

2015-2016 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2015-2016 academic years, including the Summer Semester 2015, Fall Semester 2015 and the Winter Semester 2016.

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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UNIVERSITY
of GUELPH

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Disclaimer

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

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

Collection, Use and Disclosure of Personal Information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) http://www.e-laws.gov.on.ca/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

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

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

Email Address

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

Home Address

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

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

Student Confidentiality and Release of Student Information Policy Excerpt

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

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

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Registration

Enrolment and Registration

Regular and Provisional Students

Each Regular or Provisional student will enroll 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/ institute offering graduate programming (i.e. either the Guelph-Waterloo Centre for Graduate Work in Chemistry and Biochemistry (GWC2) or, the Guelph Waterloo Physics Institute (GWP1)).

For all programs, the student shall be registered with a single department/ school, normally the department/ school of which the advisor is a member. Students enrolled in programs under (b) or (c) above will meet the degree requirements as arranged with the department/ school in which they are registered.

Special Students

Each Special student will be registered in a single department, as per the information above regarding Regular and Provisional students. The chair of that department, or the chair's designated faculty member, shall oversee the student's progress in the course(s) or program.

Registration Procedure

A student is considered as registered for a particular semester only when courses to be attempted for that semester have been reported to the Registrar no later than the end of the Add period (see the Schedule of Dates – see Chapter I) and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees.

Students are reminded that registration must be completed by the indicated deadlines. Check the Academic Schedule of Dates (Chapter I) for the registration (also known as course selection) deadlines. Normally six to eight weeks prior to the beginning of each semester, students continuing from semester to semester may select courses through WebAdvisor for the upcoming semester.

Provisional or Special students in a non-degree program are not permitted to use WebAdvisor for course selection; in these cases, students continuing in a non-degree program shall submit, a *Graduate Student Add/Drop & Change* form to Enrollment Services in the Office of the Registrar, in order to activate registration for the upcoming semester. The form must be approved in the academic unit concerned before it is submitted to the Enrolment Services. New students may register through WebAdvisor by mail or in person up until the last date for Add/Drop as set out in the Academic Schedule of Dates (see Chapter I).

Upon a student's initial registration, University ID cards, which are used for student identification and for library and bus pass purposes, are produced and validated at the ID Card Centre in Enrolment Services, Office of Registrarial Services, University Centre level 3. Validation stickers will be provided each semester to registered students continuing from semester to semester. Loss or theft of a University ID card should be reported at the ID Card Centre.

Normally, the registration procedure must be completed within the dates set out in the Academic Schedule of Dates (see Chapter I). In special circumstances a student may be permitted to register up to 14 class days after the opening date with a 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 to registration (i.e. the deletion or addition of courses) are made only on the recommendation of the student's advisory committee and with the approval of the Assistant VP of Graduate Studies. Only those courses authorized through an official change of registration (i.e. listed on the Graduate Student Add/Drop & Change), will be included for academic credit. 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 (See the Academic Schedule of Dates in Chapter I).

Continuity of Registration

Students are required to register each consecutive semester of study until graduation. Students must be registered in each semester in which they are actively engaged in course work or research (including any semester in which they are in contact with university faculty/staff, or are using any university facility, in relation to their academic program), even if not on campus.

Students may not register at the University of Guelph while they are registered as a student at another university unless they have received prior written permission from the Assistant VP of Graduate Studies.

Once enrolled, students must complete their degree according to the schedule and time limitations as stipulated in the Maximum Registration policy. [See Maximum Registration section below.]

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. Students must be registered in the semester in which they qualify for the degree.

Leave of Absence

Leave of Absence for Registration at Another University

University of Guelph graduate students, with prior permission from the Assistant VP of Graduate Studies, may arrange a Leave of Absence (LOA) to register at another university. Students should consult the Office of Graduate Studies about the options available when planning such activities.

Leave of Absence (LOA) from Graduate Studies

A "Regular" student (see Description of Graduate Students/ Category) may make arrangements in advance, subject to recommendation by the Graduate Program Committee and approval by the Admissions & Progress Sub-committee (A&P) of the Board of Graduate Studies, for a Leave of Absence from graduate studies for no more than three consecutive semesters. Requests for parental leave will be accommodated under the Leave of Absence regulations. The written approval of a Leave of Absence by A&P will include a specified adjustment to the program duration stated in the Maximum Registration policy (see Registration/ Maximum Registration).

The Assistant VP of Graduate Studies may routinely approve a recommendation from the Graduate Program Committee for a student request for a one semester Leave of Absence in which there is no adjustment to the program duration contemplated.

Requests to continue a Leave of Absence beyond three consecutive semesters must be submitted to the Graduate Program Committee for recommendation of approval to A&P. Additional requests for a further Leave of Absence must be submitted for approval to A&P and are unlikely to be considered except in exceptional circumstances. As well, repeat requests for multiple semester leaves will not be considered except under highly exceptional circumstances.

During an approved Leave of Absence, graduate students shall not engage in activities related to their academic program (i.e. the student shall not engage in academic courses or activities including completion of incomplete courses from previous semesters, or research/ writing activities related to his/her academic program; the student shall not engage in communications or request feedback with/from his/her advisor or advisory committee related to his/her academic program; the student shall not use university research facilities related to his/ her academic program).

Failure to obtain prior approval for Leave of Absence will be considered as a voluntary withdrawal from graduate studies at the University of Guelph. A formal application for re-admission to the program will be required in order to resume studies, conditional on acceptance. Students who are re-admitted are subject to the policies and regulations of the calendar under which they were re-admitted.

Maximum Registration

Continuation of Maximum Registration Limit/ Program of Study Submission

Graduate students who do not complete their program within the prescribed maximum registration completion period will be notified at the end of that semester that no further registration will be permitted pending approval of the plan of study. The student, in consultation with the advisory committee, will be asked to submit a single plan of study for the completion period. The plan must be submitted to the Admissions and Progress Sub-committee (A&P) via the Office of Graduate Studies (OGS) by no later than the 20th class day of the semester following notification. On approval of the plan of study by the Admissions and Progress Sub-committee, master's students may continue up to the maximum program duration. With approval of the plan of study by A&P, doctoral students may continue for up to three semesters, after which second application for an extension must be submitted to A&P.

If the student and the advisory committee do not submit the plan of study as required, the student will be withdrawn from the subsequent semester, and must apply for re-admission to A&P. A plan of study will be required as part of the application for re-admission.

Appeal for Extension of Maximum Program Duration

Following the approval of a continuation of the Maximum Registration Limit, should the student not complete the program by the approved continuation deadline, he/she will be Withdrawn with Failure from the program. Students who are withdrawn must apply for re-admission.

Students who wish to appeal the requirement to withdraw and request an extension of the maximum program duration stipulated must submit an "Appeal for Extension of Maximum Program Duration" to A&P. The appeal form must be submitted prior to the deadline to register for the semester, and must include the following documentation:

- An approved plan of study for timely degree completion, signed by the student, the faculty advisor, the Graduate Coordinator, and the other members of the student's advisory committee
- A recommendation from the Graduate Program Committee or Department Chair/School Director
- A recommendation from the Associate Dean Research/Graduate Studies of the college

Note: In the event that the student, faculty advisor, and members of the student's advisory committee are unable to agree on a plan of study for degree completion, the graduate program coordinator shall provide a letter commenting on the feasibility of the plan of study provided by the student.

In considering a request for an extension, A&P shall review all departmental Student Progress Reports submitted to date. (As per existing policy, such reports shall have been provided to the student each semester via his/her advisor.)

A&P will grant or deny the request for the extension based on all the submissions provided. Where A&P supports the request, it may also provide advice and recommendations on the proposed plan of study.

Should the student fail to complete the degree program within the prescribed time frame following approval of his/her appeal for extension of maximum program duration, the student shall be Withdrawn with Failure.

Decisions of A&P may be appealed to the Senate Committee on Student Petitions. Such appeals will include an examination of all relevant documents and evidence used by A&P in determining its decision. Information on the procedures for submitting appeals to the Senate Committee on Student Petitions are set out in the regulations included in the bylaws for the Senate Committee on Student Petitions, available on-line at <http://www.uoguelph.ca/secretariat/senate/> or through Student Judicial Services at <http://www.uoguelph.ca/judicial/> (See "Appeals of Decisions" for more information.)

Maximum Registration Schedule

Please note the following maximum registration information:

1. Program durations for graduate students at the University of Guelph are defined by Class Level which is the total of full-time and part-time (if any) semesters valued at 1 and 0.3 for each, respectively.
2. These Completion Periods apply to all programs, unless a specific program has received approval from the Board of Graduate Studies for a different period. Students will be advised about their program Completion Period in their offer of admission letter

Master's Students

Full-time Students

Class Level 6 (or 6 full-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 7 (or 7 full-time semesters).

Continuation is permitted through Class Levels 7 and 8 (or 7 and 8 full-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 9 (or 9 full-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

Part-time Students

Class Level 3.6 (or 11 part-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 4 (or 12 part-time semesters).

Continuation is permitted through Class Levels 4 and 4.3 (or 12 and 13 part-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 4.6 (or 14 part-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

DVSc Students

Full-time Students

Class Level 9 (or 9 full-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 10 (or 10 full-time semesters).

Continuation is permitted through Class Levels 10 and 11 (or 10 and 11 full-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 12 (or 12 full-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

Part-time Students

Class Level 5 (or 15 part-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 5.3 (or 16 part-time semesters).

Continuation is permitted through Class Levels 5.3 and 5.6 (or 16 and 17 part-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 6 (or 18 part-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

PhD Students

Full-time Students

Please note: Doctoral Clinical Psychology: Applied Developmental Emphasis completion will be granted an exception recognizing the additional year of internship. Expected completion period will be 15 semesters and a maximum completion period of 21 semesters. Class Level 12 (or 12 full-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 13 (or 13 full-time semesters).

Continuation is permitted through Class Levels 13, 14 and 15 (or 13, 14 and 15 full-time semesters) for up to three semesters with the approved Plan of Study.

A second Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 16 (or 16 full-time semesters).

Continuation is permitted through Class Levels 16 and 17 (or 16 and 17 full-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 18 (or 18 full-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

Part-time Students

Class Level 6.6 (or 20 part-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 7 (or 21 part-time semesters).

Continuation is permitted through Class Levels 7, 7.3 and 7.6 (or 21, 22 and 23 part-time semesters) for up to three semesters with the approved Plan of Study.

A second Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 8 (or 24 part-time semesters).

Continuation is permitted through Class Levels 8 and 8.3 (or 24 and 25 part-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 8.6 (or 26 part-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

Full-time Direct Entry and Transfer from a Master's Program

Class Level 16 (or 16 full-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 17 (or 17 full-time semesters).

Continuation is permitted through Class Levels 17, 18 and 19 (or 17, 18 and 19 full-time semesters) for up to three semesters with the approved Plan of Study.

A second Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 20 (or 20 full-time semesters).

Continuation is permitted through Class Levels 20 and 21 (or 20 and 21 full-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 22 (or 22 full-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

Part-time Direct Entry and Transfer from a Master's Program

Class Level 7.6 (or 23 part-time semesters) is the completion period.

The Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 8 (or 24 part-time semesters).

Continuation is permitted through Class Levels 8, 8.3 and 8.6 (or 24, 25 and 26 part-time semesters) for up to three semesters with the approved Plan of Study.

A second Plan of Study and Progress Report must be submitted to A & P by the 20th class day of Class Level 9 (or 27 part-time semesters).

Continuation is permitted through Class Levels 9 and 9.3 (or 27 and 28 part-time semesters) to Maximum Program Duration with the approved Plan of Study.

Class Level 9.6 (or 29 part-time semesters) is the Maximum Program Duration. The Appeal for Extension of the Maximum Program Duration form must be submitted to A & P by the 20th class day.

Cancellation of Registration / Voluntary Withdrawal / Required to Withdraw

A student who wishes to withdraw from the university must consult with the departmental graduate coordinator prior to submitting the withdrawal notice to the Office of Graduate Studies.

Within the time limits stipulated in the academic Schedule of Dates (see Chapter I), approval of a voluntary request to withdraw may entitle the student to a refund on a prorated basis. No such refund shall be approved without the authorization of the Assistant VP Graduate Studies.

In the event that a student fails to achieve satisfactory standing, or fails to achieve satisfactory progress either in course work or in research, the student may be "Required to Withdraw" (see sections on "Academic Standing/ Departmental Review", "Grade Interpretation", and section "Unsatisfactory Progress"). The student's registration will be cancelled as of a date specified by the Board of Graduate Studies. A refund of fees may be authorized depending on the date that the "Required to Withdraw" status is effective.

A student who withdraws voluntarily or is "Required to Withdraw" 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.