

# 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, positioned below the university logo.

## **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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## II. General Regulations

This section includes university-wide policies on admission, registration, graduation, theses, fees and other subjects of importance to graduate students.

### Admission

#### Admission Requirements

In the Graduate Calendar, the typical Canadian university curriculum and university system are understood to be the academic standard of reference. Herein, grades are assessed by the Office of Graduate Studies.

Admission to a graduate program, whether in the “Regular”, “Provisional”, or “Special” category (see section Enrolment and Registration, below) is, in all cases, based upon the recommendation of the program and department concerned and is subject to the approval of the Assistant Vice-President (Graduate Studies) on behalf of the Board of Graduate Studies.

Note: Admission to advanced courses of instruction or to the privileges of research does not imply admission to candidacy for a higher degree.

*Master's:* Normally, the minimum requirement for admission to a master's program is successful completion of an undergraduate degree/ baccalaureate, in an honours program or the equivalent, from a recognized university.

The applicant must have achieved a grade average of at least 70% (B-) in the last four semesters of study, normally the last two years of undergraduate study (full-time equivalent).

Applicants who have not achieved the minimum grade average may wish to upgrade their academic qualifications prior to applying to a master's program. For information on upgrading, see "Upgrading Standards" below.

Applicants who hold the DVM degree (or equivalent) and who are applying to the master's program must have achieved an overall average grade of at least 70% (B-) in their DVM program.

Applicants are advised that for admission to some master's programs, a higher program grade average than the minimum 70% (B-) average may be required.

For information on alternate admissions criteria for master's programs, see “*Alternate Admissions Criteria*” below.

*Doctoral:* Normally, the minimum requirement for admission to a doctoral program is the successful completion of an undergraduate/baccalaureate degree, and successful completion of a graduate/master's degree – both from recognized universities.

The applicant must have achieved a grade average of at least 73% (B) in the master's degree program. Applicants are advised that for admission to some doctoral programs, a higher program grade average may be required.

Applicants who have not achieved the minimum grade average may wish to upgrade their academic qualifications prior to applying to a doctoral program. For information on upgrading, see "Upgrading Standards" below.

Applicants who hold the DVM degree (or equivalent) and who are applying to the DVSc program must have achieved an overall average grade of at least 73% (B) in their DVM program.

Some programs offer direct admission to a doctoral program from an Honours undergraduate/Baccalaureate degree program. For details, refer to the section entitled “Direct Admission to PhD Programs from an Honours Undergraduate/ Baccalaureate Program”.

*Upgrading/Non-degree:* Students not currently registered in a graduate degree, graduate diploma, or non-degree program at the University of Guelph or elsewhere and who wish to enroll in graduate courses for academic/professional upgrading and/or personal interest should apply on-line through Undergraduate Admission Services, Office of Registrarial Services. At the time of application to Undergraduate Admission Services, the applicant should indicate clearly that they wish to apply as an undergraduate student, and that they are not currently registered for a graduate degree or diploma. A registered undergraduate student may take undergraduate courses or a graduate course with the permission of the chair or director of the academic unit offering the course and the permission of the instructor of the course. In certain limited circumstances, graduate courses taken by undergraduate students may be credited to a graduate program at the University of Guelph. See the Office of Graduate Studies for details.

#### Application for Admission

Potential students may apply through our on-line application process which can be accessed from the Graduate Studies website at <http://www.uoguelph.ca/graduatestudies/apply>.

Please check with the specific program of interest for application date deadlines. The applicant is responsible for assembling all relevant documentation (see below) and any additional program-specific application materials (outlined on the program-specific website). In order to be considered for admission to graduate studies, the applicant must submit all required admission documents to the student information system (WebAdvisor) to complete the applicant process.

*Transcripts:* Applicants are required to submit through WebAdvisor a copy of their transcripts for each previous undergraduate and graduate program from each postsecondary institution attended. Should the applicant be offered conditional acceptance to a program, a certified official transcript from any and all postsecondary institutions attended must be submitted by the end of the first registered semester. Applicants from institutions where only one official transcript/degree certificate is provided should contact the Office of Graduate Studies before submitting the application.

*Referee Assessment Forms:* Assessment forms must be submitted by at least two individuals who are well acquainted with the applicant's academic record, and academic and research aptitude, capacity and proficiency. Academic references are preferred, but former employers are also acceptable referees. Referees will be contacted via email by the Office of Graduate Studies requesting the reference on the behalf of the applicant after the application is submitted.

*English Proficiency:* Courses at the University of Guelph are completed in approximately 12 weeks. Students therefore must be proficient in the use of English, both written and oral, when they begin their studies at Guelph. The university requires that certification of such proficiency be provided by applicants whose first language is not English.

Examples of acceptable assessment of proficiency include official scores or results from the Test of English as a Foreign Language (TOEFL) of the Educational Testing Service, the International English Language Testing System (IELTS), the Michigan English Language Assessment Battery (MELAB), Pearson Test of English Academic (PTE-A) and the Canadian Academic English Language (CAEL) assessment. The minimum overall scores are 89 with no individual component below 21 for Internet Based TOEFL, 6.5 for IELTS, 85 for MELAB, an overall score of 60 with a minimum score of 60 in each of the 4 categories for PTE-A and 70 for CAEL (these minimum acceptable scores are subject to change). Applicants should make arrangements to take one of these tests at least nine months before the first day of the semester. Other forms of proficiency assessment may apply in individual cases; please contact the admitting department or program for additional information.

Applicants may choose to enrol in the University of Guelph's English Language Certificate Program (ELCP) which is offered through the University of Guelph's Open Learning and Educational Support. Applicants who complete the advanced level of this program are considered to have fulfilled the English language requirements and are eligible to apply to a graduate program at the University of Guelph. Information on the “advanced level” of the program is found on-line at <http://www.eslguelph.ca/>

Applicants may also choose to enroll in the University of Guelph's Graduate Preparation Program (GPP) which is offered through Open Learning and Educational Support. Applicants may be offered admission based on the provision that they complete the GPP, which includes completion of advanced level English (level 9 and 10 of the ELCP) as well as graduate preparatory work. The expected duration of the GPP is two semesters. Upon successful completion applicants may continue on to the graduate program identified in their offer of admission. Details about the GPP may be found at <http://www.eslguelph.ca/>

*Other Documents and/or Examinations:* In some departments, a Statement of Research/Interest that outlines the applicant's major research interests and objectives in undertaking graduate study, and/ or additional supplementary documents such as a CV/resume, or a writing sample, may be required for admission. Applicants are advised to review the department's website for specific program admission requirements.

Some departments require applicants to complete and submit the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) to determine admissibility to some programs. If so, this requirement will be noted with the program-specific admissions application information on the departmental website. The applicant's official test results must be forwarded directly to the graduate program in the department to which application has been made. It is the responsibility of the applicant to ensure that test results are submitted to the department by the application deadline.

#### Refusal of Admission

Limitations of funding, space, facilities or personnel may make it necessary for the university, at its discretion, and in spite of the admission requirements set out above, to refuse admission to an otherwise qualified applicant. Applicants will be notified via email by the Office of Graduate Studies if their application for admission is refused.

#### Admission of Faculty Members

Members of the faculty of the university who are:

- senior in rank to a lecturer are not eligible for admission to master's degree studies,
- senior in rank to an assistant professor are not eligible for admission to doctoral studies

Permission to undertake graduate studies must be obtained from the President of the University of Guelph.

## Conditional Admission

Conditional admission may be granted to an applicant whose record to date is acceptable but whose application is incomplete (final official documents have not been received). If the hard copy (paper) final official documents are deemed satisfactory by the Office of Graduate Studies once submitted, the student's admission will be confirmed. If the documents submitted are unsatisfactory, or if the applicant does not meet the conditions listed in their letter of offer, the offer of admission may be rescinded. The assessment of most applications for admission to graduate studies is completed using unofficial electronic documents, and may result in a conditional offer of admission. Such conditional offers of admission require submission of the applicant's hard copy/ paper official documents in order to confirm the offer of admission. As well, applicants must meet any conditions required for admission as stipulated in the offer of admission by the deadline set out in the letter of offer. Note: conditional admission will not be granted on the basis of any English Language Proficiency test results other than the University of Guelph's English Language Certificate Program (ELCP) – see Application for Admission information (above) for more information.

## Letter of Permission

Students who are completing graduate programs at universities outside Ontario and who wish to complete some course work at the University of Guelph may apply for admission to a non-degree program on a Letter of Permission.

Students who wish to be admitted to a non-degree program on Letter of Permission must complete and submit the University of Guelph "Application for Admission to Graduate Studies" form (available from the Office of Graduate Studies) along with a letter from the Dean of Graduate Studies/ Assistant Vice-President (Graduate Studies) or equivalent of the student's home university. This letter must outline precisely what course work the student is expected to complete while at Guelph, and how the work completed at the University of Guelph will be applied and credited to the student's program of study at the home university. No further admission documentation is required.

Students admitted on a Letter of Permission will be registered as "Special" status students in the non-degree program. It is the student's responsibility to request that the University of Guelph transcripts be submitted to the home university. See the Office of Graduate Studies for more information.

## Ontario Visiting Graduate Student Plan

The Ontario Council of Graduate Studies (OCGS), through the Council of Ontario Universities, has established an agreement among the Ontario universities whereby graduate students may take courses at other Ontario universities while remaining registered at their home universities. This plan is known as the Ontario Visiting Graduate Student (OVGS) Plan. For information concerning the regulations and procedures involved, interested students are asked to contact the graduate studies office at their home university.

## Direct Admission to PhD Programs from an Honours Undergraduate/ Baccalaureate Degree

Applicants who have successfully completed an Honours Baccalaureate/ undergraduate degree may apply directly to a doctoral program on their initial application for admission. The applicant must have achieved a superior academic record in the last two years of full time equivalent study. A superior record is normally defined as a cumulative average of 80% (A-) or above, as assessed by the Office of Graduate Studies. The reference on the Referee Assessment Form must rate the student as "outstanding". A statement of the applicant's research interests including evidence of his/ her research aptitude, capability, and proficiency is required.

Following an examination of the application materials submitted, the Graduate Program Committee will submit a written recommendation to the Assistant Vice-President (Graduate Studies) regarding the request for direct admission to the PhD program. Such direct admission students are designated as "Regular". Typically such offers of direct admission include a strong recommendation from the Graduate Program Committee directed to the student's Advisory Committee that at least 0.5 graduate level course credits should be required elements of the student's Program of Study. These credits must be successfully completed by the end of the student's first year of study.

## Admission of Applicants Already Holding a Doctoral or Master's Degree

Applicants who hold a recognized doctoral degree deemed to be equivalent to a Canadian doctoral degree in the same field of study as the program to which they are applying will not be considered for admission. Applicants in this situation are directed to contact the Office of Graduate Studies. In cases where it is not sufficiently evident that the program applied for is different from the completed program and where the department wishes to admit the applicant, the department will be required to clarify in writing the differences between the completed and proposed areas of research. See the Office of Graduate Studies for more information.

An applicant who holds a recognized doctoral degree in one field and who wishes to study at the master's or doctoral level in a different field may be admissible. In cases where it is not sufficiently evident that the program applied for is different from the completed program and where the department wishes to admit the applicant, the department will be required to clarify in writing the differences between the completed and proposed areas of research. See the Office of Graduate Studies for more information.

The same conditions and requirements for applicants to doctoral programs shall apply to those holding a recognized master's degree deemed to be equivalent to a Canadian master's degree and who wish to apply to a master's program

## Transfer of Credits, Post Admission

Students who have left an uncompleted graduate program elsewhere and have gained admission to graduate studies at the University of Guelph may be eligible to transfer some credits by submitting an "Application for Transfer Credit" form. Transfer credit may be assigned if the courses are deemed relevant to the student's program of study.

Graduate courses taken for credit in non-degree programs or through the University of Guelph Open Learning Program (at either the graduate or undergraduate level) may also be considered for transfer credit. Such courses must not have been used for credit towards any degree or honours equivalent qualification, and must not have been a part of the basic minimum admissions requirement for the University of Guelph graduate program.

Students may not complete more than half of their prescribed course requirements outside of the University of Guelph graduate program, whether through Letter of Permission, the Ontario Visiting Graduate Student program, or advanced standing credit or transfer procedures, and must meet the minimum duration of the program into which they have been accepted.

See section Establishment of the Program of Study for more information.

## Advanced Standing Credit

In some specific instances, students in particular graduate programs may seek approval for advanced standing credit, based on graduate courses taken before their admission to the University of Guelph graduate program. A maximum of two courses will be considered for advanced standing credit. The requirements and procedures for seeking such approval are summarized below. Courses submitted for consideration for approval must include the following elements:

- must be credit courses in a graduate degree program offered through an accredited institution;
- must include evaluative components that are graded (i.e. include assignments or exams that are graded);
- must be of comparable credit weight to graduate courses offered at the University of Guelph;
- must not duplicate work already completed by the student in the University of Guelph program.

Requests for advanced standing credit are considered on their individual merits.

To apply for advanced standing credit, students must submit a formal written request to the relevant Graduate Program Coordinator, including a course outline with sufficient detail that the course can be assessed against the above criteria. If a sufficiently detailed course outline is not available, it is the student's responsibility to obtain additional information from the institution at which the course was taken. The application for advanced standing must be submitted at the time of application to graduate studies, and no later than the end of the first week of the semester of the student's first registered semester.

The request shall be submitted by the Graduate Program Coordinator to the Graduate Program Committee, which will review the documentation according to the following criteria.

- The course was not used by the student to obtain a degree.
- The course was not used to obtain admission to the graduate program.
- The course is equivalent in credit weight and level to the course within the University of Guelph program for which it is to substitute.

If approved, the advanced standing credit(s) will be noted on the student's Graduate Degree Program form and transcript.

## Internal Program Transfer

An internal program transfer is a transfer between degrees within the same program (e.g. from the MSc to the PhD in Plant Agriculture; from Graduate Diploma to DVSc; from PhD to MA in History, etc.). Should a student wish to transfer to a different program, the regular "Application for Admission" policies and processes shall apply.

## Internal Program Transfer Application Procedures

Transfer requests, including all required documentation, must be submitted before the end of the fourth semester (unless otherwise specified below). Requests must not be initiated prior to the end of the student's second semester of study.

- Transfer requests must be submitted using the transfer form. Along with the request to transfer, the student must include a written report of progress in research. The report should include a review of research conducted and any papers presented, published or submitted, research seminar title, etc.



- Confirmation of funding is required through the submission of a “Funding Form” (which accompanies the transfer application) from the department into which the student wishes to transfer.
- The student must be recommended highly by the Advisory Committee, supported by a written recommendation from Department Chair and the Graduate Program Committee. All the materials – including the application, the funding form, the research progress report, and the written recommendations, shall be forwarded to the Admissions & Progress Committee for a final decision
- In all cases, a transfer fee is payable to the Office of Registrarial Services when the application is submitted to the Office of Graduate Studies

### **From Master's to Doctoral (i.e. when the student does not hold the equivalent of a master's degree from a Canadian University)**

- The “Application for Transfer to Another Program” form must be initiated by the student during semester 3 or 4. Requests must not be initiated prior to the end of the student's second semester for study.
- The student must have an accredited undergraduate degree with an average of at least 77% (normally B+ to A+).
- The student must have completed at least 1.0 graduate level course credits (two 0.5-credit graduate courses), plus a seminar or equivalent course recognized for credit at the University of Guelph, with grades of at least 80% (A-)
- The student must submit a written report of progress in research. The report should include a review of research conducted for the master's thesis and any papers presented, submitted or published.
- The request to transfer and the research progress report shall be reviewed by the student's Advisory Committee, which shall provide written commentary on the candidate's aptitude for doctoral-level research, and on the suitability of the master's research project for expansion to a doctoral project.
- The request to transfer, the research progress report and the statement from the Advisory Committee shall be reviewed by the Graduate Program Committee and the Department Chair/Director who will provide a statement concerning the candidate's research aptitude, capability, and proficiency.
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application.

### **From Master's to Doctoral (i.e. when the student holds a recognized master's degree in a related field)**

- The “Application for Transfer to Another Program” form must be initiated by the student during semester 3 or 4.
- The student must have accredited undergraduate and graduate degrees with an average of at least (normally) 77 (B+ to A+)
- The student must have completed at least 0.5 graduate level course credits (one 0.5 credit graduate course), plus a seminar or equivalent course recognized for credit at the University of Guelph, with at least grades of at least 80% (A-).
- Supporting documentation from the Advisory Committee commenting on the candidate's aptitude for doctoral-level research, as well as the suitability of the master's research project for expansion to a doctoral-level project must be included.
- A statement from the Graduate Program Committee and the Department Chair/Director concerning research aptitude, capability, and proficiency must be included.
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application.

### **From Graduate Diploma to DVSc**

- The “Application for Transfer to Another Program” form must be initiated by the student no later than the end of the student's second semester
- The student must have successfully completed a DVM degree with high academic standing as set out in the admission requirements
- The student must have achieved a “superior record to date” in the Graduate Diploma program and must show a particular aptitude for applied studies (see the degree regulations for the Doctor of Veterinary Science, Admissions section, Chapter IV)
- Supporting documentation is required from the Advisory Committee, the Graduate Program Committee and the Interdepartmental DVSc Committee commenting on the candidate's aptitude for doctoral-level research
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application

### **From DVSc to PhD**

- The “Application for Transfer to Another Program” form must be initiated by the student.
- In cases where the student was admitted on the basis of a good quality (i.e. high academic standing as set out in the “Admission Requirements”) master's degree but has not yet completed the DVSc Qualifying Examination, transfer requests are normally approved.

- Where the student has successfully completed the DVSc Qualifying Examination, consideration may be given by the Graduate Program Committee to deem it equivalent to the PhD Qualifying Examination. In cases where there is a considerable change in the field of study, the Graduate Program Committee may require that the student complete the PhD Qualifying Examination.
- Supporting documentation is required from the Advisory Committee, the Graduate Program Committee, and the Department Chair/ Director.
- A doctoral-level Funding Form must be included with the application; funding must be guaranteed for a minimum of nine semesters, including funding already provided in the DVSc program.

### **From PhD to DVSc**

- The “Application for Transfer to Another Program” must be initiated by the student. The student must hold a DVM degree with high academic standing, as set out in the “Admission Requirements”.
- In instances where the student has not yet completed the PhD Qualifying Examination, transfer requests are normally approved.
- Where the student has successfully completed the PhD Qualifying Examination, consideration may be given by the Interdepartmental DVSc Graduate Program Committee to deem it equivalent to the DVSc Qualifying Examination. In cases where there is a considerable change in the field of study, the Interdepartmental DVSc Graduate Program Committee may require that the student complete the DVSc Qualifying Examination.
- Supporting documentation is required from the Advisory Committee, and the Interdepartmental DVSc Graduate Program Committee.
- A completed doctoral-level Funding Form must be included with the application; funding must be guaranteed for a minimum of nine semesters, including funding already provided in the PhD program.

### **From Doctoral to Master's (prior to completion of the Qualifying Examination)**

- The “Application for Transfer to Another Program” must be initiated by the student.
- Requests are normally approved on the basis of the student changing goals/career paths.
- In some instances, the Advisory Committee may recommend a transfer to a master's program after having determined that the student's aptitude and/or background preparation for research are not adequate for PhD/ DVSc studies. In cases where the student has failed the first attempt at the Qualifying Examination and has decided, in consultation with the Advisory Committee, that a transfer to the master's program would be appropriate, such a transfer may be approved.
- Where the student had been admitted to the program with a master's degree previously completed, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.
- Supporting documentation from the Advisory Committee, the Graduate Program Committee, and the Department Chair/ Director is required.
- A completed master's-level Funding Form must be included with the application.

### **From Doctoral to Master's (after successful completion of the Qualifying Examination)**

- The “Application for Transfer to Another Program” must be initiated by the student.
- Requests are normally approved as a result of the student changing goals/career paths, or for medical/compassionate reasons.
- Where the student had been admitted to the program with a master's degree previously completed, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.
- Supporting documentation from the student's Advisory Committee, the Graduate Program Committee, and the Department Chair/ Director is required.
- A master's-level Funding Form must be included with the application.

### **From Doctoral to Master's (after 2nd failed attempt to successfully complete the Qualifying Examination or the Final Oral Examination)**

- No transfer will be permitted.
- A “Required to Withdraw” notation (RTW) will be entered on the transcript of the student's last PhD/ DVSc registration.
- In the event that the student wishes to enter the master's program, the student must apply for admission to that program.
- Should the student be admitted to the master's program, he/ she shall be placed in semester 1 of the master's program.
- Where the student had been admitted to the program with a prior master's degree, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.

- The master's degree, if undertaken, must be completely self-contained; the student must complete all the required elements of the program, including required courses, thesis, thesis defence, etc. The Advisory Committee will make a recommendation regarding any credits to be transferred from the incomplete PhD/DVSc.
- A master's-level "Funding Form" must be included with the application.

### From Master's to Graduate Diploma (Type 1)

- An opportunity to transfer from a master's program to a Graduate Diploma (Type 1) is available only where there is an approved Graduate Diploma (Type 1) program in place for the particular program.
- In some instances, the Advisory Committee may recommend a transfer to a Graduate Diploma (Type 1) after having determined that the student's aptitude and/or background preparation for research are not adequate for master's studies.
- The "Application for Transfer to Another Program" must be initiated by the student.
- Students should consult with the Office of Graduate Studies for more information.

### Upgrading Standards

#### a. Applicants to a Master's program who do not hold an honours equivalent degree as assessed by the Office of Graduate Studies

Applicants who have not completed undergraduate courses above the 30 required for a three-year general degree will be required to complete one full year (ten semester courses) of senior level (3000 or 4000) undergraduate courses (5.0 course credits) and maintain a minimum average of 70% (B-). These courses will be evaluated independently of the applicant's previously completed coursework. If the student does not achieve the required minimum average of 70% on these courses, s/he should then complete an additional 2 senior level (3000 or 4000) undergraduate courses (1.0 course credits) and the evaluation will be repeated on the full 6.0 course credits.

In cases where the student has completed more than the 30 required undergraduate courses, these will be deducted from the number of courses required. For example, if the applicant has completed 32 semester courses, s/he will only be required to complete an additional eight semester courses or 4.0 course credits. Upgrading does not guarantee admission.

#### b. Applicants to a Master's program who hold an honours equivalent degree at a level of performance marginally below the minimum university requirement

Applicants will normally be required to complete three senior level (3000 or 4000) undergraduate courses (1.5 course credits) in a single semester and maintain a minimum grade average of 70% (B-). These courses will be evaluated independently of the student's previously completed coursework. If the student does not achieve the required minimum average of 70% (B-) in these courses, s/he should then complete an additional two senior level (3000 or 4000) undergraduate courses (1.0 course credits) and the evaluation will be repeated on the full 2.5 credits. Upgrading does not guarantee admission.

In both a) and b) above, courses taken as upgrading will NOT subsequently be considered for advanced credit or transfer credit toward a Master's degree at this university.

#### c. Applicants to a Doctoral program who hold a Master's degree at a level of performance marginally below the minimum university requirement

Applicants will be required to complete a minimum of three semester courses (1.5 course credits) at the graduate level. They must maintain a minimum grade average of 73% (B) with no individual grade below 70%. Upgrading does not guarantee admission.

In all cases (a, b, and c above), the applicant will be directed to the department of interest for assistance with the selection of courses and for information about departmental admission requirements. The department requirements may be higher than those listed here, but must be consistent across all applicants. For example, if a department has established an admission requirement of 75% instead of the University's 70% minimum, they must apply that standard to all entering and upgrading students.

### Alternate Admissions Criteria

Applicants who believe that their experiential learning may compensate for academic standing that does not meet the university minimum requirements are directed to contact the program(s) of interest regarding availability of alternative admissions criteria.

Applicants to some graduate programs (with the exception of doctoral-level programs) who are able provide evidence of a significant, sustained record of relevant experience and relevant task performance (normally a minimum of 5 years) to compensate for the shortcomings or deficiencies in the type or quality of their previously completed undergraduate degree may contact the program of interest regarding the availability of alternate criteria. Similarly, if an applicant has not completed an honours degree or its equivalent, but can demonstrate relevant skill development over a sustained period of time, admission on the basis of alternate admissions criteria may be considered.

Admissions on the basis of alternate criteria shall be considered on an exceptional basis only. Normally, the regular admissions criteria shall apply. No more than 15% of the graduate students in a program may be admitted under alternate admissions criteria. In programs of fewer than 7 students, no more than one student may be admitted under alternate admissions criteria.

See details and exceptions in the program-specific information below.

Should a Graduate Program Committee recommend admission of an applicant based on alternate criteria (normally on the basis of sufficient evidence of sustained experience - normally a minimum of 5 years - relevant to the field of study, and as well as the Graduate Program Committee's assessment and support of the applicant's ability, aptitude and capacity to pursue graduate studies as included in the student's application materials), the student's file is submitted to the Office of Graduate Studies by the Graduate Program Committee for a final determination on whether the alternate admission criteria are satisfied. The Office of Graduate Studies may consult with and defer to the Admission and Progress Committee when making decisions on such applications.

Students admitted on the basis of alternate criteria shall be classified as Provisional (see section Registration Status and Student Classification, below).

### University-wide Alternate Admissions Criteria (excepting the graduate programs listed below ):

An applicant who does not meet the university's minimum academic requirements for admission may be considered for admission to a master's or diploma program if the following criteria are met:

- The student must present a significant record of relevant experience in the field of study, normally of at least five years. The nature of the relevant experience for admission shall be determined by the specific Graduate Program Committee for the field of study.
- The application must include a) a positive recommendation from the Graduate Program Committee based on a personal interview with the candidate (verbal) and b) a written statement from the candidate outlining the purpose and goal of pursuing graduate studies.
- The application must include identification of a proposed advisor (the candidate must seek support from the proposed advisor in advance) and a proposed Program of Study, including the anticipated time to completion according to the Maximum Registration policy.
- The application for admission must include references from the potential advisor (a faculty member) and the graduate program coordinator in which the applicant's aptitude for graduate studies is addressed explicitly.
- When required by the department, school, or program, the applicant must submit the results of any specified standardized examinations (e.g. GMAT, general GRE, disciplinary GRE, etc.) with whatever specified levels of performance are required. The decision to require submission of such standardized test scores is at the discretion of the department or school.

### Master of Fine Arts

No more than 50% of the graduate students in this program in any given year shall be admitted under alternate admissions criteria. An applicant to this program who does not meet the university minimum academic requirements for admission may be considered for admission if the following criteria are met:

- The student must present a significant and sustained record of relevant experience through on-going educational or professional development in the field of study (normally at least five years). The nature and quality of the relevant experience for admission shall be determined by the Graduate Program Committee.
- The application for admission must include references from a potential advisor (the applicant must seek support from a proposed faculty advisor in advance) and the graduate program coordinator in which the applicant's aptitude for graduate studies is addressed explicitly.
- The application must include: a) a positive recommendation from the Graduate Program Committee based on a personal interview with the candidate (verbal); and: b) a written statement from the candidate outlining the purpose and goal of pursuing graduate studies.
- The application must include a proposed Program of Study, including the anticipated time to completion according to the Maximum Registration policy.

### Master of Arts (Leadership), Master of Business Administration (Distance Education format) and Master of Business Administration (Residential format)

There is no limit to the number of applicants who may be admitted through alternate admissions criteria to these particular programs.

An applicant to any of these programs who does not meet the university minimum academic requirements for admission may be considered for admission if the following criteria are met:

- A significant and sustained record of relevant experience, normally at least five years. The nature of the relevant experience for admission shall be determined by the specific Graduate Program Committee for the field of study.

- Submission of positive references from people who can judge such matters (usually an advisor or Graduate Program Coordinator) in which the applicant's aptitude for graduate education, and, in the case of admission to the executive programs, ability to cope with the distance education format, are specifically addressed.
- A recommendation from the Graduate Program Committee based on the results of the applicant's interview (verbal) and/or statement of purpose (written).
- For some programs, the application must include identification of a proposed advisor (the candidate must seek support from the proposed advisor in advance) and a proposed Program of Study, including the anticipated time to completion according to the Maximum Registration policy. See program specific information.
- Demonstration of continuous successes in continuing education or professional development.
- When required by the department, school, or program, the applicant may be required to submit the results of any standardized examinations specified (e.g. GMAT, general GRE, disciplinary GRE, etc.) with whatever specified levels of performance are required. The decision to require submission of such standardized test scores is at the discretion of the department or school.

## 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.

## 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 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 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 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 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.

### 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 at the end of that 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 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 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 the subsequent semester, 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 prior to the deadline to register for the semester, 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 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.

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<sup>1</sup>

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.

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 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 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.

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.

### Student Programs

#### Note

In addition to the information below, students should also consult Chapter IV Degree Regulations for more information on specific regulations defining the Student Program

### Establishment of the Advisory Committee

In all cases, the student's Program of Study is established and supervised by the Advisory Committee. The Advisory Committee must be established by the department/ school, and the "Advisory Committee Appointment" form submitted by the department/ school to the Office of Graduate Studies no later than the 20th class day of the student's second registered semester.

Once the Advisory Committee has been approved by the Assistant Vice-President (Graduate Studies), no changes may be made to its membership without the written approval of the department's Graduate Program Committee and the Assistant Vice-President (Graduate Studies).

See Chapter IV Degree Regulations for additional information on the composition of Advisory Committees.

### Establishment of Program of Study

After examining the student's academic record, the Advisory Committee shall arrange a Program of Study appropriate for the fulfilment of the degree requirements. This program of study will be detailed on the "Graduate Degree Program Form". The Advisory Committee will give due consideration to any relevant courses previously completed successfully by the student at a recognized accredited university or college, as well as consideration for any placement examinations successfully completed. The Program of Study will include "Prescribed Studies" - which may include any required courses - on the basis of which the candidate's final academic standing will be determined. The program may also include "Additional Courses", chosen either by the student or recommended for completion by the student's Advisory Committee. See section Academic Standing/Prescribed Courses/Additional Courses.

The Program of Study established by the Advisory Committee must be approved by the Graduate Program Coordinator and submitted to the Office of Graduate Studies before the 20<sup>th</sup> class day of the student's second registered semester.

Note: for course-based Master's degrees a maximum of 1/3 of the total degree credits may be fulfilled through the successful completion of senior undergraduate courses. Individual Advisory Committees, however may require that a higher proportion of graduate courses be completed to fulfil the degree requirements. For thesis-based Master's degrees, a minimum of 1.5 credits included in the degree program must be graduate-level classes.

See Chapter IV Degree Regulations for more information on the requirements for Program of Study.

### Changes to the Established Program of Study

Once the Program of Study is established, changes may be made, subject to the approval of the Advisory Committee, with report to the Assistant Vice-President (Graduate Studies).

### Transfer of Academic Credit to a Program of Study

On the recommendation of the student's advisor and with the approval of the department chair and the Assistant Vice-President (Graduate Studies), a graduate student may take, and receive credit for, graduate courses completed at another university. See section Letter of Permission, Ontario Visiting Graduate Student Plan, Transfer Credit, Leave of Absence.

### Seminar Courses, Practica and Internships

Either a numeric grade or a designation of satisfactory (SAT) or unsatisfactory (UNS) may be used in evaluating the student's performance in seminar or practicum courses or internships. See section on Academic Standing/ Grade Interpretation.

## Major Paper or Major Project for Course-based Master's Programs

In some non-thesis course-based programs, a major paper or major project may be required as part of the degree requirements. The major paper or major project is assigned a course number and appropriate number of credits by the Office of Graduate Studies. The major paper or major project course may extend over two semesters. The student's performance will be indicated through assignment of a numeric grade or a designation of satisfactory (SAT) or unsatisfactory (UNS). A copy of the major paper or project must be deposited in the department or school in which the student is registered.

## Auditing Courses

With the consent of the student's Advisory Committee, the course instructor, and the chair of the department concerned, a student may register for and audit all or part of a course. It is understood that the student will attend the scheduled lectures but will not participate in any evaluative activities, write any examination, or receive any grades. Courses audited by the student shall be noted in the student's program as "additional courses", and identified on the transcript as AUD. See section on Academic Standing/ Grade Interpretation.

## Language of Instruction in Graduate Programs, and Exceptions

The English language is used for instruction, in the writing of examinations, and in text books used at this university. The thesis and other reports must be written and submitted in English. Exceptions to this policy are those programs where language requirements are stated as specific academic program requirements that have been approved by Senate.

## Required Completion of an Academic Integrity Course

All graduate students registering for the first time at University of Guelph are required to successfully complete the on-line course UNIV\*7100, *Academic Integrity for Graduate Students*. This course will provide graduate students with a good understanding of academic integrity issues and policies, definitions of academic misconduct, and the expectations of the University of Guelph on these points.

Upon enrollment in graduate studies, all students are registered automatically in the course, which must be completed within the first 20 class days of the semester. A designation of satisfactory (SAT) for successful completion, or unsatisfactory (UNS) for failure or failure to complete the course will be noted on the student's transcript. See section Academic Standing/ Grade Interpretation.

## Short Courses for Graduate Teaching Assistants and Others

Graduate Teaching Assistants and other graduate students may avail themselves of short courses on specific educational topics offered through Open Learning and Educational Support (OpenEd). See <http://opened.uoguelph.ca/default.aspx>

## Research Activities at the University of Guelph

Graduate student advisors assume the responsibility of ensuring that research activities related to the student's academic program comply with University regulations, policies and procedures. The graduate student advisor and student should ensure that if the project involves human participants, or the use of live animals, the project has appropriate approval from the Research Ethics Board <http://www.uoguelph.ca/research/humanParticipants/>, or the Animal Care Committee <http://www.uoguelph.ca/research/acs/>, as appropriate. The preparation of the documentation required for approval by the Research Ethics Board or the Animal Care Committee takes several weeks. In accordance with the Canadian Council on Animal Care, anyone who is handling animals for purposes of teaching or research must have appropriate training which is provided by the University of Guelph. See section Animal Care Short Course Requirement.

When a project involves risk—including handling dangerous materials—the advisor (and student, as appropriate) should consult with Occupational Health and Safety to ensure compliance with standards of health and safety.

A student whose research involves international travel must consult with the staff in the Centre for International Programs (<http://www.uoguelph.ca/CIP>) to ensure that they have completed the University's mandatory pre-departure orientation in order to be prepared appropriately to travel outside Canada.

## Animal Care Short Course Requirement

All graduate students who will utilize vertebrate animals in their research and/or who will be Graduate Teaching Assistants in a course involving vertebrate animals must complete the Animal Care Short Course or equivalent. See Chapter V Other Study Options – UNIV 6600 – Animal Care Short Course.

## Academic Standings

A department may require examinations (oral and/or written), from time to time, to evaluate the student's progress. Numeric grades must be assigned to indicate the student's standing in courses except where otherwise specified.

## Grades Schedule

Fall 2012 and onward

In courses which comprise a part of the student's program, standings will be reported according to the following schedule of grades:

- A+ 90-100%
- A 85-89

- A- 80-84
- B+ 77-79
- B 73-76
- B- 70-72
- C+ 67-69
- C 65-66
- F 0-64

The grade schedule for courses taken prior to Fall 2012 may be referenced in prior graduate calendars or at: <http://www.uoguelph.ca/registrar/calendars/graduate/2011-2012/genreg/genreg-as-gradesch.shtml>

## Grade Interpretation

Course grades help to determine who may or may not continue in a program to completion, to recommend advancement to a subsequent degree, and to determine eligibility for in-program scholarships and possible consideration for awards upon graduation. However, graduate coursework represents a smaller fraction of the student's overall evaluation than do undergraduate course grades. Performance in research is a key component of evaluation at the graduate level.

Fall 2012 onward

Percentage Grade	Letter Grade	Description
90-100	A+	<b>Outstanding.</b> The student demonstrated a mastery of the course material at a level of performance exceeding that of most scholarship students and warranting consideration for a graduation award.
80-89	A- to A	<b>Very Good to Excellent.</b> The student demonstrated a very good understanding of the material at a level of performance warranting scholarship consideration.
70-79	B	<b>Acceptable to Good.</b> The student demonstrated an adequate to good understanding of the course material at a level of performance sufficient to complete the program of study.
65-69	C	<b>Minimally Acceptable.</b> The student demonstrated an understanding of the material sufficient to pass the course but at a level of performance lower than expected from continuing graduate students.
0-64	F	An inadequate performance.

A graduate student who receives a grade of less than 65 per cent in any course (graduate or undergraduate, prescribed or additional) is deemed to have failed the course. The advisory committee must then take action. A student may not register for any course they have previously passed unless the course is a varying content course (such as a Special Topics course) or unless so directed by the Admissions & Progress Committee of the Board of Graduate Studies.

Unannounced evaluations or surprise assessments may not be used for course assessment purposes or to determine course grades.

Grade Interpretation prior to Fall 2012 may be referenced in prior graduate calendars or at: <http://www.uoguelph.ca/registrar/calendars/graduate/2011-2012/genreg/genreg-as-gradeint.shtml>

Other Grade Notations

Grade	Description
AUD	An "audited" course (additional courses only).
INC	Incomplete or course not completed. It is required that the INC be replaced by a grade or an INF (incomplete failure) within the next registered semester.*

Grade	Description
INF	Incomplete: failure. Students not completing the course requirements within the prescribed time limit (see INC above) of receiving an INC will receive an INF grade for that course.* A grade value of 0 (zero) is attached to an INF grade.
INP	In progress. Multi-semester courses that are in progress will receive the INP interim grade designation in each semester prior to the semester of completion. Students registered in multi-semester courses must register in each semester in which they are actively engaged in course requirements. A grade is recorded in the final semester of offering.
MNR	Mark not reported. Grade has not been reported to the Office of Registrarial Services by department or school by the last day for grade reports for the semester. It is required that the MNR be replaced by a grade or an INF (incomplete failure) within the next semester.*
SAT	Satisfactory. Used for evaluation of certain seminar and practicum courses
UNS	Unsatisfactory, considered a failure. Used for evaluation of certain seminar and practicum courses. A grade value of 0 (zero) is attached to an UNS grade.
WDF	Withdrawn: failure. Identifies a course from which the student withdrew after the announced last date for dropping courses. A course dropped prior to this last date is not recorded. A grade value of 0 (zero) is attached to a WDF grade.

\* Any student who receives an INC or MNR grade and for whom the final grade is not received in the Office of Registrarial Services prior to the first day of the next semester, must complete the course in the next registered semester, at the end of which it is required that the INC be replaced by a grade or an INF (incomplete: failure). If the student is not registered in the semester in which the course is completed, any submitted grade will not be accepted and the student will receive INF as a final grade. Note that the student does not register for the incomplete course again; when a grade is received, the grade will replace the INC or MNR grade originally recorded. Students who are registered may have, at the department/school graduate committee's discretion, up to the end of that subsequent semester to finish the course requirements before the grade of INF is automatically recorded. Exceptions to the above, for compassionate reasons, may be considered on appeal to the Admissions & Progress Committee of the Board of Graduate Studies.

### Thesis Assessment

In the thesis, numeric grades are not required; instead the work is reported as either satisfactory or unsatisfactory.

### Prescribed Studies

A graduate student must obtain an overall weighted average of 'B-' or better (at least 70%) in the prescribed studies, as set out in the approved program, in order to qualify for the degree or graduate diploma.

### Additional Courses

In the courses which are identified as additional courses, standings will be reported according to the schedule of grades set out above, and will be included in the calculation of the overall average described in Prescribed Studies. It is understood, that such additional courses are an integral part of the student's approved program.

### Student Progress Report

The academic record and progress of each student who plans and conducts research toward a thesis or major research paper over two or more semesters will be reviewed by their Advisory Committee at the end of each semester, and no later than the 20th class day of the following semester. A Student Progress Report shall be provided to the student for comment and submitted to the Graduate Program Committee for the program in which the student is enrolled.

This report shall be reviewed by the Graduate Program Committee and forwarded to the Office of Graduate Studies. When the progress of a student is evaluated as "Some Concerns" or "Unsatisfactory", a plan of study, prepared by the Advisory Committee in consultation with the student and with the signed agreement of the student, shall be appended and submitted with the progress report.

### Failed Courses

A graduate student who receives a grade of less than 65% in any course (graduate or undergraduate, prescribed, or additional) is deemed to have failed the course.

The student's Advisory Committee shall as a minimum, note "Some Concerns" on the Student Progress Report for the semester during which the course was taken (see Section II General Regulations, Student Progress Reports). For students in course-based programs not requiring a semesterly report, the Graduate Program Coordinator will prepare a Progress Report.

Following a review of the Student Progress Report, the Graduate Program Committee will make one of the following recommendations to the Admissions & Progress Committee (A&P):

1. the student shall be required to replace the failed course as soon as possible with another course of equal relevance, rigour and credit value, preferably in the following semester\*;
2. the student shall be required to complete remedial studies by registering in a "directed study" course, created by the department, of equal credit value, and which has been tailored to meet the student's deficiencies from the failed course, preferably in the following semester\*;
3. repeat the failed course when it is next offered;
4. fulfil a Supplemental Condition

Regarding 1) and 2) above, students may not register for courses they have previously passed unless the course has different content (e.g. "Special Topics" courses), or unless expressly directed to do so in writing by A&P.

Regarding 4) above, recommendations for a Supplemental Condition are discouraged, but may be approved by A&P under exceptional circumstances. The following information must be supplied with the recommendation from the Graduate Program Committee:

- a breakdown of the evaluation and grading scheme for the failed course
- an indication of the student's performance in each component of the course, related to a) above
- an indication of the percentage of the course that the supplemental condition will include
- a signed statement from the instructor of the course indicating a willingness to provide such a supplemental condition
- a brief explanation of the reasons the supplemental condition option has been chosen.

The student's Advisory Committee is responsible for informing the student once the decision on a course of action has been approved by either the Graduate Program Committee or A&P.

### Feedback to Students

Normally, feedback to students on work completed or in progress is an integral part of teaching and learning in that it allows students to measure their understanding of material and their progress on learning objectives. Feedback often goes beyond grading - an indication of the standard achieved - to include comments on the particular strengths and weaknesses of a student's performance. While the nature and frequency of such feedback will vary with the course, the University of Guelph is committed to providing students with appropriate and timely feedback on their work. Instructors must provide meaningful and constructive feedback prior to the 40th class day. This may include but is not restricted to returning papers, assignments, in-class or laboratory quizzes, laboratory reports, or mid-term examinations prior to the 40th class day. In research and independent study courses, instructors must provide students with a realistic idea of their performance by discussing progress directly with the student and, if necessary, identify specific areas for improvement. This may include the assessment of a research plan, literature review, annotated bibliography, oral presentation or other assessment tools.

### Departmental Review

At the end of each semester the academic record and progress of each student will be reviewed by the graduate faculty of the academic unit in which the student is enrolled. In addition, for students requiring a Progress Report, this will be submitted by the advisor to the department graduate program coordinator, to the student and to the Office of Graduate Studies. If the student fails a course or a required examination, the advisory committee, through the academic unit, will recommend appropriate action to the Board of Graduate Studies. Only by authority of the Board may a further privilege of any kind be extended.

### Grounds for Academic Consideration

Academic consideration may be granted on the following grounds:

- medical
- psychological
- compassionate
- misapplication of regulations or procedures
- other special circumstances

Generally, work commitments will not constitute grounds for academic consideration. The necessity for documentation will depend on the situation. Students should contact their Advisor or Graduate Program Coordinator regarding documentation requirements.

If, due to medical, psychological or compassionate circumstances a student is unable to complete any portion of the work in a course, the student should:

1. Inform the instructor-in-charge of the course in writing.
2. Supply documentation if the instructor requests it. If documentation is unavailable, the student should consult their Advisor.
3. Complete and submit missed work by the new deadline established by the instructor.
4. Consult with the Advisor or Graduate Program Coordinator if the student feels that appropriate consideration has not been granted by the instructor.

If the circumstances for academic consideration are such that they could affect a number of courses or completion of other work in the student's graduate program; or if the request for academic consideration involves a misapplication of regulations or procedures, or other special circumstances, the Advisor or Graduate Program Coordinator should be consulted regarding an appropriate course of action.

If the student cannot reach a mutually agreeable course of action with the Advisor or Graduate Program Coordinator, as appropriate, the student may discuss the issue with the Department Chair or the Assistant Vice-President (Graduate Studies). See the Dispute Resolution Mechanisms section of the calendar at Dispute Resolution Mechanisms (with flowchart)

## Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the graduate and undergraduate communities. Accommodation will be made to students who experience a conflict between a religious obligation and scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories. The type of accommodation granted will vary depending on the nature, weight and timing of the work for which accommodation is sought. Accordingly, the request for alternative arrangements normally must be submitted to the instructor in charge of the course within two weeks of the distribution of the course outline. A student requiring accommodation may submit the request to the instructor directly or through his/her program counsellor. The instructor has a responsibility to provide reasonable alternative arrangements that do not put the student at an academic disadvantage. In the case of a conflict with a final examination, the instructor should reschedule the examination to another time during the examination period taking care that the new date and time does not put the student at an academic disadvantage. In the event that a student is not satisfied with the accommodation offered by the instructor, he/she may appeal to the Department Chair, or Director of the School, who may grant alternative accommodation. A student who remains dissatisfied with the outcome of his/her request may seek the assistance of the Human Rights and Equity Office to facilitate a resolution. For a current list of major holy days, please check the following website <http://www.uoguelph.ca/hre/hr/hrholydays.shtml> or contact the Human Rights and Equity Office.

## Graduation Procedures

Every student/ candidate for a graduate degree is responsible for submitting an application for graduation whether they intend to attend the convocation ceremony or not.

There are three convocation periods throughout the year -- October, February, and June. An application for graduation must be submitted by the student no later than the deadline for the specific convocation period as specified in the Graduate Calendar, Chapter I Schedule of Dates. It is the student's responsibility to apply for graduation via WebAdvisor (My Application for Graduation) by the deadline specified in the Schedule of Dates (Chapter I in the Graduate Calendar).

The last day WebAdvisor is open for applications to graduate in the next semester's convocation period is the 40th class day of the semester prior to the convocation period (e.g Fall for Winter convocation; Winter for Summer Convocation; Summer for Fall Convocation). See the Schedule of Dates for the specific day.

After the deadline for the WebAdvisor application to graduate has passed, students may apply for late acceptance to graduate by completing a paper application available at <http://www.uoguelph.ca/graduatestudies/forms> along with a late graduation fee. The paper application is submitted first to Enrolment Services, Office of Registrarial Services, UC level 3, for processing of the late fee, and then must be submitted by the student to the Office of Graduate Studies, UC level 3, for review. The last day for submission of a paper application and late graduation fee is listed in the Schedule of Dates

## Transcripts of Record

Certified official transcripts of the student's academic record are available at the Office of Registrarial Services, University Centre Level 3. Only individually sealed copies are valid. Transcripts will be sent to other universities, to prospective employers, or to others outside the university only upon formal request by the student. Application for a transcript should be made at least five working days before it is required.

## Thesis

Each candidate for a graduate degree, with some exceptions, is required to submit a thesis based upon the research conducted under the supervision of a member of the graduate faculty. Details as to numbers of copies and arrangements for submission are given under the appropriate degree regulations. General specifications on electronic submission, format, order and binding are available on the Graduate Studies website in the [University of Guelph Electronic Theses and Dissertations \(ETD\) Guide](#)

### Thesis Format

The Faculty of Graduate Studies accepts theses either in monograph or manuscript format. A thesis written in monograph format organizes chapters around a central problem, for instance, with an Introduction, a Literature Review, and chapters on Methodology, Results, and Conclusions. In the manuscript format, the chapters treat separate elements of the research program, typically incorporating several discrete articles suitable for journal publication. Theses written in manuscript format may include the following:

- Published articles
- Submitted articles
- Unpublished work in publication format

*Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgement of the work during the thesis examination process.*

Theses written in manuscript format must satisfy the following:

- Inclusion of connecting materials that integrate across the different chapters/articles, including at minimum an overarching introduction and a concluding discussion chapter.
- A statement certifying that the student is the principal or sole author of any included manuscripts and had a major or sole role in the design of the research, and the preparation and writing of the manuscripts.

### Submission of Thesis

When the thesis, in its final form, has been prepared after the final oral examination, the candidate will review the thesis submission instructions and submit the electronic (.pdf format only) copy and any supplementary files via the Atrium. Care must be taken to submit the thesis with pages numbered, arranged in the appropriate order and free from typographical and other errors. Upon submission, the thesis will be reviewed for adherence to the formatting guidelines by staff in the Office of Graduate Studies within a reasonable time frame (approximately one to three working days). If confirmation of departmental/program approval has not been received by the Office of Graduate Studies via

- a. Certificate of Approval
- b. Report of Examination Committee,

the thesis will not be reviewed and final acceptance will not be issued.

As all approved submissions to the Atrium Electronic Theses and Dissertations will be harvested by the National Library and Archives Canada and published through Theses Canada portal, a signed copy of the Theses Non-Exclusive License must also be submitted to the Office of Graduate Studies.

Binding of any paper copies of the thesis is the responsibility of the student. Information on binding options and locations may be found on theses submission checklist section of the University of Guelph Electronic Theses and Dissertations (ETD) Guide. As departmental requirements for bound copies of theses vary, the student is responsible for ensuring their specific requirements.

### Circulation and Copying of Thesis

In normal circumstances, as a condition of engaging in graduate study in the university, the author of a thesis grants certain licences and waivers with respect to the circulation and copying of the thesis:

1. to the chief librarian a waiver permitting the circulation of the thesis as part of the library collection;
2. to the university a licence to make single copies of the thesis under carefully specified conditions;
3. to the National Library of Canada a licence to upload/microfilm the thesis under carefully specified conditions.

Provision is made for the circulation and the copying of a thesis to be delayed for a period of up to twelve months from the date of successful final examination, good cause being given.

### Copyright Provision

Copies of the thesis shall have on the title page the words "In partial fulfilment of requirements for the degree of Master of Arts" (or Master of Science, etc.). The International Copyright notice (©), which consists of three elements on the same line (a) the letter c enclosed in a circle, (b) the name of the copyright owner (the student) and (c) the month and year, should all appear as the bottom line on the title page of the thesis.



## Intellectual Property

Intellectual property rights for students and staff are outlined in the Board of Governor's approved "Policy on Intellectual Property" (June 5, 2014), available on-line at <http://www.uoguelph.ca/policies/>

The fundamental principle of the policy is that, subject to the specific exceptions set out in the policy, Intellectual Property is owned by those who create it.

The Policy replaces the Inventions Policy (1991), the Copyright Policy (1989) and the Software Creation Policy (1989). It does not replace or supersede any other policy or collective agreement.

## Copyright Policy

Consistent with the foregoing, the Board of Governors has established an administrative policy on intellectual property including copyright. The policy statement may be consulted on the University of Guelph Policies webpage under the Intellectual Property heading at [http://www.uoguelph.ca/research/assets/policies/intellectual\\_property\\_policy.pdf](http://www.uoguelph.ca/research/assets/policies/intellectual_property_policy.pdf)

## Unacceptable Thesis

In the event that a candidate is unable to prepare a suitable thesis, the advisory committee will so report to the graduate faculty of the department (the candidate will receive a copy of the report). The department chair is responsible for ensuring that the Assistant Vice-President (Graduate Studies) is promptly and fully informed of the circumstances.

## Publications Arising from Research

Graduate students share with other researchers the responsibility of disseminating information obtained in the course of their research. Accordingly, the university encourages graduate students to publish the results of their research projects without undue delay. In several departments, publication of journal articles is critical for their research programs. Such departments may establish procedures whereby the graduate student's advisor may arrange for submission of journal articles based on the graduate student's research, should the graduate student fail to make such submissions. The procedures should be in writing and should be made known to graduate students on entry into the program.

## Academic Accommodation for Students with Disabilities: Procedures

The policy for academic accommodation may be found at [Accessibility Services, Student Wellness](#)

### 1. Purpose, Scope

The policy, Academic Accommodation of Students with Disabilities ("Policy") is composed of two documents: the Policy Document and this Procedures Document. This Procedures Document is intended to support the Policy Document and provides specific information on the decision making process and appeals process related to Academic Accommodations. Definitions for capitalized terms are found in the Policy Document. In the event of a discrepancy between the Policy Document and the Procedures Document, the Policy Document will apply.

### 2. Essential Requirements and Academic Accommodation

Decisions concerning specific forms of Academic Accommodation are made with consideration to the Essential Requirements of a specific course or program in order to ensure its integrity. Registration in a course or program does not guarantee the granting of any specific form of Academic Accommodation. Students are expected to contact SAS as early as possible to discuss their accommodation needs if their choices concerning a course or program may be affected by the specific forms of Academic Accommodation granted by the University.

### 3. Student Accessibility Services (SAS)

#### Role of SAS

3.1 SAS facilitates a variety of programs and services to assist students with participating fully in University life and maximizing campus accessibility. These may include:

- confirming whether a student has met the criteria for establishing that a Disability exists and helping to identify appropriate options for Academic Accommodations,
- providing to a Course Instructor, Notifications as to the appropriate types of Academic Accommodation,
- granting common forms of In-Course Academic Accommodations as described in section 5.1 below,
- supporting and facilitating the provision of Academic Accommodations by academic departments,
- acting as a resource for members of the University community about disability related matters that have an impact on equitable participation in academic life, and
- assisting the student in developing strategies for managing daily activities relating to academic life in the context of their disability.

## Registration

3.2 All students who require Academic Accommodation must register with SAS in accordance with this Policy including applicants who submitted information regarding a Disability as part of the Admission process. Submission of information as part of the Admission process does not satisfy registration requirements for SAS.

3.3 In order to provide Academic Accommodations in a timely fashion, students are expected to observe the following dates:

- First year students must submit a New Student Intake Form (NSIF) by June 15 prior to commencing their program. It is also recommended that first year students participate in SAS orientation programs offered at the start of each academic year.
- Transfer students who are admitted after June 15 or who are starting their program in either the winter or summer semester, must submit the NSIF as soon as possible after accepting an offer of admission.
- Students who are already attending the University and are registering with SAS for the first time must submit the NSIF as soon as they are aware that a need for accommodation exists.
- All new students and any returning students who need to meet with an advisor must normally contact SAS by the end of the first week of classes to book an appointment. If there is an immediate need for an accommodation, students are expected to make this known when booking the appointment.
- Students who have registered with SAS in a previous semester must reactivate their status within the first 2 weeks of classes for each semester they are enrolled by following instructions on the SAS website or sent to their University email account.

3.4 Efforts will be taken to support students who delay registration with SAS. However, some options may not be available on short notice and may be deferred to a subsequent semester.

## SAS Exam Centre

3.5 Students who have been approved to write Examinations in the SAS Exam Centre must normally book the appropriate date and time with SAS:

- At least 7 days prior to a scheduled midterm examination date,
- No later than the 40th class day for final examinations.

3.6 Where Examinations are written in the SAS Exam Centre, SAS is responsible for working with the academic unit to :

- identify students who will be writing in the SAS Exam Centre at least three working days prior to the scheduled date of the Examination;
- arrange for copies of the Examination to be available in the SAS Exam Centre on the day before it is to be administered to the student, and returned to the department/school on the first working day following the Examination.
- arrange for Examinations written in the SAS Exam Centre to be administered at the same time as the rest of the class, except when alternate timing has been approved by the Course Instructor. Examples of when this may be necessary include but are not limited to when:
  - granting additional time causes the scheduling of two Examinations to come into conflict,
  - a Disability precludes the student from being able to write more than one Examination per day,
  - medication required by the student affects the student's ability to function at particular times of day, or
  - Examinations are scheduled outside of regularly scheduled class times and/or the SAS Exam Centre is closed.

## 4. Documentation Requirements

4.1 Students requesting Academic Accommodation must provide appropriate documentation to SAS in accordance with this section. The documentation must be from an appropriate Regulated Health Professional who has the authority to diagnose the particular Disability. In the absence of current documentation identified in section 4.2 below, students can request Interim Academic Accommodations.

4.2 Documentation must be current according to the following standards:

- Learning Disabilities and ADHD must have been assessed at age 18 or older, or within the last three years;
- all other Disabilities must be assessed within the timeframe that the student experiences a functional limitation for which an Academic Accommodation is needed; and
- documentation may need to be renewed as appropriate to reflect the student's on-going need for Academic Accommodation.

4.3 Documentation must be comprehensive and provide information regarding the student's functional limitations in a university setting. A Functional Assessment form is used for all forms of Disabilities except for Learning Disabilities (see section 4.4 below). Functional Assessment forms are available on the SAS website. All documentation must include the following minimal information:

- a statement of the nature of the Disability (a specific diagnosis is optional but not required);
- information on the severity, duration and intensity of the Disability;

- c. a description of functional limitations; and
- d. whether the Disability is permanent or whether it falls under the definition of a Temporary Disability.

**4.4** Students with Learning Disabilities must provide documentation in the form of a psychoeducational assessment report (“Assessment”) that conforms to established standards. The Assessment must contain but is not limited to the following information:

- a. The credentials and signature of the assessor, who must be a registered psychologist or psychological associate;
- b. A description of the procedures used for the Assessment, including relevant contextual information;
- c. Evidence that appropriate psychometric testing has been employed, including instruments that have been validated against adult norms;
- d. Information about the severity of the Functional Limitations experienced by the student;
- e. Ruling out of other possible explanations for the observed assessment results (differential diagnosis);
- f. An indication that the results are believed to be a reasonable representation of the student’s normal abilities; and
- g. Confirmation that a specific learning disability exists.

**4.5** Documentation may also include recommendations as to the types of Academic Accommodations that might address a student’s specific functional limitations. However, the University retains ultimate decision-making authority as to which forms of Academic Accommodations may be granted.

## **5. Requests for In-Course Academic Accommodation**

**5.1** Subject to appropriate documentation, requests for certain common forms of In-Course Academic Accommodation can be granted directly by SAS. These include but are not limited to requests for:

- a. note taking;
- b. arrangements for appropriate seating in a classroom; or
- c. supports for Examinations that are administered by the SAS Exam Centre such as extra time, use of a private or semi-private room, use of a computer, adaptive software or word processor, or access to a reader or scribe.

**5.2** Students requesting In-Course Academic Accommodation are responsible for submitting their requests in accordance with deadlines as provided on the SAS website.

**5.3** Requests for In-Course Academic Accommodations not in subsection 5.1 are considered “Supplementary Academic Accommodations” and are made directly to Course Instructors or the appropriate University units with the support of SAS. Examples may include but are not limited to:

- a. audio recording of lectures;
- b. use of memory aids or calculators for Examinations;
- c. additional time for assignments, or alternate scheduling of Examinations;
- d. advanced access to information about readings and assignments; or
- e. alternative methods of assessing Essential Requirements.

**5.4** SAS provides support to students in learning to negotiate on their own behalf. To that end, SAS encourages students to negotiate directly for Supplementary Academic Accommodations, when appropriate. At the student’s request, SAS may provide assistance in requesting Supplementary Academic Accommodations.

**5.5** Course Instructors are encouraged to contact SAS to discuss any requested Supplementary Academic Accommodation that is not consistent with the Notification, or if there are questions related to the impact of the Supplementary Academic Accommodation on the Essential Requirements of a course or program.

**5.6** If SAS supports the need to have textbooks produced in alternate format (e.g. audio books, Braille or e-text), students must make the necessary arrangements directly with Library Accessibility Services. Students are encouraged to make these arrangements early since it can take 4 to 6 weeks to acquire alternate format text.

## **6. Supplementary Academic Accommodation Decision Process**

**6.1** If consensus on Supplementary Academic Accommodation cannot be reached between the student, the Course Instructor and SAS, then the Course Instructor shall consult as follows:

- a. for undergraduate students, with the Chair or designate, or
- b. for graduate students, with the Graduate Program Coordinator.

**6.2** If, after the consultation described above, consensus still cannot be reached on the Supplementary Academic Accommodation to be provided, a report will be issued within 5 working days (“Report”) as follows:

- a. for undergraduate students, the Chair shall provide a Report to the Dean (or designate).
- b. for graduate students, the Graduate Program Coordinator shall provide a Report to both the Assistant Vice-President (Graduate Studies) and the College Dean (or designate) who has oversight responsibility for the graduate program.

**6.3** The Report will include the Notification from SAS, the type(s) of Supplementary Academic Accommodation being requested, and the rationale for not granting the request including any concerns regarding its impact on the Essential Requirements of the course or program, if applicable. The Report will also include information about any alternative forms of Supplementary Academic Accommodations that have been considered.

**6.4** Within 5 working days of the receipt of the Report, the Dean (or designate) and when applicable, the A.V.P. Graduate Students shall make a decision on the type(s) of Supplementary Academic Accommodation to be granted and advise the parties in writing.

## **7. Appeal Process**

**7.1** Decisions by SAS Advisors regarding the In-Course Academic Accommodations under section 5.1 may be appealed to the Manager, SAS.

**7.2** Decisions by SAS regarding Supplementary Academic Accommodations it will support under Section 5.3 may be appealed to the Director, Student Wellness.

**7.3** Decisions by the Dean (or designate) and when applicable, the A.V.P. Graduate Students under 6.4 may be appealed by the student to the Senate Committee on Student Petitions (“Petitions”) in accordance with Petitions’ Bylaws.

## **Academic Misconduct**

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University’s exercise of its responsibility to evaluate students’ academic achievements, or restricts the University’s ability to accomplish its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty of offences associated with misappropriation of others’ work, misrepresentation of personal performance and fraud, improper access to scholarly resources, and obstructing others in pursuit of their academic endeavours. In addition to this policy, the University has adopted a number of policies that govern such offences, including the policies on Misconduct in Research and Scholarship and the Student Rights and Responsibilities regulations. These policies will be strictly enforced.

It is the responsibility of the University, its faculty, students and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive procedures to limit the likelihood of offences occurring. Furthermore, individual members of the University community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes reporting such offences when they occur and making one’s disapproval of such behaviour obvious.

University of Guelph students have the responsibility of abiding by the University’s policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students should also be aware that if they find their academic performance affected by medical, psychological or compassionate circumstances, they should inform the appropriate individuals, (instructors, program counsellors, graduate advisors) and follow the available procedures for academic consideration outlined in the University’s calendars.

## **Education and Remediation**

Education and remediation are key to promoting an environment in which academic integrity will flourish. It should not be possible for a student to claim that he/she was not warned about the University’s academic misconduct regulations, what constitutes academic misconduct and the potential consequences of transgressing. The need to educate students about academic integrity places a particular responsibility on faculty, especially with respect to discipline-specific issues.

The University’s Strategic Directions place high value on collaboration and co-operation in the learning process, across disciplines and between institutions. Further, the strategic plan recognizes the importance of students learning to work with others in group projects and situations as key to developing skills as self-reliant learners. This is reflected in the large number of courses at this University which involve group work and encourage co-operation in completing assignments. However, there may be need to limit the amount of collaboration or co-operation. Students need to be aware of, and instructors need to be clear about assignments for which discussing or completing the work with others is not appropriate and where the expectation is that students will work separately. Instructors should be very explicit about expectations with respect to academic integrity, and information with respect to academic misconduct should be presented to students as part of the course outline, academic program orientation materials and other materials posted and distributed to students. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

In addition, in the case of examinations, students should be sure that they read and understand the regulations with respect to conduct in examinations printed on the cover of each examination booklet, and should pay particular attention to any additional instructions from the examination invigilators.

In support of remediation, students convicted of an academic offence may be required to successfully complete an academic integrity remediation process.

*Note: In this policy, the word “dean” means “dean or designated associate dean.” The word “chair” means “chair of a department or director of a school.” The word “department” means “department or school.”*

## Offences

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment.

Below are descriptions of academic offences. It is important to note that, while the University has attempted to present as comprehensive a list as possible, this list of potential academic offences should not be considered exhaustive. Students are responsible for knowing what constitutes an academic offence and faculty members have a responsibility to provide students, early in their course or program, with information about academic integrity that might be particular to their discipline. An offence may be deemed to have been committed whether the student knew a particular action was an offence or ought reasonably to have known. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

It is the responsibility of students working in a group to take all reasonable steps to ensure that work submitted to the group by individual members has not been completed in a way that violates this policy.

Further, as some academic offences may also be viewed as violations of policies on Misconduct in Research and Scholarship, the Student Rights and Responsibilities regulations, the criminal code and/or civil statutes, students may also be subject to procedures and penalties outlined in those policies at the University's discretion, and to criminal prosecution or civil action.

A graduate of the University may be charged with an academic offence committed while he/she was a registered student when, in the opinion of the dean, the offense, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

### 1. Misappropriation of Other's Work

#### 1. Plagiarism

Plagiarism is misrepresenting the ideas, expression of ideas or work of others as one's own. It includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. In addition to books, articles, papers and other written works, material may include (but is not limited to): literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. Some examples of plagiarism include:

- submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- buying or selling term papers or assignments;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;

Students have the responsibility to learn and use the conventions of documentation suitable to the discipline, and are encouraged to consult with the instructor of the course, the academic supervisor, or the department chair for clarification if needed. Instructors should include in the materials they provide to students about academic integrity, information about any unique, discipline-specific understandings with respect to what must be acknowledged or cited<sup>1</sup>.

#### 2. Copying

Copying is similar to plagiarism in that it involves the appropriation of others' work as one's own. It includes copying in whole or in part another's test or examination answer(s), laboratory report, essay, or other assignment.

Copying also includes submitting the same work, research or assignment for credit on more than one occasion in two or more courses, or in the same course, without the prior written permission of the instructor(s) in all courses involved (including courses taken at other post-secondary institutions).

#### 3. Unauthorized Co-operation or Collaboration

It is an offence to co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.

<sup>1</sup> In addition to being concerned about appropriate citation, students who wish to use the work of others, from any source, should be aware of copyright laws and other conventions governing intellectual property. See the Office of Research website, [http://www.uoguelph.ca/research/forms\\_policies\\_procedures/index.shtml](http://www.uoguelph.ca/research/forms_policies_procedures/index.shtml) for links to the University's intellectual property policies.

## 2. Misrepresentation and Fraud

This category of offences covers a range of unacceptable activities, including the following:

### 1. Impersonation

Impersonation involves having someone impersonate oneself, either in person or electronically, in class, in an examination or in connection with any type of academic requirement, course assignment or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

### 2. Falsification

It is an offence to submit or present false or fraudulent assignments, research, credentials, or other documents for any academic purpose. This includes, but is not limited to:

- falsified research or lab results and data;
- concocting facts or reference;
- false medical or compassionate certificates;
- false letters of support or other letters of reference;
- falsified academic records, transcripts or other registrarial records;
- fraudulent submission practices (e.g., altering date stamps);
- altering graded work for resubmission.

It is also falsification to misrepresent the amount of work an individual has contributed to a group assignment or activity. Both the individual to whom work is falsely attributed and those who acquiesce in its attribution commit an academic offence.

### 3. Withholding

It is an offence to withhold records, transcripts or other academic documents with the intent to mislead or gain unfair academic advantage.

### 4. Unauthorized Aids and Assistance

It is an offence to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or term test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services). Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the instructor or invigilator. Note that unauthorized assistance does not include student support services offered by the University, such as the Learning Commons.

## 3. Improper Access and Obstruction

### 1. Preventing Access to Materials

It is an offence to alter, destroy, hide, remove without authorization, or in any other way improperly restrict access to library, electronic or other materials intended for general academic use.

### 2. Obstruction and Interference

It is an offence to obstruct or otherwise interfere with the scholarly activities of another, or to alter or falsify the work of others, in order to gain unfair academic advantage. This includes, but is not limited to, deleting data or files, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (for example, a painting, a sculpture, a film), with a chemical used for research, or with any other object of study or research device.

### 3. Improper Access

It is an offence to improperly obtain through theft, bribery, collusion, or otherwise access to confidential information, examinations or test questions or to gain undue academic advantage as a result of such behaviour.

### 4. Improper Dissemination

It is an offence to publish, disseminate or otherwise make public to a third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with a reasonable expectation of confidentiality.

## 4. Aiding and Abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy.

## Penalties

### A. Range of Penalties That May be Assessed

If a student is found guilty of academic misconduct, an Official Warning will be given that an offence is now noted in the student's record and that a subsequent offence will attract a more severe penalty. In addition, one or more of the following penalties may be assessed:

1. A requirement for submission of a new or alternative piece of work.
2. The rescinding of University-funded scholarships or bursaries.
3. Partial or total loss of marks on the examination or assignment in which the offence occurred.

4. Partial or total loss of marks for the course in which the offence occurred.
5. Suspension from the University for a period of between one and six consecutive semesters. For the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or services.
6. A recommendation for expulsion from the University.
7. A recommendation for revocation/rescinding of a degree. A person who is found guilty of academic misconduct after having been approved for graduation, or after having a degree conferred, may have the degree rescinded or revoked when, in the opinion of the dean, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

## B. Notes with Respect to Penalties

The following should be noted with respect to penalties:

1. Senate has approved a set of Guidelines for the Assessment of Penalties for Academic Misconduct. These guidelines are used by chairs/directors and deans to assist them in determining appropriate penalties for individual cases. A copy of the guidelines can be found in the Graduate Calendar, or may be obtained from the Senate Office or the office of any chair or dean.
2. Students who have been found guilty of a course-based offence and who have been assessed a penalty in addition to an Official Warning will not be permitted to drop the course or to withdraw with failure. A student who has dropped the course prior to the offence(s) being detected will have his/her enrolment in the course reinstated if found guilty and if the penalty assessed is other than an Official Warning.
3. Students who have been suspended for academic misconduct will not receive credit for any courses taken while under suspension. This policy applies to any credit course taken during the suspension period, be it distance, or non-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded.
4. A student who wishes to be considered for readmission after a suspension must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirement will normally be required to serve the associated penalties consecutively.
5. A student who has been expelled from the University of Guelph is not eligible for readmission to the university for at least five years. A student who wishes to be considered for readmission must petition the President to have the expulsion status removed. The President will form a hearing committee to review the case for lifting the admission restriction. If the committee decides to remove the expulsion status, the student who wishes to be considered for readmission must then make an application that will be judged on the basis of eligibility to continue. If the committee decides to leave the expulsion status in place, the student must wait at least another two years before submitting a new petition.
6. Penalties may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

## Procedures

### A. Notes Re: Procedures and Authority to Act

1. Deans may delegate their authority under this policy to an appropriate designate(s). Such delegation may be full (for example, all cases are delegated to an Associate Dean), or partial (for example, authority with respect to offences related to course work may be delegated to departmental chairs). Deans must provide the University's Judicial Officer with the name(s) of individual(s) to whom authority has been delegated under this policy.
2. For offences related to course work (including examinations):
  - a. The designate of the Director of Open Learning will carry out the role of the chair in cases where the offence has been committed in an Open Learning, non-degree credit course. Degree credit courses offered through distance are within the authority of the chair of the department offering the course. The role of the dean in the case of non-degree credit courses offered through the Open Learning program is carried out by the Director of Open Learning.
  - b. For undergraduate students and open learners, the relevant dean is the dean of the college in which the course is offered, and the dean of the college in which the student is enrolled (if different) should receive a copy of the decision. In the event that an offence is committed in a degree credit course by an open learner, the Director of Open Learning should receive the copy of the decision.
  - c. For graduate students, the relevant deans are the dean of the college in which the course is offered and the Assistant Vice-President (Graduate Studies) acting jointly. The dean of the college in which the student is enrolled (if different) should receive a copy of the decision.

3. For offences not related to courses, or for course offences involving students not enrolled in the course, for undergraduate students the dean of the college in which the student is enrolled is responsible for administering the policy. For graduate students, the policy is administered jointly by the Assistant Vice-President (Graduate Studies) and the dean of the college in which the student is enrolled.
4. In the event that a chair/director has a conflict of interest in dealing with a case, the dean will appoint another faculty member to deal with the case. In the event that a dean's designate has a conflict of interest in dealing with a case, the dean may appoint an alternate designate or choose to deal with the case himself/herself. In the case of a conflict of interest on the part of a dean, the Provost will appoint a designate to deal with the case.
5. Wherever in this policy it states that a student is to be contacted, the normal expectation is that such contact will be made using the student's University of Guelph email account, with a copy of any correspondence being sent to the home address provided to the University by the student.

## B. Detection and Documentation

### 1. Examinations

The responsibility for preventing and detecting academic misconduct in an examination lies with the invigilators, although they make use of reports from others to assist them in detection. In cases of suspected impersonation, the chief invigilator shall require the student concerned to remain after the examination until the student is satisfactorily identified. In other cases of suspected academic misconduct, the chief invigilator shall allow the student to complete the examination, but:

- may require that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption of those taking the examination; and
- shall confiscate any suspect material (including those portions of the examination completed to that point) and give it, along with the student's other examination booklet(s) (collected at the end of the exam) to the instructor immediately following the examination.

The chief invigilator shall give a full report, together with any confiscated material, to the instructor-in-charge of the course if the instructor is not the chief invigilator. In instance of open learning courses, the material will be submitted to the Director of Open Learning. The student is required to contact the instructor no later than the end of the examination period.

### 2. Term assignments, including research and thesis work

The initial responsibility for detecting academic misconduct on term assignments, etc., necessarily lies with the person(s) responsible for evaluation and discussion of the student's work, although that person may make use of reports from others to assist in detection, and may make use of electronic means of detection appropriate to the discipline. Where academic misconduct is suspected, the evaluator/marker shall retain possession of any suspect material and give a full report in writing together with any confiscated material to the instructor-in-charge of the course, or to the student's advisor, if the instructor/advisor is not the evaluator/marker. At this stage, the student will be informed by the instructor/advisor that a suspicion of academic misconduct is being investigated.

### 3. Cases outside the domain of examinations or assignments

The responsibility for detecting academic misconduct in the context of an academic environment that is not part of the formal examination or assignment process rests with the entire University community. Where academic misconduct is suspected, but where it is unclear whether it is directly related to a specific course, or where the specific course is unknown, those with knowledge of an offence should contact the dean of the college in which the student is enrolled and the Assistant Vice-President (Graduate Studies) in the case of a graduate student. If the suspected offence appears to be related to a specific course, then the instructor of the course should be contacted.

## C. Investigation and Judgment

### 1. Offences Related to Course Work, Research, Thesis Work or Examinations

- a. When an instructor or an advisor suspects that an academic offence has been committed, he/she is responsible for gathering evidence to support or allay the suspicion and may invite the student to meet with him/her to discuss the concerns. The instructor/advisor should pursue the gathering of evidence in a timely way. The normal expectation for assignments due within the semester is that instructors/advisors will complete their evidence gathering within ten working days of the due date for the assignment. For assignments submitted at the end of the semester or during the examination period, the instructor has until the tenth day of the subsequent semester to collect the evidence and determine whether to pursue a case. In a case where an instructor/advisor requires substantial additional time to collect and review the evidence, he/she may seek an extension of time from the chair.

- b. If after reviewing the available evidence the instructor/advisor believes an offence may have been committed, he/she shall refer the case to the chair of the department responsible for the course or graduate program. The referral document will include all evidentiary material collected by the instructor/advisor along with the transmittal form on which the instructor/advisor may include a recommendation with respect to penalty should the allegation be upheld. A copy of the first page of the transmittal form shall be sent to Enrolment Services/the Office of Graduate Studies by the Chair.
- c. If the chair believes that there is sufficient evidence to support a charge of academic misconduct, he/she will forward the transmittal form and all evidentiary material to the dean/dean's designate, normally within ten working days of receipt of the allegation from the instructor/advisor.
- d. Normally within ten working days of receipt of the case from the chair, the dean will invite the student to meet with him/her to discuss the allegation(s). If the student does not respond within ten working days to the request for an interview, or if the student refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may consult with any individuals he/she believes pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, the dean may engage in further consultation with any individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.
- e. If after weighing the available evidence the dean finds an offence has been committed, the dean will contact Enrolment Services/the Office of Graduate Studies as appropriate to determine whether this is a first offence.
- f. In determining the appropriate penalty, the dean will consult the Guidelines for Penalties for Academic Misconduct, will take into consideration the recommendation from the instructor/advisor, and consider such factors as the relative weight of the assignment, the semester level of the student, any record of previous offences, the seriousness of the offence (e.g. the amount of work plagiarized), and any mitigating circumstances presented by the student. For graduate students, attention will also be paid to whether the work in which the offence has been committed is one of the major milestones of the graduate program (e.g., qualifying examination, thesis).
- g. Normally within ten working days of the meeting with the student, or ten days from the date of the final communication with the student with respect to any additional evidence, the dean will inform the student in writing of the disposition of the case. In a case where the dean requires substantial additional time to review the evidence and come to a judgment, she/he may seek an extension of time from the Provost.

Should the dean determine that an academic offence has not been committed he/she shall so inform the student, the instructor/advisor and the chair in writing. A copy of the letter will be forwarded to Enrolment Services/the Office of Graduate Studies as appropriate. Thereafter, the complaint shall have no official status as an accusation of academic misconduct and no record of the complaint shall be maintained on the student's record.<sup>2</sup>

Should the dean determine that an academic offence has been committed, he/she shall inform the student in writing. The written notification should include the offence for which the student has been found guilty and information with respect to penalty. Copies of the written notification should be sent to any other relevant dean(s) office(s), to the instructor/advisor, the department chair, the program counsellor and to Enrolment Services/the Office of Graduate Studies (as appropriate).

- h. In a case where the dean believes suspension or a recommendation for expulsion/revocation is warranted, he/she should consult with the Provost and Vice-President Academic before making a final determination with respect to penalty.
- i. Should the dean recommend expulsion or revocation/rescinding of a degree, he/she shall so inform the student in writing and forward the matter to the Senate Committee on Student Petitions.

At that time, the student may appeal the recommendation of expulsion/revocation and request a hearing of the Senate Committee on Student Petitions. Whether or not a hearing is requested, the Senate Committee on Student Petitions will proceed with the case and inform the parties involved of its decision.

In the case of an expulsion, the Senate Committee on Student Petitions may decide to uphold the recommendation to expel, in which case the recommendation will be forwarded to the President for final decision. Alternatively, the Senate Committee on Student Petitions may decide to impose a lesser penalty, in which case the President's assent is not required. When a recommendation is referred to the President, the President may uphold the recommendation to expel or impose a lesser penalty, which will be final.

In the case of revocation/rescinding of a degree, if the Senate Committee on Student Petitions confirms the recommendation of rescinding/revocation of a degree, the recommendation will be forwarded to the President. If the President does not confirm the recommendation of rescinding/revocation of a degree, the President may impose a lesser penalty, which will be final. If the President confirms the recommendation, the recommendation will be forwarded to Senate for final decision with respect to revocation/rescinding. If the Senate does not confirm the recommendation of revocation/rescinding, the matter will be returned to the President for a final decision with respect to a lesser penalty.

<sup>2</sup> A statistical record will be kept by the Office of the Dean for annual reporting purposes.

## 2. Other Offences

- a. Cases involving offences that are not course-related or are not related to graduate program work are dealt with by the relevant dean (see Procedures A. Notes Re: Procedures and Authority to Act). Examples of such offences include, but are not limited to falsification of credentials for admission purposes, damaging of library materials, abetting the cheating of another in a course in which the abettor is not enrolled, and obstructing or interfering with the academic activities of others.
- b. When a case is brought to the attention of the dean, the dean shall inform the student that an allegation has been made and invite the student to meet to discuss the allegation. The dean will also inform Enrolment Services/the Office of Graduate Studies (as appropriate). If the student does not respond within ten working days to the request for an interview or refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may meet with any individuals or collect evidence as he/she deems pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, if necessary the dean may consult with any other individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.
- c. If after weighing the available evidence the dean finds that an offence has been committed, the dean will contact Enrolment Services/the Office of Graduate Studies as appropriate to determine whether this is a first offence. The dean may impose penalties in accordance with Penalties A. and B., above. In the event that the dean believes suspension, expulsion or revocation to be warranted, he/she shall proceed as in Procedures C.1. (h) and (i).
- d. Normally within ten days of meeting with the student, or of the final communication with the student with respect to evidence, the dean shall inform the student in writing of his/her decision in the case, and copy the letter to the relevant university officials, including Enrolment Services/the Office of Graduate Studies (as appropriate). In a case where the dean requires substantial additional time to gather evidence and make a judgment, he/she may seek an extension from the Provost and Vice-President Academic.

## Appeals

- Students may appeal either the finding, the penalty, or both to the Senate Committee on Student Petitions.
- Appeals must be submitted to the Senate Committee on Student Petitions within 10 working days of receipt of the decision. If the decision is mailed, it will be deemed to have been received by the student the fifth day after it has been mailed. If the decision is sent by courier, fax or email it shall be deemed to have been received one day after it has been sent.
- An appeal to the Senate Committee on Student Petitions involves an examination of all relevant documents and evidence to determine the appropriateness of a finding of guilt or of the assessed penalty. The procedures for conducting an appeal and for holding a hearing are set out in the Regulations of the Senate Committee on Student Petitions. Following an appeal or hearing, the Senate Committee on Student Petitions may take one or more of the following courses of action:
  - confirm a finding of guilt;
  - reverse a finding of guilt (in which case no penalty shall apply);
  - confirm a penalty;
  - assess a different penalty.

## Record of Academic Misconduct

Enrolment Services, or the Assistant Vice-President (Graduate Studies), or the Director of Open Learning as appropriate, shall place in the student's file a record of all academic misconduct for which the student is penalized. Students in the Associate Diploma Program who are found guilty of academic misconduct in an Independent Study course taken through OAC Access towards their Associate Diploma will have the record of the finding of guilt placed against the appropriate term.

The record of academic misconduct shall be expunged from the student's file upon graduation, or for open learners, upon completion of a certificate or diploma. Students who do not graduate from the University of Guelph or another university may submit an application to the Senate Committee on Student Petitions to have the record expunged no sooner than five years after the date of last registration. Students who have graduated at another accredited university may submit verification of graduation to Enrolment Services/the Office of Graduate Studies and have their record expunged. The record for expulsion is permanent, unless removed by petition to the President.

Access to the record of academic misconduct will be limited to those involved in processing appeals and those involved in processing additional complaints against the student.

*Note: Template letters to students, forms for Enrolment Services and the Office of Graduate Studies, and suggested wording for course outlines are available from the Judicial Office.*

### Guidelines for Penalties for Academic Misconduct

With the finding of academic misconduct, there is a mandatory penalty of **Official Warning** which will stay on the student's record until graduation. In addition, one or more other penalties may be assessed. Following are guidelines used by chairs/directors and deans in determining the appropriate additional penalties. Users need to be aware that these are guidelines and that not all cases will fit neatly into the categories.

The guidelines below provide a range of penalties (minima and maxima) for the various offences identified in the Policy on Academic Misconduct as well as indicate what penalty is deemed to be the "norm" for the offence in the case of a first or second year student. It should be noted that "subsequent offence" means any subsequent offence, not only a subsequent offence in the same category.

For a course-based offence, the chair/director may assign penalties up to and including loss of grades if the offence is a first offence. If there is a previous offence on the student's record, or if the chair/director believes a stronger penalty is merited, the case is forwarded to the dean for penalty assessment.

In cases where the dean is of the opinion that there is cause for a penalty different from those indicated in the guidelines (either higher or lower), she/he will review the penalty with the Provost and Vice-President Academic. The dean will also consult with the Provost in cases where the contemplated penalty is suspension or expulsion.

In a case where the dean is of the opinion that the finding of guilt is not supported by the evidence, the dean will review the case with the chair/director. If the chair/director and dean are unable to reach an agreement on the case, the dean will consult with the Provost before making final determinations as to the finding of guilt and any penalty to be applied in the event that dean upholds the finding of guilt.

In determining the appropriate penalty the chair/director or dean will take into consideration these guidelines, the recommendation from the instructor, the recommendation from the chair/director (in the case of a dean assigning a penalty), and any other relevant factors such as the relative weight of the assignment, the semester level of the student, the seriousness or extent of the offence (e.g. the amount of work plagiarized), any record of previous offences, and any mitigating circumstances presented by the student.

### Guidelines for Penalties for Academic Misconduct in Addition to Official Warning

#### A. Misappropriation of Other's Work

In the tables below (N) indicates the normal expectation for penalty for a first or second year undergraduate, or first year graduate student.

##### 1. Plagiarism

Misappropriation of Other's Work - Plagiarism

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work (N) <b>Loss of grades</b> Zero on the assignment	Loss of grades (N) <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	(N) <b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation

##### 2. Copying

Misappropriation of Other's Work - Copying

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work (N) <b>Loss of grades</b> Zero on the assignment	Loss of grades (N) <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	(N) <b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation

### 3. Unauthorized Collaboration

Misappropriation of Other's Work - Unauthorized Collaboration

Offences	First Offence	Subsequent Offences
Minor	Resubmission of work (N) <b>Loss of grades</b> Zero on the assignment	Loss of grades (N) <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	(N) <b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation

### B. Misrepresentation and Fraud

#### 1. Impersonation

Misrepresentation and Fraud - Impersonation

Offences	First Offence	Subsequent Offences
Minor	(N) <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension	(N) <b>Zero in the course</b> Loss of scholarship/bursary Suspension
Major	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension (N) <b>Expulsion/Revocation</b>

#### 2. Falsification

In addition to any penalty that may be applied, if a document is discovered to have been falsified, the document is null and void and the action permitted by the document is reversed.

If the falsified document is course-related (e.g. medical note) a zero in the course is the normal expectation for penalty for a first offence.

Misrepresentation and Fraud - Falsification

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work Loss of grades Zero on the assignment (N) <b>Zero in the course</b> Loss of scholarship/bursary Suspension/revocation of admission offer	Zero in the course Loss of scholarship/bursary (N) <b>Suspension/revocation of admission offer</b> Expulsion/Revocation

#### 3. Withholding of documents

If the withheld information would have affected admission to a course then a zero in the course is the normal expectation for penalty for a minor subsequent offence.

Misrepresentation and Fraud - Withholding of documents

Offences	First Offence	Subsequent Offences
Minor	(N) <b>Official warning</b> Loss of grades Resubmission of work Zero on the assignment	(N) <b>Zero in the course</b> Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation of degree or admission offer
Major	Zero in the course Loss of scholarship/bursary Suspension (N) <b>Expulsion/Revocation of degree or admission offer</b>	Zero in the course Loss of scholarship/bursary Suspension (N) <b>Expulsion/Revocation of degree or admission offer</b>

#### 4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work Loss of grades (N) <b>Zero on the assignment/exam</b>	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation

### C. Improper Access and Obstruction

These offences may also be subject to penalty under the Non-Academic Misconduct Policy.

**1. Preventing Access**

## Improper Access and Obstruction - Preventing Access

Offences	First Offence	Subsequent Offences
Minor	(N) <b>Official warning</b> Resubmission of work Loss of grades Zero on the assignment	(N) <b>Zero in the course</b> Loss of scholarship/bursary Suspension
Major	(N) <b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation

**2. Obstruction and Interference**

## Improper Access and Obstruction - Obstruction and Interference

Offences	First Offence	Subsequent Offences
Minor and Major	Loss of grades ObstZero on the assignment Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension (N) <b>Expulsion/Revocation</b>

**3. Improper Access**

## Improper Access and Obstruction - Improper Access

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation	Zero in the course Loss of scholarship/bursary Suspension (N) <b>Expulsion/Revocation</b>

**4. Improper Dissemination**

## Improper Access and Obstruction - Improper Dissemination

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course (if applicable) (N) <b>Suspension</b>	Zero in the course Loss of scholarship/bursary (N) <b>Suspension</b> Expulsion/Revocation

**Grade Reassessment**

Grade reassessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grades, or the application of academic regulations or procedures in course grading. The outcome of a grade reassessment may be a grade increase, a grade decrease, or no change to the grade. The detection of errors or omissions in the calculation of final grades will result in the assignment of a revised grade. Students normally initiate grade reassessments, but instructors may initiate this process. In the event that the reassessment results in a change in grade, the department chair may arrange for the review of the grades of other students in the course and ensure that other grades are changed, if necessary.

**Calculation Errors or Omissions**

Students who believe there have been errors or omissions in the calculation of their final grade for a course may request a grade reassessment. They must submit a request in writing to the chair of the department offering the course within 14 working days of receiving notification of the grade. The request must pertain to work completed in the course and must contain a statement of the specific reasons why the grade does not adequately reflect academic performance in the course. Students must also submit relevant assignments or tests that have been returned to them. The chair shall forward the student's request to the instructor and the instructor shall respond to the chair within one week. The instructor has the responsibility of reviewing the appropriateness of the assigned grade in relation to the student's work, and of ensuring that the calculation of marks is accurate. The instructor must reply to the chair, in writing, giving assurance that the review is complete. If there is a change in the grade, the chair will forward a Grade Reassessment form to the college dean. Upon approving the grade change, the dean signs the form and forwards it to the Office of Graduate Studies. The Office of Graduate Studies will advise the student in writing of the change of grade. If there is no change to the grade, it is the chair's responsibility to inform the student in writing.

**Methods or Criteria Used in Establishing Final Grades**

The course outline distributed to the class at the beginning of the semester defines the methods and criteria used in establishing final grades for a course. The methods and criteria must conform to the grading procedures established by Senate.

A student who believes that the methods or criteria used by an instructor in determining a final grade are unfair, unreasonable or inconsistent with the course outline, must request the chair of the department offering the course to review the methods or criteria used. The student must submit the request in writing within 14 working days of receiving notification of the grade and must state the reasons for the request.

The chair shall attempt to resolve the matter to the satisfaction of both parties. Both the instructor and the chair are free to discuss the student's work with the student or another instructor in the department, but are not obliged to do so. The student, instructor, or chair of the department may request an internal or external assessor who shall be identified by mutual agreement between the instructor and the student. If agreement as to the assessor cannot be reached within 10 working days, the chair shall notify the dean of the College, who shall select the assessor in consultation with the parties.

If both parties are able to come to an agreement, the chair shall prepare a statement of the agreement to be signed by both parties. If the agreement results in a change to the grade of the student, the chair shall send a copy of the statement to the college dean who shall inform the Office of Graduate Studies.

If at any time the chair decides that the matter cannot be resolved informally, he or she will terminate all efforts at reconciliation and notify both the student and the instructor of this decision in writing. Results of any internal or external assessment must be included. The chair will advise the student that an appeal can be made to the Senate Committee on Student Petitions. The student must appeal to the committee within 10 working days of being advised of the termination of the chair's efforts. In cases where the student, instructor, or chair of the department has requested an internal or external assessment of the student's work, the materials submitted to the Petitions Committee must include a copy of the internal or external assessment obtained by the chair.

**Misapplication of an Academic Regulation or Procedure**

Students who believe that the misapplication of an academic regulation or procedure has affected their final grade in a course, must discuss their concern with the instructor. If the concern is not resolved to their satisfaction they may submit a complaint in writing to the chair of the department offering the course within 14 working days of receiving notification of the grade.

If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the chair will consult with the faculty member and, if necessary, the college dean, to resolve the matter. If the matter cannot be resolved the chair will advise the student that the student can appeal to the Admissions & Progress Committee within 10 working days.

**Unsatisfactory Progress**

When it is necessary to take action to be taken with respect to unsatisfactory performance by a graduate student, the following process applies. The Advisory Committee makes a recommendation to the department Graduate Program Committee which forwards a recommendation to the Office of Graduate Studies. The Assistant Vice-President (Graduate Studies) ensures that the student is aware of the department's recommendation and is offered the opportunity to make a submission. The recommendation of the department and any submission from the student are considered by the Admissions & Progress Committee of the Board of Graduate Studies. The Admissions & Progress Committee makes a decision on behalf of the Board of Graduate Studies.

At any stage of the above process, a graduate student may request a reconsideration. It is hoped that communication with the Advisor, the Chair of the departmental Graduate Program Committee and the Admissions & Progress Committee will be forthright and constructive.

**Appeals of Decisions**

Circumstances may arise in a graduate student's program where requests for changes are considered by the Admissions & Progress Committee. Examples are requests for extended leaves of absence and requests for the removal of course records. In the event of a negative decision, the graduate student may, within 14 days of notification of the decision, request re-evaluation by the Admissions & Progress Committee. Such a request should be accompanied by any information not previously available to the Committee. If the negative decision is maintained, the student may, within 10 working days of notification of the decision, appeal to the Senate Committee on Student Petitions. The decision of the Senate Committee on Student Petitions is final.

In the event of a decision by the Admissions & Progress Committee that the student be required to withdraw, the graduate student may, within 10 working days of receiving notification of the decision, appeal to the Senate Committee on Student Petitions. Details concerning appeals may be obtained from the Secretary of Senate. The decision of the Senate Committee on Student Petitions is final.

**Senior Undergraduates in Graduate Courses**

Under exceptional circumstances a senior registered undergraduate student may take a graduate course with the permission of the chair or director of the academic unit offering the course and the permission of the course instructor. The graduate course may be used as credit toward an undergraduate honours degree, with the permission of the chair of the department responsible for the undergraduate program. The course may not be used as a credit toward a future graduate program at the University of Guelph.

## **Policy On Intellectual Property**

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The University of Guelph (the “University”) is one of the most research intensive universities in Canada, and has a long history of high-quality, innovative research that changes lives and improves life. The University is committed to enabling and supporting the people and partnerships that advance the quality, pre-eminence and societal value of the University’s research and creative endeavors.

It is recognized that in the course of research, new Intellectual Property will be created that may be commercially valuable and that may require patent or other protection in order to reach its full potential. Accordingly, the goal of the Policy on Intellectual Property is to encourage the creation of Intellectual Property and to facilitate its development and commercialization, while preserving the principles of academic and intellectual freedom.

No Personnel will be obliged to engage in the commercial exploitation of the results of their University Activities or to provide commercial justification for it, except as required in any grant application, award, or Contract.

The fundamental principle of this Policy is that, subject to the specific exceptions set out herein, Intellectual Property is owned by those who create it.

This Policy replaces the Inventions Policy (1991), the Copyright Policy (1989) and the Software Creation Policy (1989). It does not replace or supersede any other policy or collective agreement. This Policy became effective as of May 1, 2014 and is not retroactive.

The Intellectual Property Policy applies to all Personnel and may be found on the University Policies webpage at <https://www.uoguelph.ca/secretariat/office-services/university-policies>