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

Contact Information:

University of Guelph
Guelph, Ontario, Canada
N1G 2W1
519-824-4120

Revision Information:

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<tr>
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<td>Initial Publication</td>
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<tr>
<td>August 10, 2018</td>
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<td>Revision 2</td>
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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/DDBLaws/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

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 Registrarial Services.

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 https://www.uoguelph.ca/secretariat/office-services/university-secretariat/university-policies.
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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 work for their 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.

Program Duration

Continuation Beyond the Program Completion Period

Graduate students who do not complete their graduate program within the prescribed Program Completion Period will be notified early in the next semester that subsequent registration will require submission of a Plan of Study. The student, in consultation with the advisory committee, will be asked to submit the Plan of Study to the Admissions & Progress Committee (A&P) via the Office of Graduate & Postdoctoral Studies (OGPS) before the end of the semester of notification. On approval of the Plan of Study by A&P, master's students may continue up to Maximum Program Duration. Doctoral students may continue for up to three semesters, after which a second Plan of Study and progress report must be submitted to A&P to continue up to Maximum Program Duration.

If the student and the advisory committee do not submit the Plan of Study as required, the student will be withdrawn from their graduate program, and must apply to A&P for readmission. A Plan of Study will be required as part of the application for readmission.

Appeal for Extension Beyond Maximum Program Duration

Students who do not complete their graduate program by the end of Maximum Program Duration will be withdrawn from the program. Students who are withdrawn must apply for readmission.

Students who wish to appeal the requirement to withdraw and request an extension beyond Maximum Program Duration must submit an “Appeal for Extension of Maximum Program Duration” to A&P. The appeal form must be submitted before the end of the semester of Maximum Program Duration, and must include the following documentation:

- An approved Plan of Study for timely program 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

Students will be considered for readmission provided their progress is deemed sufficient to allow successful completion of their program within the remaining time.
Program Duration schedule for Master's, DVSc and PhD students with FT (Full-time), PT (Part-time), and DE & T (Direct entry and transfer from a master's program) status.

<table>
<thead>
<tr>
<th>Program</th>
<th>Completion Period</th>
<th>Plan of Study &amp; Progress Report to A&amp;P by end of the semester</th>
<th>Continue with approved Plan of Study</th>
<th>Second Plan of Study &amp; Progress Report to A&amp;P by end of semester</th>
<th>Continue with second approved Plan of Study to Maximum Program Duration</th>
<th>Maximum Program Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's-FT</td>
<td>2</td>
<td>7</td>
<td>8, 9</td>
<td>n/a</td>
<td>n/a</td>
<td>9</td>
</tr>
<tr>
<td>Master's-PT</td>
<td>3.6</td>
<td>4 (12 PT semesters)</td>
<td>4.3, 4.6 (13, 14 PT semesters)</td>
<td>n/a</td>
<td>n/a</td>
<td>4.6 (14 PT semesters)</td>
</tr>
<tr>
<td>DVSc-FT</td>
<td>9 (9 FT semesters)</td>
<td>10</td>
<td>11, 12</td>
<td>n/a</td>
<td>n/a</td>
<td>12</td>
</tr>
<tr>
<td>DVSc-PT</td>
<td>5 (15 PT semesters)</td>
<td>5.3 (16 PT semesters)</td>
<td>5.6, 6 (17,18 PT semesters)</td>
<td>n/a</td>
<td>n/a</td>
<td>6.0 (18 PT semesters)</td>
</tr>
<tr>
<td>PhD-FT</td>
<td>12 (12 FT semesters)</td>
<td>13</td>
<td>14, 15, 16</td>
<td>16</td>
<td>17, 18</td>
<td>18</td>
</tr>
<tr>
<td>PhD-PT</td>
<td>6.6</td>
<td>7 (21 PT semesters)</td>
<td>7.3, 7.6, 8 (22, 23, 24 PT semesters)</td>
<td>8 (24 PT semesters)</td>
<td>8.3, 8.6 (25, 26 PT semesters)</td>
<td>8.6 (26 PT semesters)</td>
</tr>
<tr>
<td>DE&amp;T-FT</td>
<td>16 (16 FT semesters)</td>
<td>17</td>
<td>18, 19, 20</td>
<td>20</td>
<td>21, 22</td>
<td>22</td>
</tr>
<tr>
<td>DE&amp;T-PT</td>
<td>7.6</td>
<td>8 (24 PT semesters)</td>
<td>8.3, 8.6, 9 (25, 26, 27 PT semesters)</td>
<td>9 (27 PT semesters)</td>
<td>9.3, 9.6 (28, 29, 29 PT semesters)</td>
<td>9.6 (29 PT semesters)</td>
</tr>
</tbody>
</table>

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 Program 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.

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.

Program Duration Schedule

Program Completion Periods for graduate students at the University of Guelph as defined by Class Level.

Note

If a student transfers from full-time to part-time within the Program 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 number of semesters between the revised Completion Period and Maximum Program Duration is the same for both full-time and part-time students.

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 with a Maximum Program Duration 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).

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.