

# 2018-2019 Diploma Program Calendar

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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.

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

Contact Information:

University of Guelph  
Guelph, Ontario, Canada  
N1G 2W1  
519-824-4120

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# 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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## 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 Form 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 Background 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 Ridgetown 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.

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 diploma 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 program. The applicant must satisfy graduation requirements and residency requirements as outlined in Chapter VIII--Associate Diploma Regulations and Procedures.

Specific graduation requirements will be determined in consultation with the Program Counsellor or Associate Director.

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 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 Chapter VIII Associate Diploma 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 Chapter 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 Associate Diploma in Turfgrass Management at the Guelph Campus should be submitted on-line through the [Ontario Universities' Application Centre \(OUAC\)](#).

2. Application for admission to Diploma Programs at the Ridgetown Campus should be submitted on-line through the [Ontario College Application Service](#).

Applications for the program may exceed an established quota therefore candidates 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.

## 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 campuses 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 diploma level for learning stemming from experience acquired independently of courses taken at the campuses. PLA provides a mechanism whereby credit is given for equivalence in a course to those students who have mastered the content of the course concerned without having taken a formal course in the subject area. Such mastery may have been acquired, for example, through work experience, independent study or from non-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 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 Chapter (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 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 Chapter VIII--Associate Diploma Regulations and 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.

For additional admission information visit:

- UNIVERSITY OF GUELPH (Guelph Campus)
  - Admission Services
  - University Centre, Level 3
  - Guelph ON N1G 2W1
  - <https://admission.uoguelph.ca/>
- UNIVERSITY OF GUELPH (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.