field Crop Equipment F,W (2-2) [0.50]</b>
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. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*2360 Machinery Maintenance W (1-3) [0.50]</b>
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. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*3000 Beef Production F (3-2) [0.50]</b>
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. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*3010 Dairy Production I F (3-2) [0.50]</b>
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. <i>Prerequisite(s):</i> DAGR*2000 <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown
<b>DAGR*3040 Pork Production F (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 pigs according to industry standards. Case studies will be used to help students develop the skills necessary to assess farm related pork management problems. <i>Co-requisite(s):</i> DAGR*2000 <i>Department(s):</i> Dean's Office, Ontario Agricultural College <i>Location(s):</i> Ridgetown

**DAGR\*3070 Introduction to Agricultural Economics & Marketing F,W (3-0) [0.50]**

This course will provide an application of fundamental economic concepts to agriculture and an introduction to marketing systems and policy institutions related to the Canadian agriculture industry. Topics will include price determination, futures markets, agricultural commodity marketing tools, effects of government intervention, and international trade.

*Prerequisite(s):* DAGR\*1070

*Equate(s):* DAGR\*3060

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DAGR\*3080 Marketing W (3-0) [0.50]**

This course introduces fundamental marketing concepts involved in the distribution of goods and services from the producer to the consumer. Students will learn about the marketplace, functions of the marketing mix (product, price, promotion, place), as well as personal selling.

*Prerequisite(s):* DAGR\*1070

*Restriction(s):* DAGR\*3120

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

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

This course is 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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* 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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DAGR\*3200 Corn and Oilseed Management F (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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

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

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

*Restriction(s):* DAGR\*1200

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DAGR\*3250 Fruit Production F,W (2-3) [0.50]**

Management systems for the major fruit crops in Ontario are discussed. Topics include climatic and soil conditions, cultural management, pruning and training.

*Prerequisite(s):* DAGR\*1200, (DAGR\*1300 or DHRT\*3230)

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

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

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

*Prerequisite(s):* DAGR\*1200, (DAGR\*1300 or DHRT\*3230)

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DAGR\*3650 Student Managed Project F,W (1-3) [0.50]**

This course provides students with practical experience in managing and possibly conducting research on an agricultural commodity. Principles learned in production, financial, and management courses can be applied in this course. Students will follow industry-defined best management practices. Finances, economics, and marketing strategies for their commodity will be discussed and practiced when applicable.

*Offering(s):* Last offering - Fall 2014

*Prerequisite(s):* 5.00 credits

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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 ,

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

*Restriction(s):* DHRT\*3910

*Restriction(s):* Instructor consent required.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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

*Department(s):* Dean's Office, Ontario Agricultural College

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

*Co-requisite(s):* DAGR\*2000

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DAGR\*4040 Small Ruminant Production F,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. Offered in odd-numbered years (Alfred)

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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

<b>DAGR*4120 Dairy Production II W (3-2) [0.50]</b>
This course covers advanced aspect of dairy nutrition and breeding strategies. Students learn to develop practical and economical feeding programs for calves, heifers, dry and milking cows. Students will complete an in-depth study of selection strategies and reproductive technologies (artificial insemination, embryo transfer) available to Ontario dairy producers.
<i>Offering(s):</i> First offering - Winter 2015
<i>Prerequisite(s):</i> DAGR*3010
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4150 Renewable Energy &amp; Agriculture F,W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4180 Cattle Herd Management F,W (2-3) [0.50]</b>
This course is designed to give students the skills necessary to manage the daily operations of a cattle herd. These skills will include monitoring the health of calves and cows, proper milking techniques, breeding techniques, and hoof trimming. Using real herd production data, students will analyze the current production and management practices on cattle operations to identify areas of improvement. Using on farm data and observation, students will recommend changes to the operation including immediate (eg. culling, breeding decisions) and longer term plans (updating facilities or expansion) to improve operation efficiency and profit.
<i>Prerequisite(s):</i> DAGR*2000
<i>Co-requisite(s):</i> DAGR*3010
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4190 Ruminant Nutrition W (3-2) [0.50]</b>
This course expands on ruminant nutrition principle. Students will learn to develop practical and economical rations and feeding programs for ruminant livestock.
<i>Prerequisite(s):</i> DAGR*3000 or DAGR*3010
<i>Co-requisite(s):</i> DAGR*4040
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4200 Cropping Systems W (2-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DAGR*1200
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4210 Crop Diagnostics and Recommendations W (2-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DAGR*2210 or DAGR*3210
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4220 Organic Production F,W (2-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DAGR*1000, DAGR*1200, DAGR*1300
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4350 Farm Structures and Environment W (3-2) [0.50]</b>
This course provides 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. Offered in odd-numbered years (Alfred)
<i>Prerequisite(s):</i> Minimum of 5.00 credits, including DAGR*1600
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4450 Student Managed Enterprise II W (3-0) [0.50]</b>
This is a hands-on entrepreneurial course that provides students with developing and operating an enterprise. In this course students implement the business model developed in Student Managed Enterprise I. Students are responsible for the day-to-day operations of the enterprise, including all aspects of production, marketing, and distribution of the product.
<i>Prerequisite(s):</i> DAGR*3450
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4600 Human Resource Management F,W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4610 Business Project W (4-0) [0.50]</b>
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.
<i>Prerequisite(s):</i> 7.50 credits, including DAGR*2020
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DAGR*4650 Farm Project W (4-0) [0.50]</b>
This course provides a comprehensive analysis of a farm business. The students will be responsible for acquiring basic information about the enterprise, analyzing its strengths and weaknesses and developing a 3 year financial projection based on a major development plan.
<i>Offering(s):</i> First offering - Winter 2015
<i>Prerequisite(s):</i> DAGR*2020, 7.50 credits
<i>Equate(s):</i> DAGR*4620
<i>Restriction(s):</i> DAGR*4450,
<i>Restriction(s):</i> DAGR*4610
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

## Environmental Management

<b>DENM*1000 Environmental Science and Issues F (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*1120 Mathematics for Environmental Operators F (3-2) [0.50]</b>
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.
<i>Restriction(s):</i> Registration in the Environmental Management Diploma Program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*1150 Environmental Law and Governance F (5-0) [0.50]</b>
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.
<i>Restriction(s):</i> DENM*1050 ,
<i>Restriction(s):</i> DENM*3050
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*1180 Introduction to GIS F (1-4) [0.50]</b>
This course will introduce the student to the basic principles of Geographic Information Systems (GIS), map reading and production. They will learn how to read maps and to create their own maps using current GIS technology. Students will learn to use GIS software, the Global Positioning System (GPS) and how these tools are used to collect, 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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*1200 Spills and Contaminated Site Remediation F (3-2) [0.50]</b>
This course will explore the environmental, legal, technical and ethical aspects of the management, control and abatement of reportable spills to the environment. Spill response reporting requirements, site remediation options, spill prevention and contingency planning will be included. Students will gain a detailed understanding of the site assessment process by completing a Phase 1 and Phase 2 assessment of a contaminated property and developing a decommissioning strategy for their chosen site.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*2000 Occupational Health and Safety F (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*2020 Advanced Math and Water Chemistry W (3-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DENM*1120
<i>Restriction(s):</i> Registration in the Environmental Management Diploma Program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*2050 Site Assessment F,W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*2100 Ecology F (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*2150 Water Resource Management W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*2200 Environmental Monitoring W (2-3) [0.50]</b>
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, vegetation, terrestrial and social impact analysis.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*3000 Data Analysis and Statistics W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*3030 Not-For-Profit Management W (5-0) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*3100 Introduction to Applied Microbiology W (2-3) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*3120 Introduction to GIS F (1-4) [0.50]</b>
This course will introduce the student to the basic principles of Geographic Information Systems (GIS), map reading and production. They will learn how to read maps and to create their own maps using current GIS technology. Students will learn to use GIS software, the Global Positioning System (GPS) and how these tools are used to collect, organize and store spacial 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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*3150 Agriculture and Environmental Stewardship F (3-2) [0.50]</b>
This course 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.
<i>Prerequisite(s):</i> DAGR*1300 or DEQN*1200
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*3160 Agricultural Chemicals in the Environment W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

**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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DENM\*3220 Water Distribution and Wastewater Collection W (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.

*Prerequisite(s):* DENM\*3200 or DENM\*2200

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DENM\*3910 Special Study Project F,W (3-0) [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):* 5.00 credits

*Restriction(s):* DAGR\*3900, DHRT\*3910, Registration in the Environmental Management Diploma Program and written permission of the faculty supervisor.

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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 or DENM\*1180

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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.

*Prerequisite(s):* Minimum of 8.0 credits

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

<b>DENM*4400 Environmental Industry Placement W (0-5) [0.00]</b>
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.
<i>Prerequisite(s):</i> 9.00 credits
<i>Restriction(s):</i> Registration in the Environmental Management Diploma Program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DENM*4500 Environmental Management Externship W (0-5) [0.50]</b>
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).
<i>Restriction(s):</i> Registration in the Environmental Management Diploma Program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

## Equine Studies

<b>DEQN*1010 Introduction to the Horse Industry F (3-0) [0.50]</b>
This course will explore business and employment opportunities in the horse industry. Various sectors and disciplines will be studied to reveal the economic and employment impact on the horse industry provincially, nationally and internationally. An overall theme in this course will be the use of horses as sport and leisure animals versus horses used as agricultural commodities. A study of equine sport and regulatory governing bodies will also be studied in detail.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*1020 Horse Structure and Function F (3-1) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*1050 Horse Health F (3-1) [0.50]</b>
This course is an introduction to equine health and disease, the care of sick animals and other stable management practices related to the health care of horses.
<i>Restriction(s):</i> DAGR*4810
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*1070 Forage Management for Horses F (3-2) [0.50]</b>
Students will learn the principles of forage establishment and management for the purpose of providing good quality, affordable pasture and hay for horses. Field trips provide students the opportunity to assess the conditions of local pastures and hay fields then discuss appropriate management practices.
<i>Offering(s):</i> Last offering - Fall 2017
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*1200 Horse Facility Management and Design F (2-2) [0.50]</b>
This course is designed to familiarize students with the basic skills and procedures used in the management of an equine facility. Topics included within this course are the building, renovating and management of horse facilities including site planning and interior design. Special consideration is given to environmental control, waste management and environmental stewardship.
<i>Restriction(s):</i> DAGR*4830
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*1150 Practical Horse Care I F (1-3) [0.50]</b>
This course introduces students to the elements and importance of day to day stable facility management. Daily animal care including feeding, watering, grooming, tack maintenance and turn out is taught and practiced. This course emphasizes safe handling of horses, occupational health and safety, daily routines and record keeping. Students are responsible for twice daily feeding and stall care.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*2030 Horse Conformation and Lameness W (3-1) [0.50]</b>
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.
<i>Prerequisite(s):</i> DEQN*1020
<i>Restriction(s):</i> DAGR*3810
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*2040 Horse Feeds and Nutrition W (2-1) [0.50]</b>
This course introduces students to the topics of digestion, feed nutrients, feed stuffs and feeding practices for horses.
<i>Restriction(s):</i> DAGR*3820
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*2100 Horse Conditioning W (2-1) [0.50]</b>
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.
<i>Restriction(s):</i> DAGR*4800
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*2130 Horse Reproduction W (3-1) [0.50]</b>
Anatomy and physiology of the mare and stallion is covered, along with sexual maturation, breeding techniques and management, fertilization, gestation, parturition and foal care. Management of stallions, mares and foals in regards to housing and handling is discussed along with genetic selection and inheritance.
<i>Restriction(s):</i> DAGR*4820
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*2150 Practical Horse Care II W (1-3) [0.50]</b>
This course builds on skills taught in Practical Horse Care I. Course focuses on building knowledge and skills in three functional areas: day to day facility operations, horse handling and daily care of horses. This course emphasizes further skill development in handling, grooming, bandaging, daily routine and hoof care. Students are responsible for twice daily feeding and stall care.
<i>Prerequisite(s):</i> DEQN*1150
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*2500 Industry Internship W (1-0) [0.50]</b>
This course provides students with an opportunity to develop hands-on work experience and exposure to an equine environment. The focus of this internship is to further develop professional work habits and day-to-day horse handling skills. The internship is (160-200) hours and begins immediately following semester 2. A pass/fail grade will be assigned at the end of the course.
<i>Offering(s):</i> Last offering - Winter 2018
<i>Co-requisite(s):</i> DEQN*2150
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*3050 Advanced Horse Nutrition F (3-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DEQN*2040
<i>Restriction(s):</i> DAGR*4780
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown



<b>DEQN*3070 Forage Management for Horses F (3-2) [0.50]</b>
Students will learn the principles of forage establishment and management for the purpose of providing good quality, affordable pasture and hay for horses. Field trips provide students the opportunity to assess the conditions of local pastures and hay fields then discuss appropriate management practices.
<i>Offering(s):</i> First offering - Fall 2018
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*3150 Practical Horse Care III F (1-3) [0.50]</b>
This course builds on skills taught in Practical Horse Care II and expands to incorporate a student led and managed barn environment. This course emphasizes team work through managing student teams and leadership through working in supervisory capacity in the barn environment. Staff management, scheduling and efficient stable routine are also practiced. Students are responsible for twice daily feeding and stall care.
<i>Prerequisite(s):</i> DEQN*2150
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*3210 Equine Complementary Therapies F (2-1) [0.50]</b>
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.
<i>Prerequisite(s):</i> DEQN*2010
<i>Restriction(s):</i> DAGR*3930
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*4050 Rider Conditioning W (3-2) [0.50]</b>
This course covers athletic conditioning requirements and guidelines for riders at each stage of athletic development. Equestrian discipline-specific considerations are also discussed.
<i>Prerequisite(s):</i> Minimum 8.00 credits
<i>Restriction(s):</i> DAGR*3750
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*4320 Equine Business Venture W (3-0) [0.50]</b>
In this course students will undertake a comprehensive study to develop a business plan for a new venture or develop a long term management plan for an existing equine operation. Drawing upon knowledge and skills gained from previous courses, students will complete and present a formal business report.
<i>Offering(s):</i> First offering - Winter 2019
<i>Prerequisite(s):</i> 8.00 credits, including DAGR*1070
<i>Restriction(s):</i> DAGR*4610, DAGR*4650
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DEQN*4500 Industry Externship W (0-0) [0.00]</b>
This course provides students with an opportunity to develop hands-on work experience and exposure to an equine industry. The focus of this externship is to further develop professional work habits. The four-week externship, with a minimum of 140-hours, begins immediately following semester 4. A pass/fail grade will be assigned at the end of the course. If the externship is not completed satisfactorily, it will have to be successfully repeated before the student can graduate.
<i>Offering(s):</i> First offering - Winter 2019
<i>Prerequisite(s):</i> 12.0 credits
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

## Horticulture

<b>DHRT*1000 Landscape Management F (2-3) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*1050 Plant Identification I F (2-3) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*2000 Greenhouse Management F,W (3-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DAGR*1200
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*2050 Ecological Principles of Managed Landscapes W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*2090 Introduction to Landscape Construction W (2-3) [0.50]</b>
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.)
<i>Prerequisite(s):</i> DHRT*2100
<i>Restriction(s):</i> Intended for Horticulture Diploma students.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*2100 Landscape Design I W (2-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DHRT*1050
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*2200 Plant Propagation W (2-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DAGR*1200
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*2250 Horticultural Equipment Management W (2-3) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*3050 Plant Identification II F (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DHRT*1050
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*3100 Landscape Design II F,W (2-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DHRT*2100, DHRT*4100
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*3120 Applied Landscape Construction F (1-4) [0.50]</b>
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.
<i>Prerequisite(s):</i> DHRT*2090
<i>Restriction(s):</i> Intended for Horticulture Diploma students.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*3150 Nursery Management F (2-3) [0.50]</b>
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.
<i>Prerequisite(s):</i> DHRT*2200
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*3170 Horticultural Weed Science F (3-0) [0.50]</b>
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.
<i>Prerequisite(s):</i> DAGR*1200
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*3230 Soil and Water Use in Horticulture W (3-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*3300 Greenhouse Ornamental Production F,W (3-2) [0.50]</b>
Production practices of selected greenhouse ornamental crops, pot crops and cut flower crops will be demonstrated.
<i>Prerequisite(s):</i> DHRT*2000, DHRT*2200
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*3510 Experiential Learning in Horticulture S,F,W [0.50]</b>
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.
<i>Prerequisite(s):</i> 4.00 credits
<i>Restriction(s):</i> DAGR*3510, DFN*3510 Registration in the Diploma Program in Horticulture.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DHRT*3910 Special Study Project S,F,W (0-0) [0.50]</b>
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.
<i>Prerequisite(s):</i> 4.00 credits
<i>Restriction(s):</i> DAGR*3900, DFN*3910 Registration in the Horticulture Diploma Program Written permission of the faculty supervisor.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*4000 Ornamental Plant Protection W (3-2) [0.50]</b>
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.
<i>Prerequisite(s):</i> DAGR*1200, DHRT*1050
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*4050 Certification and Safety F (3-2) [0.50]</b>
Students will learn the necessary information required to write 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 be introduced to federal and provincial legislation governing worker health and safety in the workplace. In particular WHMIS, risk analysis, poisoning, First Aid, labeling and storage & disposal are covered.
<i>Prerequisite(s):</i> DAGR*1600
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*4100 Computer Assisted Design F,W (2-4) [0.50]</b>
Landscape designs and visualizations will be prepared with computer technology, using residential landscape projects. Drafting, design, visualization or modeling software will be taught and used to create plans, views, pictures and/or models.
<i>Prerequisite(s):</i> DAGR*1200, DAGR*1090, DHRT*1050, DHRT*2100
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> 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>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DHRT*4190 Greenhouse Vegetable Production W (3-2) [0.50]</b>
This course covers production practices for major and some minor greenhouse vegetable crops. Students will apply management techniques 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>Department(s):</i> Dean's Office, Ontario Agricultural College
<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>Prerequisite(s):</i> DHRT*1050
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

**DHRT\*4310 Tree Care Techniques W (1-4) [0.50]**

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.

*Prerequisite(s):* DHRT\*4300

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgeway

## Turfgrass Management

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

This course introduces the turfgrass industry and the many disciplines within the industry. Economic and social importance of turfgrass is emphasized as is the complicated interactions among the different industry sectors. The course emphasizes learning through field trips to various turfgrass operations and operations that supply the turfgrass industry.

*Department(s):* Department of Plant Agriculture

**DTM\*1100 Plant Biology 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, horticultural and turfgrass industries.

*Offering(s):* Also offered through Distance Education format.

*Equate(s):* DAGR\*1200

*Department(s):* Department of Plant Agriculture

**DTM\*1200 Turf Equipment F (2-2) [0.50]**

This course covers the equipment used as part of a turfgrass maintenance operation. The course emphasizes safe, efficient operation of equipment along with selection of equipment in a maintenance operation. The course also introduces the maintenance of small engines, hydraulic and electrical systems common to turfgrass equipment.

*Department(s):* Department of Plant Agriculture

**DTM\*1300 Turf Soil Principles F (3-2) [0.50]**

This course covers the basic concepts of naturally occurring soils and constructed rootzones used for turfgrass and landscapes. Physical, chemical and hydrological properties of soils and rootzones are emphasized in how they interact with turfgrass management. In addition, the course introduces primary and secondary nutrients and how soils impact their availability. Specific understanding of rootzones used in golf and sports turf is emphasized.

*Department(s):* Department of Plant Agriculture

**DTM\*1400 Landscape Plants F (2-3) [0.50]**

The course covers recognition, identification, naming, physical features and cultural adaptation of native and introduced woody and herbaceous plants found in cultivated landscapes. Students will be able to identify plants in the landscape and from portions of plants in the laboratory. The course prepares the students for future courses by providing them with tools for future learning.

*Co-requisite(s):* DTM\*1100

*Department(s):* Department of Plant Agriculture

**DTM\*1500 Turf Communication Skills W (3-0) [0.50]**

The course provides students with the skills to develop good written and oral communication skills. Practical examples enable students to speak and write effectively in the field of turfgrass management. The course also includes an introduction to group management skills and students will be required to work independently and meet in focus groups and complete work outside of scheduled class time.

*Co-requisite(s):* DTM\*1000

*Department(s):* Department of Plant Agriculture

**DTM\*2000 Turf Management I W (2-3) [0.50]**

The course covers cultural management of turfgrasses used for different sectors of the turfgrass industry including: home lawns, industrial sites, roadsides, athletic fields, municipal sites, golf courses, and reclamation of land. Students in the course learn to properly identify cool season turfgrass species. Students are also introduced to the scientific method and will gain planning and organizational skills through the development of an independent experiment during the lab session.

*Prerequisite(s):* DTM\*1100, DTM\*1300

*Department(s):* Department of Plant Agriculture

**DTM\*2100 Turf Irrigation and Drainage W (2-3) [0.50]**

This course covers water management through irrigation and drainage at sites including golf, sports and lawn turf. Students learn principles of drainage including design and installation of drainage systems. Design and maintenance of irrigation systems to provide effective water delivery are also emphasized.

*Prerequisite(s):* DTM\*1300

*Department(s):* Department of Plant Agriculture

**DTM\*2200 Computers and Math for Turf W (2-3) [0.50]**

This course requires students to become proficient in the mathematical skills necessary to properly apply fertilizers and chemicals. The course also requires students to understand how to calculate areas and other skills essential in calibration of turfgrass equipment. The course introduces students to the variety of computing skills and information technologies prevalent in the turfgrass industry today. In addition, emerging technologies that assist the turfgrass professional moving into the future are discussed.

*Prerequisite(s):* DTM\*1000

*Department(s):* Department of Plant Agriculture

**DTM\*2400 Landscape Design W (1-3) [0.50]**

This course covers the principles of landscape design and how different designs, landscape materials, structures and plant materials are integrated to create attractive and functional outdoor environments. The course consists of an introduction to the theory of landscape design and incorporates significant studio time in which students create designs.

*Prerequisite(s):* DTM\*1400

*Department(s):* Department of Plant Agriculture

**DTM\*2500 Arboriculture F (2-3) [0.50]**

This course covers the culture and maintenance of trees in golf courses, parks, lawns and other urban landscapes where trees and turfgrasses are used in combination. Students learn both the principles and practices common in the proper care of trees. Case studies help students develop skills necessary to diagnose problems with urban trees.

*Co-requisite(s):* DTM\*1100, DTM\*1400

*Department(s):* Department of Plant Agriculture

**DTM\*2600 Turf Environmental Management W (2-3) [0.50]**

This course covers the many environmental issues encountered by professional turfgrass managers in golf, sports and lawn turfgrass operations. The course addresses regulatory issues, waste management, environmental protection and monitoring, including both the turf and non-turf elements of the landscape. The course is designed to prepare students for landscape pesticide applicator licence exams in a number of jurisdictions.

*Prerequisite(s):* DTM\*1000, DTM\*1300

*Restriction(s):* DTM\*4100

*Department(s):* Department of Plant Agriculture

**DTM\*3000 Turf Management II F (3-2) [0.50]**

This course emphasizes interactions between turfgrass and its environment and how management impacts turfgrass playability and survival. This course addresses management of turfgrasses in highly managed areas of golf courses, sports fields and lawns. Students learn the principles of plant nutrition and the technologies and methods of proper fertilization. This course specifically addresses rootzone management and remediation of poor rootzones.

*Prerequisite(s):* DTM\*2000, DTM\*2100

*Department(s):* Department of Plant Agriculture

**DTM\*3100 Current Turf Practices F (3-0) [0.50]**

This course provides a setting to discuss and reflect on summer work experiences and introduces students to current trends in the golf course, sports field and home lawn industries. The course is based on discussions and seminars led by students to cover emerging trends in turfgrass management.

*Prerequisite(s):* DTM\*1000, DTM\*2000, 4.00 credits

*Department(s):* Department of Plant Agriculture

**DTM\*3200 Turf Diseases F (2-2) [0.50]**

This course covers the ecology and management of turfgrass diseases and disorders and cultural, biological and chemical means of control. Identification and diagnosis of common turfgrass diseases and disorders are emphasized along with the impact of control methods on the environment and ecology of the turfgrass system.

*Prerequisite(s):* DTM\*1100

*Department(s):* Department of Plant Agriculture

<b>DTM*3300 Turf Insects and Weeds F (2-3) [0.50]</b>
This course discusses the biology, ecology and management of turfgrass insects and weeds, emphasizing cultural methods of management as well as chemical and biological controls. Field recognition and diagnosis of weeds and insect pests are taught and the impact of control methods on the environment and the ecology of turfgrass systems are discussed.
<i>Prerequisite(s):</i> DTM*1100 <i>Department(s):</i> Department of Plant Agriculture
<b>DTM*3400 Landscape Construction F (2-3) [0.50]</b>
This course examines the physical properties and the appropriate uses of landscape construction materials. The impact of design, construction techniques and selection of materials are emphasized in relation to golf and sports field settings.
<i>Department(s):</i> Department of Plant Agriculture
<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>Department(s):</i> Dean's Office, Ontario Agricultural College
<b>DTM*4000 Turf Management III W (2-3) [0.50]</b>
This course emphasizes the differences between abiotic and biotic stressors and their management. The course reinforces the principles of integrated pest management and focuses on how environmental conditions, management practices and turfgrass biology impact playability and survival of turfgrasses.
<i>Prerequisite(s):</i> DTM*3000, DTM*3200, DTM*3300 <i>Department(s):</i> Department of Plant Agriculture
<b>DTM*4200 Design and Construction of Golf Courses and Sports Fields W (1-4) [0.50]</b>
Students will examine design and construction techniques practiced in golf course and sports field development. The course focuses on design with the aesthetics, function and management of such facilities as priorities. Designing to conserve and reduce water use for such facilities is emphasized.
<i>Prerequisite(s):</i> DTM*2400, DTM*3400 <i>Department(s):</i> Department of Plant Agriculture
<b>DTM*4300 Turf Case Studies W (3-0) [0.50]</b>
This course uses case studies, debates and discussion to address management, political and philosophical issues in the turfgrass industry. The course integrates knowledge of current turfgrass management practices and social awareness to solve problems and effectively communicate solutions. Problem solving skills are introduced and applied to case studies. Communication skills are emphasized including formal writing and succinct presentation skills.
<i>Prerequisite(s):</i> DTM*3000, DTM*3200, DTM*3300 <i>Co-requisite(s):</i> DTM*4000 <i>Department(s):</i> Department of Plant Agriculture
<b>DTM*4400 Human Resources Management W (3-0) [0.50]</b>
The course introduces students to the principles of human resource management including personnel planning, regulations, recruiting and hiring of employees. Students develop supervisory and problem solving skills in employee relations. Proper employee training and regulatory considerations of both private and municipal government operations is covered.
<i>Prerequisite(s):</i> DTM*1500 <i>Department(s):</i> Department of Plant Agriculture
<b>DTM*4500 Business and Finance for Turf W (3-0) [0.50]</b>
This course covers the basic aspects of business management and finance as they apply to turf-related enterprises. Case studies in capital expenditures and operational budgeting will be used to help students understand how business decisions affect operations. Examples from earlier courses and the summer work experience will also be used. Purchasing procedures in both private and municipal government settings will be discussed.
<i>Prerequisite(s):</i> DTM*3000 <i>Restriction(s):</i> DTM*2300 <i>Department(s):</i> Department of Plant Agriculture

<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> Restricted to students in Associate Diploma in Turfgrass Management program. <i>Department(s):</i> Dean's Office, Ontario Agricultural College
<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> Restricted to students in Associate Diploma in Turfgrass Management program.rolment in Diploma in Turfgrass Management. <i>Department(s):</i> Dean's Office, Ontario Agricultural College

## Veterinary Technology

<b>DVT*1000 Livestock Production and Management W (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 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>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Conventional program. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <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>Department(s):</i> Dean's Office, Ontario Agricultural College <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, 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 practiced. Injection and venipuncture techniques are introduced.
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program. <i>Department(s):</i> Dean's Office, Ontario Agricultural College <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>Offering(s):</i> Last offering - for the Alternative Program is Summer 2017 <i>Department(s):</i> Dean's Office, Ontario Agricultural College <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.

*Offering(s):* Offered through Distance Education format only.  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

**DVT\*1110 Intro to Veterinary Technology F (0-0) [0.25]**

This online course will introduce the student to fundamental concepts and skills used within veterinary medicine that will be integrated into current and future courses. Students will study medical terminology, and concepts in genetics as they relate to veterinary medicine, as well as sanitation within an animal housing environment.

*Offering(s):* Offered through Distance Education format only.  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Alternative program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

**DVT\*1150 Microbiology, Cytology and Hematology I F,S (4-4) [0.50]**

This course consists of theoretical and practical modules in hematology, microbiology, and cytology. The hematology module will introduce students to the basic aspects of animal blood evaluation. Practical sampling techniques, handling and processing of samples, and cell identification will be introduced. Hematology mathematical calculations will also be covered. The microbiology module includes the study of microorganisms with emphasis on their morphology, physiology, biochemistry, culture, and identification. Operations of the light microscopes and laboratory safety will be discussed. The cytology module will introduce students to aspects of cellular and tissue sample collection, preparation, and microscopic evaluation of normal and abnormal samples from the body.

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

**DVT\*1160 Foundations of Veterinary Technology F (3-0) [0.50]**

This course introduces the students to fundamental concepts and skills used within veterinary medicine that will be integrated into current and future courses. Students will study medical terminology, concepts in genetics as they relate to veterinary medicine, applied scientific mathematics, and proper animal housing sanitation, including quarantine protocols.

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

**DVT\*1300 Large Animal Production and Management II W (0-0) [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.

*Offering(s):* Offered through Distance Education format only.  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Alternative program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

**DVT\*1310 Laboratory Procedures S (3-4) [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. (Not offered through distance education format)

*Offering(s):* Last offering - Summer 2017  
*Prerequisite(s):* DVT\*1200 , DVT\*1210 , DVT\*1220  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*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.

*Offering(s):* Offered through Distance Education format only. Last offering - Summer 2017  
*Prerequisite(s):* DVT\*1200 , DVT\*1210 , DVT\*1220  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*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.

*Offering(s):* Last offering - Summer 2017  
*Prerequisite(s):* DVT\*1200 , DVT\*1210 , DVT\*1220  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

**DVT\*1350 Pharmacology & Vet. Tech Math S (4-0) [0.50]**

This course introduces pharmacological theory and the mathematics applied to utilize pharmaceutical agents in a veterinary clinical setting. The mode of action, mechanisms of absorption, distribution, metabolism and excretion of drug classes commonly used in veterinary medicine will be discussed. Students will learn applied clinical calculations, accurately perform drug dose and fluid therapy calculations, and analyze statistical data.

*Offering(s):* First offering - Summer 2018  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Alternative program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

**DVT\*2000 Companion Animal Management F (6-0) [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. Students 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.

*Offering(s):* Also offered through Distance Education format.  
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.  
*Department(s):* Dean's Office, Ontario Agricultural College  
*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  
*Department(s):* Dean's Office, Ontario Agricultural College  
*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.

*Offering(s):* Last offering - for Alternative Program: Summer 2018  
*Prerequisite(s):* DVT\*1070 or (DVT\*2200, DVT\*2210)  
*Department(s):* Dean's Office, Ontario Agricultural College  
*Location(s):* Ridgetown

<b>DVT*2040 Medical Exercises II S,W (1-3) [0.50]</b>
This course provides practical experience with venipuncture, IV catheterization, anaesthesia and aseptic surgical techniques, bird restraint, and the performance of fluid therapy and drug dose calculations.
<i>Co-requisite(s):</i> DVT*1040
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2050 Urinalysis W (1-2) [0.50]</b>
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.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2060 Communications &amp; Vet Software S,F (2-2) [0.50]</b>
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.
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2070 Pharmacology &amp; Applied Calculations W (3-0) [0.50]</b>
This course introduces pharmacological theory and the mathematics applied to utilize pharmaceutical agents in a veterinary clinical setting. The mode of action, mechanisms of absorption, distribution, metabolism and excretion of drug classes commonly used in veterinary medicine will be discussed. Students will learn to accurately perform drug dose and fluid therapy calculations, and analyze statistical data.
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Conventional program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2100 Veterinary Nursing Techniques I F (0-0) [0.25]</b>
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.
<i>Offering(s):</i> Offered through Distance Education format only.
<i>Prerequisite(s):</i> 4.50 credits
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2150 Hematology II S,W (2-4) [0.50]</b>
Students will strengthen their understanding of theoretical and practical aspects of canine and feline blood evaluation. Students will be introduced to the hematology of other species, including equine, bovine, avian and exotics. Blood cell precursors and common disease processes affecting the blood will be studied. The performance, assessment and evaluation of common veterinary clinical procedures will be emphasized. Hematological mathematical calculations will also be practiced.
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2200 Introduction to Immunobiology F (0-0) [0.25]</b>
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.
<i>Offering(s):</i> Offered through Distance Education format only.
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Alternative program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown

<b>DVT*2210 Introduction to Anesthetic Principles F (0-0) [0.25]</b>
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.
<i>Offering(s):</i> Offered through Distance Education format only.
<i>Prerequisite(s):</i> 4.50 credits
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Alternative program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2220 Introduction to Radiography W (0-0) [0.25]</b>
This course introduces practical and theoretical aspects of radiography in veterinary medicine. Topics include radiation safety, radiographic equipment (analog versus digital), production of radiation, intensifying screens, films, grids, and manual and automatic processing. The course introduces a variety of special imaging techniques utilized in veterinary medicine.
<i>Offering(s):</i> First offering - Winter 2019 Offered through Distance Education format only.
<i>Prerequisite(s):</i> 4.50 credits
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology Alternative program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2300 Veterinary Anatomy and Physiology S (2-2) [0.25]</b>
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.)
<i>Prerequisite(s):</i> DVT*2200, DVT*2210
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2310 Veterinary Nursing Techniques II S (1-3) [0.25]</b>
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.)
<i>Prerequisite(s):</i> DVT*2200, DVT*2210
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> Ridgetown
<b>DVT*2320 Surgical Exercises S (1-3) [0.25]</b>
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.)
<i>Prerequisite(s):</i> DVT*2200, DVT*2210
<i>Restriction(s):</i> Registration in the Associate Diploma in Veterinary Technology program.
<i>Department(s):</i> Dean's Office, Ontario Agricultural College
<i>Location(s):</i> 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.

*Prerequisite(s):* DVT\*2200, DVT\*2210

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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*2340 Exercises in Radiography I S (1-3) [0.50]**

This course introduces practical application of veterinary radiography. Students will practice radiation safety, learn proper positioning techniques to produce diagnostic images, and use analog and digital radiographic equipment on small and large animals utilizing mechanical restraint.

*Offering(s):* First offering - Summer 2019

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

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Offering(s):* Last offering - for Conventional Program: Fall 2017 Last offering - for Alternative Program: Summer 2019

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*3020 Parasitology & Clinical Chemistry F (4-4) [0.50]**

This course emphasizes practical laboratory techniques utilized routinely in veterinary practice. The clinical chemistry module is an introduction to basic clinical chemistry principles. Topics of discussion will include: common laboratory safety and equipment; quality controls; mathematical calculations and proper analytical techniques. The parasitology module 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: parasite 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.

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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*3030 Radiography I F (2-3) [0.50]**

This course deals with practical and theoretical aspects of radiography in veterinary medicine. Lectures cover radiation safety, positioning, analog and digital radiographic equipment, production of radiation, intensifying screens, films, grids, and manual and automatic processing. During the laboratory sessions, the students work in small groups learning proper positioning techniques, and troubleshooting to produce diagnostic images of small and large animals.

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

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Offering(s):* Last offering - for Conention Program: Fall 2017 Last offering - for Alternative Program Fall 2018

*Prerequisite(s):* 6.00 credits

*Restriction(s):* DVT\*1030 , Registration in the Associate Diploma in Veterinary Technology program.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*3070 Animal Dentistry I F,S (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. Students are introduced to the proper techniques involved in performing a complete dental prophylaxis, and given the information needed to enable them to counsel clients on appropriate preventative home care.

*Offering(s):* First offering - for Conventional Program: Fall 2018 First offering - for Alternative Program: Fall 2019

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*3200 Public Health F (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.

*Offering(s):* Offered through Distance Education format only.

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

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Offering(s):* Offered through Distance Education format only.

*Prerequisite(s):* DVT\*1090 or DVT\*3040

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

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Offering(s):* Last offering - for Conventional Program: Winter 2018 Last offering  
- for Alternative Program: Summer 2019

*Department(s):* Dean's Office, Ontario Agricultural College

*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

*Department(s):* Dean's Office, Ontario Agricultural College

*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.

*Offering(s):* Last offering - for Conventional Program: Winter 2018 Last offering  
- for Alternative Program: Summer 2019

*Prerequisite(s):* DVT\*3020 or DVT\*3200, DVT\*3210

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*4030 Radiography II S,W (1-3) [0.50]**

This course covers practical applications of all aspects of radiography in veterinary medicine. Emphasis of this course is on proper positioning, using mechanical restraint, trouble shooting, use of contrast media, different techniques with exotic animals and creating a technique chart.

*Prerequisite(s):* DVT\*2340 or DVT\*3030

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*4040 Hospital Management F (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.

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

*Department(s):* Dean's Office, Ontario Agricultural College

*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

*Department(s):* Dean's Office, Ontario Agricultural College

*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

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*4070 Animal Dentistry II S,W (1-3) [0.50]**

This course builds on the fundamentals of small animal oral health with emphasis on the prevention of oral disease. Using models and live patients, students continue to utilize and develop the proper techniques involved in performing a complete dental prophylaxis.

*Offering(s):* First offering - for Conventional Program: Winter 2019 First offering  
- for Alternative Program: Summer 2020

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*4080 Vet. Tech. Practical Applications S,W (1-3) [0.50]**

This course is a comprehensive overview of applied, practical skills to enhance the ability of students to work in the veterinary industry. Students will be provided with the opportunity to integrate and apply knowledge and technical skills through case studies, independent study units and laboratory exercises.

*Offering(s):* First offering - for Conventional Program: Winter 2019 First offering  
- for Alternative Program: Summer 2020

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown

**DVT\*4090 Laboratory & Exotic Animal Science S,W (4-0) [0.50]**

This course familiarizes students with the husbandry, handling and veterinary care of common nondomestic species in the research laboratory, veterinary clinic and natural environments. Regulations, ethics and protocols surrounding the use of animals within scientific research will be discussed.

*Offering(s):* First offering - for Conventional Program: Winter 2019 First offering  
- for Alternative Program: Summer 2020

*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.

*Department(s):* Dean's Office, Ontario Agricultural College

*Location(s):* Ridgetown



## XIII. University of Guelph General Information

### Centre for International Programs (Guelph Campus Only)

The Centre for International Programs, the first of its kind in Canada, aims to facilitate, stimulate and support a continuously growing range of University involvement in international activities. This goal is accomplished by developing and maintaining contacts with university partners around the world, supporting study abroad programs, and providing liaison with government agencies, private sector companies and non-governmental organizations. The Centre provides information on international opportunities and resources to students and faculty, and manages the University's student exchange programs. The Centre contributes to university policy on internationalization and serves as a focal point for links with other universities, government agencies, and private sector firms wishing to cooperate with the university in international activities.

### Diversity and Human Rights

The Office of Diversity and Human Rights located at the north side of the Guelph campus at Fielding House, 15 University Avenue East. All enquiries are confidential. Office hours are Monday-Friday: 8:45a.m.- 4:45p.m. Phone: 824-4120, ext. 53000; Website: <https://www.uoguelph.ca/diversity-human-rights/>.

The Office of Diversity and Human Rights (DHR) is a welcoming, safe, and confidential resource for staff, students and faculty seeking information, training and support on issues relating to diversity, inclusion, equity, and human rights.

In accordance with the Ontario Human Rights Code, The University of Guelph's Human Rights Policy and Procedures prohibit harassment or discrimination on the basis of: race, colour, ancestry, place of origin (where you were born), ethnic background, citizenship, creed (religion), sex (including pregnancy), disability, sexual orientation, gender expression, gender identity, age, marital status, and family status. In some cases, discrimination includes unfair treatment on the basis of the receipt of public assistance or a pardoned criminal offense.

These Policy and Procedures documents are available at the Diversity and Human Rights website <https://www.uoguelph.ca/diversity-human-rights/>.

### Definitions

**Harassment** is a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination. (as identified in the preceding section.)

**Discrimination** refers to any form of unequal treatment based on a Code ground that results in disadvantage, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. It may be obvious, or it may occur in very subtle ways. Discrimination needs only to be one factor among many factors in a decision or action for a finding of discrimination to be made.

### Inquiries and Complaints

All members of the University community (including students, staff and faculty) have the right to seek confidential advice and information about concerns or complaints regarding harassment or discrimination. DHR may assist individuals to resolve complaints by serving as a resource to the parties involved, providing mediation, or facilitating the University's human rights concern and complaint resolution procedures. In addition, any party may consult with DHR regarding any university decision which may relate to human rights.

### Services

DHR delivers training and awareness on inclusion, equity, accessibility and human rights issues to all members of the University community; connects students, staff and faculty involved in human rights disputes with trained and independent support personnel; and in collaboration with university constituents, coordinates the university's compliance with federal and provincial initiatives and legislation relating to human rights, equity, and accessibility.

### Policy on Intellectual Property

The University of Guelph (the "University") is one of the most research intensive universities in Canada, and has a long history of high-quality, innovative research that changes lives and improves life. The University is committed to enabling and supporting the people and partnerships that advance the quality, pre-eminence and societal value of the University's research and creative endeavors.

It is recognized that in the course of research, new Intellectual Property will be created that may be commercially valuable and that may require patent or other protection in order to reach its full potential. Accordingly, the goal of this Policy is to encourage the creation of Intellectual Property and to facilitate its development and commercialization, while preserving the principles of academic and intellectual freedom.

No Personnel will be obliged to engage in the commercial exploitation of the results of their University Activities or to provide commercial justification for it, except as required in any grant application, award, or Contract.

The fundamental principle of this Policy is that, subject to the specific exceptions set out herein, Intellectual Property is owned by those who create it.

This Policy replaces the Inventions Policy (1991), the Copyright Policy (1989) and the Software Creation Policy (1989). It does not replace or supersede any other policy or collective agreement.

This Policy is effective as of May 1, 2014 and is not retroactive. This Policy applies to all Personnel.

This license shall not apply to a Personnel's personal documents, including unpublished lecture notes, course notes, lab notes or any work-in-progress.

### Section 1: Definitions

**1.1 "Commercialization"** means the patenting, marketing, manufacturing, sale, distribution, licensing, sublicensing, transferring, granting of rights of use or leasing of Intellectual Property or products or services covered by, claimed by, or incorporating Intellectual Property.

**1.2 "Contract"** means a written agreement between the University and a Personnel and/or a third party. Contract shall also mean the terms or conditions under which funding is provided to the University to support the Personnel's University Activities.

**1.3 "Copyright"** means the rights granted under the Copyright Act, RSC 1985, c-42, as amended from time to time.

**1.4 "Creator"** means the person or persons who creates, conceives, designs, discovers, develops, invents or authors Intellectual Property.

**1.5 "Intellectual Property"** means any result of intellectual or artistic activity and includes, but is not limited to Works, Tangible Research Property, software, databases and database layouts, Inventions, industrial or artistic designs, trade-marks, trade names, domain names, integrated circuit topographies, know-how and trade secrets, whether or not registerable or registered or protected under the law.

**1.6 "Invention"** means the rights associated with any patentable or potentially patentable idea, discovery or know-how and any associated or supporting technology that is required for development or application of the idea, discovery or know-how.

**1.7 "Moral Rights"** means the Canadian statutory rights of an author of a work in which Copyright subsists to be associated with the work and to prevent the distortion, mutilation or modification of the work to the prejudice of the honour and reputation of the author.

**1.8 "Net Revenue"** equal those gross receipts that the University is entitled to retain from Commercialization activity, less: (i) the University's out-of-pocket costs and fees associated with securing, maintaining and enforcing intellectual property protection such as patenting and litigation expenses, (ii) out-of-pocket costs incurred by the University in the licensing of the intellectual property and (iii) any out-of-pocket expenses in making, shipping or otherwise distributing Tangible Research Property.

**1.9 "Personnel"** means one or more individuals carrying on the University Activities, paid or unpaid and who is/are not a Member as defined in the Collective Agreement between the University of Guelph and the University of Guelph Faculty Association. Personnel include but are not limited to, Professor Emeriti, staff, students, sessional lecturers, post-doctoral fellows, volunteers and adjunct faculty. In the absence of a Contract governing new Intellectual Property created during their visit, visiting scientists and visiting students are considered Personnel for the purpose of this Policy.

**1.10 "Principal Investigator"** means the Personnel who is identified as principally responsible for the performance and supervision of research associated with a Contract.

**1.11 "Tangible Research Property"** means plant germplasm, cell lines, organisms, proteins, plasmids, DNA/RNA, chemical compounds, transgenic animals and other materials useful for research or for commercial purposes for which patent applications are not filed or, if filed, do not issue.

**1.12 "University Activities"** means activities which are carried on by Personnel in the course of their employment or association with the University, or using University funds, facilities, equipment or other resources.

**1.13 "Work"** means original literary, dramatic, musical and artistic work and includes every original production in the literary, scientific or artistic domain, whatever maybe the mode or form of its expression such as websites, books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, course work delivered on the Internet, including distance education, multimedia instructional packages, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, choreographic works, performers' performances, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs, and other works of art.

### Section 2: Copyright

1. Copyright belongs to Personnel who create Work, even if it is produced during the course of their University Activities, except in those cases where:

- a. there is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or
  - b. the Work is produced according to Section 2.2.
2. No Personnel shall claim any rights, and the University reserves to itself the ownership rights in any Works that are:
- a. encompassed within section 2.1(a) above;
  - b. produced by Personnel at the specific request or direction of the University;
  - c. produced by Personnel employed for the express purpose of creating or producing Works, or where there is an explicit requirement in a Personnel's job description for this responsibility;
  - d. an assessment, grading, report or correspondence produced pursuant to Personnel's University Activities;
  - e. Works provided to a Personnel to assist him/her in carrying out his/her duties and modified by the Personnel, such as a laboratory manual; or
  - f. produced and designed to assist in the day-to-day administration of the University's affairs.
3. Personnel shall not be required to waive their Moral Rights.
4. In the event that Work is the creation of more than one Personnel, the provisions of this Policy shall apply on a pro rata basis to all the Creators of the Work, unless a written agreement among the Creators, or a Contract states otherwise.
5. Where a Work is owned by a Personnel, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, marketing and negotiation of licenses. The Creator(s) will be entitled to receive seventy-five percent (75%) of Net Revenues received by the University as a result of successful commercialization of a Work owned by a Personnel.
6. The University may, at any time, elect to terminate or relinquish its rights in any Work. In the event that the University or assignee relinquishes its rights in any Work, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.
7. All Personnel who own Copyright pursuant to this Policy hereby grant to the University:
- a. a nonexclusive, royalty-free, irrevocable and non-transferable license to use such works in other, non-commercial teaching and/or scholarly, research or creative activities of the University, subject to copyright requirements of academic journals and other vehicles of scholarly publication; and
  - b. in the case of written works submitted as partial fulfillment of the requirements for completing a degree at the University, the non-exclusive right to reproduce, translate, and/or distribute the written work worldwide in print and electronic format and in any medium, including but not limited to audio or video.

### **Section 3: Inventions and Tangible Research Property**

**3.1** Inventions and Tangible Research Property belong to Personnel who create the Invention or Tangible Research Property, even if it is produced during the course of their University Activities, except in those cases where:

- a. there is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or
- b. the Invention or Tangible Research Property is created according to Section 3.2.

**3.2** No Personnel shall claim any ownership, and Personnel hereby assign ownership to the University in any Inventions or Tangible Research Property that is:

- a. encompassed within section 3.1(a) above;
- b. produced by Personnel at the specific request or direction of the University; or
- c. produced by Personnel employed for the express purpose of creating or producing Inventions or Tangible Research Property, or where there is an explicit requirement in a Personnel's job description for this responsibility.

**3.3** Prior to proceeding with a patent application or Commercialization activity, Personnel shall provide written disclosure to the University of any Invention made by him/her. Such disclosure shall assert whether ownership of the Invention is claimed by Personnel according to this Policy and the Personnel's intention to pursue Commercialization independently or with the assistance of the University. If the University fails to challenge in writing the assertions of the Personnel within three (3) months of the receipt of disclosure of the Invention, the University shall be deemed to have accepted as accurate the assertions set out in the disclosure. Failure by a Personnel to disclose an Invention shall not terminate or waive any potential claim by the University regarding Intellectual Property rights.

**3.4** Subject to section 3.3, where Personnel own an Invention or Tangible Research Property according to this Policy, they may, at their sole discretion, make arrangements for protection and Commercialization at their sole expense and benefit.

**3.5** Where an Invention or Tangible Research Property is owned by Personnel, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of commercialization of an Invention or Tangible Research Property by the University.

**3.6** Where an Invention is owned by the University, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of Commercialization of an Invention by University.

**3.7** Where Tangible Research Property is owned by the University according to Section 3.2, University reserves to itself all ownership rights and revenues.

**3.8** The University reserves to itself and Personnel shall grant a fully paid-up, non-exclusive, royalty-free, irrevocable and non-transferable license to use any Personnel-owned Invention or Tangible Research Property made, discovered or developed using the University's facilities, support personnel, support services, equipment or materials, for academic and research purposes.

**3.9** In the event that an Invention or Tangible Research Property is the creation of more than one Personnel, the provisions of this article apply on a pro rata basis to all the Creators unless a written agreement or Contract states otherwise.

**3.10** The University may, at any time, elect to terminate or relinquish its rights in any Invention or Tangible Research Property. In the event that the University or any other assignee relinquishes its rights in any Invention, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.

### **Section 4: Additional Items**

**4.1** The Principal Investigator has the duty to inform any collaborators or co-investigators, including all Personnel involved in the research, of the terms of any Contract governing the research, including terms related to ownership or Commercialization of Intellectual Property.

**4.2** The name "University of Guelph" and abbreviations thereof, and the logos of the University of Guelph and their component parts, are trademarks and service marks of the University and are owned by the University. Personnel will take all reasonable and practicable steps to ensure that the name of the University and such other trade-marks and service marks are not used in connection with Intellectual Property without the prior written agreement of the University. No statement made by a Personnel with respect to Intellectual Property may, in any way, imply approval, promotion or use of such Intellectual Property by the University without the prior written agreement of the University. Notwithstanding the foregoing, nothing shall prevent Personnel from stating his/her employment, rank and title in connection with Intellectual Property.

**4.3** This Policy is effective as of its implementation, and all Contracts between a Personnel and the University made prior to this date will be governed under the terms of those Contracts and the applicable policies in place at the time of the Contract.

**4.4** Subject to Section 5, the Vice-President (Research) is responsible for making such determinations as are necessary under this Policy.

### **Section 5: Dispute Resolution**

**5.1** It is recognized that disputes may arise between the University and Personnel with respect to Intellectual Property and the implementation of this Policy. When disputes arise, every effort shall be made by all parties acting in good faith to resolve disputes at the lowest possible level.

**5.2** If a dispute cannot be resolved informally, the matter will be referred to the Vice President (Research) (or his/her delegate), who will consult with others as appropriate and issue a written decision.

### **Section 6: Policy Review and Procedures**

**6.1** The Vice President (Research) is authorized to develop and up-date procedures to aid implementation of the Policy.

**6.2** Amendments to the Policy require the approval of the Board.

**6.3** The Board of Governors will review this Policy at least every five (5) years.

## Policy on Non-Academic Misconduct

The University of Guelph's core value is the pursuit of truth. 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 (University of Guelph Act, 1964). It is expected that all members of the University community will support and enrich these values by interacting with each other in a manner that is respectful, civil and consistent with the following responsibilities. Failure to abide by these responsibilities may result in penalties. The University of Guelph has developed a policy that sets out the University's expectations regarding conduct as members of the University of Guelph community. Please click onto the following URL to view the Policy on Non-Academic Misconduct: <https://www.uoguelph.ca/secretariat/office-services-student-judicial-services-non-academic-appeals/policy-non-academic-misconduct>

### Purpose and Jurisdiction

1. The University of Guelph is an environment that develops the person, scholar & citizen. This Policy sets out the University's expectations regarding student conduct as members of the University of Guelph community.
2. In this Policy, a "student" is any person registered in a diploma, undergraduate or graduate program at the University of Guelph or otherwise taking credit or non-credit courses offered by the University of Guelph, or any person who was a student at the time the alleged breach occurred. "Campus" means the physical grounds of either the University's Guelph main campus or the Reidgetown campus. This Policy does not apply to students registered at University of Guelph-Humber programs and attending Humber College.
3. Except as noted in paragraph 4 and 5, this Policy applies to all student non-academic behaviour on campus and to students who are engaged in University programs off campus. Allegations regarding other off campus conduct may be brought forward under this Policy if the violation in question materially affects the safety, integrity or educational interests of the University community or as provided under the **Community Standards Protocol**.
4. Alleged breaches of this Policy which arise within University residences may in the discretion of Student Housing Services, proceed under the **Residence Community Living Standards**.
5. Alleged breaches of this Policy which arise at the Ridgetown campus will be subject to the process and procedures specific to that campus.
6. Alleged breaches of this Policy committed by students who are identified as Students-At-Risk by the Student At-Risk Team ("SART") may at the discretion of the SART team, proceed under the Protocol for Responding to Students At-Risk.

### University Community Values

7. The University of Guelph's core value is the pursuit of truth. 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 (*University of Guelph Act, 1964*). It is expected that all members of the University community will support and enrich these values by interacting with each other in a manner that is respectful, civil and consistent with the following responsibilities. Failure to abide by these responsibilities, or assisting or conspiring with another individual to act contrary to these responsibilities may result in penalties.

### Diversity

8. Students have a **responsibility** to help create and uphold an environment that respects the diversity and differences of members of our campus, and allows all members to be treated with dignity, worth and respect. An example of this type of responsibility is the requirement to abide by the University's commitment to the Ontario Human Rights Code and the **Human Rights at the University of Guelph Policy**<sup>1</sup>, including but not limited to refraining from engaging in activities that express intolerance on grounds prohibited by the Human Rights at the University of Guelph Policy.

<sup>1</sup> *Allegations of breach may be pursued either under this Policy or the applicable human rights policy or legislation*

### Integrity

9. Students have a **responsibility** to help maintain the integrity of the University as a community for learning. An example of this type of responsibility is the requirement to abide by all Federal, Provincial and Municipal laws<sup>2</sup> and University policies including but not limited to:

- a. **Drugs and Drug Paraphernalia** - to not possess, use, supply or traffic illegal drugs, drug paraphernalia or controlled substances.
- b. **Alcohol** - to possess, purchase, and/or use of liquor by those under the age of 19 is prohibited. The sale or provision of alcohol to liquor 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.

- c. **Smoking** -to abide by the **University's policy, Smoking in the Workplace**, which includes not smoking or using an electronic cigarette inside any University building or vehicle, or within nine metres of any building entrance or exit.
- d. **Information Technology (IT)** - to use computer login codes or passwords and University IT resources (e.g., computing account or workstation) in accordance with the **University's Acceptable Use Policy**.
- e. **Permits and Identification** - to not acquire, use, loan or disseminate University identification, express plans, building access cards, bus passes or parking permits that are stolen, borrowed, cancelled, lost, false, altered or expired. To not loan any of your identification to others nor alter or produce fake identification.

<sup>2</sup> *Allegations of criminal or other offences may be addressed off-campus under the applicable legislation. The University may also initiate charges under this Policy with respect to the same incident(s) if Campus Community Police in consultation with the Associate Vice-President Student Affairs determine that the allegation in question materially affects the safety, integrity and/or educational interests of the University community.*

### Learning

10. Students have a **responsibility** to help support community members' access to the tools they need to engage in their learning and development, both in and outside of the classroom. An example of this type of responsibility is the requirement to abide by the following:

- a. **University Property** - to respect posted hours and limits on entry where such conditions exist.
- b. **Property** - to not destroy, tamper with, deface or vandalize, monopolize, unlawfully access, remove or possess property not your own, including but not limited to property of the University and personal property.
- c. **Disruption** - to not 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.

### Safety

11. Students have a **responsibility** to support an environment that enables students to be safe and free from harm. An example of this type of responsibility is the requirement to abide by the following:

- a. **Harassment** - to treat all members of the University community with respect and without harassment. 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. Examples include but are not limited to bullying, hazing, sexual harassment, or unwanted sexual attention.
- b. **Sexual Assault** - to not assault any person sexually or threaten any person with sexual assault. Sexual assault is defined as any unwanted act of a sexual nature imposed by one person upon another and includes such activities as kissing, fondling, oral or anal sex, intercourse, or other forms of penetration, without consent. Sexual assault can also occur in a dating relationship or marriage.
- c. **Bodily Harm** - to not engage in activities that are 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.
- d. **Firearms and Other Weapons** - to not bring onto campus any firearms or weapons (examples include but not limited to: BB guns, slingshots, paintball guns, firecrackers, gunpowder or any other forms of unauthorized hazardous materials). Students are not allowed to use any objects to injure, threaten or intimidate a person.
- e. **Fire and Life Safety Equipment** - to not tamper or interfere with, discharge or activate any life safety or fire equipment on campus unless for the purposes of responding to an emergency. Life safety equipment includes but is not limited to defibrillators, fire extinguishers, fire alarms and emergency phones.
- f. **Guests** - to take reasonable steps to ensure your guests comply with this Policy. Students may be held responsible for any breach of the rules committed by your guests on campus.

### Interim Suspension

12. If a student has been charged with a breach under this Policy and a student's conduct raises a reasonable apprehension of harm to the student or to others at the University, or the normal functioning of the University, the President or designate may, in his or her discretion, implement an interim suspension order. A Judicial Hearing will be undertaken as soon as possible and, in any event, no longer than fourteen working days from the laying of the charge.

### Process

#### Guelph Campus

13. Students who do not comply with these responsibilities may be charged with a breach of this Policy in two ways:

- a. a Notice of Offence issued by Campus Community Police, or
- b. a charge laid by an individual or by the University.

14. The hearing process under this Policy is carried out by the Judicial Committee based on the principles of fairness, participation and efficiency.

15. The Judicial Committee has authority to issue orders and penalties as outlined in its Terms of Reference. If a student has been found guilty of previous breaches of this Policy or the Residence Community Living Standards, that information is made available to the Judicial Committee for penalty consideration.

Information on the Judicial procedures or common penalties may be obtained from the Judicial Website, or by calling the Judicial Officer, University Centre, at extension 52464 or from the Director's Office at Ridgetown campus.

### Ridgetown Campus

Process and Procedures for the Ridgetown campus is available at: <http://www.uoguelph.ca/registrar/calendars/diploma/current/>

### Periodic Review Process

16. This Policy will be reviewed no less frequently than every five years by the Student Rights & Responsibilities Committee. Comments and specific suggestions for amendments or additions to the Policy are welcome at any time and should be referred to the Office of Student Affairs at: [st\\_affs@uoguelph.ca](mailto:st_affs@uoguelph.ca).

## Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student. Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact us: Via telephone: Monday to Friday 8:30 A.M. to 4:30 P.M. EST/EDST 1-800-263-1136 (Toll Free) or 1-514-283-8300 Via mail: Institutional Surveys Section, Centre for Education Statistics, Statistics Canada, Main Building, SC 2100-K 100 Tunney's Pasture, RHC 13th floor Ottawa, Ontario, K1A 0T6 Via e-mail: [PSIS-SIEP\\_contact@statcan.gc.ca](mailto:PSIS-SIEP_contact@statcan.gc.ca) Further details on the use of this information can be obtained from the Statistics Canada Web site <http://www.statcan.gc.ca/eng/start>

## University ID Cards

A University ID 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, first name and identification number; a colour photograph of the cardholder; 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.
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 at the Guelph campus who do not obtain a card must contact the ID Card Centre, Enrolment Services, level 3, University Centre for assistance. Ridgetown Campus new students must obtain a student card in the Pestell Student Services building.

7. The University of Guelph ID Card colour photo must show a clear, front view of the applicant's full face. Hats, headbands or sunglasses may not be worn in the photo. The applicant's eyes must be open and looking directly ahead. Head coverings worn for religious or medical reasons can be worn but must not cover any part of the applicant's face. The head covering must not obscure or obstruct a full front view of the applicant's face, nor can it cast a shadow on the face. Persons with a niqab or burka who require their University ID Card be issued at the University of Guelph campus will have a female staff member photograph and verify the individual's identity in a private setting.
8. Loss or finding of the University Card should be reported to the ID Card Centre at Enrolment Services.
9. A service charge will be levied for replacement cards.

## XIV. Administration and Faculty

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Mr. David Mirvish, Chancellor

Hon. Pamela Wallin, Chancellor Emerita

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Mr. Graham Badun

Mr. Gerrit Bos

Ms. Nancy Brown Andison

Mrs. Shauneen Bruder, (Vice Chair)

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Mrs. Nancy Croitoru

Ms. Mary Deacon

Mr. Earl Ellis

Mr. Paul Gallagher

Mr. Paul Gibson

Dr. Sally Hickson

Mr. Bill Hogarth

Mr. Peter MacGowan

Mr. Andrew Marsh

Ms. Wendy Millar , (Vice-Chair)

Mr. David Mirvish, (Chancellor)

Dr. Coral Murrant

Mr. Neil Parkinson

Mr. Thomas Sasso

Dr. Byron Sheldrick

Ms. Irene Thompson

Dr. Franco Vaccarino, (President)

Ms. Kate Revington, (University Secretary; non-voting)

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V. Hodgkinson, Special Advisor to the President, B.A. (YORK, CAN.), M.A. (GUELPH)

M.M. Murphy, Legal Counsel, B.SC. (ST. F.X. ANTIGONISH, N.S.), LLB (W.ONT.)

#### University Secretariat

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G. Gauthier-Chalifour, Associate University Secretary, B.A. (W. LAUR.), M.A. (GUELPH)

H. Jarvis, Assistant University Secretary & Judicial Officer, B.A. (QU.), M.A., J.D. (TOR.)

K. Ingoldsby, Governance Officer, B.A.(W. ONT), CHRP (FANSHAWE)

B. Doadt, Acting Governance Officer, B.F.A (RYERSON), J.D. (W.ONT)

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R. Graham, Chief Information Officer and Chief Librarian, B.S. (Wilberforce), M.S. (UIUC)

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M. Ridley, Acting Director of First-Year Seminars, B.A., (GUELPH), M.L.S. (TOR.), M.A. (NEW BR.), M.ED (TOR.)

T. Oakley, Special Project Manager, Faculty and Academic Staff Relations, B.A.S.C., M.SC., M.A. (GUELPH)

P. Tersigni, Director, Academic Programs & Policy, B.A., M.A. (GUELPH)

J. Emeneau, Curriculum Manager, Associate Vice-President (Academic), B.A.S.C. (GUELPH)

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#### Alumni Affairs and Development

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R. Moroz, Associate Director, Information Systems, B.MIS. (RYERSON)

W. Turner, Associate Director, Stewardship, B.COMM (GUELPH)

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J. Miles, Assistant Vice-President (Finance and Services), B.A. (WAT.), C.M.A.

E. Townsley, Executive Director (Hospitality Services)

D. Lee, Director, Campus Community Police, Emergency Management & Fire Safety

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R. MOCIA, Associate Vice-President Research (Strategic Partnerships), M.SC. (GUELPH)

S. L. Cox, Executive Director, Research Innovation and Knowledge Mobilization, D.V.M., M.BA. (Guelph)

#### Ontario Agricultural College

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**J. Varamo**, Manager Academic Programs, B.A. (GUELPH)

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**E.B. Burnside**, University Professor Emeritus, B.S.A., M.S.A. (TOR.), PH.D. (N. CAROLINA)

**J.F. Hurnik**, University Professor Emeritus, B.A., M.A. (NITRA), PH.D. (GUELPH)

**G.J. King**, University Professor Emeritus, D.V.M. (TOR.), M.SC., PH.D. (GUELPH), FI Biol

**S. Leeson**, University Professor Emeritus, M.PHIL., PH.D (NOTT)

**B.W. McBride**, University Professor Emeritus, B.SC., M.SC. (GUELPH), PH.D. (ALTA.)

**L.P. Milligan**, University Professor Emeritus, B.SC., M.SC. (ALTA.), PH.D. (CALIF), F.R.S. (CAN.)

**L.R. Schaeffer**, University Professor Emeritus, B.S. (PURDUE), M.S., PH.D. (C'NELL)

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**G.Y. Bédécarrats**, Associate Professor, B.SC., D.E.A. (RENNES), PH.D. (MCG.)

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**T. De Vries**, Associate Professor and Canada Research Chair in Dairy Cattle Behaviour and Welfare, B.SC. (AGR), PH.D. (B. C.)

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**C. Wagner-Riddle**, Professor, B.SC., M.SC. (SAO PAULO), PH.D. (GUELPH)

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**Y. Zheng**, Associate Professor, B.SC., M.A. (SW.AGR.U.), PH.D. (NEWCASTLE UPON TYNE)

## Ridgetown Campus

**K. McEwan**, Director, B.SC. (ARG.), M.SC. AG. EC.

**I. Moore**, Associate Director (Academics), B.SC.(AGR.), D.V.M. (GUELPH)

**J. Zandstra**, Coordinator, Associate Diplomas in Agriculture and Horticulture

**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 opens prior to 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 credits.

## 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 admission to a new program or 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 Diploma Program 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 both 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. Courses taken via Letter of Permission are not used to calculate course load.

## 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 or 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 (see Weighted Course Total).

## 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 Ridgeway campus.

## 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 or Diploma (e.g. B.A.Sc. program).

## Program Counsellor

See Section 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 Restriction.

## 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 or diploma program, including programs without specialization. Schedules of studies are completed within a specific degree or diploma 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 or diploma from that program depends upon a) the degree or diploma 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 (see Weighted Course Total).

## 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.

## Supplemental Privilege

Supplemental privileges are granted at the discretion of the Program Committee, and in consultation with the instructor, affording a student who has received a failing grade on the original course attempt, the opportunity to obtain credit for the course while retaining the original failing grade.

## Transcript

A transcript is an official document prepared by the Registrar recording a student's courses and grades.

## Two-Semester Course

A two-semester course is a course that is taken over 2 continuous semesters and counts as 2 course attempts for classification, continuation of study and calculation of fees. Two semester courses cannot be split.

## Undergraduate Calendar

The undergraduate calendar is an annual publication containing official information about the undergraduate academic programs and regulations of the University.

## Weighted Course Total

Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.

**Withdrawal**

Withdrawal of registration for an academic term after the start of classes.

**Withdrawal with Failure**

Withdrawal with failure may be applied to a course or an academic term. The notation "WF" will appear against the course(s) in the grade field on the official transcript.

## Revisions

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On the basis of information received from program committees, colleges or departments the 2017 - 2018 Diploma Calendar includes the following revisions:

### Note

Those who may have used the PDFs to download and print off these calendar sections are advised to re-print the revised sections accordingly. Please be aware sectioning, page numbering, table of contents may have changed.

### March 1, 2017

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Initial publication of the 2017-2018 Diploma Calendar.

### June 9, 2017

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Second publication of the 2017-2018 Diploma Calendar.

#### Chapter X Associate Diploma Programs

- Associate Diploma in Equine Care and Management - Updated Required Courses

#### Chapter XII Course Descriptions

- Updated courses in the following sections:
  - Agri-Food Leadership (DAFL)
  - Agriculture and Equine Studies (DAGR)
  - Environmental Management (DENM)
  - Equine Studies (DEQN)

#### Chapter XVI Administration and Faculty

- Changes and updates to various listings.