

# 2009-2010 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic years, including the Fall Semester 2009, the Winter Semester 2010 and the Summer Semester 2010.

For your convenience the Graduate Calendar is available in PDF format.

If you wish to link to the Graduate Calendar please refer to the [Linking Guidelines](#).

The University is a full member of:

- The Association of Universities and Colleges of Canada

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The logo for the University of Guelph, featuring the text "UNIVERSITY of GUELPH" in a stylized font.The tagline "CHANGING LIVES IMPROVING LIFE" in a bold, sans-serif font, set against a yellow background.

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## **Disclaimer**

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The Office of Graduate Program Services has attempted to ensure the accuracy of this on-line Graduate Calendar. However, the publication of information in this document does not bind the university to the provision of courses, programs, schedules of studies, fees, or facilities as listed herein.

## **Limitations**

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The University of Guelph reserves the right to change without notice any information contained in this calendar, including 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 degrees or diplomas in any or all of its programs.

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 the faculty, staff or students of the university or by others, civil unrest or disobedience, Public Health Emergencies, or any other cause of any kind beyond the reasonable control of the university.

The University of Guelph reaffirms section 1 of the Ontario Human Rights Code, 1981, which prohibits discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status or family status.

The university encourages applications from women, aboriginal peoples, visible minorities, persons with disabilities, and members of other under-represented groups.

## **Introduction**

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### **Collection, Use and Disclosure of Personal Information**

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm). 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>.

### **Statistics Canada - Notification of Disclosure**

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

### **Address for University Communication**

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

#### **Email Address**

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The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly.

#### **Home Address**

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

#### **Name Changes**

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The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

### **Student Confidentiality and Release of Student Information Policy Excerpt**

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The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <http://www.uoguelph.ca/policies>.



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## II. General Regulations

Includes university-wide policies on admission, registration, graduation, theses, fees and other subjects of importance to graduate students.

### Admission

#### Admission Requirements

In the *Graduate Calendar*, the typical Canadian university curriculum and university system are understood to be the academic standard of reference.

The minimum requirement for admission to a master's program is a baccalaureate, in an honours program or the equivalent, from a recognized university or college. The applicant must have achieved an average standing of at least second-class honours ('B-' standing) in the work of the last four semesters or the last two undergraduate years (full-time equivalent). Applicants who hold the DVM degree (or equivalent) and who are applying to the master's program must have achieved an overall average standing of at least second-class honours ('B-' standing) in their program. Standings higher than the minimum 'B-' average are required in some departments for admission to the master's program. Applicants for admission to graduate work whose baccalaureate is not from an honours program or the equivalent and who wish to obtain an honours equivalent degree should direct any enquiries to Admissions Services, Office of Registrarial Services.

Applicants who wish to upgrade their academic qualifications for admission should consult Graduate Program Services, Office of Registrarial Services, for advice on appropriate upgrading procedures prior to applying to a graduate program.

Applicants who believe that their experiential learning may compensate for academic standing which does not meet the university minimum requirements are directed to contact the program(s) of interest regarding availability of alternative admissions criteria.

Admission to doctoral programs normally requires a satisfactory baccalaureate and at least high second-class honours ('B' standing) in a recognized master's degree. Applicants who hold the DVM degree (or equivalent) and who are applying to the DVSc program must have achieved an overall average standing of at least high second-class honours ('B' standing) in their program. Standings higher than the minimum 'B' average are required in some departments for admission to doctoral programs.

Admission, whether as a regular, a provisional, or a special student is, in all cases, based upon the recommendation of the department concerned and is subject to the approval of the Dean of Graduate Studies on behalf of the Board of Graduate Studies. Admission to advanced courses of instruction or to the privileges of research does not imply admission to candidacy for a higher degree.

#### Application for Admission

Potential students may apply through our on-line application process which can be accessed from the Graduate Studies home-page at <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?apply>. Please check with the individual program for application deadline dates. The applicant must assemble all relevant documentation (see below) and any additional program-specific application materials (outlined in the graduate programs section of the *Graduate Calendar*) and forward the complete package to the department to which the applicant is applying.

*Transcripts:* One certified copy of each previous undergraduate and graduate transcript must be submitted. Applicants from outside North America are strongly urged to attach official statements of the grades obtained and the subject matter included. In instances where only one original transcript is issued, certified copies rather than originals should be submitted.

*Letters of Recommendation:* Assessment forms from two individuals who are well acquainted with the applicant's education and abilities must be submitted. Academic references are preferred, but former employers are also acceptable referees.

*English Proficiency:* Courses at the University of Guelph are completed in approximately 12 weeks. Students therefore must be proficient in the use of English, both written and oral, when they begin their studies at Guelph. The university requires that certification of such proficiency be provided by applicants whose first language is not English. Examples of acceptable assessment of proficiency include official scores or results from the Test of English as a Foreign Language (TOEFL) of the Educational Testing Service, the International English Language Testing System (IELTS), the Michigan English Language Assessment Battery (MELAB), and the Canadian Academic English Language (CAEL) assessment. The minimum acceptable score is 550 for the paper-based TOEFL, an overall score of 89 with no individual component below 21 for Internet Based TOEFL, 6.5 for IELTS, 85 for MELAB, and 60 for CAEL. (These minimum acceptable scores are subject to change.) Applicants should make arrangements to take one of these tests at least nine months before the opening date of the semester. Other forms of proficiency assessment may apply in individual cases; please contact the admitting department or program for additional information.

Applicants may also choose to enrol in the University of Guelph English Language Proficiency Program which is offered by the Office of Open Learning. Applicants who complete the advanced level of this program will be considered to be eligible to apply to a graduate program at the University of Guelph. Information on what advanced level constitutes may be found at <http://www.eslguelph.ca/>

*Other Documents and/or Examinations:* In some departments, a Statement of Interest outlining an applicant's major research interests and objectives in undertaking graduate study, may be requested.

Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores may be used as a basis for determining the acceptability of an applicant. Ample time should be allowed for the results to reach Guelph.

#### Refusal of Admission

Limitations of funds, space, facilities or personnel may make it necessary for the university, at its discretion, and in spite of the admission requirements set out above, to refuse admission to an otherwise acceptable applicant.

#### Admission of Faculty Members

Members of the faculty of the university who are:

- senior in rank to a lecturer are not eligible for admission to master's degree studies,
- senior in rank to an assistant professor are not eligible for admission to doctoral studies.

Permission to undertake graduate studies must be obtained from the president of the University of Guelph.

#### Conditional Admission

Conditional admission may be granted to an applicant whose record to date is acceptable but whose application is incomplete. If the documents are satisfactory when received, the student's admission is confirmed. If they are unsatisfactory, admission is revoked. Conditional admission will not be granted based on language test results other than the Guelph English Language Program.

#### Letter of Permission

Persons completing graduate programs at universities outside Ontario for whom it is necessary to complete some course work at the University of Guelph may apply for admission to a non-degree program on a Letter of Permission.

Any such students must complete the normal University of Guelph Application for Admission form. A letter must be submitted to Graduate Program Services by the Dean of graduate studies at the student's home university which outlines precisely what the student is expected to complete while at Guelph. This letter must also state that the work completed at Guelph will be a part of the student's program at the home university. No further admission documentation is required.

Students admitted on a Letter of Permission will register as special non-degree students. Students are responsible for requesting that transcripts of work completed at Guelph be sent to their home university.

#### Ontario Visiting Graduate Student Plan

Ontario universities currently have in place a plan whereby graduate students may take courses at other Ontario universities while remaining registered at their home universities. For information concerning the regulations and procedures involved, interested students are asked to contact the graduate studies office at their home university.

#### Description of Graduate Students

Graduate students are systematically described by category and by classification.

##### Category

*Regular Student:* An applicant who has met the university or program admission requirements, is considered for admission as a regular student.

*Provisional Student:* An applicant whose qualifications for meeting the minimum university or program requirements appear uncertain, may be considered for admission as a provisional student. This category is unavailable for applicants who clearly do not meet the minimum university admission requirements as assessed by Graduate Program Services. While provisional, the student's program will include at least one graduate course in each semester and may include active involvement in supervised thesis research. If at the end of one semester the department is satisfied with the student's progress, it will recommend to the dean transfer to regular student status. Upon such transfer, the student will receive credit for courses completed. If transfer to regular student status is not achieved at the end of one semester, the student may be permitted to continue for a second semester as a provisional student. At the end of this time, the record will be reviewed as before. If transfer to regular student status is not recommended, the student may be required to withdraw.

*Special Student:* Students who are not currently registered in a graduate degree or diploma program and who wish to take graduate courses for professional upgrading and/or personal interest should apply to Admissions Services. At the time of application to Admissions Services, the applicant should indicate clearly that they wish to apply as an undergraduate student, and that they are not registered for a graduate degree or diploma at that time. A registered undergraduate student may take a graduate course with the permission of the chair or director of the academic unit offering the course and the permission of the instructor of the course. In certain limited circumstances, graduate courses taken by undergraduate students may be credited to a graduate program at the University of Guelph. See Graduate Program Services for details.

## Classification

Students are classified as full-time or part-time on the basis of the program in which they are enrolled. All students have access to university activities and facilities and are expected to take part in the academic life of their program and the university.

### Full-time Student

Full-time students apply themselves to their graduate study as a primary responsibility. Normally graduate students will be registered as full-time students because they are registered in full-time programs.

### Distant Student

Full-time students may be located away from the university. If the student lives 200 km. or more from Guelph, the student may apply to be full-time distant, which precludes the payment of some non-tuition student fees.

### Part-time Student

Part-time students are enrolled in part-time graduate programs. This status must be declared at the time of admission. If a program does not indicate "full-time only", applicants may assume that a part-time option is available. Students interested in part-time study should consult graduate programs of interest to confirm the availability of this option. Part-time students may register for no more than 1.0 course credits in a semester. Three part-time semesters are regarded as the equivalent of one full-time semester in terms of minimum program duration.

In some instances full-time students may be allowed to transfer to part-time if demanding circumstances relating to personal health matters, family responsibilities, or employment exist. Documentation of these circumstances must be submitted to Graduate Program Services on an annual basis.

Pending transfer application and approval from both their program and Graduate Program Services, part-time students may transfer to full-time status at any time in their programs. Full-time graduate students originally admitted to part-time programs may transfer back to part-time status on request.

## Registration

### Enrolment and Registration

#### Regular and Provisional Students

Each regular or provisional student will enrol in a program of study in the jurisdiction of one of the following academic units: (a) a single department or school, (b) an interdepartmental committee, or (c) a centre. In each case the student will be identified with a single department in which he or she is deemed to be registered. Normally, the department so identified will be the department of which the advisor is a member. Students enrolled under (b) or (c) above will meet the degree requirements of that unit as arranged with the department in which they are registered.

#### Special Students

Each special student will register in a single department. The chair of that department, or the chair's nominee, is responsible for the student's program.

### Registration Procedure

Students are reminded that registration material must be submitted by the indicated deadlines. Check the Academic Schedule at the front of this calendar for the registration (also known as course selection) deadlines.

Normally six to eight weeks prior to the beginning of each semester, continuing students (with a few notable exceptions) may register through WebAdvisor for the upcoming semester. Alternately, the continuing student may file, in Graduate Program Services, a *Graduate Student Add/Drop & Change* form, in order to activate registration for the upcoming semester. The form must be approved in the academic unit concerned before it is submitted to Graduate Program Services. New students may register through WebAdvisor by mail or in person up until the last date for registration for new students as announced in the Academic Schedule.

University ID cards, which are used for identification and for library and bus pass purposes, are produced and validated at the ID Card Centre, University Centre level 3 upon initial registration. Validation stickers will be provided each semester to registered continuing students. Loss or theft of a university card should be reported at the ID Card Centre.

Normally, the registration procedure must be completed within the dates set in the Academic Schedule in this calendar. In special circumstances a student may be permitted to register up to 14 class days after the opening date with an appropriate late fee being assessed.

Financial statements are available on WebAdvisor following the course selection period for all preregistered students approximately four to six weeks prior to the beginning of each semester. Payment of account by the published deadline will complete the registration process. Late payment will result in the assessment of late fees. Failure to make appropriate payment arrangements by the end of the add period for the semester will result in the cancellation of enrolment (de-registration) for that semester. Reactivation of the term may only be approved with full payment or upon approval of Student Financial Services.

Students wishing to register in any undergraduate course or course for audit must obtain the instructor's signature on the *Graduate Student Add/Drop & Change* form.

Students registered in multi-semester courses must register in *each* semester in which they are actively engaged in course requirements, unless otherwise stated in the course description.

### Registration Changes

Changes of registration (deletion or addition of courses) may only be made on the recommendation of the student's advisory committee and with the approval of the Dean of Graduate Studies. Credit will be given only for courses listed on the Graduate Student Add/Drop & Change form or authorized through an official change of registration. 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 deadline to drop a two-semester course is the add deadline date specified for the second semester of the course.

### Continuity of Registration

Students are expected to register in each consecutive semester of study until graduation. They must be registered in each semester in which they are actively engaged in course work or research, including any semester in which they have any contact with university faculty/staff or use of university facilities in connection with their degree program.

Without prior permission from the Dean of Graduate Studies, students normally cannot register at the University of Guelph while they are registered as a student at another university. University of Guelph graduate students, with prior permission from the Dean of Graduate Studies, may arrange a leave of absence to register at another university. Students should consult Graduate Program Services about the options available when planning such activities.

A regular student may make prior arrangements, subject to review and recommendation by the department, to take a leave of absence from graduate studies for a specified period of time, not to exceed one year. The Board of Graduate Studies may approve a leave of absence for students who request permission not to register for two or more consecutive semesters. Further leave(s) of absence may be granted subject to review and recommendation by the department and approval by the Board of Graduate Studies. A leave of absence approved by the Board of Graduate Studies will include adjustments in the time allotted for completion of the graduate program. Parental leave will be accommodated under this regulation.

The Dean of Graduate Studies may routinely approve a leave of absence for students who request permission not to register for one semester, without adjustment to time allotted.

Failure to register or receive prior permission for a leave of absence will be regarded as withdrawal from graduate studies at this university. Students who wish to resume their studies must apply for readmission; if readmitted they will be required to conform to current regulations.

A student who has not completed all the requirements for the degree by the due date for thesis submission in a particular semester must re-register. Candidates must be registered in the semester in which they qualify for the degree.

In the case of conjoint or co-operative graduate programs with other universities, arrangements will be made to ensure that the students involved are not placed at a disadvantage with respect to continuity of registration.

### Cancellation of Registration

A student who wishes to withdraw from the university is expected to consult with the department graduate co-ordinator prior to submitting the withdrawal notice to Graduate Program Services. Within the time limits described in , approval of the withdrawal entitles the student to a refund on a prorated basis. No such refund may be claimed without the graduate dean's authorization.

In the event that a student fails to obtain satisfactory standings or to make satisfactory progress either in course work or in research, the Board of Graduate Studies may require the student to withdraw. Registration will be cancelled as of a date specified by the Board and an appropriate refund of fees authorized.

A student who withdraws from the university 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 their cost will be charged to the student's account.

## Student Programs

### Advisory Committee

In all cases, the student's program of study is established and supervised by the advisory committee. The advisory committee must be established and the Advisory Committee Appointment form submitted to Graduate Program Services not later than the mid-point of the student's second registered semester. Once the committee has been approved, no changes may be made to its membership without the written approval of the departmental graduate studies committee and the consent of the Dean of Graduate Studies.

### Establishment of Program

After examining the student's academic record, the committee will arrange a program appropriate for the degree. The committee will give due consideration to relevant courses passed by the student at any recognized university or college and any necessary placement examinations taken. The program will include *prescribed studies* on the basis of which the candidate's final standing will be determined. It may include *additional courses* either

chosen by the student or specified by the committee. For master's degrees by course work, OCGS by-laws permit a maximum of 1/3 of the credits to be taken from senior undergraduate courses; however individual programs may require a higher proportion of graduate courses. The program established by the advisory committee must be submitted for approval to the department graduate coordinator no later than the beginning of the student's third semester.

### Changes in Program

Once the program of courses is established, changes may be made, subject to the approval of the advisory committee, and reported to the Dean of Graduate Studies.

### Transfer of Academic Credit

On the recommendation of the advisor and with the approval of the department chair and the Dean of Graduate Studies, a graduate student may take, and receive credit for, graduate courses at another university. The arrangements for these courses must be made through the Dean of Graduate Studies or the dean's delegate.

### Seminar Courses, Practica and Internships

Either a numeric grade or a designation of satisfactory (SAT) or unsatisfactory (UNS) may be used in evaluating the student's performance in such courses.

### Major Paper

In all non-thesis programs, the major paper is assigned a course number and appropriate credits. The course may extend over two semesters and the student's performance may be indicated by a numeric grade or a satisfactory (SAT) or unsatisfactory (UNS) designation. A copy of the major paper must be deposited in the department or school in which the student is registered.

### Auditor Privilege

With the consent of the advisory committee, the instructor and the department chair concerned, a student may register for and audit all or part of a course. It is understood that the student will attend lectures as prescribed but will not write any examination or receive any grade. Such a course may be recorded as an additional course, identified by AUD.

### Language of Instruction

The English language is used for instruction, in the writing of examinations, and in text books used at this university (except in modern and classical languages). The thesis and other reports must be written in English.

### Short Courses for Graduate Teaching Assistant

Graduate teaching assistants and other graduate students may avail themselves of short courses on specific educational topics offered by Teaching Support Services. Information on the courses offered in the each academic year may be obtained from Teaching Support Services.

### Animal Care Instruction

All graduate students who will utilize vertebrate animals in their research and/or who will be teaching assistants in a course involving vertebrate animals must fulfill the requirements of the Animal User Training Program or have equivalent training. Students must complete the training prior to commencement of work with live animals. See Animal User Training Program for details.

### Academic Standings

A department may require examinations (oral and/or written), from time to time, to evaluate the student's progress. Numeric grades must be assigned to indicate the student's standing in courses except where otherwise specified

### Grades Schedule

In courses which comprise a part of the student's program, standings will be reported according to the following schedule of grades:

- A+ 90-100%
- A 85-89
- A- 80-84
- B+ 77-79
- B 73-76
- B- 70-72
- C+ 67-69
- C 63-66
- C- 60-62
- F 0-59

### Grade Interpretation

Course grades help to determine who may or may not continue in a program to completion, to recommend advancement to a subsequent degree, and to determine eligibility for in-program scholarships and possible consideration for awards upon graduation. However, graduate coursework represents a smaller fraction of the student's overall evaluation than

do undergraduate course grades. Performance in research is a key component of evaluation at the graduate level.

90-100 (A+)	<b>Outstanding.</b> The student demonstrated a mastery of the course material at a level of performance exceeding that of most scholarship students and warranting consideration for a graduation award.
80-89 (A- to A)	<b>Very Good to Excellent.</b> The student demonstrated a very good understanding of the material at a level of performance warranting scholarship consideration.
70-79 (B)	<b>Acceptable to Good.</b> The student demonstrated an adequate to good understanding of the course material at a level of performance sufficient to complete the program of study.
60-69 (C)	<b>Minimally Acceptable.</b> The student demonstrated an understanding of the material sufficient to pass the course but at a level of performance lower than expected from continuing graduate students.
0-59 (F)	An inadequate performance

A graduate student who receives a grade of less than 60 per cent in any course (graduate or undergraduate, prescribed or additional) is deemed to have failed the course. The advisory committee must then take action. A student may not register for any course they have previously passed unless the course is a varying content course (such as a Special Topics course) or unless so directed by the Admissions and Progress Committee of the Board of Graduate Studies.

AUD	an "audited" course (additional courses only).
INC	incomplete or course not completed. It is required that the INC be replaced by a grade or an INF (incomplete failure) within the next registered semester.*
INF	incomplete: failure. Students not completing the course requirements within the prescribed time limit (see INC above) of receiving an INC will receive an INF grade for that course.* A grade value of 0 (zero) is attached to an INF grade.
INP	in progress. Multi-semester courses that are in progress will receive the INP interim grade designation in each semester prior to the semester of completion. Students registered in multi-semester courses must register in each semester in which they are actively engaged in course requirements. A grade is recorded in the final semester of offering.
MNR	mark not reported. Grade has not been reported to Graduate Program Services by department or school by the last day for grade reports for the semester. It is required that the MNR be replaced by a grade or an INF (incomplete failure) within the next semester.*
SAT	satisfactory. Used for evaluation of certain seminar and practicum courses
UNS	unsatisfactory, considered a failure. Used for evaluation of certain seminar and practicum courses. A grade value of 0 (zero) is attached to an UNS grade.
WDF	withdrawn: failure. Identifies a course from which the student withdrew after the announced last date for dropping courses. A course dropped prior to this last date is not recorded. A grade value of 0 (zero) is attached to a WDF grade.

\* Any student who receives an INC or MNR grade and for whom the final grade is not received in Graduate Program Services prior to the first day of the next semester, must complete the course in the next registered semester, at the end of which it is required that



the INC be replaced by a grade or an INF (incomplete: failure). If the student is not registered in the semester in which the course is completed, any submitted grade will not be accepted and the student will receive INF as a final grade. Note that the student does not register for the incomplete course again; when a grade is received, the grade will replace the INC or MNR grade originally recorded. Students who are registered may have, at the department/school graduate committee's discretion, up to the end of that subsequent semester to finish the course requirements before the grade of INF is automatically recorded. Exceptions to the above, for compassionate reasons, may be considered on appeal to the Admissions and Progress Committee of the Board of Graduate Studies.

### Thesis Assessment

In the thesis, numeric grades are not required; instead the work is reported as either satisfactory or unsatisfactory.

### Prescribed Studies

A graduate student must obtain an overall weighted average of 'B-' or better (at least 70%) in the prescribed studies, as set out in the approved program, in order to qualify for the degree or graduate diploma.

### Additional Courses

In the courses which are identified as additional courses, standings will be reported according to the schedule of grades set out above, and will be included in the calculation of the overall average described in Prescribed Studies. It is understood, that such additional courses are an integral part of the student's approved program.

### Departmental Review

At the end of each semester the academic record and progress of each student will be reviewed by the graduate faculty of the academic unit in which the student is enrolled and a report therein will be submitted by the advisor to the department graduate co-ordinator and to the student. If the report expresses some concerns about progress or unsatisfactory progress, a copy is submitted to the Dean of Graduate Studies. If the student fails a course or a required examination, the advisory committee, through the academic unit, will recommend appropriate action to the Board of Graduate Studies. Only by authority of the board may a further privilege of any kind be extended.

## Grounds for Academic Consideration

Academic consideration may be granted on the following grounds:

- medical
- psychological
- compassionate
- misapplication of regulations or procedures
- other special circumstances

Generally, work commitments will not constitute grounds for academic consideration. The necessity for documentation will depend on the situation. Students should contact their Advisor or Graduate Coordinator regarding documentation requirements.

If, due to medical, psychological or compassionate circumstances a student is unable to complete any portion of a 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 Advisor.
3. Complete and submit missed work by the new deadline established by the instructor.
4. Consult with your Advisor or Graduate Coordinator if you feel that appropriate consideration has not been granted by the instructor.

If the circumstances for academic consideration are such that they could affect a number of courses or completion of other work in the student's graduate program; or if the request for academic consideration involves a misapplication of regulations or procedures, or other special circumstances, the advisor or graduate coordinator should be consulted regarding an appropriate course of action.

If the student cannot reach a mutually agreeable course of action with the advisor or graduate coordinator, as appropriate, the student may discuss the issue with the department chair or the Dean of Graduate Studies. See the Dispute Resolution Mechanisms section of the calendar at [http://www.uoguelph.ca/Graduate Studies/calendar/geninfo/geninfo-por-drm.shtml](http://www.uoguelph.ca/Graduate%20Studies/calendar/geninfo/geninfo-por-drm.shtml).

## Graduation

Every candidate for an advanced degree is responsible for making application to graduate. The application must be filed when the thesis is submitted at Graduate Program Services or, where a thesis is not required, not later than the last date for thesis submission for the convocation concerned. The graduation list will be based upon these applications.

At the time of application for graduation, master's and doctoral students have the opportunity to choose an alternate degree designation to appear on the graduation diploma. A master's candidate may choose to have "Magisteriate in ..." rather than "Master of ...". A doctoral candidate may choose to have "Doctorate in ..." rather than "Doctor of ...". This designation will appear on the graduation diploma and the official transcript.

On completion of the graduate program, the student must make application at the Circulation Information Desk in the library for a clearance and must also pay the appropriate graduation fee at Graduate Program Services. Until these two steps have been taken, the student will not be eligible for the graduate degree, for a completed transcript, or for a fee rebate (if applicable). At least three working days must be allowed for clearance to be completed by the Division of Circulation and Interlibrary Services, McLaughlin Library.

## Transcripts of Record

Certified official transcripts of the student's academic record are available at Graduate Program Services. Only individually sealed copies are valid. Transcripts will be sent to other universities, to prospective employers, or to others outside the university only upon formal request by the student. Application for a transcript should be made at least three working days before it is required.

## Thesis

Each candidate for a graduate degree, with some exceptions, is required to submit a thesis based upon the research conducted under the supervision of a member of the graduate faculty. Details as to numbers of copies and arrangements for submission are given under the appropriate degree regulations. General specifications as to paper, format, order and binding are available from Graduate Program Services.

### Thesis Format

The Faculty of Graduate Studies accepts theses either in monograph or manuscript format. A thesis written in monograph format organizes chapters around a central problem, for instance, with an Introduction, a Literature Review, and chapters on Methodology, Results, and Conclusions. In the manuscript format, the chapters treat separate elements of the research program, typically incorporating several discrete articles suitable for journal publication. These written in manuscript format may include the following:

- Published articles
- Submitted articles
- Unpublished work in publication format

*Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgement of the work during the thesis examination process.*

Theses written in manuscript format must include the following:

- Connecting materials that integrate across the different chapters/articles, including at minimum an overarching introduction and a concluding discussion chapter.
- The student must be the principal or sole author of any included manuscripts and must have had a major or sole role in the design of the research, and the preparation and writing of the manuscripts.

### Submission of Thesis

When the thesis, in its final form, has been prepared after the final oral examination, the candidate will bring one unbound copy to Graduate Program Services. This copy must be submitted in a folder with the pages numbered and arranged in the appropriate order. The thesis must be free from typographical and other errors. When accepted by the dean, this copy will be retained for microfilming and for deposit in the McLaughlin Library after being bound. A second copy of the thesis must be submitted for binding to Univesity Design and Print and for eventual submission to the department.

### Circulation and Copying of Thesis

In normal circumstances, as a condition of engaging in graduate study in the university, the author of a thesis grants certain licences and waivers with respect to the circulation and copying of the thesis:

1. to the chief librarian a waiver permitting the circulation of the thesis as part of the library collection;
2. to the university a licence to make single copies of the thesis under carefully specified conditions;
3. to the National Library of Canada a licence to microfilm the thesis under carefully specified conditions.

Provision is made for the circulation and the copying of a thesis to be delayed for a period of up to twelve months from the date of successful final examination, good cause being given.

### Copyright Provision

Copies of the thesis shall have on the title page the words "In partial fulfilment of requirements for the degree of Master of Arts" (or Master of Science, etc.). The International Copyright notice (©), which consists of three elements on the same line (a) the letter c enclosed in a circle, (b) the name of the copyright owner (the student) and (c) the year should appear as the bottom line on the title page of the thesis.

### Copyright Policy

Consistent with the foregoing, the Board of Governors has established an administrative policy on copyright. The policy statement may be consulted in the Research Policies Handbook at <http://www.uoguelph.ca/research/>

## Unacceptable Thesis

In the event that a candidate is unable to prepare a suitable thesis, the advisory committee will so report to the graduate faculty of the department (the candidate will receive a copy of the report). The department chair is responsible for ensuring that the Dean of Graduate Studies is promptly and fully informed of the circumstances.

## Publications Arising from Research

Graduate students share with other researchers the responsibility of disseminating information obtained in the course of their research. Accordingly, the university encourages graduate students to publish the results of their research projects without undue delay. In several departments, publication of journal articles is critical for their research programs. Such departments may establish procedures whereby the graduate student's advisor may arrange for submission of journal articles based on the graduate student's research, should the graduate student fail to make such submissions. The procedures should be in writing and should be made known to graduate students on entry into the program.

## 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.

## Education and Remediation

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

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

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

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

*Note: In this policy, the word "dean" means "dean or designated associate dean." The word "chair" means "chair of a department or director of a school." The word "department" means "department or school."*

## Offences

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

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

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

Further, as some academic offences may also be viewed as violations of policies on Misconduct in Research and Scholarship, the Student Rights and Responsibilities regulations, the criminal code and/or civil statutes, students may also be subject to procedures and penalties outlined in those policies at the University's discretion, and to criminal prosecution or civil action.

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

### 1. Misappropriation of Other's Work

#### 1. Plagiarism

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

- submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- buying or selling term papers or assignments;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;

Students have the responsibility to learn and use the conventions of documentation suitable to the discipline, and are encouraged to consult with the instructor of the course, the academic supervisor, or the department chair for clarification if needed. Instructors should include in the materials they provide to students about academic integrity, information about any unique, discipline-specific understandings with respect to what must be acknowledged or cited<sup>1</sup>.

#### 2. Copying

Copying is similar to plagiarism in that it involves the appropriation of others' work as one's own. It includes copying in whole or in part another's test or examination answer(s), laboratory report, essay, or other assignment.

Copying also includes submitting the same work, research or assignment for credit on more than one occasion in two or more courses, or in the same course, without the prior written permission of the instructor(s) in all courses involved (including courses taken at other post-secondary institutions).

#### 3. Unauthorized Co-operation or Collaboration

It is an offence to co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.

<sup>1</sup> In addition to being concerned about appropriate citation, students who wish to use the work of others, from any source, should be aware of copyright laws and other conventions governing intellectual property. See the Office of Research website, [http://www.uoguelph.ca/research/forms\\_policies\\_procedures/index.shtml](http://www.uoguelph.ca/research/forms_policies_procedures/index.shtml) for links to the University's intellectual property policies.

## 2. Misrepresentation and Fraud

This category of offences covers a range of unacceptable activities, including the following:

### 1. Impersonation

Impersonation involves having someone impersonate oneself, either in person or electronically, in class, in an examination or in connection with any type of academic requirement, course assignment or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

### 2. Falsification

It is an offence to submit or present false or fraudulent assignments, research, credentials, or other documents for any academic purpose. This includes, but is not limited to:

- falsified research or lab results and data;
- concocting facts or reference;
- false medical or compassionate certificates;
- false letters of support or other letters of reference;
- falsified academic records, transcripts or other registrarial records;
- fraudulent submission practices (e.g., altering date stamps);
- altering graded work for re-submission.

It is also falsification to misrepresent the amount of work an individual has contributed to a group assignment or activity. Both the individual to whom work is falsely attributed and those who acquiesce in its attribution commit an academic offence.

### 3. Withholding

It is an offence to withhold records, transcripts or other academic documents with the intent to mislead or gain unfair academic advantage.

### 4. Unauthorized Aids and Assistance

It is an offence to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or term test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services). Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the instructor or invigilator. Note that unauthorized assistance does not include student support services offered by the University, such as the Learning Commons.

## 3. Improper Access and Obstruction

### 1. Preventing Access to Materials

It is an offence to alter, destroy, hide, remove without authorization, or in any other way improperly restrict access to library, electronic or other materials intended for general academic use.

### 2. Obstruction and Interference

It is an offence to obstruct or otherwise interfere with the scholarly activities of another, or to alter or falsify the work of others, in order to gain unfair academic advantage. This includes, but is not limited to, deleting data or files, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (for example, a painting, a sculpture, a film), with a chemical used for research, or with any other object of study or research device.

### 3. Improper Access

It is an offence to improperly obtain through theft, bribery, collusion, or otherwise access to confidential information, examinations or test questions or to gain undue academic advantage as a result of such behaviour.

### 4. Improper Dissemination

It is an offence to publish, disseminate or otherwise make public to a third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with a reasonable expectation of confidentiality.

## 4. Aiding and Abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy.

## Penalties

### A. Range of Penalties That May be Assessed

If a student is found guilty of academic misconduct, an Official Warning will be given that an offence is now noted in the student's record and that a subsequent offence will attract a more severe penalty. In addition, one or more of the following penalties may be assessed:

1. A requirement for submission of a new or alternative piece of work.
2. The rescinding of University-funded scholarships or bursaries.
3. Partial or total loss of marks on the examination or assignment in which the offence occurred.

4. Partial or total loss of marks for the course in which the offence occurred.
5. Suspension from the University for a period of between one and six consecutive semesters. For the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or services.
6. A recommendation for expulsion from the University.
7. A recommendation for revocation/rescinding of a degree. A person who is found guilty of academic misconduct after having been approved for graduation, or after having a degree conferred, may have the degree rescinded or revoked when, in the opinion of the dean, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

## B. Notes with Respect to Penalties

The following should be noted with respect to penalties:

1. Senate has approved a set of Guidelines for the Assessment of Penalties for Academic Misconduct. These guidelines are used by chairs/directors and deans to assist them in determining appropriate penalties for individual cases. A copy of the guidelines can be found in the Graduate Calendar, or may be obtained from the Senate Office or the office of any chair or dean.
2. Students who have been found guilty of a course-based offence and who have been assessed a penalty in addition to an Official Warning will not be permitted to drop the course or to withdraw with failure. A student who has dropped the course prior to the offence(s) being detected will have his/her enrolment in the course reinstated if found guilty and if the penalty assessed is other than an Official Warning.
3. Students who have been suspended for academic misconduct will not receive credit for any courses taken while under suspension. This policy applies to any credit course taken during the suspension period, be it distance, or non-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded.
4. A student who wishes to be considered for readmission after a suspension must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirement will normally be required to serve the associated penalties consecutively.
5. A student who has been expelled from the University of Guelph is not eligible for readmission to the university for at least five years. A student who wishes to be considered for readmission must petition the President to have the expulsion status removed. The President will form a hearing committee to review the case for lifting the admission restriction. If the committee decides to remove the expulsion status, the student who wishes to be considered for readmission must then make an application that will be judged on the basis of eligibility to continue. If the committee decides to leave the expulsion status in place, the student must wait at least another two years before submitting a new petition.
6. Penalties may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

## Procedures

### A. Notes Re: Procedures and Authority to Act

1. Deans may delegate their authority under this policy to an appropriate designate(s). Such delegation may be full (for example, all cases are delegated to an Associate Dean), or partial (for example, authority with respect to offences related to course work may be delegated to departmental chairs). Deans must provide the University's Judicial Officer with the name(s) of individual(s) to whom authority has been delegated under this policy.
2. For offences related to course work (including examinations):
  - a. The designate of 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. Degree credit courses offered through distance are within the authority of the chair of the department offering the course. The role of the dean in the case of non-degree credit courses offered through the Open Learning program is carried out by the Director of Open Learning.
  - b. For undergraduate students and open learners, the relevant dean is the dean of the college in which the course is offered, and the dean of the college in which the student is enrolled (if different) should receive a copy of the decision. In the event that an offence is committed in a degree credit course by an open learner, the Director of Open Learning should receive the copy of the decision.
  - c. For graduate students, the relevant deans are the dean of the college in which the course is offered and the Dean of Graduate Studies acting jointly. The dean of the college in which the student is enrolled (if different) should receive a copy of the decision.
3. For offences not related to courses, or for course offences involving students not enrolled in the course, for undergraduate 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 instance 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 Undergraduate Program 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 Undergraduate Program 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, she/he may seek an extension of time from the Provost.

Should the dean determine that an academic offence has not been committed he/she shall so inform the student, the instructor/advisor and the chair in writing. A copy of the letter will be forwarded to Undergraduate Program 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.<sup>2</sup>

Should the dean determine that an academic offence has been committed, he/she shall inform the student in writing. The written notification should include the offence for which the student has been found guilty and information with respect to penalty. Copies of the written notification should be sent to any other relevant dean(s) office(s), to the instructor/advisor, the department chair, the program counsellor and to Undergraduate Program 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 not required. When a recommendation is referred to the President, the President may uphold the recommendation to expel or impose a lesser penalty, which will be final.

In the case of revocation/rescinding of a degree, if the Senate Committee on Student Petitions confirms the recommendation of rescinding/revocation of a degree, the recommendation will be forwarded to the President. If the President does not confirm the recommendation of rescinding/revocation of a degree, the President may impose a lesser penalty, which will be final. If the President confirms the recommendation, the recommendation will be forwarded to Senate for final decision with respect to revocation/rescinding. If the Senate does not confirm the recommendation of revocation/rescinding, the matter will be returned to the President for a final decision with respect to a lesser penalty.

<sup>2</sup> A statistical record will be kept by the Office of the Dean for annual reporting purposes.

## 2. Other Offences

- a. Cases involving offences that are not course-related or are not related to graduate program work are dealt with by the relevant dean (see Procedures A. Notes Re: Procedures and Authority to Act). Examples of such offences include, but are not limited to falsification of credentials for admission purposes, damaging of library materials, abetting the cheating of another in a course in which the abettor is not enrolled, and obstructing or interfering with the academic activities of others.
- b. When a case is brought to the attention of the dean, the dean shall inform the student that an allegation has been made and invite the student to meet to discuss the allegation. The dean will also inform Undergraduate Program 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 Undergraduate Program 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. (h) and (i).
- d. Normally within ten days of meeting with the student, or of the final communication with the student with respect to evidence, the dean shall inform the student in writing of his/her decision in the case, and copy the letter to the relevant university officials, including Undergraduate Program 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 Regulations 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

Undergraduate Program 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 may submit an application to the Senate Committee on Student Petitions to have the record expunged no sooner than five years after the date of last registration. Students who have graduated at another accredited university may submit verification of graduation to Undergraduate Program 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.

*Note: Template letters to students, forms for Undergraduate Program Services and Graduate Program Services, and suggested wording for course outlines are available on the following site: <http://www.uoguelph.ca/senate/policies.shtml>.*

## Guidelines for Penalties for Academic Misconduct

With the finding of academic misconduct, there is a mandatory penalty of **Official Warning** which will stay on the student's record until graduation. In addition, one or more other penalties may be assessed. Following are guidelines used by chairs/directors and deans in determining the appropriate additional penalties. Users need to be aware that these are guidelines and that not all cases will fit neatly into the categories.

The guidelines below provide a range of penalties (minima and maxima) for the various offences identified in the Policy on Academic Misconduct as well as indicate what penalty is deemed to be the "norm" for the offence in the case of a first or second year student. It should be noted that "subsequent offence" means any subsequent offence, not only a subsequent offence in the same category.

For a course-based offence, the chair/director may assign penalties up to and including loss of grades if the offence is a first offence. If there is a previous offence on the student's record, or if the chair/director believes a stronger penalty is merited, the case is forwarded to the dean for penalty assessment.

In cases where the dean is of the opinion that there is cause for a penalty different from those indicated in the guidelines (either higher or lower), she/he will review the penalty with the Provost and Vice-President Academic. The dean will also consult with the Provost in cases where the contemplated penalty is suspension or expulsion.

In a case where the dean is of the opinion that the finding of guilt is not supported by the evidence, the dean will review the case with the chair/director. If the chair/director and dean are unable to reach an agreement on the case, the dean will consult with the Provost before making final determinations as to the finding of guilt and any penalty to be applied in the event that dean upholds the finding of guilt.

In determining the appropriate penalty the chair/director or dean will take into consideration these guidelines, the recommendation from the instructor, the recommendation from the chair/director (in the case of a dean assigning a penalty), and any other relevant factors such as the relative weight of the assignment, the semester level of the student, the seriousness or extent of the offence (e.g. the amount of work plagiarized), any record of previous offences, and any mitigating circumstances presented by the student.

## Guidelines for Penalties for Academic Misconduct in Addition to Official Warning

Offences	First Offence	Subsequent Offences
<b>A. Misappropriation of Other's Work</b>		
1. Plagiarism		
Minor	Resubmission of new work <b>Loss of grades<sup>3</sup></b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
2. Copying		
Minor	Resubmission of new work <b>Loss of grades</b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
3. Unauthorized Collaboration		
Minor	Resubmission of work <b>Loss of grades</b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation

<b>B. Misrepresentation and Fraud</b>		
1. Impersonation		
Minor	<b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension	<b>Zero in the course</b> Loss of scholarship/bursary Suspension
Major	Zero in the course Loss of scholarship/bursary <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
2. Falsification		
In addition to any penalty that may be applied, if a document is discovered to have been falsified, the document is null and void and the action permitted by the document is reversed.	Resubmission of work Loss of grades Zero on the assignment <b>Zero in the course<sup>4</sup></b> Loss of scholarship/bursary Suspension/revocation of admission offer	Zero in the course Loss of scholarship/bursary <b>Suspension/revocation of admission offer</b> Expulsion/Revocation
3. Withholding of documents		
Minor	<b>Official warning</b> Loss of grades Resubmission of work Zero on the assignment	<b>Zero in the course<sup>5</sup></b> Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation of degree or admission offer
Major	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation of degree or admission offer</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation of degree or admission offer</b>
4. Unauthorized Aids		
	Resubmission of work Loss of grades <b>Zero on the assignment/exam</b>	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
<b>C. Improper Access and Obstruction<sup>6</sup></b>		
1. Preventing Access		
Minor	<b>Official warning</b> Resubmission of work Loss of grades Zero on the assignment	<b>Zero in the course</b> Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
2. Obstruction and Interference	Loss of grades Zero on the assignment Zero in the course Loss of scholarship/bursary <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
3. Improper Access	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
4. Improper Dissemination	Zero in the course (if applicable) <b>Suspension</b>	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation

<sup>3</sup> Bolded text indicates the normal expectation for penalty for a first or second year undergraduate, or first year graduate student.

<sup>4</sup> If the falsified document is course-related (e.g. medical note).

<sup>5</sup> If the withheld information would have affected admission to a course.

<sup>6</sup> These offences may also be subject to penalty under the Student Rights and Responsibilities Policy.

## Grade Reassessment

Grade reassessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grades, or the application of academic regulations or

procedures in course grading. The outcome of a grade reassessment 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 reassessments, but instructors may initiate this process. In the event that the reassessment results in a change in grade, the department chair may arrange for the review of the grades of other students in the course and ensure that other grades are changed, if necessary.

### 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 within 14 working days of receiving notification of the grade. The request must pertain to work completed in the course and must contain a statement of the specific reasons why the grade does not adequately reflect academic performance in the course. 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 one week. The instructor has the responsibility of reviewing the appropriateness of the assigned grade in relation to the student's work, and of ensuring that the calculation of marks is accurate. The instructor must reply to the chair, in writing, giving assurance that the review is complete.

If there is a change in the grade, the chair will forward a Grade Reassessment form to the college dean. Upon approving the grade change, the dean signs the form and forwards it to Graduate Program Services. Graduate Program 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.

A student who believes that the methods or criteria used by an instructor in determining a final grade are unfair, unreasonable or inconsistent with the course outline, must request the chair of the department offering the course to review the methods or criteria used. The student must submit the request in writing within 14 working days of receiving notification of the grade and must state the reasons for the request.

The chair shall attempt to resolve the matter to the satisfaction of both parties. Both the instructor and the chair are free to discuss the student's work with the student or another instructor in the department, but are not obliged to do so. The student, instructor, or chair of the department may request an internal or external assessor who shall be identified by mutual agreement between the instructor and the student. If agreement as to the assessor cannot be reached within 10 working days, the chair shall notify the dean of the College, who shall select the assessor in consultation with the parties.

If both parties are able to come to an agreement, the chair shall prepare a statement of the agreement to be signed by both parties. If the agreement results in a change to the grade of the student, the chair shall send a copy of the statement to the college dean who shall inform Graduate Program Services.

If at any time the chair decides that the matter cannot be resolved informally, he or she will terminate all efforts at reconciliation and notify both the student and the instructor of this decision in writing. Results of any internal or external assessment must be included. The chair will advise the student that an appeal can be made to the Senate Committee on Student Petitions. The student must appeal to the committee within 10 working days of being advised of the termination of the chair's efforts. In cases where the student, instructor, or chair of the department has requested an internal or external assessment of the student's work, the materials submitted to the Petitions Committee must include a copy of the internal or external assessment obtained by the chair.

### Misapplication of an Academic Regulation or Procedure

Students who believe that the misapplication of an academic regulation or procedure has affected their final grade in a course, must discuss their concern with the instructor. If the concern is not resolved to their satisfaction they may submit a complaint in writing to the chair of the department offering the course within 14 working days of receiving notification of the grade.

If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the chair will consult with the faculty member and, if necessary, the college dean, to resolve the matter. If the matter cannot be resolved the chair will advise the student that the student can appeal to the Senate Committee on Student Petitions within 10 working days.

### Unsatisfactory Progress

When it is necessary for action to be taken with respect to unsatisfactory performance by a graduate student, the following process applies. The advisory committee makes a recommendation to the department graduate studies committee which forwards a recommendation to Graduate Program Services. The dean of Graduate Studies ensures that the student is aware of the department's recommendation and is offered the opportunity to make a submission. The recommendation of the department and any submission from the student are considered by the Admissions and Progress Committee of the Board of

Graduate Studies. The Admissions and Progress Committee makes a decision on behalf of the Board of Graduate Studies.

At any stage of the above process, a graduate student may request a reconsideration. It is hoped that communication with the advisor, the chair of the departmental graduate studies committee and the Admissions and Progress Committee will be forthright and constructive.

## **Appeals of Decisions**

Circumstances may arise in a graduate student's program where requests for changes are considered by the Admissions and Progress Committee of the Board of Graduate Studies. Examples are requests for extended leaves of absence and requests for the removal of course records. In the event of a negative decision, the graduate student may, within 14 days of notification of the decision, request re-evaluation by the Admissions and Progress Committee. Such a request should be accompanied by any information not previously available to the committee. If the negative decision is maintained, the student may, within 90 days of notification of the decision, appeal to the Senate Committee on Student Petitions. The decision of the Senate Committee on Student Petitions is final.

In the event of a decision by the Admissions and Progress Committee that the student be required to withdraw, the graduate student may, within 90 days of receiving notification of the decision, appeal to the Senate Committee on Student Petitions. Details concerning appeals may be obtained from the secretary of Senate. The decision of the Senate Committee on Student Petitions is final.

## **Senior Undergraduates in Graduate Courses**

Under exceptional circumstances a senior registered undergraduate student may take a graduate course with the permission of the chair or director of the academic unit offering the course and the permission of the course instructor. The graduate course may be used as credit toward an undergraduate honours degree, with the permission of the chair of the department responsible for the undergraduate program. The course may not be used as a credit toward a future graduate program at the University of Guelph.

## **Inventions Policy**

In the course of completing their degree requirements, undergraduate or graduate students may discover, or help discover, technology which might be patentable and/or have the possibility for commercial development. Any students who suspect this might be the case should, without delay, contact their research advisor, if appropriate, and the Office of Research. Although the rights to such inventions are owned by the university, a student who is an inventor or co-inventor would share in any revenues earned by the invention according to the university's Inventions Policy.