

# 2014-2015 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2013-2014 academic years, including the Summer Semester 2014, Fall Semester 2014 and the Winter Semester 2015.

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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Revision Information:

| Date             | Description         |
|------------------|---------------------|
| May 16, 2014     | Initial Publication |
| July 15, 2014    | Revision 1          |
| July 25, 2014    | Revision 2          |
| October 31, 2014 | Revision 3          |
| February 4, 2015 | Revision 4          |
| March 9, 2015    | Revision 5          |

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## **Disclaimer**

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The Office of Graduate Studies 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 <https://www.uoguelph.ca/registrar/>

### **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 the Office of Graduate Studies.

### **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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## VIII. Fees

### University Academic Fees

#### Tuition Fees

Tuition fees for full-time part-time or special (non-degree) students may be found at the Student Financial Services website at <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>

#### Changes to Fee Assessment

International students who are studying on study permits and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the international student tuition rates, must present acceptable official documentation to the Office of Graduate Studies. To effect a change of fees in a particular semester, the documentation must be presented not later than the last working day prior to June 30 (Summer semester), November 1 (Fall semester), or February 1 (Winter semester).

#### Senior Citizens

Senior citizens, who are Canadian Citizens or Permanent Residents, are aged 65 years and over as of the first day of the month in which a semester commences, and who are admitted for registration, will be exempt from paying domestic tuition, student organization and other fees. Course material fees may apply for some courses

#### Other Academic Fees

A complete listing of these fees may be found under Miscellaneous Fees at the Student Financial Services website at <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?gr/index>

### University Non-Academic Fees

Required only of full-time graduate students, unless otherwise indicated. Full-time students living more than 200 km. from Guelph who apply for "full-time distant" status may be exempted from some of these fees. See the Office of Graduate Studies for details. A complete listing of university non-academic fees may be found at the Student Financial Services website at <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>

### Student Organization Fees

The Constitution of the University of Guelph Graduate Students' Association provides (Art. III, Sec. 1.) for all graduate students of the University of Guelph to be Members of the Association. These fees are collected as a service to the Association and may be found at the Student Financial Services website at <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>

### Payment of Fees

The fees for a semester are due and payable as indicated on the financial statement issued/posted by Student Financial Services for that semester.

Tentative registration may be granted to students who make arrangements with Student Financial Services for the deferred payment of their university accounts. Students who are expecting to use OSAP funds to pay their semester account are advised to apply for this assistance at least eight weeks in advance of the first day of semester so that the funds will be here by the beginning of the semester. Students wishing a deferral of fees based on anticipated OSAP must receive approval from Student Financial Services.

Please note that Student Financial Services will apply all internal awards against outstanding balances on student's accounts unless prior arrangements have been made.

#### Cohort Year

Cohort year refers to the academic calendar year for your first admission to the university OR the calendar year for subsequent readmission to the same program or a new program. Tuition fees are assessed based on this assigned year.

#### Account Deferment Fee

If a deferral of fees is granted, the student will be assessed an account deferment fee of \$60.00

#### Academic Sanction

An academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their university accounts. Such sanction may involve one or more of:

1. withholding of semester course standings and reports,
2. withholding of transcripts,
3. withholding of degree or diploma,
4. denial or cancellation of registration for a subsequent semester.

### Refund of Fees

Upon the authorization of the Assistant VP of Graduate Studies a graduate student who withdraws from the university may be eligible for a refund of part of the fees, to be effective as of the date upon which the withdrawal notice is received in the Office of Graduate Studies. Outstanding Library fines and charges are deducted from the calculated refund.

If the withdrawal results in a credit balance in your fees account, i.e. payments are greater than charges, a refund cheque is produced. Allow approximately four weeks before refunds are available from Student Financial Services. **The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.**

Refunds of tuition fees

| Class days        | Rate |
|-------------------|------|
| 1 - 5 inclusive   | 100% |
| 6 - 10 inclusive  | 75%  |
| 11 - 15 inclusive | 65%  |
| 16 - 20 inclusive | 50%  |
| 21 - 25 inclusive | 35%  |
| 26 - 30 inclusive | 20%  |
| 31 and beyond     | nil  |

Refunds of University Non-Academic fees and Student Organization fees (except Bus Pass, medical insurance premium and dental insurance premium) will be made in full up to and including the 15th class day of a semester. No refund of University Non-Academic fees and Student Organization fees will be made after the 15th class day. Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to the Residence Contract Terms and Conditions for further information.

### Early Completion Rebate

In certain circumstances, those students who complete the requirements for their degree programs early in a given semester may apply for a partial rebate of tuition fees paid for that semester. The rebate is pro-rated according to the date of final completion (see refund schedule, above). For more information regarding this option, contact the Office of Graduate Studies. In order to qualify for the rebate, the student must have been registered in the immediate preceding semester.