

2007-2008 University of Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2007-2008 academic year, including Summer Semester 2007, Fall Semester 2007 and Winter Semester 2008.

For your convenience the Guelph-Humber Calendar is available in PDF format.

If you wish to link to the Guelph-Humber Calendar please refer to the Linking Guidelines.

The University of Guelph is a full member of:

- The Association of Universities and Colleges of Canada

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Disclaimer

University of Guelph-Humber 2007

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2007-2008 academic year, including the Summer Semester 2007, the Fall Semester 2007, and the Winter Semester 2008.

The University 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 publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

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 faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University. In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

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Introduction

Collection, Use and Disclosure of Personal Information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

Statistics Canada - Notification of Disclosure

For further information, please see Statistics Canada's web site at <http://www.statcan.ca>.

Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

Email Address

The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I--Statement of Students' Academic Responsibilities for more information.

Home Address

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through the Registrar's office.

Name Changes

The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

Student Confidentiality and Release of Student Information Policy Excerpt

The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <http://www.uoguelph.ca/policies>.

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IV. Admission Information

Admission Requirements to University Programs in 2006

Admission is available in the Fall Semester Only

Entry Points

Admission is available in the Fall semester only.

1. Applicants from Ontario Secondary Schools

Students seeking admission to a degree program must present the Ontario Secondary School Diploma (OSSD), or equivalent, and a minimum of six Grade 12, 4U and/or 4M credits, including English 4U. All specific subject requirements must be Grade 12, 4U credits. Specific subject requirements for admission to the various degree programs are outlined in this section. Students are also advised to consult Section X – Undergraduate Degree Programs to note those subjects which are recommended for specific programs.

Offers of Admission will be released starting in February. Offers of admission in February, will be made primarily on the basis of Grade 11 grade data (and any available Grade 12 grade data). Additional offers of admission will be made in early April when grade data including Grade 12, 4U and 4M results from the first semester are submitted. Admission decisions for the Media Studies program will be made in March (following the program orientation sessions). All offers of admission which are based on interim grades will be conditional upon completion of the Ontario Secondary School Diploma (OSSD) with six Grade 12, 4U and/or 4M credits (or equivalent) and including specific subject requirements. The minimum final admission average which the applicant will have to achieve will be stipulated in the conditions listed in the offer of admission. Grades in specific subject requirements are included in the calculation of the admission average. The University reserves the right to revoke the offer of admission should a student fail to meet any condition in the offer.

Students will not be required to respond to the offer until the common response date for all Ontario universities. Those wishing to respond earlier may do so.

Applicants who have not received an offer of admission by mid-May may be eligible for admission consideration by submitting their final grades (official transcript) following the end of the secondary school year. Admission consideration will be given on the basis of final grades and space availability in programs. It is the applicant's responsibility to submit final, summer school or correspondence course grades to the Registrar Services, GH108, University of Guelph-Humber, 207 Humber College Blvd., Toronto, ON M9W 5L7 as soon as they become available. The following methods for submission of final grades will be acceptable:

- report card issued by the secondary school
- certified copy of the report card
- a transcript of marks issued by the secondary school and forwarded directly to the University.

It is suggested that students follow method a) above in order to facilitate the processing of their application. Any offers based on faxed information are conditional upon receipt of the official document.

Ontario Secondary School Graduate (not currently enrolled)

A graduate from an Ontario Secondary School who has not attended a post-secondary institution (college and/or university).

Applicants in this category must arrange to submit their official secondary school transcript to Registrar Services, GH108, University of Guelph-Humber, 207 Humber College Blvd., Toronto, ON M9W 5L7.

2. Applicants from Outside Ontario

Applicants whose preparation to enter the University has been completed outside the Ontario secondary school system must have achieved, as a minimum requirement, academic standing equivalent to that required of Ontario students and must satisfy the subject requirements for the program desired. Students should refer to the information for Ontario applicants regarding specific subject deficiencies. Please refer to the information following this section regarding specific subject requirements and equivalents.

Conditional offers of admission may be released on the basis of interim and/or first term grades. Some decisions may be deferred until final grades are submitted. Applicants are encouraged to submit any academic information which might expedite an admission decision by or before April 1.

- Other Provinces and Territories of Canada** Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, Saskatchewan, Yukon: Grade 12. Quebec: Senior High School Leaving Certificate or High School Leaving Certificate plus 12 academic credits from an appropriate CEGEP program.
- United States of America** Students must have a minimum grade point average of 3.0 from an accredited high school. In addition, they must present a minimum combined SAT score of 1100 or ACT score of 24. Where class rankings are reported on the transcript, a ranking in the top quarter is preferred. Students should include, among their senior level courses, specific subjects that are required for admission to the degree program of their choice.

c. **General Certificate of Education (GCE)** Applicants must present either the GCSE (or IGCSE) and the GCE showing one of:

- passes in five subjects, at least two of which must be at the GCE Advanced level
- passes in four subjects, at least three of which must be at the GCE Advanced level

d. **Other Countries** The secondary school graduation certificate which admits to an internationally recognized university in another country is normally acceptable, provided that it is the equivalent of admission requirements for the University of Guelph-Humber.

e. **International Baccalaureate** Students applying for admission on the basis of the IB Diploma should possess a minimum score of 24. Bonus points may be taken into consideration. Applicants are advised that most programs will require a higher score for admission consideration. Students currently in their final year of the IB program are encouraged to present predicted scores on the seven point scale, which will be taken into consideration to extend conditional offers of admission. The predicted scores can include grades from the Extended Essay and the Theory of Knowledge. Students must include, among their higher and standard levels, the specific subject requirements for the program to which they are applying. Unspecified transfer credits, to a maximum of 2.00 credits, will be granted for grades of 5 or better on higher level courses where the applicant has been awarded the IB Diploma. Students may request specific credit on an individual basis. Unspecified transfer credits, to a maximum of 2.00 credits, will be granted for grades of 5 or better on higher level courses where the applicant has been awarded the Certificate.

The English Proficiency Requirement will be waived for applicants who have completed the IB Diploma where the language of instruction is English. Credit will be assigned upon receipt of official final results.

f. **Advanced Placement** Advanced Placement courses may be used to determine admissibility and also granting of credit or exemption. Applicants who have completed Advanced Placement courses with a minimum grade of 4 may be eligible to receive university credit to a maximum of 2.00 credits. The granting of credits and exemptions is at the discretion of the appropriate faculty, and will be based on official final results.

NOTE: Possession of these minimum requirements does not guarantee admission. Required levels of academic preparation may vary according to the jurisdiction or country in which course work was completed. Applicants are encouraged to contact Registrar Services - Admission & Advising Office prior to formal application in order to obtain specific information on admission requirements. They are strongly advised to provide detailed information on their particular situation.

3. Applicants for Admission as Mature Students

Statement of the Regulation

Applicants who do not possess the published minimum requirements for admission consideration may be considered for admission to degree programs if space permits and if, prior to the beginning of the Fall semester, they

- will have attained at least the full age of twenty-one years;
- will have been out of secondary school for at least two years;
- will have normally not attended another post-secondary institution.

In addition, applicants must meet specific subject requirements or equivalents as outlined below for the degree programs to which they have applied. Admission as a Mature Student is available in the Fall semester only.

B.A.A. - Media Studies - Journalism, Public Relations, Image Arts (Photography)

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows:

ENG4U and two additional Grade 12, 4U and/or 4M credits, one of which must contain a writing component (or equivalent).

Note: all applicants to the Media Studies programs are expected to participate in the program orientation process in order to be considered for admission.

B.B.A. Program

Applicants who satisfy conditions a) and b) outlined in the Statement of the Regulation and wish to be considered for admission under the Mature Student Regulation must have obtained standing as follows:

ENG4U and a Grade 12, 4U Mathematics and one additional Grade 12, 4U or 4M credit (or equivalent).

B.A.Sc. Programs - Early Childhood Services

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows:

ENG4U and one of; any 4U Science or Exercise Science (PSE4U) and one additional 4U or 4M credit (or equivalent). A 4U Mathematics is recommended, but is not required.

B.A.Sc. Programs - Family & Community Social Services, Justice Studies, Psychology

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows:

ENG4U and two additional 4U or 4M credit (or equivalent). A 4U Mathematics is recommended, but is not required.

B.A.C. - Computing Program

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows:

ENG4U, Grade 12 Advanced Functions and Introductory Calculus (MCB4U), and one additional 4U or 4M credit (or equivalent).

Advanced Standing Admission**1. Advanced Standing Applicants from a recognized University or College in Canada**

Applicants for admission to the University of Guelph-Humber transferring from an accredited university or college are normally subject to the following admission policy

- Applicants must have completed the Ontario Secondary School Diploma including subject specific entry requirements at the Grade 12, 4U and/or 4M level, or equivalent, for admission to the University of Guelph-Humber, prior to the commencement of the academic session for which application is made.
- Applicants must be eligible for readmission and registration on a full-time basis at the last university or college attended in the academic session for which application is made. Applicants whose academic records at another university have rendered them ineligible to continue study at that university will be considered for admission only when the stipulated period of rustication has expired.
- Students registered in a preliminary year, bridging year or first year at a recognized university or junior college to which students are admitted without having completed the Ontario Secondary School Diploma or the equivalent are eligible to apply for admission to first year at this University provided that their first or preliminary year program includes subjects equivalent to those Grade 12, 4U or 4M credits required for admission to each program. Credit towards graduation from the University of Guelph-Humber is not normally granted for work taken in the first year of the university program which does not require completion of the Ontario Secondary School Diploma or equivalent for admission.
- Admission of students transferring from another university or college is not automatic. All such applicants will be assessed in competition with other new applicants, taking into consideration the academic requirements and enrolment limitations which pertain at the time the application is complete. In addition, an offer of admission will not imply in any way that space will be available in the course(s) in which the applicant wishes to register, though every effort will be made to facilitate the course selection and academic planning process for transfer students.

Subject to the degree and specialization to which the applicant is admitted, and to grade and program requirements, any course offered for credit by another Ontario university shall be accepted for credit when there is an essential equivalency in course content.

- In addition, the University of Guelph-Humber supports the intent of the Pan-Canadian Protocol on the Transferability of University Credits to develop consistent, fair and efficient systems to facilitate student mobility and program completion. In consideration of the principles of the Protocol, the University of Guelph-Humber undertakes to ensure that all course work completed by transfer students in the first two years of university study in Canada (including the final year leading to a diploma of college studies (DCS) in Quebec and the transfer courses offered by community colleges in British Columbia and Alberta) are recognized and, subject to degree, grade and program requirements are credited for the purpose of granting a degree provided that:
 - the applicant is deemed admissible and has been offered admission
 - a passing grade has been achieved in each course to be transferred and the grade is at the level that normally would be required of students at the University of Guelph-Humber and
 - the credits earned are related to the program of study in which the transfer student will register, or the credits can be counted as electives in the program of study.
 - Candidates from non-Ontario universities or colleges applying for advanced standing must submit, with the application, detailed course descriptions, or a calendar of the institution at which they studied. The provision of such information will greatly facilitate the evaluation of previous work and the consideration of possible transfer of credits. The amount of transfer credit granted is at the discretion of the Registrar and the Program Head of the program concerned.
- Note:** Where necessary, the grades from other universities or colleges whose marking schemes differ from those of this University shall be translated into the equivalent grades of the University of Guelph-Humber and admissibility assessed in those terms. Applicants for transfer, for whom English is a second language, must submit with their application, evidence acceptable to this University of Proficiency in English (see English Proficiency in this section).
- Applicants who have been required to withdraw from the University of Guelph-Humber or another post-secondary institution and who pass university credit courses during the period of rustication, may be eligible for up to 1.00 credit (one full-year course) provided the criteria for admission or readmission and transfer of credit are met. If university credit courses are successfully completed after the rustication period, transfer credit may be granted for all courses provided the criteria

for admission or readmission and transfer of credit are met. Applicants who have been debarred for academic misconduct will not receive credit for courses taken during the period of debarment.

- Applicants should contact Registrarial Services regarding specific transfer credit.

The application of these transfer credits will vary depending on the degree and specialization. The applicant must satisfy degree graduation requirements and residency requirements as outlined in Section VII – Undergraduate Degree Regulations and Procedures..

Specific graduation requirements will be determined in consultation with the Program Advisor.

Applicants will be informed of the amount of advanced standing credit granted when they receive the offer of admission. Acceptance by the student of the offer of admission shall imply the student's agreement to the advanced standing credit granted.

2. Colleges of Applied Arts and Technology

Graduates from appropriate programs may be considered for admission with advanced standing in accordance with the following policy:

- Transfer credits are determined by the Admissions Committee of the program to which the student is admitted. Acceptance of an offer of admission implies acceptance of credit assessment completed by the Admissions Committee.
- Transfer credits will be based on courses completed at a CAAT with a grade of 'B' or better, where those courses are deemed appropriate to the program to which the student is admitted at this University. A minimum overall average of 'B' is required in CAAT diploma programs for consideration of any transfer credit.
- Up to 10.00 credits (equivalent of two full-time years of study) may be granted to students from a 'recognized' three-year diploma program, and up to 5.00 credits may be granted to students from a 'recognized' two-year diploma program. Recognized diploma programs, are defined as those with a close affinity in subject matter to the program applied for at the University of Guelph-Humber (i.e. Business diploma for applicants to our BBA program).
- Should a student transfer to a different program after admission to the University of Guelph-Humber, credits assigned upon admission will be re-assessed where deemed appropriate by the Admissions Committee of the program.

3. CEGEPS - Province of Quebec

- Applicants who present the Diplôme des Etudes Collegiales may be eligible for advanced standing, to a maximum of 5.00 credits.
- For more specific information candidates may contact, Registrarial Services - Admissions, University of Guelph-Humber.

Advanced Standing Entry Points

Students applying from another post-secondary institution as advanced standing applicants may apply to the Fall entry point only. Applicants are considered as 'Advanced Standing' if they have attended another post-secondary institution (college and/or university) and will receive 2.00 or more transfer credits upon admission.

Application Procedures**Ontario Secondary School Applicants**

You fall into this category if you are currently enrolled in an Ontario Secondary School and have not attended a post-secondary institution (college and/or university). See information on Admission Requirements for specific Grade 12, 4U and 4M requirements for the various programs. Applicants in this category must apply through the Ontario Universities' Application Centre (OUAC) using the 101 Application. Information is available through Secondary School Guidance Offices. The vast majority of applicants will use the Secondary School Online Application through the OUAC at: <http://www.compass.ouac.on.ca>.

Student grades will be reported directly to the OUAC (by Secondary School Guidance Offices) for all currently enrolled Ontario Secondary School students and distributed to the universities to which they have applied. University of Guelph-Humber programs are listed under the University of Guelph on the 101 on-line application (and in all OUAC paper publications). If you are applying to more than one program at the University of Guelph-Humber, make sure you prioritize your preference on the application, placing your top choice in advance of lower choices.

The application deadline published by OUAC is in early January 2007. All applicants currently enrolled in an Ontario Secondary School are strongly encouraged to make their application by this date.

Amendments to the Application Form

A student who has applied via the Ontario Universities' Application Centre (OUAC) will receive a Verification/Amendment as soon as the Application Centre has processed the application. This verification may be used to make biographical and academic status changes to the original application. If any revisions to the application are made, the University of Guelph-Humber will be notified of the applicable changes approximately one week after the OUAC receives the amendment. Although all amendments are important to the processing of each application, changes to academic program choice, entry points,

residence status, surname, mailing and home addresses are of significant importance and should be reported via an OUAC amendment as soon as the situation arises. Amendments must be received by the published application deadline dates.

Students who have applied on a University of Guelph-Humber application form (i.e. Visiting Student Application or Part-time Justice Studies Application) as opposed to an OUAC application form must notify Registrarial Services at Guelph-Humber, in writing, of any biographical or academic status changes.

Applications will continue to be processed beyond set deadlines. However, in order to ensure full consideration, applicants are strongly encouraged to be aware of and meet all deadlines

Note: All applications to the Media Studies program must be submitted by or before February 1, 2007

Ontario Secondary School Graduate (not currently enrolled)

You fall into this category if you are a graduate from an Ontario Secondary School and have not attended a post-secondary institution (college and/or university). Applicants in this category are strongly encouraged to submit an application by early January 2007. All required documents for admission consideration should be received by or before April 1, 2007. To facilitate a timely decision, applicants in this category are encouraged to submit official secondary school transcript(s) and any supporting documents (i.e. Student Profile) immediately following submission of an application.

If you are not currently enrolled in an Ontario Secondary School, it is your responsibility to arrange to have official Secondary School transcript(s) delivered to the address listed below. Students may wish to present additional information for consideration by the Admissions Committee. This may be information pertaining to their academic background, employment data, reasons for requesting admission or proposed program of study. This information should be submitted directly to:

University of Guelph-Humber
Registrarial Services - Admission
207 Humber College Blvd.
Toronto, ON
M9W 5L7

If there is no additional information submitted (i.e., Student Profile), the admission decision of the Admissions Committee will be based strictly on academic performance as indicated on all required official transcripts.

All Other External Applicants

All other students should complete an OUAC 105 application form. These applicants would include those applying from:

1. secondary school outside Ontario
2. CEGEP
3. recognized college or university
4. College of Applied Arts and Technology
5. Ontario College of Art and Design
6. home schooled applicants
7. mature students

Applicants from category 2,3,4, or 5 listed above, will be required to pay a non-refundable post-secondary transcript evaluation fee (in addition to the regular application fee) payable with your application through the OUAC.

Applicants in these categories are required to submit all official secondary school, university and/or college transcripts directly to:

University of Guelph-Humber
Registrarial Services - Admission
207 Humber College Blvd.
Toronto, ON
M9W 5L7

If you are currently enrolled in courses at the college or university level, please wait to submit official transcripts at the end of your current semester. *Admission decisions are based on your complete academic record.*

Please submit detailed course descriptions and/or a calendar/course catalogue directly from the university or college you attended. Transfer credit will be determined on an individual basis upon admission and will depend on the type of program in which you are enrolled and your academic performance. You will be informed of advanced standing credit granted with your offer of admission.

Applying From Outside Canada - International Applicant

You fall into this category if you do not have citizenship or landed immigrant status in Canada and the majority of your education has occurred in a country other than Canada. Applications to the University of Guelph-Humber must be made through the Ontario University Application Centre at <http://www.compass.ouac.on.ca> using the 105 F application.

It is your responsibility to ensure that all official school transcripts (secondary and post-secondary and other official documentations (e.g. TOEFL scores) are sent directly 2007-2008 University of Guelph-Humber Calendar

to the University of Guelph-Humber, Registrarial Services - Admissions at the address below.

For full consideration, applicants from International Secondary Schools should send their secondary school grade results (official transcript or school progress report) including courses that may be in-progress by February 1, 2008. This should include final grade data from the first semester of the senior year or predicted final grades. All grades will be considered in making an admission decision.

If you are currently enrolled in a college or university level program, you are required to send all grade results to date to facilitate a timely admission decision. Official final transcripts will be required if an offer of admission is extended and accepted.

In order to ensure that the admission process is efficiently completed, applicants from outside of Canada are encouraged to make applications for fall entry and arrange for all documents required for an admission decision by or before February 1, 2008.

University of Guelph-Humber
Registrarial Services - Admission
207 Humber College Blvd.
Toronto, ON
M9W 5L7

English Translation of Documents

If you are submitting transcripts or other official documents in a language other than English, you must also submit notarized literal translations of these documents in English.

English Proficiency

Applicants for admission will be required to present evidence of English proficiency if their primary or first language is not English and they have had less than four years of full-time secondary school study in an English-language school system. Applicants required to provide evidence of English proficiency must do so by submitting the required scores in (1) or (2) or (3) or (4) below:

1. The International English Language Testing System (IELTS) with a minimum overall score of 6.5 with no band less than 6.
2. The Test of English as a Foreign Language (TOEFL) with a score of 600 (paper-based) or 250 (computer-based), and Test of Written English (TWE) with a score of 5 and Test of Spoken English (TSE) with a score of 50.
3. The Michigan English Language Assessment Battery (MELAB) - minimum overall score of 85, including composition score of 83 and oral score of 3.
4. Canadian Academic English Language Assessment (CAEL) is accepted for admission purposes. A minimum overall band score of 70 on the CAEL test will be required to meet English Language admission requirements.

These requirements do not apply to students from a French-language school system who have completed a course equivalent to Ontario's Grade 12, ENG4U.

Visa Requirements

Citizens of many countries must apply for a visitor visa to come to Canada. If Canada requires you to have a visitor visa, you must apply for one in addition to your student authorization. Please apply for a multiple-entry visitor visa. For further information, please contact your local visa and immigration office or refer to the Canadian Immigration web site at <http://www.cic.gc.ca>.

American Students (U.S. Citizens)

American students can secure their student authorization at any point of entry into Canada. Students must show the immigration officer their letter of acceptance from the University of Guelph-Humber, proof of citizenship, proof of funds and pay the visa fee.

International Students (other than U.S. Citizens)

The University of Guelph-Humber, Registrarial Services office does not issue student authorizations. To study in Canada, all students must apply for a student authorization at the nearest Canadian Embassy, High Commission, or Consulate.

A student authorization is commonly called a student visa. For you to be considered for a student visa, the Canadian immigration officer will need to see your letter of acceptance from the University of Guelph-Humber, proof of citizenship and proof of funds for one academic year. The University of Guelph-Humber and Immigration Canada expect international students to have enough funds for the duration of their study in Canada, and especially during their first year. The issuance of a student visa is strongly based on your ability to finance your education. The student visa is usually issued for the duration of the academic program.

Secondary school applicants need to send us:

- Secondary school transcripts
- Mid-term or predicted final grades for the current school year
- SAT or ACT scores if you are in an American school system
- English Proficiency results (if required)

Transfer students will need to send us:

- Secondary school transcripts
- SAT or ACT scores if you are in an American School system
- College and/or university transcripts

- College or university mid-terms or predicted grades for the current school year (these may expedite an admission decision)
- English Proficiency results (if required)
- Detailed course outlines or course calendar

It is your responsibility to get these documents to the University of Guelph-Humber. Documents must be official (original or notarized copies) and sent directly from the institution when possible. A decision will not be made on your application until all documentation has been received.

After applying, the Ontario Universities' Application Centre (OUAC) will confirm receipt of your application. You will also receive a letter from the University of Guelph-Humber acknowledging receipt of your application and outlining what documents have been received, and which are still outstanding. Once all of your documents have arrived at the University, your application will be sent to the Admissions Committee for a decision.

Program Transfer or Re-admission

You fall into this category if:

- You are currently attending the University of Guelph or the University of Guelph-Humber and wish to change programs.
- You have previously attended the University of Guelph or the University of Guelph-Humber and wish to change programs.

Applicants in this category may apply directly to the University of Guelph-Humber using the Application for Program Transfer and Readmission form. Applicants must complete this form and return it directly to the University of Guelph-Humber. These forms are available at <http://www.guelphhumber.ca/>, under the Current Students section.

Applicants in this category do not need to send transcripts from the University of Guelph or the University of Guelph-Humber. Transcripts of academic work completed at any post-secondary institution other than the University of Guelph-Humber or the University of Guelph must be submitted along with the *Application for Program Transfer and Readmission*.

All documents must be submitted to:

University of Guelph-Humber
 Registrarial Services - Admission
 207 Humber College Blvd.
 Toronto, ON
 M9W 5L7

Applicants are encouraged to complete an on-line Mature and Transfer Student Profile.

Applicants in this category who are applying to Media Studies must return the form by February 1, 2007. Applicants to all other programs must apply no later than May 1, 2007.

Communication of Admission Decisions

Registrarial Service – Admissions, will use the mailing address and/or e-mail addresses supplied by the applicant to communicate decisions. The University will not be held responsible for decisions sent to these addresses but not received.

Applicants who are not currently in any secondary or post-secondary program can normally expect to receive an admission decision within a three to four week period following receipt of the application and all official documents by Registrarial Service – Admissions. Students currently enrolled in a post-secondary program will normally be required to submit all official transcripts at the conclusion of their program before a decision regarding their admission will be made.

Admission decisions for the Bachelor of Applied Arts, Media Studies program will be made following the completion of the program orientation process and the assessment of academic records of applicants. Offers of admission to the Media Studies program are typically made in March and early April.

Deadline Dates - Advanced Standing and Media Studies Specializations

Advanced Standing applicants (college and/or university transfer applicants) must apply through the OUAC by May 1 and must submit all required documents (secondary and post-secondary transcripts, support letters, etc) to the University of Guelph-Humber by or before June 1. Applicants are strongly encouraged to submit their applications and required documents well in advance of the above mentioned deadlines. The University cannot guarantee that applicants submitting applications or supporting documentation after the deadlines will receive admission consideration for the Fall entry point.

Media Studies applicants must have applied through the OUAC by or before February 1 in order to be considered for Fall entry. This deadline is strictly adhered to because of the program orientation process, which is scheduled for each applicant.

Visiting Students & Letter of Permission

University graduates, permanent staff, or visiting students who wish to enrol in degree courses to upgrade their degree or to gain credit for admission to a graduate or other academic program should apply as a Visiting/Non-degree student using the Visiting Student Application available on-line at <http://www.guelphhumber.ca/> – click on Prospective Students and then on Visiting Student Application.

Acceptance as a visiting student does not imply that space will be available in the course(s) in which the applicant wishes to register. Students should contact Registrarial Services - Admissions about space availability in their desired courses.

Students who register in the non-degree category and who subsequently want to change to a degree status will be required to meet admission requirements for that program, and credit granted for courses taken in the non-degree category will be subject to the regulations pertaining to that program. Students should see their Program Advisor for details.

Second Degrees

Students from the University of Guelph-Humber or from another university may graduate with a second undergraduate degree from the University of Guelph-Humber. If they have graduated with their first degree, they must apply for admission to the program for their second degree. A maximum of 10.00 credits may be transferred from the initial degree program.

The course content of the second degree program must be substantially different from that of the first. If University of Guelph-Humber students apply to graduate with two different degrees at the same convocation, only 10.00 credits may be transferred from the registered program to the undeclared program.

A second degree is judged to be substantially different if:

- the specializations are in different subject areas as listed in Section XI – Course Descriptions; or
- the schedule of study requirements are substantially different (there can be no more than 25% overlap of courses).

Prior Learning Assessment

At the University of Guelph-Humber, Prior Learning Assessment is an acceptable process for assigning credit at the undergraduate level for learning stemming from experience acquired independently of courses taken at university. PLA provides a mechanism whereby credit may be given for equivalence in a university course to those students who have mastered the content of the course concerned without having taken a formal course in the subject area. Such mastery may have been acquired, for example, through work experience, independent study or from non-degree courses. In the absence of a certificate or other formal acknowledgement of competence by an appropriately accredited institution, the student can challenge the appropriate specific course(s) offered by the University to a maximum of 5.00 credits in a degree program. **Prior Learning Assessment is a post-admission process which is facilitated by the Program Head (or faculty member designated by the Program Head) for the program of study in which a student is registered.**

Each academic department is responsible for determining which of its courses may be subject to PLA challenge. The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessments. These assessments require that the individual demonstrate, to a qualified faculty member, that pre-determined knowledge and skills have been acquired. The Program Head (or designated faculty member) will inform Registrarial Services of any successful PLA applications, so that appropriate credit can be assigned and charges can be raised on the students account.

Readmission

Previously registered University of Guelph-Humber students must apply to Registrarial Services - Admissions for readmission under any of the conditions outlined below:

1. They were required to withdraw from their program for a period of two or more semesters.
2. They were suspended from the University for academic misconduct.
3. They have graduated from this University and wish to register in order to take additional courses.
4. They registered in a program at another post-secondary institution and wish to return to the University of Guelph-Humber.
5. They have not registered at the University of Guelph-Humber for six or more consecutive semesters.
6. They are attending the University of Guelph-Humber on a letter of permission and wish to continue past the term of the letter of permission agreement.

Readmission to a program at the University of Guelph-Humber is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult sub-sections regarding appropriate admission requirements and deadline dates in this section. Applications for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Program Advisor regarding procedures and criteria for readmission to that program.

On December 19, 1995, the University Senate approved the following policy for the granting of credit while on rustication:

1. Students who have been required to withdraw, and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year

course) provided they meet the criteria for readmission and the criteria for the transfer of credit.

- Students who take university courses after the two-semester rustication period may transfer all these credits provided the student meets the criteria for readmission and the criteria for the transfer of credit.
- Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

Note: This policy applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either our university or at another university.

Right of Selection

It should be carefully noted that possession of the minimum requirements does not in itself guarantee admission to any of the programs or specializations offered at the University of Guelph-Humber. For all programs for which the number of qualified applicants exceeds the quota, the University reserves the right to select the quota from among the qualified applicants.

For students applying to enter the University for the first time, the decision of the Admissions Committee is final and there shall be no appeal to that decision.

An applicant for readmission may, under specific circumstances, appeal the decision of the Admissions Committee to deny readmission.

Applicants are reminded that the University is a dynamic institution and that information pertaining to admission may change. It is the responsibility of the applicant to ascertain admission requirements at the time of application.

Specific Subject Requirements and Recommendations

Requirements stated below reference Ontario Secondary School courses. Applicants from other jurisdictions must present equivalent entry requirements (typically secondary school graduation with academic subjects at the senior secondary level specific to meet the required Grade 12, 4U credit requirements. Please reference the course specific entry requirements listed in the Admission Requirements Chart.

Admission Requirements Chart

Programs	OUAC Code	Required Grade 12 /4U Credits	Recommended Grade 12/4U Credits	Admission Notes
BUSINESS Bachelor of Business Administration Diploma in Business Administration	GDB	ENG4U and one, 4U Mathematics credit and four additional 4U or 4M credits	Advanced Functions and Introductory Calculus	
COMPUTING Bachelor of Applied Computing Diploma in Communications Systems Technology	GCS	ENG4U & MCB4U & four additional 4U or 4M credits	one additional Math credit	
EARLY CHILDHOOD Bachelor of Applied Science in Early Childhood Diploma in Early Childhood Education	GHE	ENG4U & one 4U Science or Exercise Science (PSE4U) and four additional 4U or 4M credits	4U Math and 4U Biology	
FAMILY AND COMMUNITY SOCIAL SERVICES Bachelor of Applied Science in Family and Community Social Services Social Service Worker Diploma	GHF	ENG 4U and five additional 4U or 4M credits	4U Mathematics	
JUSTICE STUDIES 1. Bachelor of Applied Science in Justice Studies Diploma in Police Foundations or Law & Security 2. Bachelor of Applied Arts-Justice Studies (General Degree)	GMP GMU	ENG4U and five additional 4U or 4M credits ENG4U & five additional 4U or 4M credits	4U Mathematics ENG 4U and 5 five additional 4M credits	Primarily offered on a part-time basis. Applicants should have advanced standing.

MEDIA STUDIES Bachelor of Applied Arts in Media Studies Diploma in Journalism, or Public Relations or Creative Photography	GMT	ENG4U and five additional 4U or 4M credits		Attendance at Program Orientation recommended. All applicants who apply by the February 1 deadline will be invited for the program orientation.
PSYCHOLOGY Bachelor of Applied Science in Psychology General Arts and Science Diploma	GMA	ENG4U and five additional 4U or 4M credits		

Submission of Documents

Each of the following applicable documents must be sent in support of an application. Please note that official transcripts submitted will become the property of the University of Guelph-Humber. Normally, official transcripts must be sent directly to the University by the institution issuing the document. **The applicant is responsible for ensuring that all documents are received in Registrarial Services - Admissions by the document deadline.** No decision will be made until all documents have been received. Applications with incomplete documentation after the document deadline date will not receive consideration.

- Ontario Secondary School Diploma or equivalent Senior Matriculation Certificates, (Alberta Grade 12, G.C.E. etc.) Students currently enrolled in their final secondary school year in Ontario are not required to submit documentation as decisions for early admission are based on interim grades reported by the secondary school.
- Birth Certificate (only for students applying under Mature Student Regulation).
- Official transcripts of all academic work taken at the post secondary level, e.g. university, college, private school, etc.).
- Transcript of marks from the last secondary school attended.
- Any other documents demonstrating academic results or ability, or explaining the level of academic performance.
- Any supplementary information required as part of the application.

International Letter of Permission--L.O.P.

University of Guelph-Humber students participating in a L.O.P. semester at another University, will pay tuition to the host institution and not to the University of Guelph-Humber. The Program Advisor must be consulted to facilitate the process and for approval of any L.O.P. (domestic or international). Any student interested in pursuing a L.O.P. must obtain detailed course descriptions from the host institution for assessment and must complete the Request for Letter of Permission form and submit it along with course descriptions. The Program Head (for each program) is responsible for determining the suitability of L.O.P. applications and the assessment of course outlines to determine course equivalency.

For more information, students should visit their Program Advisor (GH108 Offices).