

# 2016-2017 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2016-2017 academic years, including the Summer Semester 2016, Fall Semester 2016 and the Winter Semester 2017.

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 3, 2016	Initial Publication
July 7, 2016	Revision
October 11, 2016	Revision
November 28, 2016	Revision
January 9, 2017	Revision
January 31, 2017	Revision



## 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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## 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 (GWPI).

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 Chapter 1 - Schedule of Dates) 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 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 Enrollment 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 Schedule of Dates (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 Enrollment 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 Schedule of Dates (Chapter I). In special circumstances a student may be permitted to register up to 14 class days after the opening date with assessment of a late fee.

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 Vice-President (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 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 Vice-President (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 register for the subsequent semester. 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 Vice-President (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 Committee (A&P), for an LOA from graduate studies for no more than three consecutive semesters. Requests for parental leave will be accommodated under the LOA regulations. The written approval of an LOA by A&P will include a specified adjustment to the program duration stated in the Maximum Registration policy (Registration/ Maximum Registration section).

The Assistant Vice-President (Graduate Studies) may routinely approve a recommendation from the Graduate Program Committee for a student request for a one semester LOA in which there is no adjustment to the program duration contemplated.

Requests to continue an LOA beyond three consecutive semesters must be submitted to the Graduate Program Committee who shall forward their recommendation of approval to A&P.

Additional requests for a further LOA must be submitted for approval to A&P and are unlikely to be considered except in exceptional circumstances. As well, repeated requests for multiple semester leaves will not be considered except under highly exceptional circumstances.

During an approved LOA, 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 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 LOA will be considered as a voluntary withdrawal from graduate studies at the University of Guelph. A formal application for readmission to the program will be required in order to resume studies, conditional on acceptance. Students who are readmitted are subject to the policies and regulations of the calendar under which they were readmitted.

### 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 & Progress 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 A&P, 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 readmission to A&P. A plan of study will be required as part of the application for readmission.

#### Appeal for Extension of Maximum Program Duration

Following approval to continue beyond the Maximum Registration Limit, the student will be withdrawn from the program for failure to complete, should he/she not complete the program by the approved continuation deadline. Students who are withdrawn must apply for readmission.

Students who wish to appeal the requirement to withdraw and request an extension of the maximum program duration for their program 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 Program Coordinator, and the other members of the student's advisory committee
- An indication of the progress made since submission of the previous plan of study
- 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.) For students in course-based programs that do not provide Progress Reports, a supporting letter from the Graduate Program Coordinator will be required and provided to the student with an opportunity for comment.

Maximum registration schedule for Master's, DVSc and PhD students with FT (Full-time), PT (Part-time), DE & T (Direct entry and transfer from a master's program) status.

Program	Completion Period 2	Plan of Study & Progress Report to A&P by 20th class day	Continue with approved plan of study	Second Plan of Study & Progress Report to A&P by 20th class day	Continue with second approved plan of study to Maximum Program Duration	Maximum Program Duration. To apply for an extension submit: <i>Appeal for Extension of MPD to A&amp;P by 20th class day</i>
Master's-FT	6 (6 FT semesters)	7	8, 9	n/a	n/a	9
Master's-PT	3.6 (11 PT semesters)	4 (12 PT semesters)	4.3, 4.6 (13, 14 PT semesters)	n/a	n/a	4.6 (14 PT semesters)
DVSc-FT	9 (9 FT semesters)	10	11, 12	n/a	n/a	12
DVSc-PT	5 (15 PT semesters)	5.3 (16 PT semesters)	5.6, 6 (17, 18 PT semesters)	n/a	n/a	6.0 (18 PT semesters)
PhD-FT	12 (12 FT semesters)	13	14, 15, 16	16	17, 18	18
PhD-PT	6.6 (20 PT semesters)	7 (21 PT semesters)	7.3, 7.6, 8 (22, 23, 24 PT semesters)	8 (24 PT semesters)	8.3, 8.6 (25, 26 PT semesters)	8.6 (26 PT semesters)
DE&T-FT	16 (16 FT semesters)	17	18, 19, 20	20	21, 22	22
DE&T-PT	7.6 (23 PT semesters)	8 (24 PT semesters)	8.3, 8.6, 9 (25, 26, 27 PT semesters)	9 (27 PT semesters)	9.3, 9.6 (28, 29 PT semesters)	9.6 (29 PT semesters)

1. Class Level is the cumulative 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.

### Note

If a student transfers from full-time to part-time within the completion period, the number of part-time semesters remaining in the completion period will be weighted by the ratio of total semesters allocated for a program that is fully part-time and fully full-time (e.g 11:6 for Masters, 20:12 for Doctoral). The same principle will apply to students who transfer from part-time to full-time during their completion period. The length of extensions beyond the revised completion period to maximum program duration remains unchanged.

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.

## Cancellation of Registration / Voluntary Withdrawal / Required to Withdraw

A student who wishes to withdraw from the university should consult with the departmental Graduate Program Coordinator prior to submitting the withdrawal notice to the Office of Graduate Studies.

Within the time limits stipulated in the Schedule of Dates (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 Vice-President (Graduate Studies).

A&P will grant or deny the request for the extension based on all the documentation 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 for failure to complete.

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 making 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

Program durations for graduate students at the University of Guelph as defined by Class Level<sup>1</sup>

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 "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.