

# 2018-2019 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including the Summer Semester 2018, the Fall Semester 2018 and the Winter Semester 2019.

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:

- Universities Canada

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Revision Information:

Date	Description
March 1, 2018	Initial Publication



# Disclaimer

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## University of Guelph 2018

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The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including the Summer Semester 2018, the Fall Semester 2018 and the Winter Semester 2019.

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: Enrolment 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 Advanced Education and Skills Development 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 Advanced Education and Skills Development, 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 Advanced Education and Skills Development 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 Chapter 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 Chapter 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 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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## III. Schedule of Dates

The dates for the 2018-2019 academic year are listed by semester below as follows:

Summer Semester 2018

Fall Semester 2018

Winter Semester 2019

### Summer Semester 2018

#### **Monday, April 30**

- Add period begins

#### **Tuesday, 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 4**

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

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

- Classes commence

#### **Friday, May 11**

- Last day to submit co-op work performance evaluations and learning goals reflections for Winter Semester 2018

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

- New student course selection for Fall Semester 2018 begins

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

- Last day to submit co-op work semester reports for Winter Semester 2018

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

- Add period ends
- Last day to drop two-semester courses (W18/S18)
- Last day for clearance to graduate for Summer 2018 Convocation
- Last day to submit co-op learning goals for Summer Semester 2018

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

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

#### **TBA, June**

- Course selection period for Fall Semester 2018 begins--In-course students (F18 new students can continue to add & drop F18 courses)
- Check <https://www.uoguelph.ca/registrar/courseselectionwindow> for updates

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

- Ridgetown Campus Convocation

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

- Summer 2018 Convocation ceremonies begin
- Deferred examinations for Winter 2018 courses commence

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

- Summer 2018 Convocation ceremonies end
- Deferred examinations for Winter 2018 courses conclude

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

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

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

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

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

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

#### **Wednesday, August 1**

- Last day for regularly scheduled classes

#### **Thursday, August 2**

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

#### **Friday, August 3**

- Classes rescheduled from Monday, July 2, Monday schedule in effect
- Classes conclude

#### **Monday, August 6**

- Holiday

#### **Thursday, August 9**

- Examinations commence

#### **Saturday, August 11**

- Examinations scheduled

#### **Friday, August 17**

- Examinations conclude

### Fall Semester 2018

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

- Holiday

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

- Classes commence

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

- Last day to submit co-op work performance evaluations and learning goals reflections for Summer Semester 2018
- Last day to apply via hard copy to graduate at Fall 2018 Convocation (late application fee still in effect)

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

- Last day to submit co-op work semester reports for Summer Semester 2018

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

- Add period ends
- Last day to drop two-semester courses (S18/F18)

#### **Friday, September 21**

- Last day for clearance to graduate at Fall 2018 Convocation
- Last day to submit co-op learning goals for Fall Semester 2018

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

- Holiday--NO CLASSES SCHEDULED -- classes rescheduled to Friday, November 30

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

- Fall Study Break Day - NO CLASSES SCHEDULED -- classes rescheduled to Thursday, November 29

#### **Monday, October 15**

- Fall 2018 Convocation ceremonies begin
- Deferred examinations for Summer 2018 courses commence

#### **Tuesday, October 16**

- Fall 2018 Convocation ceremonies end

#### **Friday, October 19**

- Deferred examinations for Summer 2018 courses conclude
- Last day to apply to graduate at Winter 2019 Convocation without application late fee

#### **Friday, November 2**

- Fortieth class day--Last day to drop one semester courses
- Last day to apply online to graduate at Winter 2019 Convocation (late application fee still in effect)

#### **Monday, November 5**

- Course selection period for Winter Semester 2019 begins--In-course students

#### **Thursday, November 15**

- Last day for external and internal applications for admission to Winter Semester 2019 for all programs with Winter entry

#### **Wednesday, November 28**

- Last day for regularly scheduled classes

#### **Thursday, November 29**

- Classes rescheduled from Tuesday, October 9, Tuesday schedule in effect

#### **Friday, November 30**

- Classes rescheduled from Monday, October 8, Monday schedule in effect
- Classes conclude
- Last day for applications from in-course students for admission into the Co-op option of B.A. (Psychology); B.Comm. (Accounting); B.Sc. (Biochemistry, Biological & Pharmaceutical Chemistry, Chemistry, Biomedical Toxicology); and B.Sc.(Env.) for Winter Semester 2019.

#### **Saturday, December 1**

- Last day for applications to D.V.M. for Fall 2019 (Canadian applicants)

#### **Monday, December 3**

- Examinations commence

#### **Saturday, December 8**

- Examinations scheduled

#### **Friday, December 14**

- Examinations conclude

### Winter Semester 2019

#### **Monday, December 10**

- Add period for Winter Semester 2019 begins

**Friday, January 4**

- Last day to apply via hard copy to graduate at Winter 2019 Convocation (late application fee still in effect)

**Monday, January 7**

- Classes commence

**Tuesday, January 8**

- Last day to submit co-op work performance evaluations and learning goals reflections for Fall Semester 2018

**Friday, January 11**

- Add period ends
- Last day to drop two-semester courses (F18/W19)
- Last day to submit co-op work semester reports for Fall Semester 2018

**Friday, January 18**

- Last day for clearance to graduate at Winter 2019 Convocation
- Last day to submit co-op work semester reports for Winter Semester 2019

**Friday, January 25**

- Last day to apply for international exchange, field schools and semester abroad programs departing in Summer Semester 2019, Fall 2019 or Winter 2020

**Monday, February 4**

- Deferred examinations for Fall 2018 courses commence

**Friday, February 8**

- Deferred examinations for Fall 2018 conclude

**Friday, February 15**

- Last day for apply to graduate at Summer 2019 Convocation without application late fee

**Monday, February 18**

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

**Tuesday, February 19**

- Winter 2019 Convocation ceremonies begin

**Friday, February 22**

- Winter Break ends
- Winter 2019 Convocation ceremonies end

**Monday, February 25**

- Classes resume

**Monday, March 4**

- Course selection period for Summer Semester 2019 begins--In-course students

**Friday, March 8**

- Fortieth class day--Last day to drop one semester courses. **Drop date extended due to weather-related closures. See March 22.**
- Last day to apply to graduate at Summer 2019 Convocation (late application fee still in effect)

**Friday, March 15**

- Last day for external and internal applications for admission to Summer Semester 2019 for all programs with summer entry

**Friday, March 22**

- Extended from March 8: Last day to drop one semester courses

**Friday, April 5**

- Classes conclude
- Last day for applications from in-course students for admission into the Co-op option of B.A. (Economics, Mathematical Economics); B.A.Sc.; B.B.R.M.; B.Comm. (all programs except Accounting); B. Comp.; B.Eng.; B.Sc. (Biological & Medical Physics, Chemical Physics, Food Science, Marine and Freshwater Biology, Microbiology, Nanoscience, Physics) for Fall Semester 2019.

**Monday, April 8**

- Examinations commence

**Saturday, April 13**

- Examinations scheduled

**Friday, April 19**

- Holiday – NO CLASSES SCHEDULED

**Monday, April 22**

- Examinations conclude