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

Contact Information:

University of Guelph
Guelph, Ontario, Canada
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519-824-4120

Revision Information:

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Disclaimer

University of Guelph 2017

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

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

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

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

Published by: Undergraduate Program Services
Introduction

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

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

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.

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through the Registrar's office. Students are responsible for monitoring their University-issued email account regularly. See Section I -- Statement of Students' Academic Responsibilities for more information.

The University-issued email address is considered an official means of communication, 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,

f. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, iv. 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 (English) or https://www.ontario.ca/fr/page/ministere-de-lenseignement-superieur-et-de-la-formation-professionnelle (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.


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 the 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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I. Statement of Students' Academic Responsibilities

Your success as a student depends above all on your own response to the opportunities and responsibilities that the university environment provides. The University of Guelph is committed to supporting you in your intellectual development and responding to your individual needs. To this end, a broad network of advising, counselling, and support services is provided to assist you in meeting your personal and academic goals. At the same time, we recognize that, as a student here, **you are responsible for:**

- knowing the University's Learning Outcomes
- familiarizing yourself with the Associate Diploma Degree Regulations & Procedures (Section VIII) and understanding grading procedures and continuation of study regulations;
- selecting a program of study to meet both diploma requirements (Section X--Associate Diploma Programs) and carefully reviewing the personalized Program/Academic Evaluation (available on WebAdvisor), which lists the diploma requirements you have completed and those still outstanding;
- contacting your Program Counsellor or Faculty Advisor for appropriate approvals, for clarification of the University's rules and regulations, or for guidance in forming your educational goals and making academic plans. The name and location of your Program Counsellor (e.g. D.T.M. Program Counsellor or Faculty Advisor) is listed in Section VII--Academic Advising. Once you have declared a specialization, a Faculty Advisor (e.g. horticulture advisor) will be available to assist you;
- attending first class meetings, obtaining course outlines, and meeting the course requirements as specified;
- familiarizing yourself with the Schedule of Dates (Section III) with particular attention to deadlines;
- referring to the procedures for Academic Consideration (Section VIII--Associate Diploma Regulations & Procedures) and initiating action by consulting your Program Counsellor or Faculty Advisor if extenuating circumstances affect your academic performance;
- understanding what constitutes Academic Misconduct (Section VIII--Associate Diploma Regulations & Procedures) and abiding by the University's policy;
- adhering to any rules of conduct including those relating to health and safety provided by an instructor or assistant, either on a course outline or in a class, laboratory or seminar;
- checking your assigned University of Guelph WEBmail account regularly for important communications. This account is the primary conduit by which the University will notify you of events, deadlines, announcements concerning grades, student financial accounts and other official information.

To achieve your full potential within the University or College environment, you are encouraged to take advantage of the numerous extra-curricular opportunities provided by the University, balancing them with your academic commitments.
II. The University

The University of Guelph combines a tradition dating back 125 years with a progressive outlook that has made it one of Canada's leading research institutions. Our roots go back to the Ontario Agricultural College, Ontario Veterinary College and Macdonald Institute. These three colleges were the basis of the new university, established in 1964, and remain essential components of a much expanded and diversified institution that now includes programs in the physical and biological sciences, the arts, the social sciences, and family and social relations.

Academic Organization

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<td>College of Physical and Engineering Science</td>
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<td>College of Social and Applied Human Sciences</td>
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<tr>
<td>Ontario Agricultural College (including Ridgetown campus)</td>
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<tr>
<td>Ontario Veterinary College</td>
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For a listing of Centres and Institutes associated with the University of Guelph, see http://www.uoguelph.ca/research/

University of Guelph-Humber

The University of Guelph-Humber is a joint venture developed by Humber College Institute of Technology and Advanced Learning and the University of Guelph. Located in Toronto on Humber College Institute of Technology and Advanced Learning's North Campus, it offers a range of academic programs leading to a university honours degree and a college diploma in four years.

For more information about the University of Guelph-Humber, see the web site at http://www.guelphhumber.ca.

Mission Statement

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

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

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

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

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

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

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

Summer Semester 2017
Fall Semester 2017
Winter Semester 2018

### Summer Semester 2017 (12 Week Format)

**Monday, May 1**
- Last day for applications for external and internal program transfer to Fall Semester 2017 for all programs except D.V.M.

**Friday, May 5**
- Last day to apply via hard copy to graduate at Summer 2017 Convocation (late application fee still in effect)

**Wednesday, May 10**
- Add period begins

**Thursday, May 11**
- Classes commence

**Friday, May 12**
- Last day to submit co-op work performance evaluations and learning goals reflections for Winter Semester 2017

**Monday, May 15**
- New student course selection for Fall Semester 2017 begins

**Wednesday, May 17**
- Last day to submit co-op work semester reports for Winter Semester 2017

**Friday, May 19**
- Add period ends
- Last day to drop two-semester courses (W17/S17)
- Last day for clearance to graduate for Summer 2017 Convocation

**Monday, May 22**
- Holiday--NO CLASSES SCHEDULED--classes rescheduled to Thursday, August 3

**Friday, June 2**
- Ridgetown Campus Convocation

**Monday, June 5**
- Course selection period for Fall Semester 2017 begins--In-course students (F17 new students can continue to add & drop F17 courses)

**Friday, June 9**
- Course selection period for Fall Semester 2017 ends--In-course students (F17 new students can continue to add & drop F17 courses)

**Monday, June 12**
- Summer 2017 Convocation ceremonies begin
- Deferred examinations for Winter 2017 courses commence

**Thursday, June 15**
- Last day to submit co-op learning goals for Summer Semester 2017

**Friday, June 16**
- Summer 2017 Convocation ceremonies end
- Deferred examinations for Winter 2017 courses conclude

**Thursday, June 22**
- Last day to apply to graduate at Fall 2017 Convocation without late application fee

**Monday, July 3**
- Holiday--NO CLASSES SCHEDULED--classes rescheduled to Friday, August 4

**Wednesday, July 5**
- Last day for Fall 2017 new student course selection

**Friday, July 7**
- Fortieth class day--Last day to drop one semester courses
- Last day to apply online to graduate at Fall 2017 Convocation (late application fee still in effect)

**Wednesday, August 2**
- Last day for regularly scheduled classes

**Thursday, August 3**
- Classes rescheduled from Monday, May 22, Monday schedule in effect

**Friday, August 4**
- Classes rescheduled from Monday, July 3, Monday schedule in effect
- Classes conclude

### Summer Session 2017 (6 Week Format)

**Monday, August 7**
- Holiday

**Thursday, August 10**
- Examinations commence

**Saturday, August 12**
- Examinations scheduled

**Friday, August 18**
- Examinations conclude

**Monday, August 21**
- Add period for Fall Semester 2017 begins

### Fall Semester 2017

**Monday, August 21**
- Add period for Fall Semester 2017 begins

**Monday, September 4**
- Holiday

**Thursday, September 7**
- Classes commence

**Friday, September 8**
- Last day to submit co-op work performance evaluations and learning goals reflections for Summer Semester 2017
- Last day to apply via hard copy to graduate at Fall 2017 Convocation (late application fee still in effect)

**Wednesday, September 13**
- Last day to submit co-op work semester reports for Summer Semester 2017

**Friday, September 15**
- Add period ends
- Last day to drop two-semester courses (S17/F17)

**Friday, September 22**
- Last day for clearance to graduate at Fall 2017 Convocation

**Monday, October 9**
- Holiday--NO CLASSES SCHEDULED -- classes rescheduled to Friday, December 1

**Tuesday, October 10**
- Fall Study Break Day - NO CLASSES SCHEDULED -- classes rescheduled to Thursday, November 30

**Wednesday, October 11**
- Course selection period for Winter Semester 2018 begins--In-course students

**Friday, October 13**
- Last day to submit co-op learning goals for Fall Semester 2017

**Monday, October 16**
- Deferred examinations for Summer 2017 courses commence

**Friday, October 20**
- Deferred examinations for Summer 2017 courses conclude
III. Schedule of Dates, Winter Semester 2017

Saturday, October 21
• Fall 2017 Convocation

Thursday, November 2
• Course selection period for Winter Semester 2018 ends--In-course students

Friday, November 3
• Fortieth class day--Last day to drop one semester courses
• Last day to apply online to graduate at Winter 2018 Convocation (late application fee still in effect)

Wednesday, November 15
• Last day for external and internal applications for admission to Winter Semester 2017 for all programs with Winter entry

Wednesday, November 29
• Last day for regularly scheduled classes

Thursday, November 30
• Classes rescheduled from Tuesday, October 10, Tuesday schedule in effect

Friday, December 1
• Classes rescheduled from Monday, October 9, Monday schedule in effect
• Classes conclude
• Last day for applications from in-course students for admission into the Co-op option of B.A. (Psychology); B.Comm. (Accounting); B.Sc. (Biochemistry, Biological & Pharmaceutical Chemistry, Chemistry, Biomedical Toxicology); and B.Sc.(Env.) for Winter Semester 2018.

Monday, December 4
• Examinations commence

Saturday, December 9
• Examinations scheduled

Monday, December 11
• Add period for Winter Semester 2017 begins

Friday, December 15
• Examinations conclude

Winter Semester 2017

Monday, December 12
• Add period for Winter Semester 2017 begins

Sunday, January 1
• Last day for applications to D.V.M. for Fall 2017 (Canadian applicants)

Monday, January 9
• Classes commence

Tuesday, January 10
• Last day to submit co-op work performance evaluations for Fall Semester 2016

Friday, January 13
• Add period ends
• Last day to drop two-semester courses (F16/W17)
• Last day to submit co-op work semester reports for Fall Semester 2017
• Last day to submit Requests for Academic Consideration--1st meeting

Friday, January 20
• Last day for clearance to graduate at Winter 2017 Convocation

Friday, January 27
• Last day to apply for international exchange programs departing in Summer Semester 2017, Fall 2017 or Winter 2018

Friday, February 3
• Last day to submit Request for Academic Consideration--2nd meeting

Monday, February 6
• Deferred examinations for Fall 2016 courses commence

Friday, February 10
• Deferred examinations for Fall 2016 conclude
• Last day to submit co-op learning goals for Winter Semester 2017

Friday, February 17
• Last day for apply to graduate at Summer 2017 Convocation without application late fee

Monday, February 20
• Winter Break begins--NO CLASSES SCHEDULED THIS WEEK
• Holiday

Tuesday, February 21
• Winter 2017 Convocation

Wednesday, February 22
• Winter 2017 Convocation

Thursday, February 23
• Winter 2017 Convocation

Friday, February 24
• Winter Break ends
• Winter 2017 Convocation

Monday, February 27
• Classes resume

Monday, March 6
• Course selection period for Summer Semester 2017 and Fall Semester 2017 begins--In-course students

Friday, March 10
• Fortieth class day--Last day to drop one semester courses
• Last day to apply to graduate at Summer 2017 Convocation (late application fee still in effect)

Wednesday, March 15
• Last day for external and internal applications for admission to Summer Semester 2017 for all programs with summer entry

Monday, March 27
• Course selection period for Summer Semester 2017 and Fall Semester 2017 ends--In-course students

Friday, April 7
• Classes conclude
• Last day for applications from in-course students for admission into the Co-op option of B.A. (Economics & Mathematical Economics), B.A.Sc., B.Comm., B.Comp., B.Eng., B.Sc. (Biological and Medical Physics, Chemical Physics, Food Science, Microbiology, Nanoscience, Physics) for Fall Semester 2017.

Monday, April 10
• Examinations commence

Friday, April 14
• Holiday - NO CLASSES SCHEDULED

Saturday, April 15
• No Examinations scheduled

Saturday, April 22
• Examinations scheduled

Monday, April 24
• Examinations conclude

Monday, April 25
• Last day to submit Requests for Academic Consideration--3rd meeting
IV. Admission Information

Admission Requirements

Subject Requirements
A final decision on the admissibility of an applicant will be based on academic performance, and if required by the Admissions Committee, on review of a Background Information Sheet for the diploma programs.

Associate Diplomas in Agriculture, Environmental Management, Food, Nutrition and Risk Management, and Horticulture
Applicants for admission to the first semester of the Environmental Management, Food, Nutrition and Risk Management, and Horticulture programs should present as a minimum requirement:

- Ontario Secondary School Diploma (OSSD) or equivalent with a minimum 60% average in the final year of study excluding workplace courses
- applicants who do not meet the above requirements may also be considered if they will be 19 years of age at the date of enrolment and have been out of secondary school for at least one year
- applicants who do not meet the above requirements may also be considered for admission on the basis of relevant work experience, practical knowledge, special skills or abilities

Students are encouraged to complete General or Advanced, College (C), University (U), or University/College (U/C) course types at the 11 and 12 grade level in mathematics, biology, and chemistry.

Associate Diploma in Turfgrass Management (Guelph Campus Only)
Applicants for admission to the Associate Diploma in Turfgrass Management program should present as a minimum requirement:

- Ontario Secondary School Diploma (OSSD) or equivalent with a minimum 60% average in the final year of study excluding workplace courses
- applicants who do not meet the above requirements may also be considered if they will be 19 years of age at the date of enrolment and have been out of secondary school for at least one year
- preference given to applicants with a minimum of one year's experience in the turfgrass industry
- prospective applicants are strongly encouraged to complete general or advanced, College (C), University (U), or University/College (M) course types at the grade 11 and 12 level in mathematics, biology, and chemistry
- all applicants are required to complete and submit the Supplementary Information form, available at http://www.uoguelph.ca/admissions

Associate Diploma in Veterinary Technology (Ridgetown Campus Only)
Applicants applying for admission to the first semester of the Associate Diploma in Veterinary Technology program are to present, as a minimum requirement:

- Ontario Secondary School Diploma (OS/IS or OSS) or equivalent with the following SPECIFIC requirements (can be combination of Old and New Curriculum):

  **SPECIFIC COURSE PRE-REQUISITES**
  
  **New Secondary School Curriculum**
  - Credits in Grade 11 C or U Biology, Grade 12C Chemistry (or Grade 11U Chemistry), Grade 12C Mathematics (MTC4C or MAP4C), or any Grade 12U Math and Grade 12C or U English. 'U' level course minimum grade must be 65%; 'C' level course minimum grade must be 75%.

  **Old Secondary School Curriculum**
  - Advanced level credits in Chemistry (Grade 11), Biology (Grade 11), Mathematics (Grade 12), and English (Grade 12), each with a minimum final grade of 65%. General level credits in Grade 11 Chemistry and Biology, Grade 12 English and Mathematics will only be considered with a final minimum average of 75% or higher.

  **Please note:** All applicants must submit their high school transcripts even if they have completed post-secondary education. Post-secondary transcripts are also to be submitted for assessment consideration.

  **Upgrading Options:**
  - Ontario high school courses are available through the Independent Learning Centre at http://www.ilc.org/landing.php
  - Several Community Colleges offer "College Prep" or "Introductory" courses in the required admissions subjects in either the General Arts & Sciences (GAS) programs, or the Pre-Health Science programs.
  - Adult Learning Centres and high school night-school courses are also acceptable.

  **NON-ACADEMIC REQUIREMENTS**
  - Applicants who have met, or are in the process of meeting, the academic pre-requisites are required to complete the Health Occupations Aptitude Examination (HOAE).

- in addition to meeting the minimum academic requirements, applicants must obtain the necessary work experience prior to August 1st of the year of admission. Specifically, this means the applicant must have worked in a clinic with a practising veterinarian for a minimum period of 40 hours. The Work Experience Form must be completed by the veterinarian or supervising veterinary technician and forwarded directly to the Registrar's Office at the campus.
- the deadline date for applying to this program is February 1st each year.

Advanced Standing
Admission with advanced standing may be granted to students with course credits from other recognized post-secondary institutions. Official transcripts must be provided. Students interested in transferring should see the Ontario College University Transfer Guide at http://www.ocutg.on.ca/.

Application For Admission
All applications must be submitted as follows:

1. Application for admission to the Ontario Agricultural College at Guelph should be submitted on-line through the Ontario Universities' Application Centre (OUAC).
2. Application for admission to Ridgetown campus should be submitted on-line through the Ontario College Application Service.

Applications for the program may exceed an established quota and candidates, therefore, are urged to submit their application for admission before February 1st. Normally admission decisions will be released commencing February 1st. Conditional acceptance may be granted to those students currently attending Year 4 (Grade 12) on a full-time basis who submit an application, an interim grade report, and if required complete a Background Information Form.

On request, a student may be exempted from taking any course providing they demonstrate that they have standing in a course deemed equivalent by the instructor in consultation with the director of the program. Students should consult the director or the director's designate concerning such exemption.

Communication of Admission Decisions
Students currently enrolled in a secondary or post-secondary program will normally be required to submit all official transcripts at the conclusion of their program before a final decision regarding their admission will be made.

Credit Transfer Agreements: Degree Programs
Graduates of associate diploma programs who achieve a cumulative average of 70% may apply to University of Guelph degree programs. Please consult the Admissions Counsellor for the specific degree program for details on application deadlines and the application procedure, as well as the admission criteria.

For details on program requirements and course selection, transfer students are advised to consult the Program Counsellor for the specific degree program.

Associate Diploma in Agriculture or Horticulture Graduates

Ridgetown Campus
You may apply to transfer into the Agricultural Business major of the Bachelor of Commerce program or the Bachelor of Science in Agriculture program. Applicants must have achieved a 70% cumulative average in their associate diploma program.

Applicants to the Agricultural Business major of the Bachelor of Commerce program must have completed the Ontario Academic Credit or University (U) level courses in Calculus and English to meet admission requirements. Students may receive up to a maximum of 4.00 advanced standing credits.

Applicants to the Bachelor of Science in Agriculture program may apply without the Ontario Academic Credit or University (U) level admission requirements. To receive degree credit, a student must have a minimum of 'B' standing (70%) in each of the diploma courses specified. Students must have taken OAC or U level Chemistry and/or OAC Calculus or U level mathematics prior to admission or alternatively, add CHEM*1060 and MATH*1080 or MATH*1030 (or their equivalents) as appropriate to their course of study in the degree program.

Associate Diploma in Veterinary Technology Graduates

Ridgetown Campus
Upon application, graduates may be considered for admission to the Bachelor of Science or Bachelor of Science in Agriculture program.

**Note:** No college transfer credits may be used to satisfy prerequisite courses for the Doctor of Veterinary Medicine program.

**Bachelor of Science**
Applicants must have achieved a 70% cumulative average in their diploma program. In addition, applicants must present a minimum final standing in grade 12 University (U) level Calculus and Chemistry of 75%.

You may be eligible for up to 5.00 credits advanced standing.
Bachelor of Science in Agriculture

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

Deadline Dates

While the final date for receipt of applications is May 1st and documents are June 1st at the Ontario Agricultural College and August 1st at Ridgeway Campus applicants are advised to submit their applications well in advance of the proposed date of enrolment. The University of Guelph cannot guarantee that applicants submitting applications or supporting documentation after the deadline will receive admission consideration for the Fall entry point due to space limitations which may exist within programs.

Note: No new applications are considered for the Associate Diploma in Veterinary Technology program after February 1st.

Language of Instruction

Classes at Guelph and Ridgetown are offered in English only. If English is not your first language, you must be able to provide evidence of your fluency in the language of instruction. For further information please contact, https://admission.uoguelph.ca/

Prior Learning Assessment

At the University of Guelph campuses, Prior Learning Assessment is an acceptable process for assigning credit at the diploma level for learning stemming from experience acquired independently of courses taken at post-secondary institutions. P.L.A. provides a mechanism whereby credit is given for equivalence in a course to those students who have mastered the content of the course concerned without having taken a formal course in the subject area. Such mastery may have been acquired, for example, through work experience, independent study or from non-diploma courses. In the absence of a certificate or other formal acknowledgment of competence by an appropriately accredited institution, the student can challenge the appropriate specific course(s) offered by the University or College to a maximum of 1.50 credits in a diploma program or 30% of the curriculum for Open Learning Certificates. This is a post admission process only.

Each academic department is responsible for determining which of its courses may be subject to P.L.A. challenge. The challenge process could include one or more assessment methods, including standardized tests, written/oral examinations, performance evaluations, interviews, and portfolio assessments. These assessments require that the individual demonstrate, to a qualified faculty member, that pre-determined knowledge and skills have been acquired.

Students should contact Undergraduate Program Services at the University or the Registrar's Office at Ridgetown campus for application forms and further information. Refer to Prior Learning Assessment in Section VIII--Associate Diploma Regulations and Procedures for more information.

Readmission

Students may be required to apply for readmission after an absence from the University or college. Refer to Readmission in Section VIII--Associate Diploma Regulations and Procedures.

Residence Accommodation

Campus residence accommodation is normally available for first-year students in the Associate Diploma programs provided they make application for it and meet the required application and deposit deadlines. Those desiring campus residence accommodation should make their needs known as soon as possible after they have been accepted into the program.

Right of Selection

It should be carefully noted that possession of the minimum requirements does not in itself guarantee admission to any of the Associate Diploma programs. For all programs for which the number of qualified applicants exceeds the quota, the University reserves the right to select the quota from among the qualified applicants.

For students applying to enter the University or College for the first time, the decision of the Admissions Committee is final and there shall be no appeal to that decision.

An applicant for readmission may, under specific circumstances, appeal the decision of the Admissions Committee to deny readmission. Refer to Section VIII--Associate Diploma Regulations & Procedures.

Applicants are reminded that the University is a dynamic institution and that information pertaining to admission may change. It is the responsibility of the applicant to ascertain admission requirements at the time of application.

The University normally will not defer admission to a subsequent entry point. Applicants who are unable to register at the entry point for which admission is offered will be required to amend their application or to re-apply.

For additional admission information, write or visit:

• UNIVERSITY OF GUELPH

  Admission Services
  University Centre, Level 3

Guelph ON N1G 2W1

https://admission.uoguelph.ca/

• RIDGETOWN CAMPUS

  Registrar's Office
  120 Main St. E.
  Ridgetown ON N0P 2C0

http://www.ridgetownc.uoguelph.ca/

Submission of Documents

Each of the following applicable documents must be submitted in support of an application.

Refer to Prior Learning Assessment in Section VIII--Associate Diploma Regulations and Procedures.

Please note that official transcripts submitted will become the property of the University of Guelph. Normally, official transcripts must be sent directly to the University by the institution issuing the document. The applicant is responsible for ensuring that all documents are received in Admission Services by the document deadline. No decision will be made until all documents have been received. Personal documents will be returned upon written request. Applications with incomplete documentation after the document deadline date will not receive consideration if the program is filled and closed.

1. Ontario Secondary School Diploma or equivalent Senior Matriculation Certificates, (e.g. Alberta Grade 12, G.C.E. etc.). Students currently enrolled in their final year of secondary school in Ontario are not required to submit documentation as decisions for early admission are based on interim grades reported by the secondary school.

2. Official transcripts of all academic work taken at the post-secondary level, (e.g. university, college, etc.)

3. Transcript of marks from the last secondary school attended.

4. Any other documents demonstrating academic results or ability, or explaining the level of academic performance.

5. Any supplementary information required as part of the application.

Textbooks

Textbooks and supplies are available at the campus book store or library, depending on the campus location. Each student should anticipate spending a minimum of $250.00 on books and supplies for each semester.

Use of Animals in Teaching

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

Exchange Programs

Exchange programs offer students an opportunity to take courses at an agricultural college in Canada or overseas for varying periods of time and receive credit toward their diploma. In return, students from the host college may study at one of the University of Guelph Associate Diploma program locations.

International study opportunities can be arranged at selected faculties on an individual basis. Additionally, students may study on a letter of permission basis. Students interested in national and international study opportunities should consult with their Program Counsellor/Associate Director.

For regulations on exchange programs and letter of permission refer to Section VIII--Associate Diploma Regulations and Procedures.
VI. Schedule of Fees

VI. Schedule of Fees

All fees for a semester are due and payable on or before the date scheduled for registration for that semester. Provisional registration may be granted to students who make arrangements with Student Financial Services to defer payment of their account. Deferred payment normally will be granted only to students who can show proof of financial assistance from O.S.A.P. or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Students should apply for O.S.A.P. two months in advance of the first class day of each semester in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their University account. Academic sanction will prevent one or more of the following:

- release of semester examination results
- release of transcripts
- granting of a diploma
- registration for a subsequent semester

Ridgetown Campus

For a list of fees for Ridgetown campus, please check the website at: [http://www.ridgetown.uoguelph.ca/future/admission.cfm](http://www.ridgetown.uoguelph.ca/future/admission.cfm)

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

Refunds

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

Prior Learning Assessment

Fees for Prior Learning Assessment

<table>
<thead>
<tr>
<th>Fee Name</th>
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<td>Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Course Fee</td>
<td>1/2 of the tuition for the course</td>
</tr>
</tbody>
</table>

Changes in Fee Schedule

The University of Guelph and Ridgetown campus reserve the right to make changes in the published schedule of fees and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation.

Guelph Campus

Tuition Fees

The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Student Fees, in this section. For information regarding Tuition fees, for Full-time, Part-time and Audit students, visit the Student Financial Services website at: [http://www.uoguelph.ca/Registrar/studentfinance/index.cfm?fees/index](http://www.uoguelph.ca/Registrar/studentfinance/index.cfm?fees/index)

Visa Students

For information regarding Tuition fees for Full-time and Part-time Visa students visit the Student Financial Services website at: [http://www.uoguelph.ca/Registrar/studentfinance/index.cfm?fees/index](http://www.uoguelph.ca/Registrar/studentfinance/index.cfm?fees/index)

Health Insurance for International Students

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP) - participation is compulsory. Current UHIP fees are found at Student Financial Services’ website at: [https://www.uoguelph.ca/Registrar/studentfinance/fees/uhip](https://www.uoguelph.ca/Registrar/studentfinance/fees/uhip)

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Program Services, Office of Registrarial Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

- delineated or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents.
- refugees (officially recognized).
- members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synthesized from the regulations of the Ministry of Training, Colleges and Universities. Final interpretation rests with the Office of Registrarial Services and documentation must be acceptable to the Office of Registrarial Services. The regulations are subject to change without notice.

Other University Fees; Student Organization Fees; College Semester Fees

For information on Other University and Student Organization Fees, please visit the Student Financial Services website at: [http://www.uoguelph.ca/Registrar/studentfinance/index.cfm?fees/index](http://www.uoguelph.ca/Registrar/studentfinance/index.cfm?fees/index)

Special University Fees

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

<table>
<thead>
<tr>
<th>Fee Name and Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Deferral Fee</td>
<td>$60.00 per occurrence</td>
</tr>
<tr>
<td>Cheque Refusal Fee</td>
<td>$60.00 per cheque in the amount of $452.00 or greater upon which payment is refused ($30.00 per cheque in the amount of less than $452.00).</td>
</tr>
<tr>
<td>Late Graduation Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
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</tbody>
</table>

Late Graduation Fee

Payable at time of submission of a late application for graduation.

Late Registration Fee

Payable at the time of late registration (fee payment). Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services.

Official Transcript

$12.00 each copy

OAC Lab Fee

$25.00 per semester

Program Transfer Fee

$40.00 per occurrence

Registration Reinstatement Fee

Registration will be cancelled for students who have not paid or made satisfactory arrangements for payment by the 10th class day of the semester. There is a $200.00 reinstatement fee levied for full-time students and a $100.00 reinstatement fee levied for part-time students wishing to register after the 10th class day. Reinstatement will not be allowed after October 15th for the Fall semester, February 15th for the Winter semester and June 15th for the Summer semester.

Supplemental Privilege

Students who write supplemental examinations at an outside centre may be required to pay an invigilator fee directly to that centre. Notification of non-payment will result in the withholding of grades.

Cheque Refusal Fee

$60.00 per cheque in the amount of $452.00 or greater upon which payment is refused ($30.00 per cheque in the amount of less than $452.00).

Cheque processing fee

$20.00 per occurrence

Distance Education Resource Fee

$75.00 per D.E. course

Non-refundable after the six-day add period.

Late Graduation Fee

Payable at time of submission of a late application for graduation.

Non-refundable after the six-day add period.

Late Registration Fee

Payable at the time of late registration (fee payment).

Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services.

Provisional registration may be granted to students who make arrangements with Student Financial Services to defer payment of their account. Deferred payment normally will be granted only to students who can show proof of financial assistance from O.S.A.P. or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Students should apply for O.S.A.P. two months in advance of the first class day of each semester in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their University account. Academic sanction will prevent one or more of the following:

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Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Program Services, Office of Registrarial Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

- Canadian citizens, permanent residents, or their dependents.
- applicants for permanent residency who submit the appropriate letter.
Note: If the student pays the fee for the supplemental privilege and subsequently chooses not to write it, a refund will be made if the request is submitted in writing at least 15 days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. No refunds will be made for fees paid for examinations which were to be written at another university or college under the direction of the student.

Special University Charges

<table>
<thead>
<tr>
<th>Field Trip Fees</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>For field trips in courses</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Parking Fees on the Guelph Campus

Information on Parking Fees is available at the Student Financial Services website http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees=fees. For information regarding Parking Services visit the Parking Services website https://www.parking.uoguelph.ca/

Residence Fees

Information on Residence Fees for the Guelph Campus is available at the Student Financial Services website http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees=fees. Information on Residence Fees for Ridgetown Campus is available at: Ridgetown Campus http://www.ridgetown.uoguelph.ca/

Meal Plan Fees on the Guelph Campus

The On-Campus Meal Plan is a mandatory meal plan for all students living in a traditional residence and optional for students living in the East Residence, the East Village Townhouses or off campus. The On-Campus Meal Plan is designed to cover both the Fall and Winter semesters. Hospitality Services offers five (5) different sizes of plans to accommodate a variety of eating habits. Each On-Campus Meal Plan is composed of 2 Plans in 1 - The Basic Plan and the Flex Plan.

The Basic Plan is used for all on-campus food purchases. These purchases are tax exempt when applicable.

The Flex Plan is used for vending machines, dining at select off-campus restaurants and delivery orders for pizza, subs and pitas. These purchases are taxable. At the end of the Winter semester, so long as you are a University of Guelph student, Food Dollars remaining in your On-Campus Meal Plan will be transferred to the Carryover Ultra Food Plan. The transfer is subject to a $50.00 Administration fee. This carryover plan enables you to continue spending your remaining Food Dollars when you return to school, whether you live on or off campus.

Add the Textbook Plan to your Meal Plan! For the ultimate in convenience and savings you can add a $1000 Textbook Plan to any Meal Plan to be used exclusively in the University Bookstore to purchase all textbooks including used books, school supplies and U of G clothing for both the Fall and Winter semesters. Every time you make a purchase in the University Bookstore, you will be rewarded with a 10% REBATE on your total purchase - ADDED to your FLEX Plan the next business day. Any textbook money that has not been spent at the end of the school year can be refunded upon request or it will automatically be added to the Carryover Ultra Plan.

Information on the On-Campus Meal Plan Fees is available at the Student Financial Services website http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees=fees. For those students not required to purchase and On-Campus Meal Plan, Hospitality Services provides a convenient, money saving Ultra Food Plan. A Textbook Plan can also be added to the Ultra Food Plan.

For more information on Hospitality's meal plans visit the Hospitality Services website https://hospitality.uoguelph.ca/

Refunds

Withdrawal

A student who withdraws from a semester may be eligible for a refund of tuition fees (see also Withdrawal, Section VIII--Associate Diploma Regulations). The withdrawal or credit drop results in a credit balance in your fees account (i.e. payments are greater than charges) a refund cheque is produced for credit balances over $500. Allow four to six weeks before refunds are available from Student Financial Services. The University has been directed by the Ministry of Advanced Education and Skills Development to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan. In Cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

Winter and Summer Semesters - Refunds of tuition fees will be calculated according to the effective date and the following schedule:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Refund Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5 inclusive</td>
<td>100%</td>
</tr>
</tbody>
</table>

Fall Semester - The compulsory non-refundable Registration Deposit of $200.00 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester including the first 5 class days. The above schedule will only come into effect once the first $200.00 penalty has been used up.

Refunds of Other University Fees (except Residence and Meal Plan Fees) and Student Organization Fees (except Bus Pass, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 15th class day of a semester. No refund of Other University Fees or Student Organization Fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal. A registration payment not honoured by your bank does not constitute an official withdrawal from the University.

Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to section 4.3 of the Residence Contract Terms & Conditions for further information. The effective date for refund will be the date belongings are removed from the room, a room check made and the room key, post office key and university ID card returned; or, the authorized effective date for withdrawal, whichever is later. Students to whom a room assignment has been made and who withdraw and subsequently re-register up to and including the 5th class day will be liable for any penalties incurred through forfeiture of the residence contract.

Meal plan fees, excluding the Capital Fund Component, will be refunded on a pro rata basis for the operating expense portion, plus the unused food portion, for authorized cancellation of a contract. The effective date for refunds will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal, except if a student withdraws before or after the first day of classes and re-registers before or on the 5th day of classes, cancellation of the contract is not permitted.

Dropped Courses

Refunds of tuition fees for courses dropped by part-time students will be calculated at the same rates for withdrawals. The effective date for the drop action will be the date such information is reported to the Office of Registrarial Services.

Classification Changes

Refunds of tuition fees for students changing from full-time to part-time will be calculated on the difference of tuition values at the same rates for withdrawals. Refunds of Other University Fees and Student Organization Fees (except Bus Pass, Dental Insurance premium and medical insurance premium) will be made in full up to and including the 15th class day of a semester. No refunds of Other University Fees and Student Organization Fees will be made after the 15th class day. The effective date for classification change will be the date such change is reported to the Office of Registrarial Services.

Session Courses

In addition to the refund schedule quoted above, there will be a flat fee levied for each session course dropped after the first week of the course. The financial penalty is approximately double the regular course rate penalty.

Optional Fees (Guelph Campus only)

OPIRG-G is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to General Information Section of this Calendar. Applications for refund are to be made at the OPIRG-G offices. RADIO GYRPHON fee is refundable during the first 3 weeks of each semester to those who do not wish to support the activities. Applications for refund are to be made at the Radio Gyrphon offices.

Food Bank Affordable Housing, must approach the CSA office for refund.

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

The Bus Pass and Medical Insurance Premium fees are refundable only within the first five class days of the semester upon withdrawal. Please direct inquiries to the C.S.A. office.

The Dental Plan has an opt-out option. Please contact the Central Student Association office for the opt-out deadline. The fee is not refundable past the deadline.
VII. Academic Advising

A college education is a complex and multi-faceted experience, which is best undertaken in a supportive and encouraging environment. As part of its dedication to student success, the University of Guelph is committed to providing high-quality academic advising, in order to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University and College. The responsibility for developing educational plans and setting goals rests with the student. Academic advising contributes to this process by identifying alternatives, exploring likely outcomes, and referring students to appropriate resources.

Academic advising at the University and College is delivered by a team which includes Faculty Advisors, Program Counsellors/Associate Directors, the Undergraduate Academic Information Centre (UAIC), the Associate Vice-President Academic and others. Coordinating all activity is the University Council on Undergraduate Academic Advising (CUAA), which has responsibility for overall advising systems direction and policy. The UAIC provides general walk-in assistance to students and, as appropriate, directs students to specialized advising resources. Each student has direct access to Faculty Advisors, who focus on subject-related issues and advice, and a Program Counsellor, who assists with diploma/degree Program requirements and expectations.

These components of the academic advising system work together to achieve goals and objectives that include:

• Helping students develop an educational plan and choose an appropriate course of studies to meet their academic and life objectives
• Ensuring that students are aware of opportunities and resources that can assist them in achieving their educational goals
• Assisting students in interpreting university policies and procedures, and applying general rules to their specific cases
• Facilitating resolution of academic problems, conflicts and concerns, as appropriate
• Referring students as necessary to other resources
• Collecting and disseminating information on student needs, wants, perceptions, and trends in order to enhance institutional effectiveness and adaptability

Within the system, specific roles and responsibilities are distributed as follows:

Students

Responsibilities of the Student

Students admitted to the University are responsible for understanding and meeting certain responsibilities regarding Associate Diploma Regulations and Procedures, diploma requirements, course requirements, Schedule of Dates, rules of conduct and accessing the University of Guelph email account. These responsibilities are described in Section I of the Diploma Program Calendar.

The responsibilities of students regarding academic advising are to seek, when necessary:

• information from the Undergraduate Academic Information Centre
• advice and assistance regarding academics from the Program Counsellor or Faculty Advisor
• clarification of regulations and procedures from the Program Counsellor or Faculty Advisor

Faculty Advisors

Role of the Faculty Advisor

The Faculty Advisor has particular expertise in the program specialization (major, minor, area of concentration, area of emphasis) and the fit of that specialization within the diploma program. The role of the Faculty Advisor is to:

• provide information about the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements
• refer to other campus services, as necessary
• communicate information about the degree/diploma program to the dean, chairs and directors, Faculty Advisors, curriculum committees, program committees (and their sub-committees); and to bring forward any concerns or issues as students progress through the Schedule of Studies for the degree/diploma program
• liaise with the Faculty Advisor for the specialization, in order to provide information about the degree/diploma program and the fit of the specialization within the diploma program

Responsibilities of the Faculty Advisor

The responsibilities of the Faculty Advisor are to:

• be familiar with the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements
• assist students wishing to change or add specializations
• assist the student to make academic decisions
• refer students to the Program Counsellors / Associate Director, as appropriate
• offer advice about meeting the requirements of the Schedule of Studies for the specialization
• bring forward any concerns or issues as students progress through the Schedule of Studies for the specialization
• provide information to the department, curriculum committee, program committee, and Program Counsellor / Associate Director about issues or concerns concerning the Schedule of Studies for the specialization
• provide information and advice to the department and college, as requested, around enrollment and program requirements

Program Counsellors / Associate Directors

Role of the Program Counsellor / Associate Director

The Program Counsellor / Associate Director has particular expertise in the diploma program requirements and regulations, as well as the various specializations and their fit within the diploma program. The Program Counsellor / Associate Director is also familiar with the policies and procedures that govern university practice. The role of the Program Counsellor/Associate Director is to:

• provide information about the academic requirements of the diploma program, including admission requirements, Schedule of Studies requirements, Continuation of Study requirements, and graduation requirements
• refer to other campus services, as necessary
• communicate information about the degree/diploma program to the dean, chairs and directors, Faculty Advisors, curriculum committees, program committees (and their sub-committees); and to bring forward any concerns or issues as students progress through the Schedule of Studies for the degree/diploma program
• liaise with the Faculty Advisor for the specialization, in order to provide information about the degree/diploma program and the fit of the specialization within the degree/diploma program

Responsibilities of the Program Counsellor / Associate Director

The responsibilities of the Program Counsellor / Associate Director are to:

• be familiar with the academic requirements of the diploma program and its specializations, including admission requirements, the Schedule of Studies and Continuation of Study requirements, and graduation requirements for the diploma program
• assist the student to make academic decisions and understand the implications of those decisions
• assist with course selection and enrollment management issues as related to the diploma program
• explain transfer procedures and requirements
• explain appeal procedures
• assist with graduation checks
• sign program approval, as appropriate, for Special or Probation students
• change student status, as appropriate (eg. from Special to Regular)
• meet with students as requested, or required
• refer to the Faculty Advisor, as appropriate
• uphold the academic policies of the university
• help interpret the academic policies and procedures to students, staff, and faculty
• act as a source of referral to other campus services
• be generally aware of career and graduate study opportunities related to the field of study
• work closely with the Faculty Advisor on any changes to the Schedule of Studies
• consult, as necessary, with other campus services
• provide relevant information to the Faculty Advisors, departments, dean, curriculum and program committees (and sub-committees) about student issues with the diploma program
• participate at liaison events, as requested

Undergraduate Academic Information Centre (Guelph Campus Only)

The role of the Undergraduate Academic Information Centre (UAIC) (U.C. Level 3, extension 56613, uaic@uoguelph.ca) is to provide general academic advising information to undergraduate/diploma students. This includes appropriate referral to the Program Counsellor, or Faculty Advisor, as well as other support services on campus.

For some students, the Centre may function as a first point of contact for information about academic issues. Peer helpers in the unit operate on an assessment and referral system - first helping the student to identify the problem or issue, and then, as necessary, referring her/him to the appropriate resource (e.g. Program counselling office, faculty / specialization advisor, Career Services, Financial Services, etc.).
At the Centre, students will find general information on topics including but not limited to transfer requirements and procedures; Continuation of Study requirements; admission and graduation requirements; information about appeal process and procedures; help with interpreting the calendar; or help with different forms. Students who require more detailed information about their particular degree/diploma program requirements, or who have more specific questions may be directed to the Program Counselling office or to the Faculty Advisor, as appropriate.

UAIC is a resource for all students, with particular sensitivity to issues facing transfer (advanced standing) students, non-degree and general studies students, and "undecided"* students, including first year students or other students contemplating a change in program.

* Although most University of Guelph students declare a major upon entry, "undecided" in this context refers to students who may be declared in a major but are now not sure whether the program is the right fit for their educational, career, or life goals.

**The Council on Undergraduate Academic Advising**

The role of the Council on Undergraduate Academic Advising (CUAA) is to develop, review, discuss, and recommend to senior administration on an ongoing basis any and all advising-related strategies, policies, and processes. The CUAA is responsible for managing and directing academic advising policies at the university. The CUAA reports to, and is chaired by the Associate Vice-President Academic. Membership includes broad representation from stakeholders across the university community including, but not limited to: Program Counsellors, Faculty Advisors, Office of Registrarial Services, Coordinator of Undergraduate Curriculum, deans, chairs, Student Affairs, Centre for Open Learning and Educational Learning/SCOL, undergraduate students, Centre for International Programs, and the Director of the Undergraduate Academic Information Centre. The Council normally meets once per semester.

The CUAA develops strategic directions and formulates policy on advising issues, coordinates planning around academic advising issues, and serves as a permanent communication channel to help coordinate the work of the various individuals and entities engaged in academic advising activities.

**Program Counsellors / Associate Directors**

Program Counsellors and Associate Directors

<table>
<thead>
<tr>
<th>Location</th>
<th>Program Counsellor / Associate Director</th>
<th>Contact Information</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ridgetown Campus</strong> (Agriculture, Environmental Management, Horticulture, Veterinary Technology)</td>
<td>B. O'Neill Registrar / Counsellor I. Moore Associate Director</td>
<td>519 674-1610 ext. 63610 Building: J.D. Peetall Student Services 519-674-1500 ext. 63666</td>
<td><a href="mailto:baneill@uoguelph.ca">baneill@uoguelph.ca</a> <a href="mailto:imoore@uoguelph.ca">imoore@uoguelph.ca</a></td>
</tr>
<tr>
<td><strong>University of Guelph</strong> (Turfgrass Management)</td>
<td>J. Johnson Program Counsellor</td>
<td>Johnston Hall 133A 519-824-4120 Ext. 54800</td>
<td><a href="mailto:johnson@uoguelph.ca">johnson@uoguelph.ca</a></td>
</tr>
</tbody>
</table>

**Interpretation of University Academic Regulations**

A student who requires assistance in the interpretation of the academic regulations of the University or the method of their application in reference to the student's particular circumstances should consult one of the Associate Registrars at Guelph, the Associate Director at Ridgetown or their Program Counsellor.

**Non-Academic Counselling**

Students are advised to consult Section XIII-General Information in this Calendar, for information on the types and locations of non-academic counselling offered by the University.

Students who require non-academic counselling should contact their Associate Director or Program Counsellor.

**Program Approval**

Students should present their Academic Evaluation Report plus any updates when seeking academic advice. Approval is required for students who wish to register for more than 3.00 credits prior to the last day of an add period. On the last day of an add period all students can register in up to 3.25 credits in a semester.
General Information for Academic Consideration and Appeals

The University of Guelph is committed to supporting students in their learning experiences and responding to their individual needs. To this end a broad network of advising, counselling, and support services is provided to assist students in meeting their personal and academic goals. The University is aware that a variety of situations or events beyond the student's control may affect academic performance. Support is provided to accommodate academic needs in the face of personal difficulties or unforeseen events. Procedures for academic appeals are designed to ensure that every effort is made at these times to provide appropriate accommodation and consideration, thus enabling students to complete course and program requirements as quickly as possible.

Knowledge of the procedures, early action on the student's part, timely consultation with the instructor(s) and/or Program Counsellor, and immediate provision of any required documentation will facilitate a prompt, co-ordinated institutional response.

Academic Consideration

The University will consider granting consideration for courses if there are sufficient extenuating medical, psychological or compassionate circumstances. Academic Consideration may take the form of an extended deadline, a deferred privilege, a late drop of a course(s) with or without failure, withdrawal from a semester with or without academic failure, or permission to continue on probationary status. A deferred privilege could take the form of approval to write a missed final examination or the completion of a course requirement after the end of the semester. Academic consideration is granted when acceptable medical, psychological or compassionate circumstances affect any portion of the semester work. Generally, work commitments will not constitute grounds for academic consideration. Depending upon the circumstances and whether the semester work is complete, consideration may be granted by the instructor, the Program Counsellor or the Academic Review Sub-Committee of the program in which the student is registered.

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

The Program Counsellor is the student's advisor in all matters pertaining to academic consideration and can assist in defining an appropriate course of action (counsellor names and locations can be found in Section VII--Academic 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.

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 circumstances 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 Ridgeway Campus must submit their request to the Ridgeway 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.
Student Petitions
The Senate Standing Committee on Student Petitions is comprised of students and faculty members and is supported by a representative from the Office of Registrarial Services and the Governance & Judicial Officer.

The Committee has the jurisdiction to:

Act as an appeal body for the following decisions:

1. a decision of an Academic Review Sub-committee (undergraduate students) denying a request for academic consideration;
2. a decision of the Admissions & Progress Sub-committee (graduate students) denying a request for academic consideration;
3. a decision of an Academic Review Sub-committee (diploma students) denying a request for academic consideration;
4. a decision denying a specific request for academic accommodation pursuant to the Senate policy on “Academic Accommodation for Students with Disabilities”;
5. a decision of academic misconduct, made by the appropriate dean(s)/ designate(s); either the finding of academic misconduct or the penalty may be appealed;
6. a final grade on a course based on the methods and criteria used by the instructor;
7. a decision of an Admissions Sub-committee, or the Admissions & Progress Sub-committee on readmission to a program, only if the basis of the appeal is procedural unfairness or bias on the part of the Admissions Sub-committee or Admissions & Progress Sub-committee.

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

For more information on the student petitions/appeal process, students may contact student judicial services at the University Secretariat judicial@uoguelph.ca.

Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the graduate, undergraduate and associate diploma communities. Accommodation will be made to students who experience a conflict between a religious obligation and scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories. The type of accommodation granted will vary depending on the nature, weight and timing of the work for which accommodation is sought. Accordingly, the request for alternative arrangements normally must be submitted to the instructor in charge of the course within two weeks of the distribution of the course outline. A student requesting accommodation may submit the request to the instructor directly or through his/her Program Counsellor.

The instructor has a responsibility to provide reasonable alternative arrangements that do not put the student at an academic disadvantage. In the case of a conflict with a final examination, the instructor should reschedule the examination to another time during the examination period taking care that the new date and time does not put the student at an academic disadvantage.

In the event that a student is not satisfied with the accommodation offered by the instructor, he/she may appeal to the Department Chair, or Director of the School, who may grant alternative accommodation. A student who remains dissatisfied with the outcome of his/her request may seek the assistance of the Human Rights and Equity Office to facilitate a resolution.

For a current list of major holy days, please check the following website http://www.uoguelph.ca/hr/hrholidays.shtml or contact the Human Rights and Equity Office.

Academic Accommodation for Students with Disabilities, Guidelines and Procedures

1. Purpose, Scope

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

2. Essential Requirements and Academic Accommodation

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

3. Student Accessibility Services (SAS)

Role of SAS

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

a. confirming whether a student has met the criteria for establishing that a Disability exists and providing appropriate options for Academic Accommodations;
b. providing to a Course Instructor, Notifications as to the appropriate types of Academic Accommodation;
c. granting common forms of In-Course Academic Accommodations as described in section 5.1 below;
d. supporting and facilitating the provision of Academic Accommodations by academic departments;
e. 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
f. 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 they are aware that a need for accommodation exists.
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 section 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.
The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty of offences associated with misappropriation of others' work, misrepresentation of personal performance and fraud, improper access to scholarly resources, and obstructing others in pursuit of their academic endeavours. In addition to this policy, the University has adopted a number of policies that govern such offences, including the policies on Misconduct in Research and Scholarship and the Student Rights and Responsibilities regulations. These policies will be strictly enforced.

It is the responsibility of the University, its faculty, students and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive procedures to limit the likelihood of offences occurring. Furthermore, individual members of the University community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes reporting such offences when they occur and making one's disapproval of such behaviour obvious.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students should also be aware that if they find their academic performance affected by medical, psychological or compassionate circumstances, they should inform the appropriate individuals (instructors, Program Counsellors, graduate advisors) and follow the available procedures for academic consideration outlined in the University's calendars.

Note: In this policy, the word "dean" means "dean, campus director or designated associate director." The word "undergraduate" means "undergraduate and associate diploma." The word "degree" means "undergraduate and associate diploma credit. The word "chair" means "chair of a department or director of a school." The word "department" means "department or school." Penalty: The word "undergraduate" means "undergraduate and associate diploma.". The words "degree credit" means "degree and associate diploma credit."

Education and Remediation

Education and remediation are key to promoting an environment in which academic integrity will flourish. It should not be possible for a student to claim that he/she was not warned about the University's academic misconduct regulations, what constitutes academic misconduct and the potential consequences of transgressing. The need to educate students about academic integrity places a particular responsibility on faculty, especially with respect to discipline-specific issues.

The University's Strategic Directions place high value on collaboration and co-operation in the learning process, across disciplines and between institutions. Further, the strategic plan recognizes the importance of students learning to work with others in group projects and situations as key to developing skills as self-reliant learners. This is reflected in the large number of courses at this University which involve group work and encourage co-operation in completing assignments. However, there may be need to limit the amount of collaboration or co-operation. Students need to be aware of, and instructors need to be clear about assignments for which discussing or completing the work with others is not appropriate and where the expectation is that students will work separately. Instructors should be very explicit about expectations with respect to academic integrity, and information with respect to academic misconduct should be presented to students as part of the course outline, academic program orientation materials and other materials posted and distributed to students. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

In addition, in the case of examinations, students should be sure that they read and understand the regulations with respect to conduct in examinations printed on the cover of each examination booklet, and should pay particular attention to any additional instructions from the examination invigilators.

In support of remediation, students convicted of an academic offence may be required to successfully complete an academic integrity remediation process.

Offences

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment.

Below are descriptions of academic offences. It is important to note that, while the University has attempted to present as comprehensive a list as possible, this list of potential academic offences should not be considered exhaustive. Students are responsible for knowing what constitutes an academic offence and faculty members have a responsibility to provide students, early in their course or program, with information about academic integrity that is specific to their discipline. An offence may be deemed to have been committed whether the student knew a particular action was an offence or ought reasonably to have known. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried and careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

It is the responsibility of students working in a group to take all reasonable steps to ensure that work submitted to the group by individual members has not been completed in a way that violates this policy.

Further, as some academic offences may also be viewed as violations of policies on the Responsible Conduct of Research, the Policy on Non-Academic Misconduct, the criminal code and/or civil statutes, students may also be subject to procedures and penalties outlined in those policies at the University’s discretion, and to criminal prosecution or civil action.

A graduate of the University may be charged with an academic offence committed while he/she was a registered student when, in the opinion of the dean, the offense, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

1. Misappropriation of Other's Work

1. Plagiarism

Plagiarism is misrepresenting the ideas, expression of ideas or work of others as one's own. It includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. In addition to books, articles, papers and other written works, material may include (but is not limited to): literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. Some examples of plagiarism include:

• submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
• using direct, verbatim quotations, paraphrased material, algorithms, 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.

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;
• concealing 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/cc08/sec_dde5625.shtml, or may be obtained from the Senate Office or the office of any chair or dean.
2. Students who have been found guilty of a course-based offence and who have been assessed a penalty in addition to an Official Warning will not be permitted to drop the course or to withdraw with failure. A student who has dropped the course prior to the offense(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 during suspension. This policy applies to any credit course taken during the suspension period, be it distance, or non-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded.
4. A student who wishes to be considered for readmission after a suspension must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirement will normally be required to serve the associated penalties consecutively.
5. A student who has been expelled from the University of Guelph is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the President to have the expulsion status removed. The President will form a hearing committee to review the case for lifting the admission restriction. If the committee decides to remove the expulsion status, the student who wishes to be considered for readmission must then make an application that will be judged on the basis of eligibility to continue. If the committee decides to leave the expulsion status in place, the student must wait at least another two years before submitting a new petition.
6. Penalties may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

Procedures

A. Notes Re: Procedures and Authority to Act
1. Deans may delegate their authority under this policy to an appropriate designee(s). Such delegation may be full (for example, all cases are delegated to an Associate Dean), or partial (for example, authority with respect to offences related to course work may be delegated to departmental chairs). Deans must provide the University’s Judicial Officer with the name(s) of individual(s) to whom authority has been delegated under this policy.
2. For offences related to course work (including examinations):
   a. The designate or the Director of Open Learning will carry out the role of the chair in cases where the offence has been committed in an Open Learning, non-degree credit course. Diploma credit courses offered through distance are within the authority of the chair of the department offering the course. The role of the dean in the case of non-degree credit courses offered through the Open Learning program is carried out by the Director of Open Learning.
   b. For undergraduate and diploma students and open learners, the relevant dean is the dean of the college in which the course is offered, and the dean of the college in which the student is enrolled (if different) should receive a copy of the decision.
   c. For graduate students, the relevant deans are the dean of the college in which the course is offered and the Dean of Graduate Studies acting jointly. The dean of the college in which the student is enrolled (if different) should receive a copy of the decision.
3. For offences not related to course work, or for course offences involving students not enrolled in the course, for undergraduate and diploma students the dean of the college in which the student is enrolled is responsible for administering the policy. For graduate students, the policy is administered jointly by the Dean of Graduate Studies and the dean of the college in which the student is enrolled.
4. In the event that a chair/director has a conflict of interest in dealing with a case, the dean will appoint another faculty member to deal with the case. In the event that a dean’s designate has a conflict of interest in dealing with a case, the dean may appoint an alternate designate or choose to deal with the case himself/herself. In the case of a conflict of interest on the part of a dean, the Provost will appoint a designate to deal with the case.
5. Wherever in this policy it states that a student is to be contacted, the normal expectation is that such contact will be made using the student’s University of Guelph email account, with a copy of any correspondence being sent to the home address provided to the University by the student.
B. Detection and Documentation

1. Examinations

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

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

The chief invigilator shall give a full report, together with any confiscated material, to the instructor-in-charge of the course if the instructor is not the chief invigilator. In instances of open learning courses, the material will be submitted to the Director of Open Learning. 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/dean's designate, normally within ten working days of receipt of the allegation from the instructor/advisor.

d. Normally within ten working days of receipt of the case from the chair, the dean will invite the student to meet with him/her to discuss the allegation(s). If the student does not respond within ten working days to the request for an interview, or if the student refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may consult with any individuals he/she believes pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, the dean may engage in further consultation with any individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.

e. If after weighing the available evidence the dean finds an offence has been committed, the dean will contact Enrolment Services/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.²

Should the dean determine that an academic offence has been committed, he/she shall inform the student in writing. The written notification should include the offence for which the student has been found guilty and information with respect to penalty. Copies of the written notification should be sent to any other relevant dean(s) office(s), to the instructor/advisor, the department chair, the Program Counsellor and to Enrolment Services/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/rescinding of a degree, he/she shall so inform the student in writing and forward the matter to the Senate Committee on Student Petitions.

At that time, the student may appeal the recommendation of expulsion/revocation and request a hearing of the Senate Committee on Student Petitions. Whether or not a hearing is requested, the Senate Committee on Student Petitions will proceed with the case and inform the parties involved of its decision.

In the case of an expulsion, the Senate Committee on Student Petitions may decide to uphold the recommendation to expel, in which case the recommendation will be forwarded to the President for final decision. Alternatively, the Senate Committee on Student Petitions may decide to impose a lesser penalty, in which case the President's assent is required. When a recommendation is referred to the President, the President may uphold the recommendation to expel or impose a lesser penalty, which will be final. In the case of revocation/rescinding of a degree, the Senate Committee on Student Petitions may decide to rescind 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 Senate for final decision with respect to revocation/rescinding. If the Senate does not confirm the recommendation of revocation/rescinding, the matter will be returned to the President for a final decision with respect to a lesser penalty.

² 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.

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 one 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 and who have been verified by a university to have obtained a certificate or diploma. Students who do not graduate from the University of Guelph 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.

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**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 (minimum and maximum) 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**

<table>
<thead>
<tr>
<th>Misappropriation of Other’s Work - Plagiarism</th>
<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>
<td>(N) Loss of the assignment</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td></td>
<td>Zero in the course</td>
</tr>
<tr>
<td>Major</td>
<td>(N) Zero in the course</td>
<td>Zero in the course</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td></td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Misappropriation of Other’s Work - Unauthorized Collaboration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(N) Zero on the assignment</td>
<td>Loss of grades</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Zero in the course</td>
<td>Loss of scholarship/bursary Suspension</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</td>
<td>Expulsion/Revocation</td>
</tr>
</tbody>
</table>

**2. Copying**

<table>
<thead>
<tr>
<th>Misappropriation of Other’s Work - Copying</th>
<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>
<td>(N) Loss of the assignment</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td></td>
<td>Zero in the course</td>
</tr>
<tr>
<td>Major</td>
<td>(N) Zero in the course</td>
<td>Zero in the course</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td></td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Misappropriation of Other’s Work - Unauthorized Collaboration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(N) Zero on the assignment</td>
<td>Loss of grades</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Zero in the course</td>
<td>Loss of scholarship/bursary Suspension</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</td>
<td>Expulsion/Revocation</td>
</tr>
</tbody>
</table>

**3. Unauthorized Collaboration**

<table>
<thead>
<tr>
<th>Misappropriation of Other’s Work - Unauthorized Collaboration</th>
<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>
<td>(N) Loss of the assignment</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td></td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Misappropriation of Other’s Work - Unauthorized Collaboration</td>
<td></td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Zero in the course</td>
<td>Loss of scholarship/bursary Suspension</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Suspension</td>
<td>Expulsion/Revocation</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

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

4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

C. Improper Access and Obstruction

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

1. Preventing Access

Improper Access and Obstruction - Preventing Access

2017-2018 Diploma Program Calendar

http://www.uoguelph.ca/registrar/index.cfm?downloads, or from their Program Counsellor.

VIII. Associate Diploma Regulations and Procedures, 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.

2017-2018 Diploma Program Calendar

Last Revision: March 1, 2017
VIII. Associate Diploma Regulations and Procedures, Academic Standing

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 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 supplements, 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.
Appeal forms must be submitted to Admission Services by the deadline date established for each semester. An application fee is payable at the time the application is submitted (refer to Section VI--Schedule of Fees).

Application deadline dates are published in Section IV--Admission Information.

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

Associated Program Requirements

Program Committees have the option of identifying, as requirements for graduation, program components that are not academic courses and do not carry an academic credit weight. Associated Program Requirements allow programs to give formal recognition (but not academic credit) to the successful completion of program components that are primarily non-academic but are judged by the program committee as essential to 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:

Class Level Calculation

<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:

Continuation of Study Assessment for Students in Semester 1 following Schedule 3

<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.

Continuation of Study Assessment for Students in Semester 2 and Higher on Probation following Schedule 3

<table>
<thead>
<tr>
<th>Semester Average (S) Cumulative</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>

If the student is eligible to continue at the time of review, the standing will depend on the cumulative average:

Continuation of Study Assessment for Students in Semester 2 and Higher following Schedule 3

<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>

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.
- students who have maintained a cumulative average of 80.0% since their last Honours List designation.
- students 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.
- students who are on probation in the semester in which they attempt a course.
- students who have a high level of academic achievement on exchange programs will be considered for the Honours List based on a recommendation to the appropriate Dean or Director from the exchange coordinator.

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 full-time status. 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 to the calculation of full-time or part-time status.
Deferred Privileges

When students do not write a required final examination, complete a final assignment, or complete a work term report by the deadline, they may be eligible for a deferred privilege. A deferred privilege is the opportunity to complete the final course requirements after the end of the semester. The nature of the deferred privilege may take the form of either a Deferred Condition or a Deferred Examination. The Academic Review Sub-Committee grants deferred privileges on the basis of medical, psychological, or compassionate consideration (see Academic Consideration and Appeals).

Deferred privileges must be completed within the semester immediately following the semester in which the exam/course work was originally missed (refer to Section III--Schedule of Dates). If the Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate consideration, a student may request a deferred privilege instead. The student must make the request in writing to their Program Counsellor. The grade resulting from the deferred privilege will become part of the student's official academic record.

Instructors do not grant deferred privileges. They can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond their deadline for submission of final grades. The instructor should note on the "Incomplete Coursework" form any special circumstances relating either to the student or to the way the course was conducted (see Final Grades).

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

Deferred Condition

The instructor and/or Chair/Director determine the requirements and conduct of the deferred condition. The deferred condition may be a written test, an oral test, an assignment, a laboratory practical, or any other method of evaluation. The requirements for completion of the deferred condition are documented on the "Terms of Supplemental/Deferred Condition" form [https://www.uoguelph.ca/registrar/sites/undergraduate/files/docs/def_supp_terms.pdf] and a copy of the form is retained by the instructor and the student. The department notifies Enrolment Services of the results of a deferred condition, normally within 7 days of its completion.

Students must normally complete a deferred condition by the end of the deferred examination schedule in the semester immediately following the completion of the course (refer to Section III--Schedule of Dates). Scheduling, Office of Registrarial Services advises students in writing of the deadline for the completion of a condition. In addition, Scheduling directs the student to the "Terms of Supplemental/Deferred Condition" form [https://www.uoguelph.ca/registrar/sites/undergraduate/files/docs/def_supp_terms.pdf]. It is the student's responsibility to contact the instructor and make arrangements for the details of the condition.

Scheduling advises departments of 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 Scheduling, Office of Registrarial Services and informing the instructors of students who have been granted deferred privileges.
2. When a deferred examination is scheduled, forwarding one examination paper from the instructor for each student granted a deferred examination in the course, plus one extra paper per course to Scheduling, Office of Registrarial Services.
3. Where the instructor is unavailable, providing the required examination papers to Scheduling, 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 term work completed, as indicated on the original Incomplete Coursework form.
2. When a deferred examination is granted, appearing for the deferred examination according to the date, time and location designated on the deferred examination timetable.
3. Students identified by Scheduling as residing outside a 150 km (approx) radius of Guelph are permitted to write deferred examinations at an academic institution (high school, college or university) within their own vicinity. Students choosing this option must have the Off-Site Invigilator Form completed by an employee at one of the above type of institutions and forward it by fax to Scheduling. For more information, form and deadline see: http://www.uoguelph.ca/registrar/undergraduate/files/invigilator_form.pdf.

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 fourtieth 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 fourtieth class day) are noted in Section III--Schedule of Dates.

Instructor Notification

In some cases the instructor must be notified when a student is dropping a courses, for example, where students care for laboratory animals, or where supplies or books on loan must be returned. If instructor notification is required to drop the course, this will be specified on the course outline and announced in the first class meeting.

Refunds

Refer to Section VI--Schedule of FeesSection 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 fourtieth 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 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.

Final Examinations/Assignments and Final Week of Classes

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.
3. The final examination period should be scheduled so as to provide a two day break between the last day of classes and the first day of examinations.
4. The final examination period consists of eleven days, except in the Summer semester, where it is eight days.
5. The periods scheduled for final examinations which are to be written in examination halls shall be all of two hours in duration. No regular examination held during the final dates scheduled for final examination periods shall be longer than two hours. (Note: Some DVM courses are exempted from this rule and require three hour exams.)
6. Under normal circumstances, changes to the published examination timetable are not permitted.
7. Where final examinations in either regular, take-home or other format are to be given, they must be given or due during the final examination period.
8. The Office of Registrarial Services has determined the 9th day (6th day in the 12-week format summer semester; 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 instruction 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.
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 keyed to desired responses to questions, where appropriate; the student’s response to the examination questions; and records taken by examiners during oral or any other examination. Faculty members are encouraged to discuss openly with the student any questions raised. The department chair will make the necessary arrangements for student access to the material. When a large number of requests are received in connection with a specific course or when a faculty member is on leave it may be necessary for the department chair to delay access and make special arrangements, e.g., the posting of the marking scheme on a bulletin board, the scheduling of a special meeting at which the faculty member will review the examination, etc.

Exchange Programs
Exchange programs between the University of Guelph and other institutions are defined by the terms of formal exchange agreements. A copy of each agreement must be approved by the Associate Vice-President (Academic) and 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 last revision of faculty and students and that the definitions for each of the numerical grade range (letter standards, which are to be published in the Associate Diploma Calendar for the benefit of students, instructors, and the community at large.

That the assignment of grades at the University of Guelph be based on clearly defined grading procedures. These procedures must be published in the associate diploma calendar and made available to all students, instructors, and the community at large.

Resolution 1

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.

Resolution 2

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

Resolution 3

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

Resolution 4

Part A

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

Part B

That, by the first class meeting of the course (by the end of the first week of classes for distance education courses), the instructor must provide students with a written course outline that is 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 changes 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.
University of Guelph courses include courses taken on exchange and on study abroad programs. Letter of permission courses are not included.

Letters of Confirmation of Enrolment
A student who requires a letter confirming attendance at the University in a given semester should make this request to Enrolment Services, Office of Registrarial Services or Ridgetown Registrar's Office.

Letters of Confirmation of Graduation
A student who requires a letter confirming graduation from the University should make this request to the Convocation Clerk, Enrolment Services, Office of Registrarial Services or Ridgetown Registrar's Office.

Letters of Permission
A student at the University of Guelph who wishes to enrol in a course for credit at another institution and have that course considered as a credit toward a University of Guelph diploma, must complete a "Request for Letter of Permission" form, 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 program.

Caution: when selecting courses to take on Letter of Permission you should be aware that you may not be able to get into the courses selected. For instance, courses may be full, may have been removed from the schedule, or may conflict with other courses. For this reason, you are encouraged to select more courses than needed but indicate clearly on the Request for Letter of Permission form the number of courses that will be taken. If you need to take a course not listed on the form, you should make every effort to contact your Program Counsellor in advance of registering in another course in order to obtain approval for the equivalent credit. Departments reserve the right to deny credit equivalency to a course taken without prior approval.

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

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

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

Prior Learning Assessment
Prior Learning Assessment (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 approved for challenge. Each department has the responsibility of determining which of its courses may be subject to a PL 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.

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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 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 granting 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.

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

Note: Students in the D.V.M. Program should refer to the D.V.M. 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 class day of the semester following the failure. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the Add period.
2. The Academic Review Sub-Committee, upon receiving a request from the student, will consult with the course instructor to obtain the student’s performance record for the course. The instructor's recommendation concerning the appropriateness and feasibility of a supplemental privilege, and the conditions that would be necessary to ensure that the requirements for the course are fulfilled.
3. The Academic Review Sub-Committee will consider the request and decide whether or not to grant a supplemental privilege.
4. Enrolment Services will inform the student and the Department Chair of the Academic Review Sub-committee’s decision. It is the responsibility of the Department Chair/Director to advise the appropriate instructor if the supplemental condition has been granted.
5. An instructor should not proceed with any supplemental privilege for a student until official notification of the granting of the privilege has been received from the Academic Review Sub-Committee or the Office of Registrarial Services.
6. If the Academic Review Sub-Committee approves the request, the instructor responsible for the course will determine the nature of the privilege, which could be a written exam, an oral exam, an assignment, a laboratory practical, or any other method or combination of methods of evaluation.
7. The instructor will complete a Terms of a Supplemental/Deferred Condition form advising the student of the exact nature and due dates of the supplemental privilege.
8. If the instructor is unavailable to determine the details of the supplemental privilege, the Chair/Director of the Department of the department/school offering the course will take the necessary steps to assist in determining the requirements for completing the supplemental privilege.
9. If the requirement includes, or takes the form of, the satisfactory completion of a two-hour examination, the instructor will indicate this on the recommendation to the Academic Review Sub-Committee. If the exam is significantly different from another two-hour exam already completed by the student, the instructor must make this clear on the Terms of a Supplemental/Deferred Condition form provided to the student. For example, if the student had originally been assessed on a final exam covering only the last four weeks of the semester, and is now to be assessed on a comprehensive two-hour exam, the nature of the new examination must be communicated to the student at the time the Terms of a Supplemental/Deferred Condition form is completed.
10. The supplemental privilege should be completed by at least the thirtieth class day of the semester following the failure.
11. The student must contact the instructor within 5 days of notification in order to clarify the details of the supplemental condition.
12. 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.
13. 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 class day. Student Financial Services will arrange for the appropriate refund of fees paid. For the Fall semester the required minimum registration deposit will automatically be forfeited. Please refer to "Refunds" in section VI - Schedule of Fees for specific details.

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

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 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.
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 Enrollment Services, Office of Registrarial 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 forty-third 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 forty-third class day. Students should consult with Enrolment Services or their Program Counselor.

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 continuation of 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.
IX. Scholarships and Other Awards

General Statements on Awards

The Committee on Awards, established by the Senate of the University, is responsible for the supervision of the administration of awards in the gift of the Senate. In addition, this Committee formulates policies regarding the effective use of funds designated for awards and establishes the terms and conditions attached to the awards. Each Campus has an Awards Committee which is responsible for the awarding of scholarships and bursaries. The University of Guelph attracts a community of outstanding scholars to its broad range of faculties and programs.

To be eligible for entrance awards, you should be a Canadian Citizen or Permanent Resident entering the 1st year of post-secondary studies for the first time. All in-course awards indicate the semester level in which the award is normally applicable. Full-time and part-time students are eligible for all awards, unless otherwise stated in the eligibility clause. Where applications are required, it is the student's responsibility to obtain an application form and to see that it is returned prior to the deadline date.

ACCESS Awards: The University established an endowment fund through the generous contributions of over 6,000 donors which was matched by the provincial government's Ontario Student Opportunity Trust Fund (OSOTF) program. The income generated from this endowment will be used to support financial aid programs. The awards created will be used to assist Canadian Citizens or permanent residents who meet the Ontario residency requirements as mandated by the OSOTF program. Students must complete a needs assessment application in order to be considered. ACCESS awards will be available both within the Campus and university-wide commencing in the Fall semester. Please contact the Student Financial Services office for further details.

The University reserves the right to amend awards subject to the availability of funds. Please contact the individual Campuses directly for information on Scholarships, Awards and Bursaries.

For OAC Scholarships please go to the following site: http://www.oac.uoguelph.ca/future/awards-scholarships/index.cfm
X. Associate Diploma Programs

Program Information
As a result of an enhanced contract agreement between the University of Guelph and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) effective April 1, 1997, the Agricultural College at Ridgetown now operates as a Campus of the University of Guelph. Two-year diploma programs are offered at the Ontario Agricultural College, University of Guelph and at Ridgetown Campus with financial support from OMAFRA. The diploma programs offer a blend of the theoretical and practical courses designed to prepare graduates to assume a broad range of positions in the agricultural and food industries. All programs offer courses in applied science, business management, production and marketing. Specific diploma programs offered at Ridgetown Campus has a standardized core curricula to ensure common standards are maintained. Common core courses are supplemented with electives with specific regional specializations. 

The programs run for two semesters beginning in September until late April followed by a one summer break. Second year classes resume in the following semester and when students successfully complete all of the associate diploma requirements they graduate with an Associate Diploma.

ASSOCIATE DIPLOMA PROGRAMS AND LOCATIONS
G: Guelph; R: Ridgetown.

Associate Diploma Programs and Locations

<table>
<thead>
<tr>
<th>Program</th>
<th>G</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Environmental Management</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Horticulture</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Turfgrass Management</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Associate Diploma in Agriculture

This program provides a practical, skills-oriented approach to agricultural production systems and affords its students an opportunity to improve their business and managerial skills. Diploma in Agriculture students integrate practical experience in agricultural production with the technical and scientific information that is required to successfully operate modern food production enterprises. Business management, computer skills, and problem solving activities provide students with the abilities they require as self-employed managers of production systems, and as technical/sales employees of agri-business firms, operating modern food production enterprises.

Areas of Study
R: Ridgetown

Areas of Study

<table>
<thead>
<tr>
<th>Program</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agri-business Management</td>
<td>X</td>
</tr>
<tr>
<td>Animal Production</td>
<td>X</td>
</tr>
<tr>
<td>Field and Horticultural Crop Production</td>
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</table>

Required Courses

Semester 1 - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*1000</td>
<td>0.50</td>
<td>Livestock Systems</td>
</tr>
<tr>
<td>DAGR*1200</td>
<td>0.50</td>
<td>Applied Plant Science</td>
</tr>
<tr>
<td>DAGR*1300</td>
<td>0.50</td>
<td>Soil Principles</td>
</tr>
<tr>
<td>DAGR*1600</td>
<td>0.50</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>DAGR*1090</td>
<td>0.50</td>
<td>Introduction to Business Management</td>
</tr>
<tr>
<td>DAGR*1350</td>
<td>0.50</td>
<td>Agricultural Mechanization and Safety</td>
</tr>
<tr>
<td>DAGR*2000</td>
<td>0.50</td>
<td>Animal Science</td>
</tr>
<tr>
<td>DAGR*2020</td>
<td>0.50</td>
<td>Financial Management</td>
</tr>
<tr>
<td>DAGR*2090</td>
<td>0.50</td>
<td>Communications &amp; Software Applications II</td>
</tr>
<tr>
<td>DAGR*2210</td>
<td>0.50</td>
<td>Applied Weed Science</td>
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</table>

Semester 2 - Winter

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*3070</td>
<td>0.50</td>
<td>Introduction to Agricultural Economics &amp; Marketing</td>
</tr>
<tr>
<td>DAGR*3200</td>
<td>0.50</td>
<td>Corn and Oilseed Management</td>
</tr>
<tr>
<td>DENM*3150</td>
<td>0.50</td>
<td>Agriculture and Environmental Stewardship</td>
</tr>
</tbody>
</table>

Restricted Electives

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

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

1. Students must take at least 0.50 credits from:
   
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*4610</td>
<td>0.50</td>
<td>Business Project</td>
</tr>
<tr>
<td>DAGR*4650</td>
<td>0.50</td>
<td>Farm Project</td>
</tr>
</tbody>
</table>

2. Students must take at least 0.50 credits from:
   
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*3080</td>
<td>0.50</td>
<td>Marketing</td>
</tr>
<tr>
<td>DAGR*3130</td>
<td>0.50</td>
<td>Sales and Sales Management</td>
</tr>
<tr>
<td>DAGR*4100</td>
<td>0.50</td>
<td>Commodity Marketing</td>
</tr>
</tbody>
</table>

3. Livestock Production
   
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*2070</td>
<td>0.50</td>
<td>Livestock Evaluation and Selection</td>
</tr>
<tr>
<td>DAGR*3010</td>
<td>0.50</td>
<td>Dairy Production I</td>
</tr>
<tr>
<td>DAGR*3040</td>
<td>0.50</td>
<td>Pork Production</td>
</tr>
<tr>
<td>DAGR*4010</td>
<td>0.50</td>
<td>Animal Health</td>
</tr>
<tr>
<td>DAGR*4020</td>
<td>0.50</td>
<td>Poultry Production</td>
</tr>
<tr>
<td>DAGR*4120</td>
<td>0.50</td>
<td>Dairy Production II</td>
</tr>
<tr>
<td>DAGR*4180</td>
<td>0.50</td>
<td>Cattle Herd Management</td>
</tr>
<tr>
<td>DAGR*4190</td>
<td>0.50</td>
<td>Ruminant Nutrition</td>
</tr>
</tbody>
</table>

4. Plant Production
   
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*2200</td>
<td>0.50</td>
<td>Cereal and Forage Management</td>
</tr>
<tr>
<td>DAGR*3250</td>
<td>0.50</td>
<td>Fruit Production</td>
</tr>
<tr>
<td>DAGR*3260</td>
<td>0.50</td>
<td>Vegetable Production</td>
</tr>
<tr>
<td>DAGR*4210</td>
<td>0.50</td>
<td>Crop Diagnostics and Recommendations</td>
</tr>
<tr>
<td>DAGR*4150</td>
<td>0.50</td>
<td>Renewable Energy &amp; Agriculture</td>
</tr>
<tr>
<td>DHRT*2000</td>
<td>0.50</td>
<td>Greenhouse Management</td>
</tr>
<tr>
<td>DHRT*2200</td>
<td>0.50</td>
<td>Plant Propagation</td>
</tr>
<tr>
<td>DHRT*4190</td>
<td>0.50</td>
<td>Greenhouse Vegetable Production</td>
</tr>
</tbody>
</table>

Electives Courses

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

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

ELECTIVES OFFERED AT RIDGETOWN

Winter Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*2170</td>
<td>0.00</td>
<td>Introduction to US Agriculture</td>
</tr>
<tr>
<td>DAGR*4220</td>
<td>0.50</td>
<td>Organic Production</td>
</tr>
<tr>
<td>DAGR*4350</td>
<td>0.50</td>
<td>Farm Structures and Environment</td>
</tr>
</tbody>
</table>

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*3170</td>
<td>0.50</td>
<td>US Agriculture Study Tour</td>
</tr>
<tr>
<td>DAGR*3650</td>
<td>0.50</td>
<td>Student Managed Project</td>
</tr>
</tbody>
</table>

ELECTIVE EXPERIENTIAL LEARNING COURSES

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*3510</td>
<td>0.50</td>
<td>Experiential Learning in Agriculture</td>
</tr>
<tr>
<td>DAGR*3900</td>
<td>0.50</td>
<td>Special Project</td>
</tr>
</tbody>
</table>

Associate Diploma in Environmental Management

This program applies technical and practical skills training in both a municipal / industrial stream as well as a rural / agricultural stream. The program is designed to address the critical shortage of trained and qualified sewage and/or water plant operators, and to train and certify personnel to assist growers in addressing nutrient management and source water protection regulations that affect many farms and rural residents across Ontario.

Required Courses

Semester 1 - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR*1090</td>
<td>0.50</td>
<td>Communications &amp; Software Applications I</td>
</tr>
<tr>
<td>DAGR*1300</td>
<td>0.50</td>
<td>Soil Principles</td>
</tr>
<tr>
<td>DENM*1000</td>
<td>0.50</td>
<td>Environmental Science and Issues</td>
</tr>
<tr>
<td>DENM*1150</td>
<td>0.50</td>
<td>Environmental Law and Governance</td>
</tr>
<tr>
<td>DENM*1200</td>
<td>0.50</td>
<td>Spills and Contaminated Site Remediation</td>
</tr>
<tr>
<td>One of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAGR*1600</td>
<td>0.50</td>
<td>Applied Mathematics</td>
</tr>
</tbody>
</table>

Last Revision: March 1, 2017
Semester 2 - Winter
DENM*1200 [0.50] Mathematics for Environmental Operators
DAGR*2090 [0.50] Communications & Software Applications II
DENM*2150 [0.50] Water Resource Management
DENM*2200 [0.50] Environmental Monitoring
DENM*3000 [0.50] Data Analysis and Statistics
DENM*3100 [0.50] Introduction to Applied Microbiology

One of:
DAGR*2150 [0.50] Precision Agriculture
DENM*2020 [0.50] Advanced Math and Water Chemistry
DHRT*2050 [0.50] Ecological Principles of Managed Landscapes

Semester 3 - Fall
DENM*2000 [0.50] Occupational Health and Safety
DENM*2100 [0.50] Ecology
DENM*3120 [0.50] Introduction to GIS
DENM*4000 [0.50] Business Practices and Ethics
1.0 elective credits from:
DENM*3300 [0.50] Not-For-Profit Management
DENM*3150 [0.50] Agriculture and Environmental Stewardship
DENM*3200 [0.50] Water Treatment
DENM*3210 [0.50] Sewage & Waste Water Treatment
DENM*3910 [0.50] Special Study Project
DENM*4200 [0.50] Watershed Management and Conservation

Semester 4 - Winter
DAGR*4600 [0.50] Human Resource Management
DENM*4050 [0.50] Environmental Project
DENM*4400 [0.00] Environmental Industry Placement
2.0 elective credits from:
DENM*3130 [0.50] Sales and Sales Management
DENM*4150 [0.50] Renewable Energy & Agriculture
DENM*3160 [0.50] Agricultural Chemicals in the Environment
DENM*4070 [0.50] Waste and Water Operation Techniques
DENM*4100 [0.50] Land Use Planning
DENM*4120 [0.50] Advanced GIS
DENM*4210 [0.50] Nutrient Management
DENM*4250 [0.50] Industrial Waste Management

Associate Diploma in Horticulture

This two-year program provides students with the theoretical expertise, applied technical skills, and hands-on experience required by equine industry employers. It is well suited to individuals who are motivated to expand their knowledge and abilities in horse care and managing an equine-related business. A 200 hour internship at the end of the first year provides students with the opportunity to practise newly acquired skills, and work with equine management practices common to the industry.

Required Courses -- to be determined.

Associate Diploma in Turfgrass Management

Turfgrass management is a dynamic sector with opportunities across Canada and throughout the world. The Diploma in Turfgrass Management is a focused curriculum that will provide students with the skills to succeed in this competitive industry. The program utilizes the collaborative resources of the University of Guelph faculty and staff, industry professionals and the grounds, workshop and laboratory facilities of the Guelph Turfgrass Institute. Practical and scientific study is combined with a required summer service project and prepares students for a variety of career opportunities including golf course management, lawn care, sports field management, parks management, sod production and related supply and service businesses.

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

Students are required to work full time for at least 15 weeks following winter semester 2. Work must be in the field of turfgrass management. In semester 2, students must seek, interview for, and secure employment in consultation with the program coordinator. Prior to the end of semester 2, students must complete fall semester 3 pre-registration and a formal learning contract among themselves, the employer and the program coordinator. Students in a nonconventional stream must complete the formal learning contract before beginning the 15-week work experience. Academic requirements for the work semester as indicated in the course description of DTM*3100, Current Turf Practices.

Required Courses

Semester 1 - Fall
DTM*1000 [0.50] The Turf Industry
DTM*1100 [0.50] Plant Biology
DTM*1200 [0.50] Turf Equipment
DTM*1300 [0.50] Turf Soil Principles
DTM*1400 [0.50] Landscape Plants
DTM*2500 [0.50] Arboriculture

Semester 2 - Winter
DTM*1500 [0.50] Turf Communication Skills
DTM*2000 [0.50] Turf Management I
DTM*2100 [0.50] Turf Irrigation and Drainage

Last Revision: March 1, 2017
2017-2018 Diploma Program Calendar
X. Associate Diploma Programs, Associate Diploma in Veterinary Technology

 Messiah Diploma Program Calendar

2017-2018 Diploma Program Calendar

Last Revision: March 1, 2017

DVT*4090 [0.50] Laboratory & Exotic Animal Science

Option 2 - Alternative Program (9 semesters over 3 years)

Note

All courses are compulsory. Progression into the subsequent semester is dependent on the successful completion of each course in the previous semester. No elective courses are offered in this program.

Year 1

Fall Distance Education Courses
DVT*1100 [0.25] Large Animal Production and Management I
DVT*1110 [0.25] Intro to Veterinary Technology

Winter Distance Education Courses
DVT*1300 [0.25] Large Animal Production and Management II
DVT*2000 [0.50] Companion Animal Management

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

Year 2

Fall Distance Education Courses
DVT*2100 [0.25] Veterinary Nursing Techniques I
DVT*2200 [0.25] Introduction to Immunobiology

Winter Distance Education Courses
DVT*2210 [0.25] Introduction to Anesthetic Principles
DVT*2220 [0.25] Introduction to Radiography

Summer Courses (On-Campus)
DVT*2150 [0.50] Hematology II
DVT*2300 [0.25] Veterinary Anatomy and Physiology
DVT*2310 [0.25] Veterinary Nursing Techniques II
DVT*2320 [0.25] Surgical Exercises
DVT*2330 [0.25] Clinical Chemistry
DVT*2340 [0.50] Exercises in Radiography I
DVT*3070 [0.50] Animal Dentistry I

Year 3

Fall Distance Education Course
DVT*3200 [0.25] Public Health

Winter Distance Education Course
DVT*3210 [0.25] Veterinary Nursing Techniques III

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

Degree Transfer Option

Students from Guelph or Ridgetown are eligible to consider the degree transfer option to the following degree programs at the University of Guelph:
Bachelor of Arts
Bachelor of Commerce (Agricultural Business or Hotel and Food Administration majors)
Bachelor of Science in Agriculture
Bachelor of Science

In order to be eligible for consideration for transfer students must have a cumulative average of 70%, and they must meet the basic entrance requirements of the desired degree program. Credits for courses completed in an Associate Diploma program will be assigned at the time of admission to a degree program as determined by the appropriate program committee.
Open Learning

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

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

Further information is available from:
Open Learning & Educational Support
Room 160, Johnston Hall
519-767-5000
e-mail: info@OpenEd.uoguelph.ca or
www.OpenEd.uoguelph.ca

for an updated listing on courses available by Open Learning and when they are scheduled to be offered.

Note
Please check with the Office of Open Learning regarding the technology and resource requirements (e.g. computer, modem etc.) for the specific course(s).
XI. Certificate Programs

Veterinary Office Administration Program

OCAS Program Code R101 (2 semesters)

This certificate program offers specialized training to prepare the student for a front-line role in the field of animal health. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent).

Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVMR*1010</td>
<td>Animal Care</td>
</tr>
<tr>
<td>CVMR*1030</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CVMR*1040</td>
<td>Anatomy</td>
</tr>
<tr>
<td>CVMR*1160</td>
<td>Veterinary Medical Terminology</td>
</tr>
<tr>
<td>CVMR*1080</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>CVMR*1090</td>
<td>Business Math and Office Accounting</td>
</tr>
<tr>
<td>CVMR*1120</td>
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Contact the Ridgetown Campus recruitment department for information on admission requirements, fees and courses.
XII. Course Descriptions

General Information

Subject Area and Alpha Course Prefix Index

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Course Labeling and Levels

Each course is identified by a two-part code. The first part of the code refers to the subject area, the second usually refers to the level of the course. Thus, the course DAGR*1200 is a course in the subject area of Agriculture, and is of a level that places it among courses in the 1000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first semester students, those in the 2000 series are mainly for second semester students, and those in the 3000 series are for third semester students. Similarly, courses in the 4000 series are mainly intended to be taken by students in the fourth semester of associate diploma programs.

It is important that students planning their courses have clearly in mind the significance of these numbers so that they may guard against undertaking course work at levels for which they are insufficiently prepared. A number of courses have stated prerequisites which are prior requirements for entry to the course. Students who do not satisfy course prerequisites, or who, in the opinion of the instructor, do not possess an equivalent background to that of the stated prerequisites, are not eligible to enrol in the course. When some specific background is desirable but not required, the course description will include a statement of recommended background. It is understood that the instructor may accept equivalent courses from other institutions in place of the stated prerequisites. Students who wish to enrol in courses for which they do not have the stated prerequisite(s) must obtain instructor approval as outlined in Section VIII in this Calendar.

Course Information

The letters S, F, W indicate the University's intention to offer the course in the Summer (S), Fall (F) or Winter (W) semester during the academic year covered by this Calendar. Although courses normally will be offered in the semester indicated, students preparing their course programs are advised to consult the Course Timetable. The University cannot guarantee that all courses will be offered in the exact semester indicated.

The figures in parentheses ( ) following the semester designation are a general guide to the lecture and laboratory contact hours per week, the first digit being the number of lecture hours and the second, the number of laboratory hours. The credit weight for each course appears in brackets [ ]. A credit weight of (0.50) indicates 10-12 student effort hours, including class time, on academic tasks associated with the course.

Detailed course descriptions are maintained at the office of the department offering the course. Some courses, designated “Experiential Learning” courses in the Calendar description, are deliberately designed to accommodate the need to grant academic credit for experiential learning external to regular courses, in such contexts as co-operative education, field observation/job shadowing, internships, apprenticeships, practica, service learning, or work study (and other approved experiences). Prior approval for admission to these courses must be obtained from the department and instructor concerned.

Course Prerequisites

In lists of course prerequisites, "or" conditions are spelled out explicitly, but "and" conditions are indicated with a comma ",". For example: DAGR*1200, DAGR*1300, DAGR*2200 means "DAGR*1200 and DAGR*1300 and DAGR*2200".

Course Equates and Restrictions

Equates

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. Students will not be permitted to register in equated courses.

Restrictions

Restriction indicates sufficient over-lap in content that the course under which it is listed may not be taken if the student already has credit for the course identified as the restriction. Students will not be permitted to register in restricted courses.

Language of Instruction

Classes at Guelph and Ridgetown are offered in English only.

Agri-Food Leadership

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

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

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

Agriculture and Equine Studies

DAGR*1000 Livestock Systems F,W (3-2) [0.50]

Students will gain an overall understanding of the livestock industry, focusing on major production issues and future challenges. Examples from various livestock production systems will be highlighted.

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

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

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

Restriction(s): DAGR*2110 , DAGR*3100
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DAGR*1090 Communications & Software Applications F,W (2-3) [0.50]

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

Restriction(s): DAGR*1610 , DAGR*1620 , DAGR*1720
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DAGR*1200 Applied Plant Science F,W (3-2) [0.50]

This course covers the basic structure and function of plants and the major functions involved in growth and reproduction as they relate to the production of plants. Topics to be discussed will include: plant processes such as photosynthesis, respiration, transpiration, nutrient uptake and reproduction, basic genetic principles, basic chemistry and the relationship and importance of plant science to the agricultural and horticultural industry.

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

DAGR*1300 Soil Principles F (3-2) [0.50]

This course includes origin and classification of soils, identification and importance of major soil types, identification of primary and secondary nutrients and how they are supplied, composition of soil including minerals, water, air, organic matter and biological organisms and how they interact and the importance of soil as a resource.

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

DAGR*1350 Agricultural Mechanization and Safety F,W (3-2) [0.50]

The course will cover the operating principles and components of tractors and equipment for tillage, planting, and the application of chemicals and fertilizers and harvesting. The course will emphasize safety in all aspects of the operation of agricultural equipment.

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

DAGR*1600 Applied Mathematics F (3-2) [0.50]

This course is designed to augment mathematics skills necessary to compete in today's business environments. Typical applications are chemical rate conversions, solutions and mixtures, elementary algebra and financial topics. The aim is to teach students how to solve actual mathematical problems encountered in the day-to-day operation of agricultural/horticultural/environmental operations.

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

DAGR*2000 Animal Science W (3-2) [0.50]

This course includes the biological principles applicable to the animal sciences with modules on growth, carcass composition, nutrition, reproduction, genetics and health.

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

Last Revision: March 1, 2017
DAGR*2010 Applied Microbiology W (2-1) [0.50]
This course is an introduction to theoretical and practical aspects of microbiology. Topics include the study of micro-organisms with emphasis on their morphology, physiology, biochemistry, culture and identification. The operation of light microscope, media preparation, and laboratory safety are discussed.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2020 Financial Management F,W (4-0) [0.50]
Student will learn important concepts and techniques required to analyze financial performance and guide business decision making. A broad range of financial topics will be covered, including financial statements and cash flow analysis, financial forecasting and planning, internal control, budgeting, taxation, and the time value of money.
Prerequisite(s): DAGR*1070
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2070 Livestock Evaluation and Selection W (3-2) [0.50]
Students will be exposed to the proper tools for evaluating various livestock from a confirmation as well as a performance standpoint. Carcass evaluation and grading for such animals as beef, sheep and swine is also a component. A hands on as well as a practical course, students will be able to develop skills in livestock selection, handling and giving oral and written reasons.
Prerequisite(s): DAGR*2000
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2090 Communications & Software Applications II W (3-2) [0.50]
Students will develop effective oral communication and presentation skills using software. Oral communication skills, preparing formal and informal reports with and without technological support. Practical presentation skills include the use of voice, eye contact, time appropriateness and response to questions. Students will also understand the importance of formalized meetings and be instructed in the use of spreadsheet software as a data management tool. Software available on personal electronic devices used to access business and production information will be overviewed.
Restriction(s): DAGR*2600, DAGR*2620, DAGR*2720
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2150 Precision Agriculture W (3-2) [0.50]
This course is designed to introduce students to the basic principles of precision farming tools and techniques. Topics will include map reading, data collection, data analysis - including geo-statistical methods, and an overview of current precision agriculture technology. Labs will provide hands on learning of geographic information systems (GIS) software, and global positioning (GPS) technology.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2170 Introduction to US Agriculture W (1-0) [0.00]
This is a required preparatory course for students who plan to participate in the upcoming US Agriculture Study Tour course, DAGR 3170. The course will introduce and familiarize students with the locations which will be visited during the one-week field trip portion of DAGR 3170 that takes place during the late summer. A pass/fail grade will be assigned upon completion of this course. Enrolment into DAGR*2170 does not guarantee acceptance into DAGR*3170.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2200 Cereal and Forage Management W (3-2) [0.50]
The production and management of cereals and forages is discussed. Topic areas include variety and species selection, soil fertility management, planting dates, row widths, seeding rates, pest management systems, harvesting, drying and storage as applicable.
Prerequisite(s): DAGR*1200, DAGR*1300
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2210 Applied Weed Science F,W (3-2) [0.50]
Weeds will be studied in relation to agricultural practices. Principles of cultural, biological, and chemical control will be outlined. Laboratories will include weed identification and weed control methods.
Prerequisite(s): DAGR*1200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2220 Viticulture and Oenology W (2-3) [0.50]
This course introduces students to the history of grapes and grape production in Ontario, environmental factors which affect grape production in a cool climate, and practices for establishing and managing a vineyard in the context of producing high-quality wines. It will also provide an overview of the history of winemaking, wines produced in Ontario and other wine-producing regions of the world, and an introduction to the principles and making the various standard types of wine.
Restriction(s): Student must be 19 years of age or older.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2350 Field Crop Equipment F,W (2-2) [0.50]
This course examines common equipment used for planting, spraying and harvesting of corn, soybeans and small grains. Identification, operation, adjustment, maintenance and calibration of the equipment will be covered. The student will develop the skills and knowledge to be able to adjust and calibrate the equipment for efficient field operations. A focus on the environmental impact of spraying will also be discussed. This course will emphasize safety in all aspects of the safe operation of agricultural equipment.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*2360 Machinery Maintenance W (1-3) [0.50]
This course gives the student the basics in agricultural equipment repairs. A very practical and hands-on approach will be used, with an emphasis on the safe use of tools and shop safety.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3000 Beef Production F (3-2) [0.50]
Beef cow-calf and feedlot operations are examined, including crossbreeding and pure breeding programs, along with management of the cow-calf herd. The feedlot sections deal with ration formulation, feedlot management, meat quality, marketing and health protection.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3010 Dairy Production I F (3-2) [0.50]
Students will undertake a study of dairy management systems. Topics will include housing systems, nutrition and feeding programs, sire selection and breeding programs, herd health and milk marketing strategies.
Prerequisite(s): DAGR*2000
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3040 Pork Production F (2-3) [0.50]
This course will provide students with the opportunities to learn both the principles and the skills necessary to manage and care for pigs according to industry standards. Case studies will be used to help students develop the skills necessary to assess farm related pork management problems.
Co-requisite(s): DAGR*2000
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3070 Introduction to Agricultural Economics & Marketing F,W (3-0) [0.50]
This course will provide an application of fundamental economic concepts to agriculture and an introduction to marketing systems and policy institutions related to the Canadian agriculture industry. Topics will include price determination, futures markets, agricultural commodity marketing tools, effects of government intervention, and international trade.
Prerequisite(s): DAGR*1070
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3080 Marketing F (3-0) [0.50]
This course introduces fundamental marketing concepts involved in the distribution of goods and services from the producer to the consumer. Students will learn about the marketplace, functions of the marketing mix (product, price, promotion, place), as well as personal sellin
Prerequisite(s): DAGR*1070
Restriction(s): DAGR*3120
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway
XII. Course Descriptions, Agriculture and Equine Studies

DAGR*3130 Sales and Sales Management F,W (2-1) [0.50]
This course is an overview of personal selling in today's business environment with particular emphasis on skills needed to present an effective sales presentation. Buyer motivation and behaviour will be discussed along with managing time and sales territories.

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

DAGR*3170 US Agriculture Study Tour F (3-0) [0.50]
This course involves a one-week field trip to the U.S. which will introduce students to international agri-business through direct interaction with primary producers, agriculture related businesses, and researchers. Students will be given the opportunity to speak directly with professionals in the agri-business industry to increase their knowledge of U.S. agricultural practices. An additional fee will be assessed per-student to cover the cost of transportation and accommodation. This course must be recorded as part of your Fall course registration. Tuition and compulsory fees will be calculated accordingly. The study tour will take place in the last week of August each year.

Prerequisite(s): 5.00 credits including DAGR*2170
Restriction(s): Instructor consent required.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3200 Corn and Oilseed Management F (3-2) [0.50]
Management systems for the production of corn, soybeans, canola and edible beans will be presented. Specific topics include variety and species selection, row widths, seeding rates, planting dates, fertility, pest management, harvesting and storage. Current research information is discussed in relationship to production practices.

Prerequisite(s): DAGR*1200, DAGR*1300
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3210 Insect and Disease Management F (3-2) [0.50]
The identification, biology and control of insects and diseases of field crops are presented. Control measures and the benefits and limitations of chemical pesticides will be examined.

Restriction(s): DAGR*1200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3250 Fruit Production F,W (2-3) [0.50]
Management systems for the major fruit crops in Ontario are discussed. Topics include climatic and soil conditions, cultural management, pruning and training.

Prerequisite(s): DAGR*1200, (DAGR*1300 or DHRT*3230)
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3260 Vegetable Production F (2-3) [0.50]
This course includes commercial production and management of vegetable crops grown in Ontario. Topics discussed will include site selection, soil conditions, establishment, cultural practices, harvesting, post-harvest handling and marketing.

Prerequisite(s): DAGR*1200, (DAGR*1300 or DHRT*3230)
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3350 Welding F,W (0-3) [0.50]
This is a laboratory course designed to enable students to safely handle and operate general welding equipment. Welding theory will be given during class time.

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

DAGR*3510 Experiential Learning in Agriculture S,F,W [0.50]
Student-initiated learning opportunities can be developed as a credit course in consultation with a supervising faculty member. Details of the activities included in the program will be outlined in a learning contract initiated by the student and agreed to by the faculty supervisor prior to the commencement of the work experience.

Prerequisite(s): 4.00 credits, registration in the Diploma Program in Agriculture
Restriction(s): DAGR*3880, DFN*3510, DHRT*3510
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3650 Student Managed Project F,W (1-3) [0.50]
This course provides students with practical experience in managing and possibly conducting research on an agricultural commodity. Principles learned in production, financial, and management courses can be applied in this course. Students will follow industry-defined best management practices. Finances, economics, and marketing strategies for their commodity will be discussed and practiced when applicable.

Offering(s): Last offering - Fall 2014
Prerequisite(s): 5.00 credits
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*3900 Special Project S,F,W (0-0) [0.50]
A self-directed student project focusing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, a hands-on assignment with specific learning objectives and milestones for achieving these objectives.

Prerequisite(s): 3.00 credits, registration in the Diploma in Agriculture program, written permission of the faculty supervisor.
Restriction(s): DAGR*3910, DAGR*3910
Restriction(s): DHRT*3910
Restriction(s): Instructor consent required.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4010 Animal Health W (3-0) [0.50]
Economic animal production requires healthy livestock and this course is designed to stress animal health. Diseases important to livestock in Ontario are discussed, with emphasis being placed on prevention and control methods.

Prerequisite(s): DAGR*2000
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4020 Poultry Production W (3-2) [0.50]
This course will provide students with the opportunities to learn both the principles and the skills necessary for poultry production. Case studies will be used to help students develop the skills necessary to assess farm related poultry management problems. Offered in odd-numbered years (Alfred)

Co-requisite(s): DAGR*2000
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4040 Small Ruminant Production F,W (3-2) [0.50]
This course includes goat and sheep production and is studied with examples from Ontario and around the world. The major topics include: production systems, breeding, nutrition, health and welfare and products. Offered in odd-numbered years (Alfred)

Prerequisite(s): DAGR*1000, DAGR*2000
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4100 Commodity Marketing W (3-0) [0.50]
This course provides students with practical experience in managing and possibly conducting research on an agricultural commodity. Principles learned in production, financial, and management courses can be applied in this course. Students will follow industry-defined best management practices. Finances, economics, and marketing strategies for their commodity will be discussed and practiced when applicable.

Offering(s): Last offering - Fall 2014
Prerequisite(s): 5.00 credits
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4120 Dairy Production II W (3-2) [0.50]
This course covers advanced aspect of dairy nutrition and breeding strategies. Students learn to develop practical and economical feeding programs for calves, heifers, dry and milking cows. Students will complete an in-depth study of selection strategies and reproductive technologies (artificial insemination, embryo transfer) available to Ontario dairy producers.

Offering(s): First offering - Winter 2015
Prerequisite(s): DAGR*3010
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway
DAGR*4150 Renewable Energy & Agriculture F,W (3-2) [0.50]
This course will introduce students to the current energy situation, energy use in agriculture, the impacts of energy production and use on the environment, and renewable energy opportunities for the rural community. Types of bioenergy crops will be described, including agronomic, handling, storage, transportation and end-use issues. Heat and power production technologies and how these integrate into agriculture and rural communities will be discussed. Environmental assessment, economics, and market opportunities of renewable energy production and use will be explored.

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

DAGR*4180 Cattle Herd Management F,W (2-3) [0.50]
This course is designed to give students the skills necessary to manage the daily operations of a cattle herd. These skills will include monitoring the health of calves and cows, proper milking techniques, breeding techniques, and hoof trimming. Using real herd production data, students will analyze the current production and management practices on cattle operations to identify areas of improvement. Using on farm data and observation, students will recommend changes to the operation including immediate (e.g. culling, breeding decisions) and longer term plans (upgrading facilities or expansion) to improve operation efficiency and profit.

Prerequisite(s): DAGR*2000
Co-requisite(s): DAGR*3010
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4190 Ruminant Nutrition W (3-2) [0.50]
This course expands on ruminant nutrition principle. Students will learn to develop practical and economical rations and feeding programs for ruminant livestock.

Prerequisite(s): DAGR*3000 or DAGR*3010
Co-requisite(s): DAGR*4040
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4200 Cropping Systems W (2-2) [0.50]
Current and emerging crop production systems will be compared and evaluated in relationship to soil productivity, environmental awareness and the agricultural economy. Climate and weather and their impact on crop production is examined. Specialized production systems including strip tillage, seed production and organic production will be included.

Prerequisite(s): DAGR*1200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4210 Crop Diagnostics and Recommendations W (2-2) [0.50]
This course provides a comprehensive study of weeds, insects and diseases of field crops. Case studies are used to develop problem-solving skills. Pest management control strategies are identified. Students will develop the skills and knowledge to assist in over-the-counter and on-farm pest management recommendations.

Prerequisite(s): DAGR*2210 or DAGR*3210
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4220 Organic Production F,W (2-2) [0.50]
This course provides a study of the basic concepts of organic agricultural production, including production techniques in field and greenhouse crops and farm animals, produce certification, and marketing.

Prerequisite(s): DAGR*1000, DAGR*1200, DAGR*1300
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4350 Farm Structures and Environment W (3-2) [0.50]
This course provides an introduction to basic engineering principles related to livestock facilities and their environment. Students will gain a basic understanding of how to initiate the planning of a livestock structure or an environmental control system, including ventilation and manure storage. Environmental regulations concerning manure storage and handling will be discussed. Offered in odd-numbered years (Alfred)

Prerequisite(s): Minimum of 5.00 credits, including DAGR*1600
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4450 Student Managed Enterprise II W (3-0) [0.50]
This is a hands-on entrepreneurial course that provides students with developing and operating an enterprise. In this course students implement the business model developed in Student Managed Enterprise I. Students are responsible for the day-to-day operations of the enterprise, including all aspects of production, marketing, and distribution of the product.

Prerequisite(s): DAGR*3450
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DAGR*4600 Human Resource Management F,W (3-2) [0.50]
Students will learn the theoretical and practical skills of management and interacting with people. Topics will include recruiting, supervising, motivation, training employees, effective listening, dealing with difficult people, group dynamics and leadership skills.

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

DENM*4610 Business Project W (4-0) [0.50]
Students will identify a viable product or service, and will undertake a comprehensive study of the technical and economic aspects of a business designed to sell that product. Students will acquire basic information about the product, define their business and develop a business plan.

Prerequisite(s): 7.50 credits, including DAGR*2020
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4650 Farm Project W (4-0) [0.50]
This course provides a comprehensive analysis of a farm business. The students will be responsible for acquiring basic information about the enterprise, analyzing its strengths and weaknesses and developing a 3 year financial projection based on a major development plan.

Offering(s): First offering - Winter 2015
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

Environmental Management

DENM*1000 Environmental Science and Issues F (3-2) [0.50]
This course will expose the student to a broad range of environmental issues facing society today. The course will present the student with issues such as environmental quality and protection, the effects of industrialization and the need for conservation, global warming and the production and politics of food and its affect on the global, national, regional and local environmental quality.

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

DENM*1120 Mathematics for Environmental Operators F (3-2) [0.50]
This course will introduce students to mathematical concepts used by Wastewater, Water, Distribution and Collection Operators. The material taught will address the concepts required to write the optional Ministry of the Environment “Operator In Training Exams”. Students will learn how to evaluate the efficiency of the individual process units of the plant and understand the basic mathematical concepts that are essential for maintaining efficient plant operation and compliance with environmental approvals and regulations.

Restriction(s): Registration in the Environmental Management Diploma Program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*1150 Environmental Law and Governance F (5-0) [0.50]
This course will introduce the student to the Canadian legal process. The development of statutes, regulations and by-laws and the roles and responsibilities of the various levels of government will be explored from an environmental and constitutional context. Environmental compliance, tort law, due diligence, corporate environmental liability, the role of the media and NGO’s, and the role and responsibilities of regulatory agencies will be examined. Environmental policies and treaties dealing with issues such as climate change, Alberta oil and hazardous waste as examples will be discussed.

Restriction(s): DENM*1050, DENM*3050
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway
DENM*1180 Introduction to GIS F (1-4) [0.50]
This course will introduce the student to the basic principles of Geographic Information Systems (GIS), map reading and production. They will learn how to read maps and to create their own maps using current GIS technology. Students will learn to use GIS software, the Global Positioning System (GPS) and how these tools are used to collect, organize and store spatial data. Finally, Remote Sensing techniques will be examined reviewing the range of technology from basic air photo interpretation to the full range of current electronic sensors utilized by the land management professionals.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

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

DENM*2000 Occupational Health and Safety F (3-2) [0.50]
This course provides an introduction to the topic of occupational health and safety. Topics to be covered include current Ministry of Labour Statutes and Regulations that pertain to the workplace. Students will become informed and conversant with topics including hazardous materials, hazardous chemicals, material safety data sheets, the Workplace Hazardous Materials Information System and health and safety planning.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*2200 Environmental Monitoring W (2-3) [0.50]
This course will introduce the Environmental Management student to the various methods used to measure environmental impact. Students will achieve a summary understanding of the various government and other agency threshold limits and guidelines of environmental parameters such as water quality, vegetarian, terrestrial and social impact analysis.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3000 Data Analysis and Statistics W (3-2) [0.50]
Introduction to the use of statistics in the field of environmental management. Basic concepts include probability, observations, generalization of means, normal distribution, standard deviation, standard error, sampling, principles of experimental design, use of correlation and regression, index numbers.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3030 Not-For-Profit Management W (5-0) [0.50]
Students will learn aspects of environmental organizations, and other not-for-profit and charitable sector groups including recruitment and maintenance of a volunteer base, fundraising and financial management, event and project management, and risk management. In addition to these topics, this course will provide an overview of the multiple aspects of running or working for a not-for-profit organization – from conducting an effective meeting to grant writing, from ethics to best practices for an effective board of directors.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3100 Introduction to Applied Microbiology W (2-3) [0.50]
This course is designed for students in environmental studies. The importance from an environmental point of view, including water systems and soils as well as their importance in disease, nutrition, food and food processing will be emphasized.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3120 Introduction to GIS F (1-4) [0.50]
This course will introduce the student to the basic principles of Geographic Information Systems (GIS), map reading and production. They will learn how to read maps and to create their own maps using current GIS technology. Students will learn to use GIS software, the Global Positioning System (GPS) and how these tools are used to collect, organize and store spatial data. Finally, Remote Sensing techniques will be examined reviewing the range of technology from basic air photo interpretation to the full range of current electronic sensors utilized by the land management professionals.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3150 Agriculture and Environmental Stewardship F (3-2) [0.50]
This course examines the impact and role of farming in the agroecosystem. Lectures and case studies will be used to explore potential pathways of soil degradation and environmental contamination from agriculture, site assessment of environmental risk associated with specific farm operations and the utilization of best management practices for the conservation of soil, water and other natural resources.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3160 Agricultural Chemicals in the Environment F (3-2) [0.50]
An introduction to the environmental, human health and economic issues associated with the use of chemicals, especially pesticides, in agriculture and landscape environments. Students will become informed and conversant on the benefits and possible risks of pests, pesticides, bio-controls and transgenic organisms that are used for pest management.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3200 Water Treatment F (2-3) [0.50]
This course provides the student with the basic design concepts and operational techniques of industrial and municipal water treatment systems. Several treatment processes for ground and surface supplies will be discussed including optimization and testing methodologies as well as the legal requirements of water taking in Ontario. Analytical calculations pertaining to water treatment will be examined. The participants in the course will be given the opportunity to write Provincial Certification Examination for the Water Operator-In-Training classification.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*2100 Ecology F (3-2) [0.50]
An introduction to the science of ecology, the study of interactions between organisms and their environments. Major topics include adaptation, populations, communities, biodiversity, ecosystems and competition. The effects of climate and human activities on ecological processes are also considered. Ecological principles are used to explain the issues associated with several environmental problems.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*2150 Water Resource Management W (3-2) [0.50]
Water is a precious resource that is all-too-often taken for granted. This course will demonstrate the significance of the various elements of the hydrologic cycle (e.g. precipitation, runoff, infiltration, groundwater recharge and discharge, etc.) It will focus on water supply systems, water wastewater perspective with other jurisdictions and the world. The students will learn of common water quality problems, including causes, and pathways that contaminants follow to reach water and groundwater.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway
DENM*3210 Sewage & Waste Water Treatment F (2-3) [0.50]
This course covers the introductory concepts of sewage and some related industrial waste treatment. Topics covered encompass the various unit treatment mechanisms currently utilized such as the biological, chemical and physical processes, legislation, different plant configurations, solids handling and disposal, process optimization and applicable testing methodologies. Analytical calculations pertaining to sewage treatment will be examined. The participants in the course will be given the opportunity to write the Provincial Certification Examination for the Sewage Operator-In-Training classification.
Prerequisite(s): DENM*2200, DENM*3100
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3220 Water Distribution and Wastewater Collection W (3-2) [0.50]
This course provides the student with the basic design concepts and operational techniques of water distribution and wastewater collection systems. The student will receive instruction in system hydraulics, system response, operating limitations, system demands, operation and maintenance, water quality, and related system design factors.
Prerequisite(s): DENM*3200 or DENM*2200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*3910 Special Study Project F,W (3-0) [0.50]
A self-directed student project focusing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, a hands-on assignment with specific learning objectives and milestones for achieving these objectives.
Prerequisite(s): 5.00 credits
Restriction(s): DAGR*3900, DHRT*3910, Registration in the Environmental Management Diploma Program and written permission of the faculty supervisor.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4000 Business Practices and Ethics F,W (3-2) [0.50]
Students will be introduced to a basic understanding of entrepreneurship and business ethics. They will learn how a business is formed and various legal structures, marketing, bookkeeping, public presentation skills and how to write a resume. The student will become acquainted with business planning, budgets and financial planning, proposal writing and delivery. Finally the students will study the advantages of professional designation and the rights and responsibilities that come with it.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4050 Environmental Project W (3-2) [0.50]
This course is designed to give the student an opportunity to thoroughly review the environmental systems of an industry, municipality, agribusiness and/or agricultural enterprise. The student will complete an Environmental Management System using Gap analysis and create environmental policies and action plans.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4070 Waste and Water Operation Techniques W (1-4) [0.50]
This course is designed for students who are interested in pursuing a career as a water and/or wastewater treatment plant operator. Students will carry out the kinds of maintenance and repairs that are typically encountered by plant operators. These will include blueprint reading, basic electrical systems and safety, documentation and record keeping, pumps for water systems, wastewater pumps, metering pumps and chemical feed systems, lift stations, distribution and collection system maintenance and repair. Principles of safety will be stressed throughout the course.
Prerequisite(s): DENM*3200 or DENM*3210
Restriction(s): Registration in the Environmental Management Diploma Program
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4100 Land Use Planning W (3-2) [0.50]
Students will become familiar with land use planning legislation and controls used in Ontario and across Canada. They will begin with the study of settlement theory and how land development effects the natural environment. The various legislative tools used to measure and control the development of land and how to understand the public’s role in the process. The students will also be introduced to the higher levels of land use planning including the provincial and federal environmental assessment processes.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4120 Advanced GIS W (1-4) [0.50]
This course will allow students to expand their knowledge of the functionality of ArcGIS software as it pertains to their particular field of interest, whether it be environmental conservation, agriculture or municipal facilities management. Students will explore advanced data analysis functionality of ArcToolbox, including address geocoding, data conversion, map projections, etc. and work with the ArcGIS ModelBuilder for diagramming solutions to spatial analysis problems. In addition, students will be able to explore ArcGIS extensions such as Spatial Analyst and Tracking Analyst as they analyse field data that they will collect for their final project using a variety of data collection techniques, including GPS and digital aerial photographs.
Prerequisite(s): DENM*1100 or DENM*1180
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4150 Sampling and Analysis W (3-2) [0.50]
This is a practical course with hands-on approach designed to increase students’ confidence and competency in performing laboratory and field work. Specific skills that will be acquired in this course will include: preparing a standard operation procedure; preparing a list of analytes for study; analyzing organic contaminants and heavy metals in surface water, groundwater and sediment, and evaluating the degree of contamination; evaluating vegetative communities in various types of habitat; compiling a representative species list; performing a title search; evaluation data, including quality control data; and analyzing macro-invertebrate and fish data. Collectively, students will use their acquired knowledge to design, carry out, interpret the results and prepare comprehensive report on a selected area.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4200 Watershed Management and Conservation F (3-2) [0.50]
Students will learn to appreciate water issues on a watershed scale. They will see the impacts of various land uses on the quantity and quality of water leaving a watershed. The course will examine not only the impacts of human habitation on a watershed but will consider the impact of the forces of nature. The dynamics of various elements of a watershed (e.g. wetlands, dams, reservoirs, riparian zones, land cover, etc) will be studied in order to understand the importance of each in the entire system.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4210 Nutrient Management W (3-2) [0.50]
This course will examine the best management practices associated with nutrient management on farms. Emphasis will be placed on the components and development of a nutrient management plan and the safe utilization of manures and bio-solids in agricultural production systems.
Prerequisite(s): Minimum of 8.0 credits
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4250 Industrial Waste Management W (3-2) [0.50]
This course is designed to give the student a thorough understanding of the field of industrial wastes from a regulatory perspective. Topics include current Federal and Ontario hazardous waste statutes and regulations. The registration and manifesting of a variety of hazardous and non-hazardous industrial wastes will be explored. Waste minimization and pollution prevention strategies and methodologies will also be discussed.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DENM*4260 Spills Response Planning W (3-2) [0.50]
The purpose of this course is to acquaint the student with the legislation and rules surrounding spills and emergency planning. The student will demonstrate the technology and techniques available and how and when it is used. The process of contingency planning and the need for Environmental Management Systems will also be covered.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

XII. Course Descriptions, Environmental Management
**DEQN*4400 Environmental Industry Placement W (0-5) [0.00]**
This four-week mandatory, post-semester training and evaluation period will offer the student the opportunity to gain practical experience in off-campus work placements typical of those available to them upon graduation. Students are required to perform many of the duties that are commonly performed by graduates, are assessed by industry representatives as well as the course instructor. A report of their experiences will be required to be submitted to the course instructor at the conclusion of their experience. A pass/fail grade will be assigned upon completion of the course. Students choosing to do their work placement in the water or wastewater treatment field must have successfully completed OIT certification in order to participate in the externship.

**Prerequisite(s):** 9.00 credits  
**Restriction(s):** Registration in the Environmental Management Diploma Program.  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

**DEQN*4500 Environmental Management Externship W (0-5) [0.50]**
This course will offer the student the opportunity to gain practical experience in actual work placements typical of those available to them upon graduation. They will: experience daily facility or agency operations; further develop their knowledge and skills in sampling and analysis practices associated with a specific type of work placement; further develop report writing and/or data documentation skills; make verbal and written presentations and gain experience with industry-standard computerized systems in place at many of the workplaces (e.g. SCAD programming). Students wishing placements at Water or Wastewater Treatment facilities must have obtained the Ontario Ministry of Environment Operator In Training (O.I.T.) certification, and have passed DENM*3200 or DENM*3210 (whichever applies).

**Restriction(s):** Registration in the Environmental Management Diploma Program.  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

### Equine Studies

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

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

**DEQN*1050 Horse Health F (3-1) [0.50]**
This course is an introduction to equine health and disease, the care of sick animals and other stable management practices related to the health care of horses.

**Restriction(s):** DAGR*4810  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

**DEQN*1070 Forage Management for Horses F (3-2) [0.50]**
Students will learn the principles of forage establishment and management for the purpose of providing good quality, affordable pasture and hay for horses. Field trips provide students the opportunity to assess the conditions of local pastures and hay fields then discuss appropriate management practices.

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

**DEQN*1150 Practical Horse Care I F (1-3) [0.50]**
This course introduces students to the elements and importance of day to day stable facility management. Daily animal care including feeding, watering, grooming, tack maintenance and turn out is taught and practiced. This course emphasizes safe handling of horses, occupational health and safety, daily routines and record keeping. Students are responsible for twice daily feeding and stall care.

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

**DEQN*2010 Horse Structure and Function W (3-1) [0.50]**
This course encompasses the gross anatomy and physiology of the horse. The course includes an introduction to anatomical terminology, the integumentary system, skeletal system, muscular system, urinary system, cardiovascular system, the respiratory system, the digestive system and the endocrine system.

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

**DEQN*2040 Horse Feeds and Nutrition W (2-1) [0.50]**
This course introduces students to the topics of digestion, feed nutrients, feed stuffs and feeding practices for horses.

**Restriction(s):** DAGR*3820  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

**DEQN*2150 Practical Horse Care II W (1-3) [0.50]**
This course builds on skills taught in Practical Horse Care I. Course focuses on building knowledge and skills in three functional areas: day to day facility operations, horse handling and daily care of horses. This course emphasizes further skill development in handling, grooming, bandaging, daily routine and hoof care. Students are responsible for twice daily feeding and stall care.

**Prerequisite(s):** DEQN*1150  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

**DEQN*2500 Industry Internship W (1-0) [0.50]**
This course provides students with an opportunity to develop hands-on work experience and exposure to an equine environment. The focus of this internship is to further develop professional work habits and day-to-day horse handling skills. The internship is (160-200) hours and begins immediately following semester 2. A pass/fail grade will be assigned at the end of the course.

**Co-requisite(s):** DEQN*2150  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

**DEQN*3030 Horse Conformation and Lameness F (3-1) [0.50]**
Upon completion of this course the student will be able to evaluate a horse's conformation, relate form to function and develop an understanding of the common lameness and blemishes found in horses and their relationship to athletic performance.

**Offering(s):** First offering - Fall 2014  
**Prerequisite(s):** DEQN*2040  
**Restriction(s):** DAGR*4780  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

**DEQN*3150 Practical Horse Care III F (1-3) [0.50]**
This course builds on skills taught in Practical Horse Care II and expands to incorporate a student led and managed barn environment. This course emphasizes team work through managing student teams and leadership through working in supervisory capacity in the barn environment. Staff management, scheduling and efficient stable routine are also practiced. Students are responsible for twice daily feeding and stall care.

**Offering(s):** First offering - Fall 2014  
**Prerequisite(s):** DEQN*2150  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

**DEQN*3210 Equine Complementary Therapies F (2-1) [0.50]**
This course covers the complementary therapies available to a horse care-giver or equine manager in the therapeutic or convalescent care of horses. The course includes an introduction to massage therapy, acupressure, acupuncture and herbology. As well, heat, hydro, cold and electromagnetic, ultrasonography and magnetic therapy are discussed. Case study and hands-on work will be included in the lab portion of the course.

**Offering(s):** First offering - Fall 2014  
**Prerequisite(s):** DEQN*2010  
**Restriction(s):** DAGR*3930  
**Department(s):** Dean's Office, Ontario Agricultural College  
**Location(s):** Ridgetown

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**Last Revision: March 1, 2017**

**2017-2018 Diploma Program Calendar**
DEQN*4050 Rider Conditioning W (3-2) [0.50]
This course covers athletic conditioning requirements and guidelines for riders at each stage of athletic development. Equestrian discipline-specific considerations are also discussed.
Offering(s): First offering - Winter 2015
Prerequisite(s): Minimum 8.00 credits
Restriction(s): DAGR*3750
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DEQN*4100 Horse Conditioning W (2-1) [0.50]
Students will learn to define exercise and understand the importance of conditioning a horse both physically and mentally. Students will also practice developing and monitoring a fitness program and illustrate methods to monitor fitness levels during training.
Offering(s): First offering - Winter 2015
Prerequisite(s): 7.50 credits
Restriction(s): DAGR*4800
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DEQN*4130 Horse Reproduction W (3-1) [0.50]
Anatomy and physiology of the mare and stallion is covered, along with sexual maturation, breeding techniques and management, fertilization, gestation, parturition and foal care. Management of stallions, mares and foals in regards to housing and handling is discussed along with genetic selection and inheritance.
Offering(s): First offering - Winter 2015
Prerequisite(s): 7.50 credits
Restriction(s): DAGR*4820
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DEQN*4200 Horse Facility Management and Design W (2-2) [0.50]
This course is designed to familiarize students with the basic skills and procedures used in the management of an equine facility. Topics included within this course are the building, renovating and management of horse facilities including site planning and interior design. Special consideration is given to environmental control, waste management and environmental stewardship.
Offering(s): First offering - Winter 2015
Prerequisite(s): DENM*3150
Restriction(s): DAGR*4830
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DEQN*4320 Equine Business Venture W (3-0) [0.50]
In this course students will undertake a comprehensive study to develop a business plan for a new venture or develop a long term management plan for an existing equine operation. Drawing upon knowledge and skills gained from previous courses, students will complete and present a formal business report.
Offering(s): First offering - Winter 2015
Prerequisite(s): 8.00 credits, including DAGR*2020
Restriction(s): DAGR*4610, DAGR*4650
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

Horticulture

DHRT*2000 Greenhouse Management F,W (3-2) [0.50]
Students will learn the basics of greenhouse design and use. Topics such as structures, ventilation, heating, supplemental lighting, relative humidity, irrigation, fertility management and CO2 enrichment will be included. Management and cultural principles of commercial production of various horticultural crops in greenhouses will be used to illustrate management strategies.
Prerequisite(s): DAGR*1200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DHRT*2050 Ecological Principles of Managed Landscapes W (3-2) [0.50]
This course focuses on ecological interactions in various situations related to horticulture and the environment - managed landscapes, greenhouses, nurseries. The adaptations of plants to specific environmental conditions and their ecological interrelatedness with other species, life histories, metapopulations and how these influence community structure will be covered. Students will acquire skills to produce native plant species in the greenhouse.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DHRT*2090 Introduction to Landscape Construction W (2-3) [0.50]
This course will examine materials and combinations of materials commonly used in landscape structures. Construction methods and common practices for a variety of landscape projects will be described and demonstrated. Use of the survey level and rod for taking elevations and for projects layout will be demonstrated. Information given will be suitable for taking pertinent Certified Horticultural Technician examinations. (Also offered through distance education format.)
Prerequisite(s): DHRT*2100
Restriction(s): Intended for Horticulture Diploma students.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DHRT*2100 Landscape Design I W (2-4) [0.50]
Students will study the principles of landscape design and learn how to integrate different design styles, different types of landscape materials, structures and plants to create an attractive residential living environment. Students will learn how to identify the design requirements of a site, choose appropriate plants or structures, arrange landscape components and draw a plan of the proposed layout. Introductory drafting techniques will be practised.
Prerequisite(s): DHRT*1050
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DHRT*2200 Plant Propagation W (2-2) [0.50]
This course covers the principles and practices of propagation for horticultural plants. Sexual (seed) propagation to include seed maturation, dormancy and seed germination; vegetative (asexual) propagation, including division, layering, budding, grafting and tissue culture are also discussed.
Prerequisite(s): DAGR*1200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DHRT*2250 Horticultural Equipment Management W (2-3) [0.50]
This course examines common equipment used for horticultural practices. The student will develop the skills and knowledge to be able to maintain, adjust and repair equipment used in horticulture. A focus on shop practices and use of shop tools will be covered. This course will emphasize safety in all aspects of operation and use of equipment.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DHRT*3050 Plant Identification II F (2-3) [0.50]
This is an advanced course continuing the identification of landscape plants. Growing requirements, physical approximate size at maturity and ornamental characteristics will be discussed for each plant. Less common taxa and additional cultivars will be highlighted.
Prerequisite(s): DHRT*1050
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DHRT*3100 Landscape Design II F,W (2-4) [0.50]
Students will learn how to read landscape plans and blueprints, and interpret them for layout, costing, estimating, and installation. Landscape planning for parks, golf courses, commercial, institutional and industrial sites will be examined.
Prerequisite(s): DHRT*2100, DHRT*4100
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown
XII. Course Descriptions, Turfgrass Management

DHRT*3120 Applied Landscape Construction F (1-4) [0.50]
This course provides training and practice in applied landscape construction techniques and safe work habits. Structures such as walls, paved areas, fences, lighting, water features and planting areas will be laid out and installed. Construction practices including base preparation, installation, backfilling and completion/finishing will be explored under supervision of trained landscape design-build experts. Skills will be evaluated at the Certified Horticultural Technician (CHT) level.

Prerequisite(s): DHRT*2090
Restriction(s): Intended for Horticulture Diploma students.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*3150 Nursery Management F (2-3) [0.50]
The course covers the setup and organization of a horticultural nursery and the methods of production for field and container-grown landscape nursery stock including cultural management and marketing in wholesale and retail operations.

Prerequisite(s): DHRT*2200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*3170 Horticultural Weed Science F (3-0) [0.50]
Identification of common weeds in horticulture, methods of weed control, herbicide mode of action and basis of selectivity are the primary areas included in this course.

Prerequisite(s): DAGR*1200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*3230 Soil and Water Use in Horticulture W (3-2) [0.50]
This course examines the role of landscape horticulture and nursery production on soil processes and water resources. The course will examine the effect of various landscape and production practices on soil transformations, as well as best management practices to conserve soil and water in landscapes, commercial nurseries, sod farms and on golf courses. In the landscape, other soil and water conservation techniques including plant selection, xeriscaping, tree gardening, the use of ground covers, and dry shade gardening will be covered. The student will also be introduced to various aspects of the hydrologic cycle: groundwater recharge and discharge, surface water movement and storage, water supply systems, water use and quality, and land drainage in the context of designing landscapes and production systems to reduce water use.

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

DHRT*3300 Greenhouse Ornamental Production W (2-3) [0.50]
Production practices of selected greenhouse ornamental crops, pot crops and cut flower crops will be demonstrated.

Prerequisite(s): DHRT*2000, DHRT*2200
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*3510 Experiential Learning in Horticulture S,F,W [0.50]
Student-initiated learning opportunities can be developed as a credit course in consultation with a supervising faculty member. Details of the activities included in the program will be outlined in a learning contract initiated by the student and agreed to by the faculty supervisor prior to the commencement of the work experience.

Prerequisite(s): 4.00 credits
Restriction(s): DAGR*3510, DFN*3510 Registration in the Diploma Program in Horticulture.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*3910 Special Study Project S,F,W (0-0) [0.50]
A self-directed student project focusing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, a hands-on assignment with specific learning objectives and milestones for achieving these objectives.

Prerequisite(s): 4.00 credits
Restriction(s): DAGR*3900, DFN*3910 Registration in the Horticulture Diploma Program Written permission of the faculty supervisor.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*4000 Ornamental Plant Protection W (3-2) [0.50]
This course is a study of the biology and control of insects and diseases of nursery, landscape, turfgrass and greenhouse crops. Approaches to integrated pest management are incorporated into control methods.

Prerequisite(s): DAGR*1200, DHRT*1050
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*4050 Certification and Safety F (3-2) [0.50]
Students will learn the necessary information required to write examinations which are a legal requirement for anyone wishing to apply or sell pesticide products in Ontario. For interested students, licensing exams can be arranged with licensing authorities upon payment of relevant fees. Students will be introduced to federal and provincial legislation governing worker health and safety in the workplace. In particular WIMIS, risk analysis, poisoning, First Aid, labeling and storage & disposal are covered.

Prerequisite(s): DAGR*1600
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*4100 Computer Assisted Design F,W (2-4) [0.50]
Landscape designs and visualizations will be prepared with computer technology, using residential landscape projects. Drafting, design, visualization or modeling software will be taught and used to create plans, views, pictures and/or models.

Prerequisite(s): DAGR*1200, DAGR*1090, DHRT*1050, DHRT*2100
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*4150 Landscape Construction Project W (2-3) [0.50]
Students will develop the capability to develop a typical landscape construction structure and project installation through the preparation of working documentation and specification information. Codes, bylaws, and regulations governing the landscape construction segment of the horticulture industry will be discussed. Real-life scenarios - client wish lists, suitable sites, project requests - will be used to develop the skills and capabilities to outline typical landscape construction projects, including walls, decks, patios, fences and screens, water features, lighting, irrigation, and drainage.

Prerequisite(s): DHRT*2090, DHRT*3120
Restriction(s): Enrolment in the Horticulture Diploma program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*4190 Greenhouse Vegetable Production W (3-2) [0.50]
This course covers production practices for major and some minor greenhouse vegetable crops. Students will apply management techniques to greenhouse vegetable production including fertility, production systems unique to vegetable production, insect and disease control, advanced computer controls of the environment and irrigation techniques.

Prerequisite(s): DHRT*2000
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*4300 Arboriculture W (2-3) [0.50]
This course will provide students with the opportunities to learn both the principles and the skills necessary to manage and care for trees in the landscape. Case studies will be used to help students develop the skills necessary to assess tree problems.

Prerequisite(s): DHRT*1050
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

DHRT*4310 Tree Care Techniques W (1-4) [0.50]
This practical course is designed to lead students through the ISA Tree Climber's Guide, and to help develop knowledge, skills, and techniques in preparing for the ISA Certified Tree Worker/Climber Specialist exam. This course is designed for students who would like to gain more experience working in trees.

Prerequisite(s): DHRT*4300
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgeway

Turfgrass Management

DTM*1000 The Turf Industry F (1-4) [0.50]
This course introduces the turfgrass industry and the many disciplines within the industry. Economic and social importance of turfgrass is emphasized as is the complicated interactions among the different industry sectors. The course emphasizes learning through field trips to various turfgrass operations and operations that supply the turfgrass industry.

Department(s): Department of Plant Agriculture

Last Revision: March 1, 2017 2017-2018 Diploma Program Calendar
DTM*1100 Plant Biology F,W (3-2) [0.50]
This course covers the basic structure and function of plants and the major functions involved in growth and reproduction as they relate to the production of plants. Topics to be discussed will include: plant processes such as photosynthesis, respiration, transpiration, nutrient uptake and reproduction, basic genetic principles, basic chemistry and the relationship and importance of plant science to the agricultural, horticultural and turfgrass industries.
Offering(s): Also offered through Distance Education format.
Equate(s): DAGR*1200
Department(s): Department of Plant Agriculture

DTM*1200 Turf Equipment F (2-2) [0.50]
This course covers the equipment used as part of a turfgrass maintenance operation. The course emphasizes safe, efficient operation of equipment along with selection of equipment in a maintenance operation. The course also introduces the maintenance of small engines, hydraulic and electrical systems common to turfgrass equipment.
Department(s): Department of Plant Agriculture

DTM*1300 Turf Soil Principles F (3-2) [0.50]
This course covers the basics of naturally occurring soils and constructed rootzones used for turfgrass and landscapes. Physical, chemical and hydrological properties of soils and rootzones are emphasized as they interact with turfgrass management. In addition, the course introduces primary and secondary nutrients and how soils impact their availability. Specific understanding of rootzones used in golf and sports turf is emphasized.
Department(s): Department of Plant Agriculture

DTM*1400 Landscape Plants F (2-3) [0.50]
The course covers recognition, identification, naming, physical features and cultural adaptation of native and introduced woody and herbaceous plants found in cultivated landscapes. Students will be able to identify plants in the landscape and from portions of plants in the laboratory. The course prepares the students for future courses by providing them with tools for future learning.
Co-requisite(s): DTM*1100
Department(s): Department of Plant Agriculture

DTM*1500 Turf Communication Skills W (3-0) [0.50]
The course provides students with the skills to develop good written and oral communication skills. Practical examples enable students to speak and write effectively in the field of turfgrass management. The course also includes an introduction to group management skills and students will be required to work independently and meet in focus groups and complete work outside of scheduled class time.
Co-requisite(s): DTM*1000
Department(s): Department of Plant Agriculture

DTM*2000 Turf Management I W (2-3) [0.50]
This course covers cultural management of turfgrasses used for different sectors of the turfgrass industry including: home lawns, industrial sites, roadsides, athletic fields, municipal sites, golf courses, and reclamation of land. Students in the course learn to properly identify cool season turfgrass species. Students are also introduced to the scientific method and will gain planning and organizational skills through the development of an independent experiment during the lab session.
Prerequisite(s): DTM*1100, DTM*1300
Department(s): Department of Plant Agriculture

DTM*2100 Turf Irrigation and Drainage W (2-3) [0.50]
This course covers water management through irrigation and drainage at sites including golf, sports and lawn turf. Students learn principles of drainage including design and installation of drainage systems. Design and maintenance of irrigation systems to provide effective water delivery are also emphasized.
Prerequisite(s): DTM*1300
Department(s): Department of Plant Agriculture

DTM*2200 Computers and Math for Turf W (2-3) [0.50]
This course requires students to become proficient in the mathematical skills necessary to properly apply fertilizers and chemicals. The course also requires students to understand how to calculate areas and other skills essential in calibration of turfgrass equipment. The course introduces students to the variety of computing skills and information technologies prevalent in the turfgrass industry today. In addition, emerging technologies that assist the turfgrass professional moving into the future are discussed.
Prerequisite(s): DTM*1000
Department(s): Department of Plant Agriculture

DTM*2400 Landscape Design W (1-3) [0.50]
This course covers the principles of landscape design and how different designs, landscape materials, structures and plant materials are integrated to create attractive and functional outdoor environments. The course consists of an introduction to the theory of landscape design and incorporates significant studio time in which students create designs.
Prerequisite(s): DTM*1400
Department(s): Department of Plant Agriculture

DTM*2500 Arboriculture F (2-3) [0.50]
This course covers the culture and maintenance of trees in golf courses, parks, lawns and other urban landscapes where trees and turfgrasses are used in combination. Students learn both the principles and practices common in the proper care of trees. Case studies help students develop skills necessary to diagnose problems with urban trees.
Prerequisite(s): DTM*1100, DTM*1400
Department(s): Department of Plant Agriculture

DTM*2600 Turf Environmental Management W (2-3) [0.50]
This course covers the many environmental issues encountered by professional turfgrass managers in golf, sports and lawn turfgrasses operations. The course addresses regulatory issues, waste management, environmental protection and monitoring, including both the turf and non-turf elements of the landscape. The course is designed to prepare students for landscape pesticide applicator licence exams in a number of jurisdictions.
Prerequisite(s): DTM*1000, DTM*1300
Restriction(s): DTM*4100
Department(s): Department of Plant Agriculture

DTM*3000 Turf Management II F (3-2) [0.50]
This course emphasizes interactions between turfgrass and its environment and how management impacts turfgrass playability and survival. This course addresses management of turfgrasses in highly managed areas of golf courses, sports fields and lawns. Students learn the principles of plant nutrition and the technologies and methods of proper fertilization. This course specifically addresses rootzone management and remediation of poor rootzones.
Prerequisite(s): DTM*2000, DTM*2100
Department(s): Department of Plant Agriculture

DTM*3100 Current Turf Practices F (3-0) [0.50]
This course provides a setting to discuss and reflect on summer work experiences and introduces students to current trends in the golf course, sport field and home lawn industries. The course is based on discussions and seminars led by students to cover emerging trends in turfgrass management.
Prerequisite(s): DTM*1000, DTM*2000, 4.00 credits
Department(s): Department of Plant Agriculture

DTM*3200 Turf Diseases F (2-2) [0.50]
This course covers the ecology and management of turfgrass diseases and disorders and cultural, biological and chemical means of control. Identification and diagnosis of common turfgrass diseases and disorders are emphasized along with the impact of control methods on the environment and ecology of the turfgrass system.
Prerequisite(s): DTM*1100
Department(s): Department of Plant Agriculture

DTM*3300 Turf Insects and Weeds F (2-3) [0.50]
This course discusses the biology, ecology and management of turfgrass insects and weeds, emphasizing cultural methods of management as well as chemical and biological controls. Field recognition and diagnosis of weeds and insect pests are taught and the impact of control methods on the environment and the ecology of turfgrass systems are discussed.
Prerequisite(s): DTM*1100
Department(s): Department of Plant Agriculture

DTM*3400 Landscape Construction F (2-3) [0.50]
This course examines the physical properties and the appropriate uses of landscape construction materials. The impact of design, construction techniques and selection of materials are emphasized in relation to golf and sports field settings.
Department(s): Department of Plant Agriculture
XII. Course Descriptions, Veterinary Technology

**DTM*3800 Special Study Project I S,F,W (0-0) [0.50]**
A self-directed student project focussing on a topic of academic and/or practical interest to the student. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, and/or a hands-on assignment with specific learning objectives and milestones for achieving these objectives.

*Prerequisite(s):* 4.00 credits
*Equate(s):* DHR*T3910
*Restriction(s):* Enrolment in the Associate Diploma in Turfgrass Management program.
*Department(s):* Dean's Office, Ontario Agricultural College

**DTM*4000 Turf Management III W (2-3) [0.50]**
This course emphasizes the differences between abiotic and biotic stressors and their management. The course reinforces the principles of integrated pest management and focuses on how environmental conditions, management practices and turfgrass biology impact playability and survival of turfgrasses.

*Prerequisite(s):* DTM*3000, DTM*3200, DTM*3300
*Department(s):* Department of Plant Agriculture

**DTM*4200 Design and Construction of Golf Courses and Sports Fields W (1-4) [0.50]**
Students will examine design and construction techniques practiced in golf course and sports field development. The course focuses on design with the aesthetics, function and management of such facilities as priorities. Designing to conserve and reduce water use for such facilities is emphasized.

*Prerequisite(s):* DTM*2400, DTM*3400
*Department(s):* Department of Plant Agriculture

**DTM*4300 Turf Case Studies W (3-0) [0.50]**
This course uses case studies, debates and discussion to address management, political and philosophical issues in the turfgrass industry. The course integrates knowledge of current turfgrass management practices and social awareness to solve problems and effectively communicate solutions. Problem solving skills are introduced and applied to case studies. Communication skills are emphasized including formal writing and succinct presentation skills.

*Prerequisite(s):* DTM*3000, DTM*3200, DTM*3300
*Co-requisite(s):* DTM*4000
*Department(s):* Department of Plant Agriculture

**DTM*4400 Human Resources Management W (3-0) [0.50]**
The course introduces students to the principles of human resource management including personnel planning, regulations, recruiting and hiring of employees. Students develop supervisory and problem solving skills in employee relations. Proper employee training and regulatory considerations of both private and municipal government operations is covered.

*Prerequisite(s):* DTM*1500
*Department(s):* Department of Plant Agriculture

**DTM*4500 Business and Finance for Turf W (3-0) [0.50]**
This course covers the basic aspects of business management and finance as they apply to turf-related enterprises. Case studies in capital expenditures and operational budgeting will be used to help students understand how business decisions affect operations. Examples from earlier courses and the summer work experience will also be discussed.

*Prerequisite(s):* DTM*3000
*Restriction(s):* DTM*2300
*Department(s):* Department of Plant Agriculture

**DTM*4600 Computer Assisted Design W (4-1) [0.50]**
Landscape designs and visualizations will be prepared with computer technology using landscape and turfgrass related projects. Drafting, design, visualization or modeling software will be taught and used to create plans, views, pictures and/or models.

*Prerequisite(s):* DTM*1400, DTM*2200, DTM*2400
*Equate(s):* DTM*4100
*Restriction(s):* Restricted to students in Associate Diploma in Turfgrass Management program.
*Department(s):* Dean's Office, Ontario Agricultural College

**DTM*4800 Special Study Project II W (0-0) [0.50]**
This is a self-directed student project focusing on a topic of academic and/or practical interest to the students. The student will identify and propose a detailed course outline to be reviewed and approved by the faculty supervisor prior to the commencement of the project. The project could include a research assignment, a literature review, and/or a hands-on assignment with specific learning objectives and milestones for achieving these objectives.

*Prerequisite(s):* 6.00 credits
*Equate(s):* DHR*T3910
*Restriction(s):* Restricted to students in Associate Diploma in Turfgrass Management program. Enrolment in Diploma in Turfgrass Management.
*Department(s):* Dean's Office, Ontario Agricultural College

**Veterinary Technology**

**DVT*1000 Livestock Production and Management W (4-0) [0.50]**
This course introduces the students to food animals and horses, with an emphasis on terminology, nutrition, behaviour and housing. The food animal portion also includes common breeds, marketing, and breeding practices of various species, including sheep, poultry, dairy cattle, beef cattle and swine. The equine portion of the course emphasizes the techniques, terminology and common diseases that the veterinary technician working in an equine practice would be exposed to, through the use of lectures, slides, videos and handouts. The colony horses provide hands-on experience in behaviour, handling, and restraint, as well as stable management.

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

**DVT*1010 Anatomy and Physiology I S,F (2-2) [0.50]**
This course encompasses the gross anatomy and physiology of domestic animals with special emphasis on the cat as a pet animal species. The course covers all major body systems, with emphasis on those of veterinary clinical significance.

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

**DVT*1040 Medical Exercises I S,F (1-3) [0.50]**
This is a practical introductory course with an emphasis on working with dogs, cats, birds, horses, cattle, sheep and pigs. Animal care and bathing are assigned to students on a rotating basis. Basic restraint, examination, medication and bandaging are discussed and practiced. Injection and venipuncture techniques are introduced.

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

**DVT*1080 Laboratory Quality Assurance S,F (3-2) [0.50]**
This course introduces students to quality control and the mathematical calculations required in a laboratory environment. The quality control module is an introduction to basic clinical chemistry principles, common laboratory equipment safety, quality controls, mathematical calculations, and proper analytical techniques. The mathematical module introduces the veterinary technology student to the basic mathematical concepts and skills necessary to efficiently function in a clinical laboratory environment. Basic mathematical manipulations and calculations performed without the use of calculators are encouraged. Various mathematical calculations required to perform laboratory measurements are discussed and practiced.

*Offering(s):* Last offering - for the Alternative Program is Summer 2017
*Department(s):* Dean's Office, Ontario Agricultural College
*Location(s):* Ridgeway

**DVT*1100 Large Animal Production and Management I F (0-0) [0.25]**
This course introduces the students to sheep, poultry and horses, with an emphasis on terminology, nutrition, behaviour and housing. This course also includes common breeds, marketing, and breeding practices of various species. The equine portion of the course emphasizes the techniques, terminology and common diseases that the veterinary technician working in an equine practice would be exposed to.

*Offering(s):* Offered through Distance Education format only.
*Restriction(s):* Registration in the Associate Diploma in Veterinary Technology program.
*Department(s):* Dean's Office, Ontario Agricultural College
*Location(s):* Ridgeway
### DVT*1110 Intro to Veterinary Technology F (0-0) [0.25]

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

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

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

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

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

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

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

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

### DVT*1200 Haematology/Cytology S,W (2-4) [0.50]

This course consists of theoretical and practical modules in hematology, microbiology, and cytology. The hematology module will introduce students to the basic aspects of feline, equine and canine blood evaluation. Mathematical calculations will also be covered, as well as a section on cytology. Hematology mathematical calculations will also be covered. Hematology mathematical calculations will also be covered. (Not offered through distance education format)

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

### DVT*1230 Companion Animal Behaviour S (2-0) [0.25]

The animal behaviour course focuses on the normal behaviour of small animals. The course outlines in detail the developmental stages of behaviour as well as why and how animals learn. Animal genetics, innate responses and how the environment can alter their behaviour will be discussed. Communication, social behaviour, reproductive behaviour and the learning process is covered in each species. Problems with social behaviour which includes aggression in dogs and cats is also discussed. Fears, phobias, anxiety, stereotypes and obsessive compulsive disorders are evaluated on cause, prevention and solutions of these common problems.

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

### DVT*1300 Large Animal Production and Management II W (0-0) [0.25]

This course introduces the students to food animals such as beef, dairy and swine, with an emphasis on terminology, nutrition, behaviour and housing. The food animal portion also includes common breeds, marketing, and breeding practices of various species.

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

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

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

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

### DVT*2000 Companion Animal Management F (6-0) [0.50]

This course offers the veterinary technician student the information required to understand small animal husbandry. Through lectures, practical information is gained into the companion animal’s nutritional needs, behaviour patterns and preventative health care. Students learn what is normal and abnormal behaviour and how to advise clients on applying proper training techniques. The emphasis in this course is the prevention of health problems in companion animals.

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

### DVT*2010 Anatomy and Physiology II W (4-2) [0.50]

A continuation of DVT*1010, the course covers the structure and functions of select major body systems with emphasis on the lymphatic system and its importance in preventing and/or overcoming disease. Disease transmission, development and serological diagnosis will be discussed.

**Prerequisite(s):** DVT*1010
**Department(s):** Dean's Office, Ontario Agricultural College
**Location(s):** Ridgetown

### DVT*2020 Haematology/Cytology S,W (2-4) [0.50]

This course expands upon the information introduced in DVT*1070. The veterinary technology student will study basic theoretical and practical aspects of feline, equine and bovine blood. Blood cell precursors will be studied and corrected counts will be included. Alterations of RBCs and WBCs will be covered. The performance, assessment and evaluation of common veterinary clinical procedures are emphasized. Haematological mathematical calculations will also be covered, as well as a section on cytology.

**Offering(s):** Last offering - for Alternative Program: Summer 2018
**Prerequisite(s):** DVT*1070 or (DVT*2200, DVT*2210)
**Department(s):** Dean's Office, Ontario Agricultural College
**Location(s):** Ridgetown
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Co-requisite(s)</th>
<th>Remarks</th>
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<tr>
<td>DVT*2040</td>
<td>Medical Exercises II S,W (1-3) [0.50]</td>
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<td>DVT*2050</td>
<td>Urinalysis W (1-2) [0.50]</td>
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<td>DVT*2060</td>
<td>Communications &amp; Vet Software S,F (2-2) [0.50]</td>
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<td>DVT*2070</td>
<td>Pharmacology &amp; Applied Calculations W (3-0) [0.50]</td>
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<td>DVT*2100</td>
<td>Veterinary Nursing Techniques I F (0-0) [0.25]</td>
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<td>DVT*2150</td>
<td>Hematology II S,W (2-4) [0.50]</td>
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<td>DVT*2200</td>
<td>Introduction to Immunobiology F (0-0) [0.25]</td>
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<td>DVT*2210</td>
<td>Introduction to Anesthetic Principles F (0-0) [0.25]</td>
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<td>DVT*2220</td>
<td>Introduction to Radiography W (0-0) [0.25]</td>
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<td>DVT*2300</td>
<td>Veterinary Anatomy and Physiology S (2-2) [0.25]</td>
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<td>DVT*2310</td>
<td>Veterinary Nursing Techniques II S (1-3) [0.25]</td>
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<tr>
<td>DVT*2320</td>
<td>Surgical Exercises S (1-3) [0.25]</td>
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**Course Descriptions, Veterinary Technology**

**DVT*2040 Medical Exercises II S,W (1-3) [0.50]**

This course provides practical experience with venipuncture, IV catheterization, anaesthesia and aseptic surgical techniques, bird restraint, and the performance of fluid therapy and drug dose calculations.

**DVT*2050 Urinalysis W (1-2) [0.50]**

This is a theoretical and practical course which emphasizes the macroscopic, chemical and microscopic characteristics of urine, along with the concepts of urinary diagnostic testing. The prevention and dietary treatment of urolithiasis is explored.

**DVT*2060 Communications & Vet Software S,F (2-2) [0.50]**

Issues dealing with communication between the veterinary technician and clients, co-workers and the employer/ veterinary are explored using communication theory and skills. Application of theories are demonstrated through discussions and class exercises. Hands-on labs introduce the use of computers in the veterinary clinic using current veterinary clinic software programs.

**DVT*2070 Pharmacology & Applied Calculations W (3-0) [0.50]**

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

**DVT*2100 Veterinary Nursing Techniques I F (0-0) [0.25]**

This course is concerned with practical animal nursing relative to the basic needs of the animal. Students learn about general patient management, including the importance of history taking, medical records, the physical exam, patient handling, hospital safety, and fluid therapy. Students learn how to care for healthy large and small animals, maintain a hospital area, and nurse sick and injured animals.

**DVT*2150 Hematology II S,W (2-4) [0.50]**

Students will strengthen their understanding of theoretical and practical aspects of canine and feline blood evaluation. Students will be introduced to the hematology of other species, including equine, bovine, avian and exotics. Blood cell precursors and common disease processes affecting the blood will be studied. The performance, assessment and evaluation of common veterinary clinical procedures will be emphasized. Hematological mathematical calculations will also be practiced.

**DVT*2200 Introduction to Immunobiology F (0-0) [0.25]**

This course covers the structure and function of the lymphatic system and its importance in preventing and/or overcoming disease. Disease transmission, development, and serological diagnosis will be discussed.

**DVT*2210 Introduction to Anesthetic Principles F (0-0) [0.25]**

This course introduces the practical and theoretical aspects of anesthetic techniques in animals. Emphasis is on the principles of general anesthesia using gas anesthetic machines. Also discussed are sedation, general anesthesia using injectable agents, and local analgesia. Students will utilize this knowledge during the laboratory sessions of Surgical Exercises.

**DVT*2220 Introduction to Radiography W (0-0) [0.25]**

This course introduces practical and theoretical aspects of radiography in veterinary medicine. Topics include radiation safety, radiographic equipment (analog versus digital), production of radiation, intensifying screens, films, grids, and manual and automatic processing. The course introduces a variety of special imaging techniques utilized in veterinary medicine.

**DVT*2300 Veterinary Anatomy and Physiology S (2-2) [0.25]**

A continuation of DVT*1010, this course encompasses the structure and functions of select major body systems of domestic animals, with emphasis on the cat as a pet animal species. This course covers the following major body systems of significance in veterinary clinical medicine: cardiovascular, digestive, respiratory, reproductive, nervous, and special senses. (Not offered through distance education format.)

**DVT*2310 Veterinary Nursing Techniques II S (1-3) [0.25]**

This course incorporates kennel and barn duties and general care and feeding of the colony animals including cats, dogs, rodents, birds and horses. It is meant to introduce the students to the running of a veterinary clinic. Students are supervised and evaluated on all aspects of animal care which fall under this broad topic. As well, they collect samples, treat sick and injured animals in the colony on an as required basis. Specific nursing techniques are introduced in a more formal way. (Not offered through distance education format.)

**DVT*2320 Surgical Exercises S (1-3) [0.25]**

This course deals with the practical and theoretical aspects of anaesthetic and surgical techniques in animals. The anesthesia part of the course builds on the knowledge acquired in Introduction to Anesthetic Principles. Each laboratory session is also preceded by a lecture in which the students learn about the rationale behind and possible complications with each surgery, thus enabling them to be involved in client education. During the laboratory sessions, the students work in small groups, rotating within these groups, becoming proficient in anaesthesia, surgical assistance, instrument handling, surgical nursing, and post-operative care. (Not offered through distance education format.)
DVT*2230 Clinical Chemistry S (2-3) [0.25]
This course emphasizes and familiarizes students with practical laboratory techniques utilized routinely in veterinary practice. The course will cover topics ranging from proper sample collecting to organ function. We will include chemistry, haematology and cytology in the discussion and during laboratory sessions.
Prerequisite(s): DVT*2200, DVT*2210
Restriction(s): Registration in the Associate Diploma in Veterinary Technology program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*2240 Exercises in Radiography I S (1-3) [0.50]
This course introduces practical application of veterinary radiography. Students will practice radiation safety, learn proper positioning techniques to produce diagnostic images, and use analog and digital radiographic equipment on small and large animals utilizing mechanical restraint.
Offering(s): First offering - Summer 2019
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Alternative program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3000 Laboratory Animal Science S.F. (3-0) [0.50]
This course familiarizes the students with scientific research involving animals, as well as issues in veterinary ethics. Topics include the role of the veterinary technician in research, regulations governing the use of animals in research, basic steps required to conduct a research project, how various animal species are used in research, assessment of animal health and welfare during a research procedure, and the care and common diseases of research animals. Through the preparation and presentation of seminars, students are encouraged to examine various aspects of veterinary ethics.
Offering(s): Last offering - for Conventional Program: Fall 2017 Last offering - for Alternative Program: Summer 2019
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3010 Animal Nursing I F (2-3) [0.50]
This course is concerned with practical animal nursing relative to the basic needs of the animal. Students learn about general patient management, including the importance of history taking, medical records, the physical exam, patient handling, fluid therapy and hospital care/safety. Common diseases and conditions are also discussed. Students are required to care for healthy large and small animals, and maintain a hospital area. Students may also visit small, large, equine and referral practices to observe and participate in the practical aspects of veterinary technology.
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3020 Parasitology & Clinical Chemistry F (4-4) [0.50]
This course emphasizes practical laboratory techniques utilized routinely in veterinary practice. The clinical chemistry module is an introduction to basic clinical chemistry principles. Topics of discussion will include: common laboratory safety and quality controls; mathematical calculations and proper analytical techniques. The parasitology module familiarizes the student with the host-parasite relationship for the common parasites of veterinary significance in Canada. Topics of discussion for the various parasites will include: parasite location in the host, methods of infection, development and behaviour, clinical signs of disease, diagnoses and potential human health hazards. Various laboratory tests used in the diagnosis of animal parasites are studied/perform in the laboratory periods.
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3030 Radiography I F (2-3) [0.50]
This course deals with practical and theoretical aspects of radiography in veterinary medicine. Lectures cover radiation safety, positioning, analog and digital radiographic equipment, production of radiation, intensifying screens, films, grids, and manual and automatic processing. During the laboratory sessions, the students work in small groups learning proper positioning techniques, and troubleshooting to produce diagnostic images of small and large animals.
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3050 Surgical and Anaesthetic Principles I F (3-3) [0.50]
This course deals with the practical and theoretical aspects of anaesthetic and surgical techniques in animals. The lecture portion of the course introduces the students to various anaesthetic agents and techniques, as well as the principles of asepsis, the importance of monitoring and the correct response to anaesthetic emergencies. Each laboratory session is also preceded by a lecture in which the students learn about the rationale behind and possible complications with each surgery, thus enabling them to be involved in client education. During the laboratory sessions, the students work in small groups, rotating within these groups, becoming proficient in anaesthesia, surgical assistance, instrumental handling, surgical nursing and post-operative care.
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3060 Genetics F (3-0) [0.50]
This course provides a basic understanding of the principles of protein synthesis, DNA replication, heritability, selective breeding, and recombinant DNA, vaccine production, and new techniques in genetic engineering, as well discussions surrounding ethical issues concerning recent genetic research.
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3200 Public Health F (0-0) [0.25]
This course is designed to introduce the veterinary technology student to the interrelation of animal and human health. Meat inspection programs are discussed with emphasis on humane slaughter, environmental sanitation, ante mortem and post mortem examination, condemned meats, animal by-products and meat labeling. As well, epidemiology, zoonoses, water sanitation, microbiology of food and meat hygiene are addressed. Simple statistics that measure health and disease are also considered.
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional or Alternative program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3210 Veterinary Nursing Techniques III W (0-0) [0.25]
This course is concerned with practical animal nursing relative to the basic needs of the animal. Students learn about general patient management, including the importance of history taking, medical records, the physical exam, patient handling, fluid therapy and hospital care/safety. Students are required to care for healthy large and small animals, and maintain a hospital area. Students may also visit small, large, equine and referral practices to observe and participate in the practical aspects of veterinary technology.
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3300 Veterinary Nursing Techniques IV S (1-3) [0.25]
This course incorporates kennel and barn duties and general care and feeding of the colony animals including cats, dogs, rodents, birds and horses. It will expand upon the running of a veterinary clinic as introduced in DVT*2310. Additional animal nursing techniques are introduced in a more formal way. (Not offered through distance education format.)
Restriction(s): Registration in the Associate Diploma in Veterinary Technology Conventional program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown
DVT*3320 Veterinary Parasitology S (2-2) [0.25]

This course emphasizes and familiarizes students with practical laboratory techniques utilized routinely in veterinary practice in respect to common internal and external parasites found on small animals and food producing animals of veterinary significance in Canada. Topics of discussion for the various parasites will include: location in the host, methods of infection, development and behaviour, clinical signs of disease, prevention, diagnoses and potential human health hazards. Various laboratory tests used on various species specimens in the diagnosis of animal parasites are studied/ performed in laboratory periods. (Not offered through distance education format.)

Prerequisite(s): DVT*3200, DVT*3210
Restriction(s): Registration in the Associate Diploma in Veterinary Technology program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*3330 Veterinary Clinic Management S (2-3) [0.25]

This course is designed to familiarize students with the basic skills and procedures used in the management of veterinary hospitals, with emphasis on small animal facilities. The lecture portion of the course delves into the role of the practice manager regarding: hospital safety; personnel & client management; basic bookkeeping and marketing strategies. The laboratory portion is intended to provide the student with practical experience in inventory control, purchasing and receiving of drugs, supplies and equipment pertinent to the sound financial operation of a modern veterinary practice. (Not offered through distance education format.)

Prerequisite(s): DVT*3200, DVT*3210
Restriction(s): Registration in the Associate Diploma in Veterinary Technology program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*4000 Dentistry S,W (1-3) [0.50]

This course introduces the fundamentals of small animal oral health, including the anatomy and physiology of the tooth and surrounding structures, and the disease processes which can occur. The emphasis is on the prevention of oral disease. Through the use of models and live patients, the student is introduced to the proper techniques involved in performing a complete dental prophylaxis and is given the information needed to enable them to counsel clients on appropriate preventative home care.

Offering(s): Last offering - for Conventional Program: Winter 2018 Last offering - for Alternative Program: Summer 2019
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*4010 Animal Nursing II W (2-3) [0.50]

A continuation of DVT*3010, concerned with practical animal nursing relative to basic needs of the animal. Students learn about general patient management, including the importance of history-making, medical records, the physical exam, patient handling, fluid therapy and hospital care. Common diseases and conditions are also discussed. Students are required to care for healthy large and small animals and maintain a hospital area. Students may visit small, large, equine and referral practices to observe and participate in the practical aspects of veterinary technology.

Prerequisite(s): DVT*3010
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*4020 Diagnostic Techniques II S,W (1-3) [0.50]

This course emphasizes practical laboratory techniques routinely in veterinary practice. The material acquired in the introductory courses in laboratory techniques is expanded upon, particularly in the areas of bacteriology, haematology, cytology and mycology. Both large and small animal samples are utilized in order to prepare students to work in small, large or mixed animal practices.

Offering(s): Last offering - for Conventional Program: Winter 2018 Last offering - for Alternative Program: Summer 2019
Prerequisite(s): DVT*3020 or DVT*3200, DVT*3210
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

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

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

Prerequisite(s): DVT*2340 or DVT*3030
Restriction(s): Registration in the Associate Diploma in Veterinary Technology program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*4040 Hospital Management F (3-1) [0.50]

This course is designed to familiarize students with the basic skills and procedures used in the management of animal hospitals, with emphasis on small animal facilities. Topics included within this course are personnel management, client relations, marketing strategies, inventory control, public health issues, and financial management.

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

DVT*4050 Surgical and Anaesthetic Principles II S,W (1-3) [0.50]

This lecture and laboratory course builds on the skills and knowledge acquired during DVT*3050 or DVT*2210 and DVT*2320. The lecture portion gives background information on the anatomy, patient complications for each surgery, as well as the requirements for client education. Supplementary surgical lectures provide information about other small and large animal surgeries commonly performed in clinical practice.

Prerequisite(s): (DVT*3050 or DVT*2210), DVT*2320
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

DVT*4060 Externship S,W (0.0)

The Externship is a four week, 160 hour training and evaluation period in which senior students in their last semester enter veterinary practices away from the Ridgetown Campus. The location must be one in which they have not worked or volunteered previously. Students are required to perform many of the duties that are commonly performed by graduate technicians, and are assessed by veterinarians or graduate technicians in the work setting. Students are required to keep a journal, as well as a check list of the skills they are performing. At the completion of their externship, they will complete a report on their practice location. They will also be assessed by the practice. If the externship is not completed satisfactorily, it will have to be successfully repeated before the student can graduate. A pass/fail grade will be assigned upon completion of the course.

Prerequisite(s): Registration in DVT with 9.0 credits or DVTA program with 8.75 credits
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

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

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

Offering(s): First offering - for Conventional Program: Winter 2019 First offering - for Alternative Program: Summer 2020
Restriction(s): Registration in the Associate Diploma in Veterinary Technology program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

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

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

Offering(s): First offering - for Conventional Program: Winter 2019 First offering - for Alternative Program: Summer 2020
Restriction(s): Registration in the Associate Diploma in Veterinary Technology program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

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

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

Offering(s): First offering - for Conventional Program: Winter 2019 First offering - for Alternative Program: Summer 2020
Restriction(s): Registration in the Associate Diploma in Veterinary Technology program.
Department(s): Dean's Office, Ontario Agricultural College
Location(s): Ridgetown

Last Revision: March 1, 2017 2017-2018 Diploma Program Calendar
XIII. University of Guelph General Information

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 1: Definitions

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

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

1.3 “Copyright” means the rights granted under the Copyright Act, RSC 1985, c–42, as amended from time to time.

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

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

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

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

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

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

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

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

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

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

Section 2: Copyright

1. Copyright belongs to Personnel who create Work, even if it is produced during the course of their University Activities, except in those cases where:
There is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or

2. No Personnel shall claim any rights, and the University reserves to itself the ownership rights in any Works that are:
   a. encompassed within section 2.1(a) above;
   b. produced by Personnel at the specific request or direction of the University;
   c. produced by Personnel employed for the express purpose of creating or producing Works, or where there is an explicit requirement in a Personnel's job description for this responsibility;
   d. an assessment, grading, report or correspondence produced pursuant to Personnel's University Activities;
   e. Works provided to a Personnel to assist him/her in carrying out his/her duties and modified by the Personnel, such as a laboratory manual; or
   f. produced and designed to assist in the day-to-day administration of the University's affairs.

3. Personnel shall not be required to waive their Moral Rights.

4. In the event that Work is the creation of more than one Personnel, the provisions of this Policy shall apply on a pro rata basis to all the Creators of the Work, unless a written agreement among the Creators, or a Contract states otherwise.

5. Where a Work is owned by a Personnel, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, marketing and negotiation of licenses. The Creator(s) will be entitled to receive seventy-five percent (75%) of Net Revenues received by the University as a result of successful commercialization of a Work owned by a Personnel.

6. The University may, at any time, elect to terminate or relinquish its rights in any Work. In the event that the University or assignee relinquishes its rights in any Work, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.

7. All Personnel who own Copyright pursuant to this Policy hereby grant to the University:
   a. a nonexclusive, royalty-free, irrevocable and non-transferable license to use such works in other, non-commercial teaching and/or scholarly, research or creative activities of the University, subject to copyright requirements of academic journals and other vehicles of scholarly publication; and
   b. in the case of written works submitted as partial fulfillment of the requirements for completing a degree at the University, the non-exclusive right to reproduce, translate, and/or distribute the written work worldwide in print and electronic format and in any medium, including but not limited to audio or video.

Section 3: Inventions and Tangible Research Property

3.1 Inventions and Tangible Research Property belong to Personnel who create the Invention or Tangible Research Property, even if it is produced during the course of their University Activities, except in those cases where:
   a. there is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or
   b. the Invention or Tangible Research Property is created according to Section 3.2.

3.2 No Personnel shall claim any ownership, and Personnel hereby assign ownership to the University in any Inventions or Tangible Research Property that is:
   a. encompassed within section 3.1(a) above;
   b. produced by Personnel at the specific request or direction of the University;
   c. produced by Personnel employed for the express purpose of creating or producing Inventions or Tangible Research Property, or where there is an explicit requirement in a Personnel's job description for this responsibility.

3.3 Prior to proceeding with a patent application or Commercialization activity, Personnel shall provide written disclosure to the University of any Invention made by him/her. Such disclosure shall assert whether ownership of the Invention is claimed by Personnel according to this Policy and the Personnel’s intention to pursue Commercialization independently or with the assistance of the University. If the University fails to challenge in writing the assertions of the Personnel within three (3) months of the receipt of disclosure of the Invention, the University shall be deemed to have accepted as accurate the assertions set out in the disclosure. Failure by a Personnel to disclose an Invention shall not terminate or waive any potential claim by the University regarding Intellectual Property rights.

3.4 Subject to section 3.3, where Personnel own an Invention or Tangible Research Property according to this Policy, they may, at their sole discretion, make arrangements for protection and Commercialization at their sole expense and benefit.

3.5 Where an Invention or Tangible Research Property is owned by Personnel, Personnel may enter into an agreement with the University, at each party’s discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of commercialization of an Invention or Tangible Research Property by the University.

3.6 Where an Invention is owned by the University, Personnel may enter into an agreement with the University, at each party’s discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of Commercialization of an Invention by University.

3.7 Where Tangible Research Property is owned by the University according to Section 3.2, University reserves to itself all ownership rights and revenues.

3.8 The University reserves to itself and Personnel shall grant a fully paid-up, non-exclusive, royalty-free, irrevocable and non-transferable license to use any Personnel-owned Invention or Tangible Research Property made, discovered or developed using the University’s facilities, support personnel, support services, equipment or materials, for academic and research purposes.

3.9 In the event that an Invention or Tangible Research Property is the creation of more than one Personnel, the provisions of this article apply on a pro rata basis to all the Creators unless a written agreement or Contract states otherwise.

3.10 The University may, at any time, elect to terminate or relinquish its rights in any Invention or Tangible Research Property. In the event that the University or any other assignee relinquishes its rights in any Invention, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.

Section 4: Additional Items

4.1 The Principal Investigator has the duty to inform any collaborators or co-investigators, including all Personnel involved in the research, of the terms of any Contract governing the research, including terms related to ownership or Commercialization of Intellectual Property.

4.2 The name “University of Guelph” and abbreviations thereof, and the logos of the University of Guelph and their component parts, are trademarks and service marks of the University and are owned by the University. Personnel will take all reasonable and practicable steps to ensure that the name of the University and such other trade-marks and service marks are not used in connection with Intellectual Property without the prior written agreement of the University. No statement made by a Personnel with respect to Intellectual Property may, in any way, imply approval, promotion or use of such Intellectual Property by the University without the prior written agreement of the University. Notwithstanding the foregoing, nothing shall prevent Personnel from stating his/her employment, rank and title in connection with Intellectual Property.

4.3 This Policy is effective as of its implementation, and all Contracts between a Personnel and the University made prior to this date will be governed under the terms of those Contracts and the applicable policies in place at the time of the Contract.

4.4 Subject to Section 5, the Vice-President (Research) is responsible for making such determinations as are necessary under this Policy.

Section 5: Dispute Resolution

5.1 It is recognized that disputes may arise between the University and Personnel with respect to Intellectual Property and the implementation of this Policy. When disputes arise, every effort shall be made by all parties acting in good faith to resolve disputes at the lowest possible level.

5.2 If a dispute cannot be resolved informally, the matter will be referred to the Vice President (Research) (or his/her delegate), who will consult with others as appropriate and issue a written decision.

Section 6: Policy Review and Procedures

6.1 The Vice President (Research) is authorized to develop and up-date procedures to aid implementation of the Policy.

6.2 Amendments to the Policy require the approval of the Board.

6.3 The Board of Governors will review this Policy at least every five (5) years.
Policy on Non-Academic Misconduct

The University of Guelph's core value is the pursuit of truth. It is animated by a spirit of free and open enquiry, collaboration, and mutual respect. It asserts the fundamental equality of all human beings and is committed to creating for all members of its community, an environment that is hospitable, safe, supportive, equitable, pleasurable, and above all, intellectually challenging (University of Guelph Act, 1964). It is expected that all members of the University community will support and enrich these values by interacting with each other in a manner that is respectful, civil and consistent with the following responsibilities.

Failure to abide by these responsibilities may result in penalties. The University of Guelph has developed a policy that sets out the University’s expectations regarding conduct as members of the University of Guelph community. Please click onto the following URL to view the Policy on Non-Academic Misconduct: https://www.uoguelph.ca/secretariat/office-services-student-judicial-services-non-academic-appeals/policy-non-academic-misconduct

Purpose and Jurisdiction

1. The University of Guelph is an environment that develops the person, scholar & citizen. This Policy sets out the University’s expectations regarding student conduct as members of the University of Guelph community.

2. In this Policy, a “student” is any person registered in a diploma, undergraduate or graduate program at the University of Guelph or otherwise taking credit or non-credit courses offered by the University of Guelph, or any person who was a student at the time the alleged breach occurred. “Campus” means the physical grounds of either the University’s Guelph main campus or the Reidgetown campus. This Policy does not apply to students registered at University of Guelph-Humber programs and attending Humber College.

3. Except as noted in paragraph 4 and 5, this Policy applies to all student non-academic behaviour on campus and to students who are engaged in University programs off campus. Allegations regarding other off campus conduct may be brought forward under this Policy if the violation in question materially affects the safety, integrity or educational interests of the University community or as provided under the Community Standards Protocol.

4. Alleged breaches of this Policy which arise within University residences may in the discretion of Student Housing Services, proceed under the Residence Community Living Standards.

5. Alleged breaches of this Policy which arise at the Ridgetown campus will be subject to the process and procedures specific to that campus.

6. Alleged breaches of this Policy committed by students who are identified as Students-At-Risk by the Student At-Risk Team (“SART”) may at the discretion of the SART team, proceed under the Protocol for Responding to Students At-Risk.

University Community Values

7. The University of Guelph’s core value is the pursuit of truth. It is animated by a spirit of free and open enquiry, collaboration, and mutual respect. It asserts the fundamental equality of all human beings and is committed to creating for all members of its community, an environment that is hospitable, safe, supportive, equitable, pleasurable, and above all, intellectually challenging (University of Guelph Act, 1964). It is expected that all members of the University community will support and enrich these values by interacting with each other in a manner that is respectful, civil and consistent with the following responsibilities.

Diversity

8. Students have a responsibility to help create and uphold an environment that respects the diversity and differences of members of our campus, and allows all members to be treated with dignity, worth and respect. An example of this type of responsibility is the requirement to abide by the University’s commitment to the Ontario Human Rights Code and the Human Rights at the University of Guelph Policy 1, including but not limited to refraining from engaging in activities that express intolerance on grounds prohibited by the Human Rights at the University of Guelph Policy.

Integrity

9. Students have a responsibility to help maintain the integrity of the University as a community for learning. An example of this type of responsibility is the requirement to abide by all Federal, Provincial and Municipal laws and University policies including but not limited to:

   a. Drugs and Drug Paraphernalia - to not possess, use, supply or traffic illegal drugs, drug paraphernalia or controlled substances.

   b. Alcohol - to possess, purchase, and/or use of liquor by those under the age of 19 is prohibited. The sale or provision of alcohol to anyone under the age of 19 is prohibited. Consumption or open possession of liquor is prohibited on campus other than in those areas where it has been specifically permitted.

   c. Smoking - to abide by the University’s policy, Smoking in the Workplace, which includes not smoking or using an electronic cigarette inside any University building or vehicle, or within nine metres of any building entrance or exit.

   d. Information Technology (IT) - to use computer login codes or passwords and University IT resources (e.g., computing account or workstation) in accordance with the University’s Acceptable Use Policy.

   e. Permits and Identification - to not acquire, use, loan or disseminate University identification, express plans, building access cards, bus passes or parking permits that are stolen, borrowed, cancelled, lost, false, altered or expired. To not loan any of your identification to others nor alter or produce fake identification.

   2 Allegations of criminal or other offences may be addressed off-campus under the applicable legislation. The University may also initiate charges under this Policy with respect to the same incident(s) if Campus Community Police in consultation with the Associate Vice-President Student Affairs determine that the allegation in question materially affects the safety, integrity and/or educational interests of the University community.

Learning

10. Students have a responsibility to help support community members’ access to the tools they need to engage in their learning and development, both in and outside of the classroom. An example of this type of responsibility is the requirement to abide by the following:

   a. University Property - to respect posted hours and limits on entry where such conditions exist.

   b. Property - to not destroy, tamper with, deface or vandalize, monopolize, unlawfully access, remove or possess property not your own, including but not limited to property of the University and personal property.

   c. Disruption - to not interfere with the normal functioning of the University, nor to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes, or to hinder other members of the University community from being able to carry on their legitimate activities, including their ability to speak or associate with others.

Safety

11. Students have a responsibility to support an environment that enables students to be safe and free from harm. An example of this type of responsibility is the requirement to abide by the following:

   a. Harassment - to treat all members of the University community with respect and without harassment. Harassment is defined as any attention or conduct (oral, written, virtual, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating. Examples include but are not limited to bullying, hazing, sexual harassment, or unwanted sexual attention.

   b. Sexual Assault - to not assault any person sexually or threaten any person with sexual assault. Sexual assault is defined as any unwanted act of a sexual nature imposed by one person upon another and includes such activities as kissing, fondling, oral or anal sex, intercourse, or other forms of penetration, without consent. Sexual assault can also occur in a dating relationship or marriage.

   c. Bodily Harm - to not engage in activities that are likely to endanger the health or safety of yourself or another person, or to assault or threaten to assault another person or to knowingly cause another person to fear bodily harm.

   d. Firearms and Other Weapons - to not bring onto campus any firearms or weapons (examples include but not limited to: BB guns, slingshots, paintball guns, fireworks, gunpowder or any other forms of unauthorized hazardous materials). Students are not allowed to use any objects to injure, threaten or intimidate a person.

   e. Fire and Life Safety Equipment - to not tamper or interfere with, discharge or activate any life safety or fire equipment on campus unless for the purposes of responding to an emergency. Life safety equipment includes but is not limited to defibrillators, fire extinguishers, fire alarms and emergency phones.

   f. Guests - to take reasonable steps to ensure your guests comply with this Policy. Students may be held responsible for any breach of the rules committed by your guests on campus.

Interim Suspension

12. If a student has been charged with a breach under this Policy and a student’s conduct raises a reasonable apprehension of harm to the student or to others at the University, or the normal functioning of the University, the President or designate may, in his or her discretion, implement an interim suspension order. A Judicial Hearing will be undertaken as soon as possible and, in any event, no longer than fourteen working days from the laying of the charge.

Process

Guelph Campus

13. Students who do not comply with these responsibilities may be charged with a breach of this Policy in two ways:
a Notice of Offence issued by Campus Community Police, or
b a charge laid by an individual or by the University.

14. The hearing process under this Policy is carried out by the Judicial Committee
based on the principles of fairness, participation and efficiency.

15. The Judicial Committee has authority to issue orders and penalties as outlined in
its Terms of Reference. If a student has been found guilty of previous breaches of
this Policy or the Residence Community Living Standards, that information is made
available to the Judicial Committee for penalty consideration.

Information on the Judicial procedures or common penalties may be obtained from the
Judicial Website, or by calling the Judicial Officer, University Centre, at extension 52464
or from the Director's Office at Ridgetown campus.

Ridgetown Campus
Process and Procedures for the Ridgetown campus is available at: http://www.uoguelph.ca/
registrar/calendars/diploma/current/

Periodic Review Process

16. This Policy will be reviewed no less frequently than every five years by the Student
Rights & Responsibilities Committee. Comments and specific suggestions for amendments
or additions to the Policy are welcome at any time and should be referred to the Office
of Student Affairs at: st_affs@uoguelph.ca.

Notification of Disclosure of Personal Information to
Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out
hundreds of surveys each year on a wide range of matters, including education. It is
essential to be able to follow students across time and institutions to understand, for
example, the factors affecting enrolment demand at postsecondary institutions. The
increased emphasis on accountability for public investment means that it is also important
to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all
colleges and universities to provide data on students and graduates. Institutions collect
and provide to Statistics Canada, student identification information (student's name, student
ID number, Social Insurance Number), student contact information (address and telephone
number), student demographic characteristics, enrolment information, previous education,
and labour force activity. The Federal Statistics Act provides the legal authority for
Statistics Canada to obtain access to personal information held by educational institutions.
The information may be used for statistical purposes only, and the confidentiality provisions
of the Statistics Act prevent the information from being released in any way that would
identify a student. Students who do not wish to have their information used can ask
Statistics Canada to remove their identifying information from the national database. On
request by a student, Statistics Canada will delete an individual's contact information
(name, address, or other personal identifiers) from the PSIS database. To make such a
request, please contact us: Via telephone: Monday to Friday 8:30 A.M. to 4:30 P.M.
EST/EDST 1-800-263-1136 (Toll Free) or 1-514-283-8300 Via mail: Institutional Surveys
Section, Centre for Education Statistics, Statistics Canada, Main Building, SC 2100-K
100 Tunney's Pasture, RHC 13th floor Ottawa, Ontario, K1A 0T6 Via e-mail:
PSIS-SIEP_contact@statcan.gc.ca Further details on the use of this information can be
obtained from the Statistics Canada Web site http://www.statcan.gc.ca/eng/start

University ID Cards

A University ID Card is issued to each student registered at the University. The following
regulations apply:

1. The University of Guelph ID Card must have: the University of Guelph logo; the
cardholder's surname, first name and identification number; a colour photograph of
the cardholder; a bar code for Library check-out privileges; a magnetically encoded
stripe on the back of the card; and a brief summary of the rules and regulations for
use of the card.

2. The Card is the property of the University of Guelph.

3. The Card is not transferable and the cardholder will be responsible for all use made
of the Card unless and until written notice is received by Enrolment Services, Office
of Registrarial Services.

4. Presentation of the Card will be required before certain University services will be
extended. University services may be denied to an individual who does not present
a valid card.

5. The Card may not be retained as collateral for any University service except for those
services holding and displaying a permit, signed by the Registrar authorizing the
withholding of the student, faculty or staff identification card for short periods while
that person is utilizing the services offered.

6. A University Card will be issued to each new student. New students at the Guelph
campus who do not obtain a card must contact the ID Card Centre, Enrolment Services,
level 3, University Centre for assistance. Ridgetown Campus new students must obtain
a student card in the Petell Student Services building.

7. The University of Guelph ID Card colour photo must show a clear, front view of the
applicant’s full face. Hats, headbands or sunglasses may not be worn in the photo.
The applicant’s eyes must be open and looking directly ahead. Head coverings worn
for religious or medical reasons can be worn but must not cover any part of the
applicant’s face. The head covering must not obscure or obstruct a full front view of
the applicant’s face, nor can it cast a shadow on the face. Persons with a niqab or
burka who require their University ID Card be issued at the University of Guelph
campus will have a female staff member photograph and verify the individual’s
identity in a private setting.

8. Loss or finding of the University Card should be reported to the ID Card Centre at
Enrolment Services.

9. A service charge will be levied for replacement cards.
XIV. Administration and Faculty

Chancellor and Chancellor Emerita

Mr. David Mirvish, Chancellor
Hon. Pamela Wallin, Chancellor Emerita

The Board of Governors

Mr. Kevin Golding, (Chair)
Ms. Laura Armstrong
Mr. Graham Badun
Mr. Gerrit Bos
Ms. Nancy Brown Andison
Mrs. Shauneen Bruder, (Vice Chair)
Mr. Michael Cameron
Mrs. Nancy Croitoru
Ms. Mary Deacon
Mr. Earl Ellis
Mr. Paul Gallagher
Mr. Paul Gibson
Dr. Sally Hickson
Mr. Bill Hogarth
Mr. Peter MacGowan
Ms. Wendy Millar, (Vice-Chair)
Dr. David Mirvish, (Chancellor)
Dr. Coral Murrant
Mr. Neil Parkinson
Mr. Thomas Sasso
Dr. Byron Sheldrick
Ms. Irene Thompson
Dr. Franco Vaccarino, (President)
Ms. Kate Revington, (University Secretary; non-voting)

Administrative Officers

Office of the President

F. Vaccarino, President and Vice-Chancellor, B.Sc. (TOR.), M.Sc., Ph.D (MCG)
V. Hodgkinson, Special Advisor to the President, B.A. (YORK, CAN.), M.A. (GUELPH)
M.M. Murphy, Legal Counsel, B.Sc. (St. F.X. ANTIGONISH, N.S.), LLB (W.ONT.)

University Secretariat

K. Revington, University Secretary, B.A. (QU.), M.Ed. (BOSTON)
G. Gauthier, Associate University Secretary, B.A. (W. LAUR.), M.A. (GUELPH)
H. Jarvis, Assistant University Secretary & Judicial Officer, B.A. (QU.), M.A., J.D. (TOR.)

K. Ingoldsby, Governance Officer, B.A.(W. ONT), CHRP (FANSHAWE)
B. Doadit, Acting Governance Officer, B.F.A (RYERSON), J.D. (W.ONT)

Office of the Provost and Vice-President (Academic)

C. Yates, Provost and Vice-President (Academic), B.A. (WINN.), M.A. (QU), Ph.D. (QU.)
S. Desmarais, Associate Vice-President (Academic), B.A., M.A., Ph.D. (WAT.)
B. Whiteside, Associate Vice-President (Student Affairs), B.A., M.A. (GUELPH)
B. Bradshaw, Assistant Vice-President (Graduate Studies), Associate Professor, B.A. (TRENT), Ph.D (GUELPH)
R. Graham, Chief Information Officer and Chief Librarian, B.S. (Wilberforce), M.S. (UIUC)
T. Jandrisits, Assistant Vice-President Faculty & Academic Staff Relations, B.Sc. (GUELPH), CHRP
D. McQuarrie, Interim Registrar, B.A. (MORAVIAN), M.S.Ed. (MONTMOUTH)
D. Draper, Manager, Faculty & Academic Staff Relations, B.A.H. (MANIT.), MIR. (QU.)
S.G. Dorr, Coordinator of the Undergraduate Academic Information Centre, B.A., M.A. (GUELPH), M.S. (KANSAS ST.)
M. Ridley, Acting Director of First-Year Seminars, B.A., (GUELPH), M.L.S. (TOR.), M.A. (NEW BR.), M.Ed (TOR.)
T. Oakley, Special Project Manager, Faculty and Academic Staff Relations, B.A.Sc., M.Sc., M.A. (GUELPH)
P. Tersigni, Director, Academic Programs & Policy, B.A., M.A. (GUELPH)
J. Emeneau, Curriculum Manager, Associate Vice-President (Academic), B.A.Sc. (GUELPH)

Office of Resource and Planning Analysis

K. Menard, Assistant Vice-President (Institutional Research and Planning), B.A. (CAR.), M.A., Ph.D. (WAT.)
C.A. Beattie, Research Associate, B.Sc. (GUELPH)
A.E. Hollings, Research Associate, B.A. (TOR.), B.Sc., M.Sc. (GUELPH)
M. Kupferschmidt, Research Associate, B.A. (GUELPH)

Office of the Vice-President, External

D. Atlin, Vice President, External, B.A. (W.ONT)
K. Bertrand, Associate Vice-President, (Major Gift Advancement), B.A.H. (QU.)
C. Cunningham, Assistant Vice-President, Communications & Public Affairs, B.E.S. (WAT)
J. Moreton, Associate Vice-President, (Alumni Advancement), B.A. (GUELPH), M.A. (W. LAUR.)

Alumni Affairs and Development

K. Bertrand, Assistant Vice-President, (Major Gift Advancement), B.A.H. (QU.)
J. Moreton, Associate Vice-President, (Alumni Advancement), B.A. (GUELPH), M.A. (W. LAUR.)

Communications and Public Affairs

C. Cunningham, Assistant Vice-President, B.E.S. (WAT.)
L. Bona Hunt, Director, News Service, B.Sc. (UTAH), M.A. (GUELPH)
S. Bubak, News Editor, B.A. (WAT.), B.J. (RYERSON)
K. Gonsalves, News Service Officer, B.J. (RYERSON)
J. Hennessy, Internal Communications Communications, B.A. (WAT.)
S. Morrison, Manager Publications, B.A. (W. LAUR.), B.J. (UNIVERSITY OF KING’S COLLEGE)
S. Robertson, Manager, University Website, B.A. (YORK, CAN.)
A. Scott, Web Designer, B.F.A. (NSCAD)
A. Vowles, Staff Writer, B.Sc. (GUELPH)
V. Ward, Administrative Assistant, B.A., M.A. (GUELPH)

Community Relations

S. Bennett, Director University and Community Relations, B.A. (QU.)
C. Alexander, Special Projects Manager, B.B.A. (SFU)

Office of the Vice-President (Finance and Administration)

D. O’Leary, Vice-President (Finance and Administration), B.B.A. (UNB.)
R.J. Carter, Associate Vice-President (Physical Resources), M.A., Sc., PENG., CEFP
M. Harley, Assistant Vice-President (Human Resources)
J. Miles, Assistant Vice-President (Finance and Services), B.A. (WAT.), C.M.A.
E. Townsend, Executive Director (Hospitality Services)
D. Lee, Director, Campus Community Police, Emergency Management & Fire Safety

Office of the Vice-President (Research)

M. M. Campbell, Vice-President (Research), B.Sc., Ph.D. (GUELPH)
J. R. Livernois, Associate Vice-President (Research Services), B.A. (TOR.), M.A., Ph.D. (BR.COL.)
R. Moccia, Associate Vice-President (Strategic Partnerships), M.Sc. (GUELPH)

Ontario Agricultural College

R.J. Gordon, Dean and Professor, B.Sc., M.Sc. (MCG.), Ph.D. (GUELPH)
B.A. Hale, Associate Dean (Research & Innovation) and Professor, B.Sc., M.Sc. (TOR.), Ph.D. (GUELPH)
J.M Schmidt, Associate Dean (Academic) and Professor, B.Sc., M.Sc. (TuBINGEN), Ph.D. (TOR.)
R.C. Van Acker, Associate Dean (External Relations) and Professor, B.Sc., M.Sc. (GUELPH), Ph.D. (READING)
J. Johnson, B.Sc. (Environmental Science) and D.T.M., Program Counsellor,
L. Halfpenny-Mitchell, Senior Manager Finance and Administration, B.Sc. (GUELPH), C.M.A.
Glossary

Academic Evaluation
The Academic Evaluation Report is a report of a student's academic progress towards the completion of a specified program and specialization.

Academic Sanction
Academic sanction is the penalty applied to students who fail to make payment, or suitable arrangements for payment, of their University account. Students on academic sanction may not receive semester examination results or official transcripts; may not receive clearance to graduate; and/or may not be allowed to register for a subsequent semester.

Academic Session
See Academic Term.

Academic Term
An academic term is an independent academic period of 15 weeks, half of an academic year. Also referred to as a semester (see definition below).

Academic Year
An academic year is two semesters; undergraduate traditionally classified as first year (freshman), second year (sophomore), third year (junior), or fourth year (senior). Under the semester system this classification has less meaning than under a whole year system but is occasionally used to indicate the level at which a student has arrived.

Add Period
The add period opens prior to the beginning of the semester where students are permitted to add courses for the current semester.

Assigned Grade
An assigned grade is a numerical grade based on the instructor's recommendation and granted at the discretion of the Program Committee to students who have not completed course requirements.

Audit
An audit is registration in a course for which degree or diploma credit is not sought. Audited courses are not reported on the official transcript or academic record.

Baccalaureate
Baccalaureate refers to an undergraduate degree awarded by the University upon successful completion of the requirements of a program.

Certificate (degree level)
See Secondary Area of Study.

Class Days
Class days are used to express deadlines. Class days are calculated from the start of the regular class schedule. (See Schedule of Dates).

Class Level
Class level is a determination of a student's progression in an academic program by credit weights with increments of 2.50 credits.

Clearance to Graduate
Clearance to graduate denotes that an applicant for graduation has satisfied all program requirements and is recommended for graduation.

Cohort Year
Cohort year refers to the academic calendar year for your first admission to the university or the calendar year for subsequent admission to a new program or readmission to the same program or a new program. Tuition fees are assessed based on this assigned year.

Compassionate Grounds
Compassionate grounds are reasons of a serious personal nature which, subject to the approval of a committee or authorized person, justifies a variation of the rules in the case of a particular student.

Core course
A core course is one which is listed in a schedule of studies in the Diploma Program Calendar and identified as being a required course for a program.

Corequisite
A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously.

Course
A course is an organized unit of study extending over a semester, (e.g. Economics ECON*1100).

Course Attempt
A course attempt reflects the situation where a student has completed courses either satisfactorily or unsatisfactorily.

Course Equate
Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. Students will not be permitted to register in both equated courses.

Course Level
Course level denotes the seniority of a course. 1000-level and 2000-level courses are considered first and second year courses. 3000-level and 4000-level courses are considered senior level courses.

Course Load
Course load denotes the total weight of the credits in which a student is enrolled determining part-time or full-time status. Courses taken via Letter of Permission are not used to calculate course load.

Course Restriction
A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic department so that particular students may or may not register in particular courses. The course may be restricted because there is sufficient overlap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrollment management purposes. (See Priority Access).

Course Section
A course section is a subgroup of a course that denotes time and location.

Course Selection
Course selection is the process by which students select course sections for the succeeding semesters.

Credit
A credit is a unit of academic measurement equivalent to a single-weighted one-semester course.

Credit Standing
Credit standing (CRD) denotes that the student has successfully completed a course, but was not assigned a numerical grade.

Cumulative Average
Cumulative Average is calculated by dividing the weighted course total by the total credit attempts over all semesters (see Weighted Course Total).

Degree Program
See Program and Baccalaureate.

Deferred Privilege
A deferred privilege (DEF) is a temporary extension of time granted at the discretion of a Program Committee to a student for completion of the requirements of a course, normally for illness or compassionate reasons.

Diploma (degree-level)
See Secondary Area of Study.

Diploma Program Calendar
The Diploma Program Calendar is an annual publication containing official information about Associate Diploma Programs and regulations of the University of Guelph and Ridgetown campus.

Drop Period
The drop period for single semester courses starts at the beginning of the add period and extends to the 40th class day where students are permitted to drop a course for the current semester.
The drop period for two-semester courses starts at the beginning of the add period in the first semester and extends to the last day of the add period in the second semester. See Two-Semester Courses.

Elective
An elective is a course, acceptable within the program but chosen at the discretion of the student.

Equate
See Course Equate.

Faculty Advisor
See Chapter VII - Academic Advising.

Grade Report
A grade report is released by the Registrar to each student at the conclusion of a semester via WebAdvisor. It notes the courses attempted and the grades assigned (if applicable).

Hiatus
See Withdrawal.

In-course Student
In-course refers to a student enrolled in a program of study at the University.

Mailing Address
The mailing address is a temporary address used for mailing if one is recorded; otherwise the home address is used.

Minor
See Secondary Area of Study.

New Student
New student refers to a student who has never before been registered at the University of Guelph.

Prerequisite
A prerequisite is a prior requirement for entry into a course. Where a course is specified as a prerequisite, pass standing in the course is required.

Priority Access
Priority Access is the process by which a department implements course restriction rules in order to limit registration in a course where enrolment demand habitually exceeds course capacity and where there is demonstrated need to restrict access to a particular cohort of students on a priority basis. In general, course restrictions are clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

Program
A program is a structure of courses leading to a University degree or Diploma (e.g. B.A.Sc. program).

Program Counsellor
See Section VII - Academic Advising.
The Program Counsellor is someone who assists students in the development of educational plans which are realistic and compatible with their life goals by helping to identify and assess alternatives and consequences of decisions, and providing interpretation of regulations applying to the specific degree program.

Registration
Registration is the official enrolment of students in the University for a particular semester, and includes the selection of course sections and the payment of tuition fees and, where appropriate, other University fees.

Required to Withdraw
See Restriction.

Restricted Elective
A restricted elective is a course which must be chosen from a stated group of courses to satisfy the program requirements.

Restriction
See Course Restriction

Rustication
A defined period of time during which the student is not eligible to register in their current academic program as a result of an academic review decision. After the period of rustication the student must apply for re-admission to the University of Guelph.

Schedule of Dates
The schedule of dates is a list of significant dates at the University, approved by Senate.

Schedule of Studies
A schedule of studies is the requirements for specializations, majors, minors, and various levels of concentration of study within a degree or diploma program, including programs without specialization. Schedules of studies are completed within a specific degree or diploma program and must normally be declared by the start of semester 3. Students need to be aware that progress within a program and graduation with a degree or diploma from that program depends upon a) the degree or diploma program requirements, and b) the requirements for the declared schedule of studies.

Secondary Area of Study
An identified set and sequence of courses, and/or other units of study, research and practice within an area of disciplinary or interdisciplinary study, which is completed on an optional basis while fulfilling the requirements for the awarding of a degree, and may be recorded on the graduate’s academic record. The curriculum of a secondary area of study may be composed of elements of the core course offerings of a major, or may be a coherent package of courses organized around a theme, a course of study that bridges two or more disciplines, and/or a training program for a particular skill. Secondary Area may be a minor or degree-level certificate or diploma.

Semester
A semester is an independent academic period of 15 weeks, half of an academic year; similar to a term at other universities. Summer semester is from May to August. Fall semester is from September to December. Winter semester is from January to April.

Semester Average
Semester Average is calculated by dividing the weighted course total by the total credit attempts in the semester (see Weighted Course Total).

Semester Level
See Class Level.

Session
A session is an academic period of 7 weeks within the Summer semester, including 6 weeks of classes and 1 week of examinations. Courses presented during a session will be equivalent to a regular semester offering.

Specialization
For specialization see schedule of studies.

Subject
A subject is a defined sector of study composed of 1 or more courses within a discipline.

Supplemental Privilege
Supplemental privileges are granted at the discretion of the Program Committee, and in consultation with the instructor, affording a student who has received a failing grade on the original course attempt, the opportunity to obtain credit for the course while retaining the original failing grade.

Transcript
A transcript is an official document prepared by the Registrar recording a student’s courses and grades.

Two-Semester Course
A two-semester course is a course that is taken over 2 continuous semesters and counts as 2 course attempts for classification, continuation of study and calculation of fees. Two semester courses cannot be split.

Undergraduate Calendar
The undergraduate calendar is an annual publication containing official information about the undergraduate academic programs and regulations of the University.

Weighted Course Total
Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.
Withdrawal
Withdrawal of registration for an academic term after the start of classes.

Withdrawal with Failure
Withdrawal with failure may be applied to a course or an academic term. The notation “WF” will appear against the course(s) in the grade field on the official transcript.
Revisions

On the basis of information received from program committees, colleges or departments the 2017 - 2018 Diploma Calendar includes the following revisions:

Note
Those who may have used the PDFs to download and print off these calendar sections are advised to re-print the revised sections accordingly. Please be aware sectioning, page numbering, table of contents may have changed.

March 1, 2017

Initial publication of the 2017-2018 Diploma Calendar.