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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Revision Information:

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Introduction

Collection, Use and Disclosure of Personal Information

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.ontario.ca/page/ministry-advanced-education-and-skills-development. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see http://www.uoguelph.ca/registrar/registrar/index.cfm?index.

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

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 Ministry 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 Ontario Ministry of Advanced Education and Skills Development website: https://www.ontario.ca/page/ministry-advanced-education-and-skills-development or https://www.ontario.ca/fr/page/ministere-de-lenseignement-supieur-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.


Frequently Asked Questions related to the Ministry’s enrolment and OEN data activities are also posted at: http://www.tcu.gov.on.ca/pepa/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

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

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 the Registrar's office.

Name Changes

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

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.

Learning Outcomes

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

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

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

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

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

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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Last Revision: March 1, 2017 2017-2018 Diploma Program Calendar
VIII. Associate Diploma Regulations and Procedures

General Information

Academic Consideration, Appeals and Petitions

Process for Academic Consideration and Appeals

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<th>Period of Consideration</th>
<th>Subsequent Appeal To</th>
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<td>Medical Psychological Compassionate</td>
<td>Instructor</td>
<td>Same semester</td>
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<tr>
<td>End of Semester (following course grade submission deadline)</td>
<td>Medical Psychological Compassionate</td>
<td>Academic Review Sub-Committee (consult with Program Counsellor)</td>
<td>Should be submitted within 5 working days of missed examination/coursework deadline</td>
</tr>
<tr>
<td>After the Semester</td>
<td>Grade Reassessment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculation Error or omission</td>
<td>Instructor</td>
<td>10 class days of the following semester</td>
<td>No appeal</td>
</tr>
<tr>
<td>Methods and Criteria</td>
<td>Department Chair</td>
<td>10 class days of the following semester</td>
<td>Petitions Committee 10 days after decision of chair</td>
</tr>
<tr>
<td>Misapplication of an Academic Regulation</td>
<td>Instructor</td>
<td>Should be initiated as soon as possible</td>
<td>First Level: Department Chair Second Level: College Dean Third Level: Provost</td>
</tr>
<tr>
<td>Academic Consideration:</td>
<td>Academic Review Sub-Committee (consult with Program Counsellor)</td>
<td>Documentation must be submitted within the first 5 class days of the subsequent semester</td>
<td>Petitions Committee 90 day deadline for appeals of academic review decisions</td>
</tr>
<tr>
<td>Request for Probationary Status</td>
<td>Academic Review Sub-Committee (consult with Program Counsellor)</td>
<td>Should be submitted by the first deadline of the next semester</td>
<td>Petitions Committee 90 day deadline for appeals of academic review decisions</td>
</tr>
</tbody>
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General Information for Academic Consideration and Appeals

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.

Students will need to assess the extent of the difficulty they face and the possible implications on their course work. For instance, an illness which lasts one or two days resulting in a missed deadline can usually be resolved between the faculty member and the student, often without documentation. Circumstances which affect the student's ability to attend classes, write term tests or meet assignment deadlines for an extended period of time may require more formal documentation and consideration. Students are encouraged to seek documentation if the situation extends for a significant length of time. The Program Counsellor, who is the dean's designate, should be contacted regarding appropriate procedures and documentation.

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

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

Academic Consideration

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, 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.

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 the 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 their 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 their 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 with their Program Counsellor. Students who believe that the decision of the Academic Review Sub-Committee is inappropriate may appeal the decision to the Senate Committee on Student Petitions within 90 days of the academic review decision (see Petitions). The Senate Committee will not normally consider any appeals submitted past this deadline.

Student's Responsibilities

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

Students at the Ridgetown Campus must submit their request to the Ridgetown Campus Registrar.

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 recommending that the student be granted one of:

1. a passing grade
2. credit standing
3. a deferred privilege
4. a grade reflective of work completed to date

1, 2, or 3 will only be granted by the Academic Review Sub-Committee if the medical evidence or compassionate reasons have been verified and accepted. 4 will be granted if the medical or compassionate circumstances presented are inadequate or insufficiently documented. The instructor should include with the 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.
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

i. confirming whether a student has met the criteria for establishing that a Disability exists and helping to identify appropriate options for Academic Accommodations,
ii. providing to a Course Instructor, Notifications as to the appropriate types of Academic Accommodation,
iii. granting common forms of In-Course Academic Accommodations as described in section 5.1 below,
iv. supporting and facilitating the provision of Academic Accommodations by academic departments,
v. 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
vi. 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:

a. 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.

b. 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.

c. Students who are already attending the University and are registering with SAS for the first time must submit the NSIF as soon as possible after accepting an offer of admission.

d. 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.

e. 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:

a. At least 7 days prior to a scheduled midterm examination date,

b. 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:

a. 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:

i. granting additional time causes the scheduling of two Examinations to come into conflict,

ii. a Disability precludes the student from being able to write more than one Examination per day,
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:

a. Learning Disabilities and ADHD must have been assessed at age 18 or older, or within the last three years;

b. all other Disabilities must be assessed within the timeframe that the student experiences a functional limitation for which an Academic Accommodation is needed; and

c. 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. a statement of the nature of the Disability (a specific diagnosis is optional but not required);

b. information on the severity, duration and intensity of the Disability;

c. a description of functional limitations; and

d. 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:

a. The credentials and signature of the assessor, who must be a registered psychologist or psychological associate;

b. A description of the procedures used for the Assessment, including relevant contextual information;

c. Evidence that appropriate psychometric testing has been employed, including instruments that have been validated against adult norms;

d. Information about the severity of the Functional Limitations experienced by the student;

e. Ruling out of other possible explanations for the observed assessment results (differential diagnosis);

f. An indication that the results are believed to be a reasonable representation of the student’s normal abilities; and

g. 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:

a. note taking;

b. arrangements for appropriate seating in a classroom; or

c. 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 undergraduate 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 undergraduate 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

All students at the University or College are registered each semester either as full-time or as part-time students. The admissions standards are the same for both classifications.

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 3.00 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.
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, 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.

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.

1 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, https://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 or College 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 or College faculty, staff, facilities or services.
6. A recommendation for expulsion from the University or College.
7. A recommendation for revocation/rescinding of a degree or diploma. A person who is found guilty of academic misconduct after having been approved for graduation, or after having a diploma granted, may have the diploma 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/2017/2018DiplomaProgramCalendar.html 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.
4. 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.
5. 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.
6. 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.
7. 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).
2. When a dean does so, he/she will appoint another faculty member to deal with the case. 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.
3. When a student has been found guilty of an offence, an Official Warning will be given that such contact will be made using the student’s University of Guelph email address, or may be obtained from the Senate Office or the office of any chair or dean.

4. 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 by the University to the student.
B. Detection and Documentation

1. Examinations

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

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

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

2. Term assignments, including research and thesis work

The initial responsibility for detecting academic misconduct on term assignments, etc., necessarily lies with the person(s) responsible for evaluation and discussion of the student's work, although that person may make use of reports from others to assist in detection, and may make use of electronic means of detection appropriate to the discipline. Where academic misconduct is suspected, the evaluator/marker shall retain possession of any suspect material and give a full report in writing together with any confiscated material to the instructor-in-charge of the course, or to the student's advisor, if the instructor/advisor is not the evaluator/marker. At this stage, the student will be informed by the instructor/advisor that a suspicion of academic misconduct is being investigated.

3. Cases outside the domain of examinations or assignments

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

C. Investigation and Judgment

1. Offences Related to Course Work, Research, Thesis Work or Examinations

a. When an instructor or an advisor suspects that an academic offence has been committed, he/she is responsible for gathering evidence to support or allay the suspicion and may invite the student to meet with him/her to discuss the concerns. The instructor/advisor should pursue the gathering of evidence in a timely way. The normal expectation for assignments due within the semester is that instructors/advisors will complete their evidence gathering within ten working days of the due date for the assignment. For assignments submitted at the end of the semester or during the examination period, the instructor has until the tenth day of the subsequent semester to collect the evidence and determine whether to pursue a case. In a case where an instructor/advisor requires substantial additional time to collect and review the evidence, he/she may seek an extension of time from the chair.

b. If after reviewing the available evidence the instructor/advisor believes an offence may have been committed, he/she shall refer the case to the chair of the department responsible for the course or graduate program. The referral document will include all 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/Graduate Program Services by the chair.

c. If the chair believes that there is sufficient evidence to support a charge of academic misconduct, he/she will forward the transmittal form and all evidentiary material to the dean/department'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/Graduate Program Services as appropriate to determine whether this is a first offence.

f. In determining the appropriate penalty, the dean will consult the Guidelines for Penalties for Academic Misconduct, will take into consideration the recommendation from the instructor/advisor, and consider such factors as the relative weight of the assignment, the semester level of the student, any record of previous offences, the seriousness of the offence (e.g., the amount of work plagiarized), and any mitigating circumstances presented by the student. For graduate students, attention will also be paid to whether the work in which the offence has been committed is one of the major milestones of the graduate program (e.g., qualifying examination, thesis).

g. Normally within ten working days of the meeting with the student, or ten days from the date of the final communication with the student with respect to any additional evidence, the dean will inform the student in writing of the disposition of the case. In a case where the dean requires substantial additional time to review the evidence and come to a judgment, he/she 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/Graduate Program Services as appropriate. Thereafter, the complaint shall have no official status as an accusation of academic misconduct and no record of the complaint shall be maintained on the student's record.

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 shall be sent to any other relevant dean(s)/office(s), to the instructor/advisor, the department chair, the Program Counsellor and to Enrolment Services/Graduate Program Services (as appropriate).

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

i. Should the dean recommend expulsion or revocation/revocation 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/revocation of a degree, if the Senate Committee on Student Petitions confirm the recommendation of revocation/revocation of a degree or diploma, the recommendation will be forwarded to the President. If the President does not confirm the recommendation of revocation/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 the Senate for final decision with respect to revocation/revocation. If the Senate does not confirm the recommendation of revocation/revocation, the matter will be returned to the President for a final decision with respect to a lesser penalty.

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/Graduate Program Services (as appropriate). If the student does not respond within ten working days to the request for an interview or refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may meet with any individuals or collect evidence as he/she deems pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, if necessary the dean may consult with any other individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.

c. If after weighing the available evidence the dean finds that an offence has been committed, the dean will contact Enrolment Services/Graduate Program Services as appropriate to determine whether this is a first offence. The dean may impose penalties in accordance with Penalties A. and B. above. In the event that the dean believes suspension, expulsion or revocation to be warranted, he/she shall proceed as in Procedures C.1. (b) 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/Graduate Program Services (as appropriate). In a case where the dean requires substantial additional time to gather evidence and make a judgment, he/she may seek an extension from the Provost and Vice-President Academic.

**Appeals**

1. Students may appeal either the finding, the penalty, or both to the Senate Student Petitions Committee within 15 working days of receipt of the decision. If the decision is mailed, it will be deemed to have been received by the student the fifth day after it has been mailed. If the decision is sent by courier, fax or email it shall be deemed to have been received by the student the fifth day after it has been sent.

2. Appeals must be submitted to the Senate Student Petitions Committee within 15 working days of receipt of the decision. If the decision is mailed, it will be deemed to have been received by the student the fifth day after it has been mailed. If the decision is sent by courier, fax or email it shall be deemed to have been received by the student the fifth day after it has been sent.

3. An appeal to the Senate Committee on Student Petitions involves an examination of all relevant documents and evidence to determine the appropriateness of a finding of guilt or of the assessed penalty. The procedures for conducting an appeal and for holding a hearing are set out in the 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:

   - a. confirm a finding of guilt;
   - b. reverse a finding of guilt (in which case no penalty shall apply);
   - c. confirm a penalty;
   - d. assess a different penalty.

**Record of Academic Misconduct**

Enrolment Services, or the Dean of Graduate Studies, or the Director of Open Learning as appropriate, shall place in the student's file a record of all academic misconduct for which the student is penalized. Students in the Associate Diploma Program who are found guilty of academic misconduct in an Independent Study course taken through OAC Access towards their Associate Diploma will have the record of the finding of guilt placed against the appropriate term.

The record of academic misconduct shall be expunged from the student's file upon graduation, or for open learners, upon completion of a certificate or diploma. Students who do not graduate from the University of Guelph or another university or college 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/Graduate Program Services and have their record expunged. The record for expulsion is permanent, unless removed by petition to the President. Access to the record of academic misconduct will be limited to those involved in processing appeals and those involved in processing additional complaints against the student.

### 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 undergraduate, or first year graduate student or associate diploma.

#### 1. Plagiarism

**Misappropriation of Other’s Work - Plagiarism**

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

#### 2. Copying

**Misappropriation of Other’s Work - Copying**

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

#### 3. Unauthorized Collaboration

**Misappropriation of Other’s Work - Unauthorized Collaboration**

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Resubmission of work</td>
<td>Loss of grades</td>
</tr>
<tr>
<td></td>
<td>(N) Loss of grades</td>
<td>(N) Zero on the assignment</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
</tbody>
</table>
after the third day of the add period.

after the twentieth class day.

Meeting the graduation requirements.

Meeting the continuation of studies requirements (e.g. probationary status).

Course results (e.g. late drop of a course(s) with or without failure, deferred or

1. Preventing Access

Improper Access and Obstruction - Preventing Access

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>(N) Official warning</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary</td>
</tr>
<tr>
<td></td>
<td>Resubmission of work</td>
<td>Suspension</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
<td>Expulsion/Revocation</td>
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<td></td>
<td>Suspension</td>
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<td></td>
<td>Suspension/revocation of admission</td>
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<td></td>
<td>offer</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
<td>Loss of scholarship/bursary</td>
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<td></td>
<td>Suspension</td>
<td>Suspension/revocation of admission</td>
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<td>offer</td>
<td>offer</td>
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<tr>
<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>(N) Zero on the assignment</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary</td>
</tr>
<tr>
<td></td>
<td>Resubmission of work</td>
<td>Suspension</td>
</tr>
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<td></td>
<td>Zero on the assignment</td>
<td>(N) Suspension</td>
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<tr>
<td>Major</td>
<td>Zero in the course</td>
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<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
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<td></td>
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</tr>
</tbody>
</table>

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

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

4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>(N) Official warning</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary</td>
</tr>
<tr>
<td></td>
<td>Resubmission of work</td>
<td>Suspension</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>(N) Suspension</td>
</tr>
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<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</td>
</tr>
<tr>
<td>Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
<td>Loss of scholarship/bursary</td>
</tr>
<tr>
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<td></td>
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<td>Expulsion/Revocation</td>
</tr>
</tbody>
</table>

B. Misrepresentation and Fraud

1. Impersonation

Misrepresentation and Fraud - Impersonation

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>(N) Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
<td>Loss of scholarship/bursary</td>
</tr>
<tr>
<td></td>
<td>Suspension</td>
<td>Suspension/revocation of admission</td>
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<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</td>
</tr>
<tr>
<td>Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
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<tr>
<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</td>
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2. Obstruction and Interference

Improper Access and Obstruction - Obstruction and Interference

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Suspension/revocation of admission</td>
<td>offer</td>
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<td>offer</td>
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<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</td>
</tr>
<tr>
<td>Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary</td>
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<td>Expulsion/Revocation</td>
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</table>

3. Improper Access

Improper Access and Obstruction - Improper Access

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Zero in the course (if applicable)</td>
<td>Zero in the course</td>
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<tr>
<td></td>
<td>Loss of grades</td>
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<tr>
<td></td>
<td>Suspension</td>
<td>Suspension/revocation of admission</td>
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<td></td>
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</tbody>
</table>

4. Improper Dissemination

Improper Access and Obstruction - Improper Dissemination

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary</td>
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</tr>
</tbody>
</table>

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.

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 90 days of the decision. Students who are appealing the decision of an Academic Review Sub-Committee for denial of probationary status will not be allowed to attend classes pending the outcome of the petition.
Academic Standing

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

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

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

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

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

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

A term academic standing is assigned to each completed semester according to the requirements of the Continuation of Study policy. A student whose term academic standing is Required to Withdraw according to the requirements of the Continuation of Study policy may have their term academic standing changed to "probation" as a result of a Request for Academic Consideration.

Notes on Academic Structure

Senate
Under the University of Guelph Act the Senate is the ultimate academic authority in the University. Senate directs the academic life of the University assisted by its boards and committees which report regularly to Senate. Senate Bylaws, composition and membership are available on the Senate website at http://www.uoguelph.ca/senate/. College students and faculty at Ridgetown may obtain this information from their Director's Office.

Diploma student senators are elected by their fellow students. The meetings of the Senate are open to visitors who have tickets. Tickets are available from the Secretary of Senate (or the Director's office for regional Campus). Senate directs the academic life of the University assisted by its boards and committees which report regularly to Senate. The Senate meets from September to June. Dates for the meetings may be obtained from the Secretary of Senate or from the Senate website <http://www.uoguelph.ca/senate/>.

Board of Undergraduate Studies

The Board of Undergraduate Studies, which meets regularly from the beginning of September to the end of June, controls all undergraduate degree programs under the authority of Senate. Information about the Board, including the terms of reference, bylaws, and membership, is available under the Board & Committee links on the Senate website at: http://www.uoguelph.ca/senate/.

Provincial Diploma Programs Committee

The Provincial Diploma Programs Committee is a subcommittee of the Board of Undergraduate Studies comprised of one faculty/instructor and one senior diploma student from the College Curriculum Committees at OAC and Ridgetown campus, plus 8 ex-officio members including the Dean of OAC; the Director, Agri-Food Diploma Programs; the Associate Directors from Ridgetown; the Co-ordinator of Undergraduate Curriculum; the Director, Counselling and Student Development Centre (Guelph); and the Associate Registrar Enrolment Services. The Committee has the responsibility to manage curriculum, approve new/deleted courses, review and revise the schedule of studies and make recommendations to the Board of Undergraduate Studies.

Other responsibilities include:
• to review and submit course proposals and revisions to the provincial committee
• to appoint an Academic Review Committee to process all student requests for supplemants, academic consideration, absences from examinations etc.
• to appoint an Admissions Committee to deal with readmission, appeals, and recommend changes to the admissions criteria
• to oversee student counselling, advising and student services at their location

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

The Senate Committee on Student Petitions assesses and disposes of academic appeals from students registered at the University of Guelph. The members of the committee are appointed annually by Senate on the recommendation of the Senate Committee on Bylaws and Membership. For more information on the Senate Committee on Student Petitions may be found on the Senate website, under the Boards & Committees link, at: http://www.uoguelph.ca/senate/.

Board of Appeal (Ridgetown Campus)

Ridgetown campus has a Board of Appeal in place of the Senate Committee on Student Petitions. The Board of Appeal is comprised of six members including the Chair. The six members of the Board are comprised of three students and three instructors/faculty appointed annually.

The Board assesses and disposes of academic appeals from students registered at Ridgetown.

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 preclude the judgment of the instructor as to the appropriateness of the late addition for his or her particular course. In practice, the following have been deemed to be exceptional circumstances: illness or compassionate grounds for missing all or part of the first three class days; interchanging courses with common lectures, one with and one without labs; late resolution of appeals; failure of a deferred course condition or examination; university errors in registration procedures.

Course Requisite(s)

A student wishing to enrol in a course for which he/she does not have credit for the stated course requisite(s) may seek permission from the instructor to have the requisite(s) waived. The student seeking the waiver must obtain a "Course Requisite/Restriction Waiver" and have it completed by the instructor. The student must then present the completed form along with a completed Course Request form to Enrolment Services for processing. Waiver forms are available from Enrolment Services, Office of Registrarial Services, Level 3, University Centre. https://www.uoguelph.ca/registrar/sites/undergraduate/files/docs/course_waiver_request.pdf.

Program Approval

Program Approval is required to add courses if the student's category is special or probationary or if the student is adding more than the normal course load.

Regular Courses

Regular courses may be added without permission of the department. Regular courses are those courses that are not designated as Priority Access in Chapter XII.

Address for University Communication

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

Email Address

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

Home Address

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

Admissions

University of Guelph students may, at some point, be required to complete and submit an application form for University of Guelph students to the Admission Services Office. The two most common reasons for submitting this internal application form are: to apply to transfer from one degree program to another or to apply for readmission to a program.
**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 fulfill the objectives of a degree or diploma program. Associated Program Requirements, when valid, are identified in Section X—Associate Diploma Programs in the schedule of studies for each appropriate area of study.

**Attendance at Class**

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

**Caution:** A student who for any reason does not attend classes regularly, runs the risk of being unable to complete the work of the semester and is advised to report to their Program Counsellor for academic counselling upon return to classes.

**Auditing Courses**

A student may audit a course upon approval of the department offering the course and payment of a fee. The department shall provide to persons intending to audit a course a written statement prescribing the extent to which they may participate in the work of the course. No official transcript record of audited courses will be provided. The procedures for registration and course changes are the same as for regular course attempts, except that after the end of the add period, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status for the same course. A student may change from credit to audit status up to the drop deadline applicable, with approval. A fee is assigned for each audit course (refer to Section VI—Schedule of Fees) except in the case of a student holding full-time classification. Full-time students who have received approval for audit courses are not assessed additional fees.

Permission to audit must be obtained from the instructor for the course, the chair of the department offering the course, and the student's Program Counsellor.

The student who receives approval to audit should discuss with the instructor the conditions under which that approval is given including, for example, attendance, submission of term work, taking of examinations.

An approved audit course does not constitute a course attempt. No official grade will be reported, and audit courses will not be used in the determination of the eligibility for continuation of study. Also, no official documentation will be provided to verify the auditing of a course.

Audit courses are not considered in calculating full-time or part-time status.

**Class Level Calculation**

All programs determine class level on the basis of successfully completed credits plus the number of credits in progress. As courses are dropped and added, or grades are received, the class level may be adjusted accordingly. Class Level is determined as follows:

<table>
<thead>
<tr>
<th>Successfully Completed Credits and Credits In-progress</th>
<th>Class Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.25 - 3.00</td>
<td>1</td>
</tr>
<tr>
<td>3.25 - 6.00</td>
<td>2</td>
</tr>
<tr>
<td>6.25 - 9.00</td>
<td>3</td>
</tr>
<tr>
<td>9.25 - 12.00</td>
<td>4</td>
</tr>
<tr>
<td>12.25 +</td>
<td>5</td>
</tr>
</tbody>
</table>

**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 fewer than 2.00 credits will not be subject to continuation of study requirements, but will receive a letter of warning if any course grades are below 60%.

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

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&lt;50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>C&gt;=50% but C&lt;60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C&gt;=60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Semester Average (S) Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&lt;60%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>S&gt;=60% but C&lt;60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C&gt;=60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

**Course Selection**

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

**Dean's Honours List (O.A.C.) / Director's Honours List (Campus)**

Effective Spring 1986, the University established a Dean's Honours List which has common criteria throughout all baccalaureate degree or Associate Diploma programs and which is recognized on students' transcripts. Prior to Spring 1986 Ridgetown used different criteria and the designation was not recognized on transcripts. Effective Spring 1991 the Dean's Honours List procedures take into consideration the flexibility afforded to students by the semester system and its opportunities for alternating semesters of full-time and part-time study. Effective Fall 1996 the Dean's Honours List or Director's Honours List (Ridgetown Campus) procedures were revised to include all undergraduate degree or diploma programs.

The Dean's Honours List (Guelph) or Director's Honours List (Campus) will include:

- students taking full-time studies who have obtained a minimum semester average of 80.0%.
- students who in part-time semesters (which do not need to be consecutive) attain a minimum cumulative average of 80.0% in a sequence of at least four courses. All courses will be counted and the designation will appear under the last of the semesters making up the average, and in the graduating semester of students who have maintained a cumulative average of 80.0% since their last Honours List Designation.
- a student with a deferred condition, or a mark not received, or the first part of a two semester course in progress, will not be evaluated for placement on the Honours List until the academic record for that semester has been completed.
- a part-time student who transfers from program to program within the University should consult the appropriate office about the eligibility for the Honours List.

Students who have consistently maintained a high average, but for whom a change in program, in part-time status in the graduating semester, or other anomalies have prevented placement on the Honours List, should consult the appropriate office about eligibility for the Honours List.

**Note:** The calculation of full-time and part-time status for students includes courses with credit (CRD) standing or pass (P) standing. These courses do not affect the calculation of the averages used to determine Honours. Within each period of consideration there must be at least one course with a numeric grade for a student to qualify for Honours List unless the student has been on exchange for that period. 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 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 in the "Terms of Supplemental/Deferred Condition" form. 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. 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, Office of Registrarial Services schedules and supervises deferred examinations that are two hours in length. Scheduling notifies departments of the deferred examination schedule and advises the students of the date, time and location of their deferred examinations. The Academic Review Sub-Committees expect students to write deferred examinations during the deferred examination period that follows the end of the semester in which the course was taken (refer to Section III--Schedule of Dates).

When conflicts arise between a student’s deferred final examination and a midterm examination, the deferred examination takes precedence. The instructor for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable the student and instructor, for the student to make up the missed midterm examination. If the student and instructor are not able to come to an agreement, they will refer the matter to the Chair/Director responsible for the course.

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 students who have been granted deferred privileges.

2. When a deferred examination is scheduled, forwarding one examination paper from Scheduling, Office of Registrarial Services to the instructor for each student granted a deferred examination in the course, plus one extra copy per course to Scheduling, Office of Registrarial Services.

3. Where the instructor is unavailable, providing the required examination papers to the Program Counsellor or to Enrolment Services, Office of Registrarial Services.

4. At the end of the Deferred Examination period, collecting completed examination papers from Scheduling, Office of Registrarial Services.

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 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 the 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.

Registrar's Responsibilities
1. Enrolment Services informs the student and Scheduling, Office of Registrarial Services of academic review decisions, collects grades, and evaluates the continuation of study status when deferred grades have been recorded.
2. Scheduling, Office of Registrarial 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 Schedule of Dates (refer to Section III). Courses that are one semester long must be dropped by the end of the fortieth class day; two semester courses must be dropped by the last day of the add period in the second semester. The dropping of a course after the deadline is allowed only in exceptional circumstances and requires the approval of the Program Counsellor of the program in which the student is registered.

Deadline Dates
In all cases, if course changes are made, the “Undergraduate Course Request” form with appropriate approvals must be returned to Academic Records, Office of Registrarial Services by the drop deadline (refer to Section VI--Schedule of Fees for the refund schedule.)
The deadline dates for dropping courses (i.e. the fortieth class day) are noted in Section III--Schedule of Dates.

Instructor Notification
In some cases the instructor must be notified when a student is dropping a course, 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/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 and 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, Office of Registrarial Services.

Chair/Director’s Responsibilities
1. The conduct of all term examinations.
2. Appointing an adequate number of invigilators to assist the instructor-in-charge.

Instructor’s Responsibilities
1. Taking attendance record at each term examination. The attendance record is for the department’s use and is not submitted to Registrarial Services.
2. Exercising discretion when requiring certification of illness. In particular, instructors are encouraged not to require certification of illness affecting semester work when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.

Final Examinations/Assignments and Final Week of Classes
Final Week of Classes
Final term assignments or papers may be due in the last five class days prior to the final examination period. Due dates for these evaluations should be stated in the course outline. Final assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes. Take-home examinations may not be due in the last week of classes.

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

Final Examinations (Regular, Take-Home and Other Format) and Final Assignments
Where regular final examinations are to be given they must be given during the examination period. All regular final examinations shall be two hours in duration. The following guidelines for conducting final examinations have been approved by Senate.

1. Departments should indicate to Scheduling, Office of Registrarial 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.
The final examination period should be scheduled so as to provide a two day break between the last day of classes and the first day of examinations.

4. The final examination period consists of eleven days, except in the Summer semester, where it is eight days.

5. The periods scheduled for final examinations which are to be written in examination halls shall be all of two hours in duration. No regular examination held during the final dates scheduled for final examination periods shall be longer than two hours. (Note: Some DVM courses are exempted from this rule and require three hour exams.)

6. Under normal circumstances, changes to the published examination timetable are not permitted.

7. Where final examinations in either regular, take-home or other format are to be given, they must be given or due during the final examination period.

8. The Office of Registrarial Services has determined the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the final due date that may be assigned for take home examinations or exams given in other than regular, sit-down format. When using a take-home or other format final examination, departments will inform the Office of Registrarial Services whether they are using the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the due date, or whether they are using an earlier date. This information must be provided to ORS before the beginning of the semester, and the due date must be noted on the course outline distributed at the first class meeting.

9. Faculty using take-home examinations will determine when the examination paper will be made available to students, but must allow students at least 72 hours between the date of issue of the exam and the due date. The date of issue of the examination and the due date must be included in the course outline distributed at the first class meeting. If a student's time to complete a take-home examination is significantly lessened because of the number and timing of regularly scheduled sit-down examinations, the instructor may grant an extension, provided the new due date is beyond the grade submission deadline for the course. The student must initiate such a request no later than the end of the second week of classes. The length of the extension will be at the instructor's discretion and instructors are advised to give the student the new due date in writing. The date of issue of the examination and its due date must be included in the course outline distributed at the first class meeting.

10. If the examination is to be handed out after the end of classes, the instructor will be responsible for arranging distribution and for ensuring that students have the appropriate opportunity to ask questions for clarification.

11. Final assignments or papers may be due either during the final examination period or in the last week of classes. In either case, the assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes and the due date and date of issue of the assignment must be included in the course outline distributed at the first class meeting. The Office of Registrarial Services has determined the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the final due date that may be assigned for final assignments due in the examination period. When a final assignment used in lieu of a final examination is to be due in the examination period, the department will inform the Office of Registrarial Services whether they are using the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period, or whether they are using an earlier date. This information must be provided to O.R.S, before the beginning of the semester and must be included on the course outline distributed at the first class meeting. Instructors who opt for an assignment to be due during the examination period may not also include a final examination in their courses.

The Office of Registrarial Services of the University is the final arbiter of the manner of conducting examinations and receives general directives on policy from the Provost and Vice President (Academic), and the Board of Undergraduate Studies. The Office of Registrarial Services will, in cooperation with the appropriate examiners, establish special examination procedures as and when needed, for students who have temporary or permanent physical disabilities. Medical opinion shall be sought whenever there is doubt about the extent of the disability.

Chair/Director's Responsibilities

1. Completing the “Final Exam Request Form” by the deadline date set by Scheduling 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 the Office of Registrarial Services.

9. Appointing invigilators for examinations under the direction of the Office of Registrarial Services (2 invigilators for a class of 20-25 students and 1 additional invigilator for each additional 50 students in a class, thus a class of 125 students should have 4 invigilators).

Instructor's Responsibilities

Instructors who wish to hold examinations in other than sit-down, regular formats should discuss procedures with their Chair/Director.

The faculty member(s) responsible for the course and the setting of the examination, or a designate, shall be the instructor(s)-in-charge for final examinations in that course. They are responsible for the following.

1. Including the time of the final examination on the course outline distributed to students at the commencement of the semester. Note that under normal circumstances, once established, the date, time and location of final examinations may not be changed (see Grading, Resolution 5), and that where a course is taught in multiple sections the final examination date and time will be the same for all sections regardless of location (see Grading, Resolution 7).

2. If it becomes necessary to change an examination time or to add a final examination, contacting Scheduling, Office of Registrarial Services, and once a time is set, obtaining the written approval of all students.

3. Advising Scheduling, Office of Registrarial Services, prior to the examination if an "open book" examination is to be written; otherwise, it will be considered "closed book".

4. Arriving at the examination room thirty minutes prior to the commencement of the examination and distributing examination papers, attendance cards, if used, and other authorized materials.

5. Taking attendance during the first hour of the examination period. (Attendance cards are used in the Athletic Centre and class lists in other locations.)

6. Arranging the collection of completed examination papers and comparing the number of examinations collected to the number of attendance cards or student signatures collected. These records should be retained by the department for a period of one semester.

7. With his/her invigilators, ensuring that students do not enter the examination room after the first 60 minutes or leave during the first 60 or last 15 minutes of the examination period.

8. Including all instructions regarding the examination on the examination paper, i.e., writing on every other line, writing on the right hand pages of the book. No verbal instructions can be made at the examination hall with the exception of corrections to printed instructions and material.

9. Where a student does not write the final examination, following the procedures outlined under Academic Consideration in this section of the calendar.

Student's Responsibilities

1. Students are advised that the Final Examination schedules are available for Fall Semester by mid-August, for Winter Semester by mid-December, and for Summer Semester by mid-April. Students are required to consult the final examination timetable in order to avoid conflicts in examination times when adding courses in subsequent Add periods. Students may not remain registered in courses with conflicting final examinations unless written approval is obtained from the dean or director and the instructors-in-charge of the courses. (Note that three examinations in 24 hours does not constitute an examination conflict. A conflict exists only where two examinations are scheduled into the same timeslot.)

2. ACADEMIC CONSIDERATION IS NOT GIVEN TO STUDENTS WHO MISREAD PUBLISHED TIMETABLES.

3. One week prior to the commencement of Final Examinations, the Final Examination location information will be posted in the Library, Athletic Centre, Office of Registrarial Services and on WebAdvisor. Students may also check their personal examination schedule on WebAdvisor by selecting "Class Schedule", the current term, and then "Exam Schedule Grid".

4. Students in Distance Education courses who live more than 170 km from campus will write their final examinations at a selected off-campus examination site close to where they live. For further information, please contact Office of Open Learning, 519-767-5000.

5. Students must be seated on entering the examination hall. Until at least 1 hour after commencement of the examination, no candidates shall be permitted to leave except under supervision. If a candidate is not present within the first hour of the commencement of the examination, the candidate shall not be permitted to write the examination.

6. No person shall be allowed in the examination hall during the course of examination except the candidates concerned and those supervising the examination.
7. No book, paper, or other aids shall be used during the examination except by permission of the instructor-in-charge. Students shall dispose of their bags and knapsacks by placing them on the floor beneath their chairs, and any books not classified as permissible aids shall be placed along the sides of the room.

8. Cell phones and pagers must be switched off and stored out of sight.

9. If provided, students must complete the examination attendance card at the beginning of the examination and place it beside their University of Guelph identification card at the front of the table. The attendance card will be signed at the time of collection.

10. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.

11. Students who have completed the examination will be allowed to leave their seats after the first hour has elapsed and after their examination books have been collected. To minimize the disturbance to students who have not yet completed their examinations, no student shall leave the examination hall during the last 15 minutes of the examination. At the conclusion of the examination period, students must remain seated until all papers have been collected and they are dismissed by the instructor-in-charge or, in the Athletic Centre, the Chief Invigilator.

12. When more than one book is handed in, students shall number each book and indicate on the cover of the first book the total number of books used.

13. No writing within the answer book or completion of computer answer sheets is permitted after the instruction to stop writing has been given. The instructor-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.

Registrar's Responsibilities
The Final Examination Timetable, prepared by the Examination Coordinator, Scheduling, Office of Registrarial Services is based on student course selections on file at the end of October (for Winter), March (for Summer), and July (for Fall). (Please note that for courses in which no students have registered by the time the data is downloaded, examinations cannot be centrally scheduled.)

Final Examination Timetables are made available for Fall Semester by mid-August, for Winter Semester by mid-December, and for Summer Semester by mid-April. Once Examination Timetables are published, students must ensure that they do not create examination conflicts for themselves when adding courses in subsequent Add periods. For further information, see Student’s Responsibilities above. Other responsibilities of the Examinations Coordinator include:

1. Distributing the “Final Exam Request Form” from Scheduling, to Chairs/Directors or designate approximately six weeks prior to the semester to which it applies and specifying a due date.

2. Approximately 6 weeks prior to the start of final examinations, distributing to Chair/Director or designate a request for final examination room requirement information.

3. For Examinations held in the Athletic Centre shall be under the direction of the Office of Registrarial Services. The Examinations Coordinator on the main campus 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 on the main campus, 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 to be made available include the examination question paper, the marking scheme key to desired responses to questions, where appropriate, the student’s response to the examination questions; and records taken by examiners during oral or any other examination. Faculty members are encouraged to discuss openly with the student any questions raised. The department chair will make the necessary arrangements for student access to the material. When a large number of requests are received in connection with a specific course or when a faculty member is on leave it may be necessary for the department chair to delay access and make special arrangements, e.g., the posting of the marking scheme on a bulletin board, the scheduling of a special meeting at which the faculty member will review the examination, etc.

Exchange Programs
Exchange programs between the University of Guelph and other institutions are defined by the terms of formal exchange agreements. A copy of each agreement must be approved by the Associate Vice-President (Academic) and Registrar and registered with the Associate Registrar, 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 coordinator who will be responsible for arranging the details of the exchange. Students are advised not to leave on exchange without the written approval of the receiving university (refer to Section V: International Study).

Courses taken on exchange will appear on the transcript as non-specific University of Guelph courses and will be graded using the Outstanding/Pass/Fail format. Grades will be determined by the exchange coordinator using an official transcript submitted by the host institution.

Informal exchange programs where a formal agreement does not exist must be conducted by means of a letter of permission and tuition fees will be paid to the receiving institution (refer to Section VI–Schedule of Fees).

Failed Courses
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 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.

Students must apply to their Program Counselor for a supplemental privilege no later than the fifth day of classes of the semester following the failure. Failed Courses. 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:
To specify clearly the administrative responsibility of chairs with respect to the grading system, which are to be published in the Associate Diploma Calendar for the benefit of students, instructors and staff. The Board of Undergraduate Studies, will use this alternate grading system.

**Alternate Grading System**

**Grading System**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>77-79</td>
</tr>
<tr>
<td>B</td>
<td>73-76</td>
</tr>
<tr>
<td>B-</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>67-69</td>
</tr>
<tr>
<td>C</td>
<td>63-66</td>
</tr>
<tr>
<td>C-</td>
<td>60-62</td>
</tr>
<tr>
<td>D+</td>
<td>57-59</td>
</tr>
<tr>
<td>D</td>
<td>53-56</td>
</tr>
<tr>
<td>D-</td>
<td>50-52</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
</tr>
</tbody>
</table>

Courses taken on exchange are graded using the Outstanding / Pass / Fail alternate grading system. In addition, selected University of Guelph courses, approved by the Board of Undergraduate Studies, will use this alternate grading system.

**Other Grade Notations**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>CRD</td>
<td>Credit</td>
</tr>
<tr>
<td>DEF</td>
<td>Deferred Privilege</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>INP</td>
<td>In Progress</td>
</tr>
<tr>
<td>MNR</td>
<td>Mark Not Received</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplemental Privilege</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn with Failure</td>
</tr>
</tbody>
</table>

**Other Grade Notations**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXP</td>
<td>Supplemental Privilege Passed (XX represents the original failing grade)</td>
</tr>
<tr>
<td>XXF</td>
<td>Supplemental Privilege Failed</td>
</tr>
</tbody>
</table>

**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 for the first 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 Associate 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:

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

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

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

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

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

**Resolution 2**

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

**Resolution 3**

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

**Resolution 4**

**Part A**

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

**Part B**

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

**Resolution 5**

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

**Resolution 6**

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

**Resolution 7**

That departments must coordinate multiple section courses in terms of course content, evaluation procedures and final grades. Department also refers to schools and to colleges (where multiple section courses are offered by, or coordinated by the Office of a College Dean).

**Resolution 8**

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

**Resolution 9**

That normally all courses at the 1000 and 2000 levels shall have final examinations and that exceptions require the approval of the Board of Undergraduate Studies. The Board of Undergraduate Studies has by formal resolution undertaken to do as follows:

- To specify clearly the administrative responsibility of chairs with respect to the methods of evaluation, the setting of examinations and the determining of grades in courses in their departments.
- To review the effects of the pass by course system on the academic standards of the University.
To request each program to review its overall academic standards and, in particular, its requirements for graduation.

To examine whether the prerequisites at the 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.

Release of Final Grades
University and college 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.

Students who are required to withdraw will be notified at their mailing address and at their U of G email account.

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

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

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

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

Where there is a change in the grade, the chair signs the "Grade Reassessment" form and forwards it to 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
The course outline distributed to the class at the beginning of the semester defines the methods and criteria used in establishing final grades for a course. The methods and criteria must conform to the grading procedures established by Senate and be continually reviewed by the department (see Final Grades).

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

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

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

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

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

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

Graduation

Conditions for Graduation
Students in Associate Diploma programs require a minimum of 12.00 credits to graduate. A minimum of 6.00 credits must be earned in the specific diploma program at the University or at Ridgetown; a maximum of 6.00 transfer credits for approved equivalent courses will be allowed.

The following are the specific requirements for the individual Diploma programs:

1. in the Agriculture, Horticulture and Diploma programs, a minimum of 9.00 credits must be related to the program of study. A maximum of 3.00 transfer credits from the Independent Study program may be allowed with program approval.
2. in the Veterinary Technology Diploma program, a minimum of 12.00 credits must be related to the program of study.
3. in the Turfgrass Management Diploma program, a minimum of 11.00 credits must be related to the program of study.

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

Application
For Ridgetown 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.

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

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

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

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

Academic Residence Requirements
The academic residence requirement is registration as a full-time student for four semesters, or the equivalent as a part-time student. A student registered as part-time may count a semester of residence credit when the total courses taken equal the normal semester course load of a full-time student in the program.
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 Ridgeway 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 Ridgeway 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, available from the Program Counsellor, and obtain the appropriate approvals as indicated on the request form, prior to applying for admission to the other institution.

Credit for successful completion of such courses will be granted at the University of Guelph if a letter of permission has been presented to the Office of Registrarial Services prior to the student's enrolment at the other institution. A student taking a course on a letter of permission is responsible for ensuring that the other institution forwards the official transcripts directly to 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 "Letter of Permission" during the semester(s) specified on the "Letter of Permission". If the student registers in additional semesters or courses that are not approved by the University of Guelph, the student must apply for readmission.

Withdrawals or non-registration in courses taken on a letter of permission must be verified by official documentation from the other institution. Any changes in the courses taken must have the appropriate approvals from the University of Guelph.

All courses for which letters of permission have been granted, will be included in all internal academic records, but not in the official transcript of the University of Guelph.

These courses will not count as course attempts under the continuation of study regulations.

Courses taken on a Letter of Permission will not count in the semester average or the overall academic average.

Students do not normally qualify for a letter of permission in the final semester of their diploma 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, or they may have been removed from the schedule, or may conflict with other courses. For this reason, you are encouraged to select more courses than needed but indicate clearly on the Request for Letter of Permission form the number of courses that will be taken. If you need to take a course not listed on the form, you should make every effort to contact your Program Counsellor in advance of registering in another course in order to obtain approval for the equivalent credit. Departments reserve the right to deny credit equivalency to a course taken without prior approval.

Priority Access Courses

In cases where enrolment demand habitually exceeds course capacity and there is demonstrated need to restrict access to a particular cohort of students on a priority basis, departments may request the implementation of course restriction rules to ensure priority access to the appropriate student group(s) during the course selection process. The system will provide a message at the time of course selection for students who do not meet the enrolment criteria. In special cases the department may override the restriction by authorizing entry to the course with a signature on a "Course Waiver Request" form using the "Course Restriction Waiver" box.

Departmental requests for course restriction rules must be directed to the Co-ordinator of Undergraduate Curriculum who will determine if the request is acceptable and will then work with the department or school to develop the appropriate enrolment criteria and confirm that the restriction can be monitored. In general, course restrictions should be clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

New restrictions or changes to existing restrictions must be approved prior to the course selection period in which they are to be implemented.

Prior Learning Assessment

Prior Learning Assessment (PLA) is a mechanism whereby students who have acquired substantial experience in a non-traditional environment have an opportunity to "challenge" whether such learning is equivalent to a course(s) offered at the University. Note: PLA will only be available to a student if sufficient evidence is provided that the course material was acquired outside a degree program at a University. A request to challenge a course that has already been attempted at university will not normally be granted.

PLA is not open to students who simply wish to "challenge" a course. Students will be required to sign a contract stating that the learning occurred other than in a university or college course. Not all courses are appropriate for challenge. Each department has the responsibility of determining which of its courses may be subject to a PLA challenge.

The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessment. All these assessments require that the individual demonstrate, to a qualified faculty member, that pre-determined knowledge and skills have been acquired.

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

Students wishing to challenge a course(s) should contact 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 or director of the college.

Chapter VI Schedule of Fees - outlines the applicable fees for Prior Learning Assessment.

Research Projects

The University of Guelph is committed to providing undergraduate/associate 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 at 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.

Readmission

Previously registered students must apply to Admission Services for readmission under any of the following conditions:

1. If they were required to withdraw from their program for a period of 2 or more semesters.
2. If they were suspended from the University for academic misconduct.
3. If they received an undergraduate degree from this University and wish to register as a continuing student.

VIII. Associate Diploma Regulations and Procedures, Letters of Confirmation of Enrolment

University of Guelph courses include courses taken on exchange and on study abroad programs. Letter of permission courses are not included.
4. If they have not registered at the University of Guelph for 6 or more consecutive semesters.

5. If they are attending the University of Guelph on a letter of permission and wish to continue past the term of the letter of permission agreement.

Readmission to a program at the University of Guelph is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Section IV - Admission Information regarding appropriate admission requirements and deadline dates. Applications for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Program Counsellor regarding procedures and criteria for readmission to that program.

Students requiring readmission must apply to Admission Services, Office of Registrarial Services, University Centre, Level 3. Applications for readmission must be submitted by the deadline date established for each semester (see Section III--Schedule of Dates). An application fee is payable at the time the application is submitted (see Section VI--Schedule of Fees).

On December 19, 1995, the University Senate approved the following policy for the granting of credit while on rustication:

1. Students who have been required to withdraw, and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit provided they meet the criteria for readmission and the criteria for the transfer of credit.

2. Students who take courses after the two-semester rustication period will be eligible for transfer of all these courses provided the student meets the criteria for readmission and the criteria for the transfer of credit.

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

Note
This policy applies to any credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either our university or at another university or college.

Students who do not require readmission to their program register under the normal regulations as an in-course student.

Registration
A student is considered as registered for a particular semester only when courses to be attempted for that semester have been reported to the Registrar no later than the end of the add period and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees. Coincident with the registration process, students may complete other business arrangements with the University such as reporting of address information, residence payments, meal card contracts, parking permits, and receipt of identification cards. The University reserves the right to disallow registration until all deferred privileges are complete and the student’s final standing is calculated.

New Students--A day is set aside for the registration of new students prior to the commencement of classes, and it is the student's responsibility to attend at the appropriate time.

In-Course Students--All in-course students must complete the registration procedures prior to the deadline dates as published in Section III--Schedule of Dates.

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.

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

Note: In-course students who complete the registration procedures are advised that this registration is conditional on their eligibility for continuation of study into that semester. A student who is required to withdraw 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.

If you have paid and wish to cancel your registration before classes begin please call and a full refund will be arranged. Students are advised that there is a withdrawal procedure as of the first day of classes. (see Withdrawal).
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 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 Counselor for a supplemental privilege no later than the fifth day of classes of the semester following the failure. Failed Courses. Students must apply to their Program Counselor for a supplemental privilege no later than the fifth day of classes of the semester following the failure. Failed Courses.

Note: Students in the B.Eng. Program should refer to the B.Eng. Program regulations under Conditions for Continuation of Study in Section X.

Procedures for Supplemental Privileges

1. Students must request a supplemental privilege by submitting the request to their Program Counselor no later than the fifth day of classes 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 5 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

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

Note: Individuals seeking an official transcript for academic work completed at Centralia College should contact the Registrar’s Office at Ridgetown Campus for assistance. Individuals seeking an official transcript for academic work completed at New Liskeard College should contact the Registrar’s Office at the main campus for assistance.

Transfer of Program

Students wishing to transfer from one diploma program to another are required to submit an application form to Admission Services at the University of Guelph or to the Registrar’s Office at 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.

Note: Students who wish to transfer from one specialization to another in the same program are not required to apply. Such students should contact the departmental advisor for the specialization in which they wish to register.

Transfer between University of Guelph Campuses

Students wishing to transfer to another Campus of the University for a semester or more may do so by applying to their Associate Director (the Director at O.A.C.) for approval. Entry to certain restricted enrolment programs may not be approved.

Verification Notice

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 program 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

Students who complete the procedure for registration (selection of courses and payment of fees) and who subsequently decide not to attend that semester may cancel their registration by notifying the registrarial office at the Ridgetown campus concerned, or Enrolment Services on the Guelph campus, in writing up to but not including the first day of classes of the semester. Voluntary withdrawal is allowed up to the end of the first week of classes for a refund of fees. Fee refunds are made at the discretion of the University, and the decision to grant a refund will be at the sole discretion of the University. The University reserves the right to retain any fees paid for the first week of classes.

Entry to certain restricted enrolment programs may not be approved. For the description of the University's refund policy, please refer to the University's policy on withdrawing from a program. Students should consult the University's policy on withdrawing from a program for specific details. Commencing with the first day of classes of the fall semester, students withdrawing from the University must provide the Registrar's Office with a written notification stating the reason for withdrawal. Withdrawals for medical reasons require a letter from a medical officer. Withdrawals for personal reasons require a letter from the student's academic advisor. A student withdrawing for personal reasons must provide a letter from their academic advisor stating the reason for withdrawal.

A student intending to withdraw from the semester must notify Enrolment Services, Office of Registrarial Services in writing or the appropriate regional campus registrarial office and complete the Notice of Withdrawal procedure. Students contesting withdrawal are urged to meet with their Program Counsellor/college director/program coordinator to discuss the implications of withdrawal. A student receiving financial assistance through the Ontario Student Assistance Program is strongly advised also to contact Student Financial Services regarding the status of that award upon withdrawal.

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The timing of the withdrawal and the reasons for it may have academic and financial implications. Up to the 40th class day, a student may withdraw without academic penalty. However, unless the withdrawal is for illness or compassionate grounds, students will be liable for fees payable in accordance with the refund schedule (see Section VI–Schedule of Fees regarding Refunds). Students seeking a refund on grounds of illness or compassionate circumstance must provide documented evidence related to the grounds to Enrolment Services, Office of Registrial Services, within thirty days of the withdrawal. Do not put a stop payment on any cheque that has been presented to Student Financial Services as settlement for tuition fees. This does not constitute notification of your intention to cancel/withdraw from the semester and results in the assessment of a cheque refusal fee (refer to Section VI–Schedule of Fees).

A student who withdraws from the semester after the fortieth class day of that semester, other than for illness or compassionate reasons will be considered to have failed the courses for which the student is registered at the time of withdrawal. Students seeking academic consideration on grounds of illness or compassionate circumstance must appeal to the Academic Review Subcommittee for their program (see Academic Consideration in this chapter). Depending on the timing and circumstances students may be able to obtain a fee refund after the fortieth class day. Students should consult with Enrolment Services or their Program Counsellor.

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. Students who are studying on exchange programs, study abroad, or work terms are considered to be registered at the University (see Time Limitations in this chapter).

Required to Withdraw

Students may be required to withdraw for reasons of academic performance or academic misconduct.

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

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

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

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 two 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 College Appeals Board as appropriate (the Academic Review Sub-Committee at Guelph), and subsequently the Senate Petitions Committee, or the College Appeals Board as appropriate, on medical, psychological, or compassionate grounds. Students are not permitted to attend classes until such time that the appeal is granted.

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

Readmission

Note
refer also to the section on Readmission, earlier in Chapter VIII

Students who meet one of the following 3 criteria must apply to Admission Services for readmission:

a. were required to withdraw from their program for a period of 2 or more semesters;
b. were suspended from the University for academic misconduct; or
c. who have not registered at the University of Guelph for 6 or more consecutive semesters

Readmission to a program at the University of Guelph is not automatic. Students should consult Section IV–Admission information regarding appropriate admission requirements and deadline dates. Applicants for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program.

Students considering readmission should consult with the appropriate Program Counselor/associate director/program co-ordinator regarding procedures and criteria for readmission to that program.

Students who withdraw without academic penalty after the termination of the official drop period for medical or psychological reasons must clear their re-entry in a subsequent semester through the dean or director of the college concerned. Students who withdraw on more than two occasions may be required to meet with the dean / director in order to clear their re-entry into a subsequent semester. At the discretion of the dean / director, the condition of re-entry may be a recommendation of either Student Health Services or the Counseling Unit of the Counseling and Student Resource Centre that re-entry is advisable.

Students who wish to appeal the decision of the dean have recourse to the Senate Committee on Student Petitions or the College Appeals Board.

A student who wishes to be considered for readmission following a suspension for academic misconduct must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirements will normally be required to serve the associated penalties consecutively.

A student who has been expelled from the University for academic misconduct is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the President to have the expulsion status removed (please refer to the Academic Misconduct Policy for detailed procedures).

Granting of Credit while on Rustication

Senate’s Policy on granting of credit for work done while on rustication is outlined below. It applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either this university, another university or another college.

a. Students who have been required to withdraw for reasons of academic performance and who take university or college credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.

b. Students who take university or college 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.