

# 2018-2019 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including the Summer Semester 2018, Fall Semester 2018 and the Winter Semester 2019.

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:

- Universities 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.

## **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 Advanced Education and Skills Development, 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 Registrarial 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 <https://www.uoguelph.ca/secretariat/office-services/university-secretariat/university-policies>.



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## Description of Graduate Students

Once admitted, graduate students are assigned a category and a classification. The applicant's written offer of admission will specify the proposed student category and classification.

### Category

*Regular Student:* Applicants who have fulfilled all university or program admission requirements and are offered admission to a University of Guelph graduate program are assigned to the Regular student category.

*Provisional Student:* An applicant whose qualifications for meeting the minimum university or program requirements cannot be clearly appraised 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 the Office of Graduate Studies).

While on Provisional student status, the student's program must include at least one graduate course in each semester and may include active involvement in supervised thesis research.

Students in a Master's program must attain a 73% (B) average with no individual grade below 70% (B-). Students in a doctoral program must attain a 77% (B+) average with no individual grade below 73%.

It is the responsibility of the department/ school to provide written notification to each of its admitted Provisional category students of the number of courses to be completed in the program of study, the code and title of each required course, and the final grade level that must be attained in all such courses. If at the end of the student's first semester the department/ school is satisfied with the student's progress according to the provisions specified, it will recommend to the Assistant Vice-President (Graduate Studies) that the student be transferred to the Regular category. Upon transfer to the Regular category, the student shall receive credit for courses completed while in the Provisional category.

If transfer to the Regular student category is not achieved at the end of the student's first semester, the student may be permitted to continue for a second semester in the Provisional student category. At the end of the second semester, the student's academic record will be reviewed again. If transfer to the Regular student category is not recommended at this time, the student may be Required to Withdraw or may submit a request to the Admissions & Progress Committee to be allowed to continue in the Provisional student category for one additional semester (i.e. a third semester). Decisions of the Admissions & Progress Committee may be appealed to the Senate Committee on Student Petitions (see section on Appeals).

*Special Student:* Students who are admitted and registered in a non-degree program shall be assigned to the Special student category. Normally Special category students are those attending the University on a Letter of Permission, or as an Ontario Visiting Graduate Student, or are on exchange.

### 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. According to the Ontario Ministry of Advanced Education and Skills Development, a graduate student must meet the following criteria in order to be registered full-time:

1. be pursuing graduate studies as a full-time occupation;
2. identify himself or herself as a full-time graduate student;
3. be designated by the university as a full-time graduate student;
4. be geographically available and visit the campus regularly. Without forfeiting full-time status, a graduate student, while still under supervision, may be absent from the university (e.g., visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period of absence exceeds four weeks in any one term, written evidence shall be available in the Office of Graduate Studies to the effect that the absence has the approval of the Department Chair and the Assistant Vice-President (Graduate Studies);
5. be considered a full-time graduate student by the graduate program

### Full-time Distant Student

Full-time students may be located away from the university. If a student lives 200 km or more from the University of Guelph, he/she may apply to be classified as a Full-time Distant student, which exempts him/her from payment of some non-tuition student fees. Contact the Office of Graduate Studies for more information.

### Part-time Student

Part-time students are enrolled in part-time graduate programs. Students who wish to study part-time must declare their intention to be classified as "part-time" at the time of their application for admission. If a program description does not indicate "full-time only", applicants may assume that a part-time option is available. Students should consult with the department or school offering their intended program of study 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 for calculation of Class Level.

Under certain conditions, full-time students may be allowed to transfer to a part-time classification if demanding circumstances relating to personal health matters, family responsibilities, or employment exist. Documentation of these circumstances and a Full-time and Part-time Transfer Application must be submitted to the Office of Graduate Studies.

Part-time students may apply to transfer to full-time classification at any time during their studies through the submission of the Full-time and Part-time Transfer Application. As well, pending final approval from both their program and the Office of Graduate Studies, students originally admitted to the part time classification and who subsequently apply and are accepted to full time classification are permitted to request a transfer back to part-time classification.