2019-2020 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2019-2020 academic year, including the Summer Semester 2019, Fall Semester 2019 and the Winter Semester 2020.

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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Revision Information:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2019</td>
<td>Initial Publication</td>
</tr>
<tr>
<td>June 28, 2019</td>
<td>Revision 1</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Revision 2</td>
</tr>
<tr>
<td>December 10, 2019</td>
<td>Revision 3</td>
</tr>
</tbody>
</table>
Disclaimer
The Office of Graduate and Postdoctoral 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 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, their 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 their 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.
Learning Outcomes

Graduate Degree Learning Outcomes

On May 27, 2013, the University of Guelph Senate approved the following five University-wide Learning Outcomes as the basis from which to guide the development of graduate degree programs, specializations and courses:

1. Critical and Creative Thinking
2. Literacy
3. Global Understanding
4. Communication
5. Professional and Ethical Behaviour

These learning outcomes are also intended to serve as a framework through which our educational expectations are clear to students and the broader public; and to inform the process of outcomes assessment through the quality assurance process (regular reviews) of programs and departments.

An on-line guide to the learning outcomes, links to the associated skills, and detailed rubrics designed to support the development and assessment of additional program and discipline-specific outcomes, are available for reference on the Learning Outcomes website.

Critical and Creative Thinking

Critical and creative thinking is a concept in which one applies logical principles, after much inquiry and analysis, to solve problems with a high degree of innovation, divergent thinking and risk taking. Those mastering this outcome show evidence of integrating knowledge and applying this knowledge across disciplinary boundaries. Depth and breadth of understanding of disciplines is essential to this outcome. At the graduate level, originality in the application of knowledge (master’s) and undertaking of research (doctoral) is expected.

In addition, Critical and Creative Thinking includes, but is not limited to, the following outcomes: Independent Inquiry and Analysis; Problem Solving; Creativity; and Depth and Breadth of Understanding.

Literacy

Literacy is the ability to extract information from a variety of resources, assess the quality and validity of the material, and use it to discover new knowledge. The comfort in using quantitative literacy also exists in this definition, as does using technology effectively and developing visual literacy.

In addition, Literacy includes, but is not limited to, the following outcomes: Information Literacy, Quantitative Literacy, Technological Literacy, and Visual Literacy.

Global Understanding

Global understanding encompasses the knowledge of cultural similarities and differences, the context (historical, geographical, political and environmental) from which these arise, and how they are manifest in modern society. Global understanding is exercised as civic engagement, intercultural competence and the ability to understand an academic discipline outside of the domestic context.

In addition, Global Understanding includes, but is not limited to, the following outcomes: Global Understanding, Sense of Historical Development, Civic Knowledge and Engagement, and Intercultural Competence.

Communication

Communication is the ability to interact effectively with a variety of individuals and groups, and convey information successfully in a variety of formats including oral and written communication. Communication also comprises attentiveness and listening, as well as reading comprehension. It includes the ability to communicate and synthesize information, arguments, and analyses accurately and reliably.

In addition, Communication includes, but is not limited to, the following outcomes: Oral Communication, Written Communication, Reading Comprehension, and Integrative Communication.

Professional and Ethical Behaviour

Professional and ethical behaviour requires the ability to accomplish the tasks at hand with proficient skills in teamwork and leadership, while remembering ethical reasoning behind all decisions. The ability for organizational and time management skills is essential in bringing together all aspects of managing self and others. Academic integrity is central to mastery in this outcome. At the graduate level, intellectual independence is needed for professional and academic development and engagement.

In addition, Professional and Ethical Behaviour includes, but is not limited to, the following outcomes: Teamwork, Ethical Reasoning, Leadership, Personal Organization and Time Management, and Intellectual Independence.
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>1</td>
</tr>
<tr>
<td>Enrolment and Registration</td>
<td>1</td>
</tr>
<tr>
<td>Registration Procedure</td>
<td>1</td>
</tr>
<tr>
<td>Registration Changes</td>
<td>1</td>
</tr>
<tr>
<td>Continuity of Registration</td>
<td>1</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>1</td>
</tr>
<tr>
<td>Program Duration</td>
<td>1</td>
</tr>
<tr>
<td>Cancellation of Registration / Voluntary Withdrawal / Required to Withdraw</td>
<td>2</td>
</tr>
</tbody>
</table>
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 Waterlo Physics Institute (GWP). Only an interdepartmental committee or a centre/ institute offering graduate programming will be permitted for combined degree programs. A list of approved programs is available from the Office of the Registrar.

To ensure that students are aware of all aspects of their program, they will be assigned an advisor who will provide guidance and feedback on their academic progress. The advisor will also monitor the student’s program and ensure that all university and departmental requirements are met.

Payment for courses begins at the time 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 Program Duration policy. [See Program Duration 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 and Postdoctoral 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 Program Duration policy (Registration/ Program Duration 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 their academic program; the student shall not engage in communications or request feedback from their advisor or advisory committee related to their academic program; the student shall not use university research facilities related to 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
- 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: If the student, faculty advisor, and members of the student’s advisory committee
are unable to agree on a Plan of Study for program 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 their 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.

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 graduate program within the approved extension
period, 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.)

Program Duration Schedule

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Completion Period</th>
<th>Plan of Study &amp; Progress Report to A&amp;P by end of 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. To apply for an extension submit: Appeal for Extension of MPD to A&amp;P by end of the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s-FT</td>
<td>6 (6 FT semesters)</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 (11 PT semesters)</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>
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<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 (20 PT semesters)</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 (23 PT semesters)</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 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.

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 and Postdoctoral 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).

2019-2020 Graduate Calendar

December 10, 2019