

# 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

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## University of Guelph-Humber 2007

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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**

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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 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**

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

### **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. See Section I--Statement of Students' Academic Responsibilities for more information.

#### **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 the Registrar's office.

#### **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 <http://www.uoguelph.ca/policies>.



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# I. Statement of Students' Academic Responsibilities

Your success as a student depends above all on your own response to the opportunities and responsibilities that the university environment provides. The University of Guelph-Humber is committed to supporting you in your intellectual development and responding to your individual needs. To this end, a broad network of advising, counselling, and support services is provided to assist you in meeting your personal and academic goals. At the same time, we recognize that, as a student here, **you are responsible for:**

- knowing the University's Section II - Learning Objectives ;
- familiarizing yourself with Undergraduate Section VII - Degree Regulations & Procedures and understanding grading procedures and continuation of study regulations;
- selecting a program of study to meet both degree and diploma requirements Section IX - Degree Programs and carefully reviewing your academic standing and progress each semester, and consulting with your Program Advisor regarding the degree requirements you have completed and those still outstanding;
- contacting your Program Advisor or Program Head for appropriate approvals, for clarification of the University's rules and regulations, or for guidance in forming your educational goals and making academic plans. The name and location of your Program Advisor is listed in Section VI - Academic Advising;
- attending first class meetings, obtaining course outlines, and meeting the **course requirements** as specified;
- familiarizing yourself with the Section III - Schedule of Dates with particular attention to deadlines;
- referring to the procedures for Section VII - Academic Consideration and initiating action by consulting your Program Advisor if extenuating circumstances affect your academic performance;
- understanding what constitutes Section VII - Academic Misconduct and abiding by the University's policy;
- adhering to any rules of conduct including those relating to health and safety provided by an instructor or assistant, either on a course outline or in a class, laboratory or seminar;
- checking your assigned University of Guelph-Humber WEBmail account regularly for important communications. This account is the primary conduit by which the University will notify you of events, deadlines, announcements concerning grades, student financial accounts and other official information.

To achieve your full potential within the University environment, you are encouraged to take advantage of the numerous extra-curricular opportunities provided by the University, balancing them with your academic commitments.

## II. The University

### History

Founded in 2002, the University of Guelph-Humber builds on the combined strengths of the University of Guelph and the Humber College Institute of Technology and Advanced Learning (Humber). The University offers a curriculum that provides the advanced theoretical education of a university degree integrated with the professional knowledge of a college diploma.

Guelph-Humber programs have been designed to meet the emerging demands of employers for strategic skills including critical thinking, computer expertise and leadership. All programs at the University lead to an honours degree which is awarded by the University of Guelph and a college diploma which is awarded by Humber. Students may pursue studies in undergraduate programs including: Business Administration, Media Studies, Justice Studies, Computing, Early Childhood, and Family and Community Social Services or psychology.

Enrolment at the University is currently at 2,300 students. The University will grow to a steady-state enrolment of 3,000 students in the near future. Responsible growth has allowed the University to offer small class and lab sizes to students in all programs at all year levels. The University has a number of international students and students who hail from across Canada, but Guelph-Humber is primarily a commuter campus, with the majority of students coming from the Greater Toronto Area (GTA).

### Academic Organization

The University of Guelph-Humber is a joint venture between the University of Guelph and Humber College Institute of Technology and Advanced Learning. The academic structure of the University of Guelph-Humber is based on program offerings, each of which is supported by an academic unit within the two institutions. Listed below are the program offerings at the University of Guelph-Humber and the sponsoring unit (school or college) from both parent institutions.

Program	U of G Academic Support Unit	Humber Academic Support Unit
Business	Faculty of Management	The Business School
Computing Co-op	College of Physical Sciences and Engineering	School of Technology and Design
Early Childhood	College of Social and Applied Human Sciences	School of Health Sciences
Family and Community Social Services	College of Social and Applied Human Sciences	School of Social and Community Services
Justice Studies	College of Social and Applied Human Sciences	School of Social and Community Services
Media Studies	College of Arts	School of Media Studies
Psychology	College of Social and Applied Human Sciences	School of Liberal Arts and Sciences

### Our Academic Philosophy

Our objective at the University of Guelph-Humber is to deliver a broad-based university education and to provide students with focused career options. Beyond gaining specialized knowledge in their chosen field, students will also develop the ability to learn continuously and independently. Upon graduation, students will be ready to respond confidently to change and seize opportunities. Courses at the University of Guelph-Humber combine academic rigor with real world applications. Faculty and experts in course development from the University of Guelph and Humber, in collaboration with employers and professionals, developed the curriculum for our programs.

### Learning Objectives

#### They considered three major Learning Objectives:

1. the knowledge that would serve as the foundation of the course,
2. the skills that students would develop and enhance during the course, and
3. the values that relate to programs and chosen careers.

Knowledge is always expanding and new applications evolve every day. Our course designers have incorporated new theories and models into the curriculum. They have also provided sufficient flexibility to embrace new ideas as they evolve.

The University of Guelph and Humber possess a rich heritage that takes skills and values into account. The University of Guelph-Humber has incorporated philosophies from both institutions to ensure that the students education is complete. In addition, we have identified a range of skills required in the workplace which students will have the opportunity to develop throughout the curriculum.

### Overview of the University of Guelph-Humber's Three Major Learning Objectives:

#### Knowledge

Global Understanding  
Sense of Historical Development  
Understanding of Forms of Enquiry  
Depth & Breadth of Understanding  
Theoretical & Professional

#### Skills

Leadership & Teamwork  
Mathematics & Computing  
Personal Skills  
Communicating  
Thinking Skills

#### Values

Independence of Thought  
Moral Maturity  
Love of Learning  
Aesthetic Maturity  
Citizenship

### Our Faculty

Our professors are known for more than their expertise in the subjects they teach – they are also known for valuing student-centred learning and for incorporating both theory and practice in the classroom. Faculty – including those who have broken frontiers in their research and those who are connected with industry partners and professionals outside the classroom – will enrich your learning experience.

You will be taught by experienced faculty from both the University of Guelph and Humber. You will discover professors who are approachable and ready to help both in and out of the classroom.

### Workplace Experience Before You Graduate

In addition to in-class learning, every program includes an opportunity for you to learn in the workplace, so you can build on what you have learned in the classroom. The type of workplace experience varies across each program.

Students in Early Childhood, Family and Community Social Services, and Justice Studies participate in practicum and community service placements. A practicum is a part-time volunteer placement that is taken over a semester in conjunction with a course. Students typically carry a full course load while enrolled in practicum placements.

Students in the Computing program participate in two paid 4-month internships. During an internship, students work full-time and are not enrolled in classes. Students in the Business program participate in an Applied Business Project in their last semester. In this course, students, in either a paid or volunteer position, analyze and apply business theories to the workplace through a series of assignments. Students typically carry a full course load while enrolled in the Applied Business Project course. Students in the Media Studies program participate in an eight-week internship in their last semester. An internship is a part-time volunteer placement. Students typically carry a full course load while enrolled in their internship.

### Mission/Identity Statement

The University of Guelph-Humber combines the rich academic tradition of the University of Guelph and the professional, job-readiness training excellence of Humber by enabling students to earn an honours degree and a college diploma after four years of study.

Our challenging curriculum, developed in consultation with professionals and employers, combines academic rigor with real world applications and affords educational opportunities both in the classroom and in the workplace. Classrooms and labs in our state of the art facility allow for small-group learning, which encourages exploration and innovation while field placements and workplace exposure provide practical hands-on experiences. Students who graduate from the University of Guelph-Humber are career driven, practically skilled, professional, and possess critical thinking skills to adapt to the complex world. Our graduates are positioned for leadership and lifelong learning.



## III. Schedule of Dates

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The dates for the 2007-2008 academic year are listed by semester below as follows:

Summer Semester 2007

Fall Semester 2007

Winter Semester 2008

### Summer Semester 2007

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**Monday, May 7**

- Classes begin
- Course add period (late registration) starts

**Friday, May 11**

- Course add period (late registration) ends
- 5<sup>th</sup> class day - last day to withdraw with 100% refund

**Monday, May 21**

- Holiday – NO CLASSES SCHEDULED

**Monday, July 2**

- Holiday – NO CLASSES SCHEDULED

**Tuesday, July 3**

- 40<sup>th</sup> class day - last day to drop course(s) without academic penalty

**Friday, August 3**

- Last day of classes

**Tuesday, August 7**

- Final examinations begin

**Tuesday, August 14**

- Final examinations end

**Monday, August 27**

- Deferred examination period for Summer 2007 begins

**Friday, August 31**

- Deferred examination period for Summer 2007 ends

### Fall Semester 2007

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**Wednesday, August 29**

- Orientation starts

**Friday, August 31**

- Orientation ends

**Monday, September 3**

- Holiday

**Tuesday, September 4**

- Classes begin
- Course add period (late registration) starts

**Monday, September 10**

- Course add period (late registration) ends
- 5<sup>th</sup> class day - last day to withdraw with 100% refund

**Wednesday, September 19**

- Fall 2007 Full-Payment deadline

**Monday, October 8**

- Holiday--NO CLASSES SCHEDULED

**Tuesday, October 30**

- 40<sup>th</sup> class day - last day to drop course(s) without academic penalty

**Monday, December 3**

- Last day of classes

**Tuesday, December 4**

- Academic review

**Thursday, December 6**

- Final examinations begin

**Saturday, December 15**

- Final examinations end

### Winter Semester 2008

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**Tuesday, January 1**

- Holiday--NO CLASSES SCHEDULED

**Wednesday, January 2**

- School open - No classes

**Friday, January 4**

- Academic Review

**Monday, January 7**

- Classes begin
- Course add period (late registration) starts

**Friday, January 11**

- Course add period (late registration) ends
- 5<sup>th</sup> Class day - last day to withdraw with 100% refund
- Winter 2008 Full Payment Deadline

**Monday, January 28**

- Deferred examination period for Fall 2007 semester begins

**Friday, February 1**

- Deferred examination period for Fall 2007 semester ends

**Monday, February 18**

- Reading Week begins--NO CLASSES THIS WEEK

**Friday, February 22**

- Reading Week ends

**Monday, February 25**

- Classes resume

**Friday, March 7**

- 40<sup>th</sup> class day - last day to drop course(s) without academic penalty

**Friday, March 21**

- Holiday - NO CLASSES SCHEDULED

**Thursday, April 10**

- Academic Review

**Friday, April 11**

- Last day of classes

**Monday, April 14**

- Final examinations begin

**Tuesday, April 22**

- Final examinations end

**Thursday, April 24**

- Academic Review

**Monday, May 12**

- Deferred examination period for Winter 2008 begins

**Friday, May 16**

- Deferred examination period for Winter 2008 ends

## 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 Registrarial 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 Registrarial 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 Registrarial 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

- a. 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.
- b. 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.
- c. 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.
- d. 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.

- e. 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:
  - i. the applicant is deemed admissible and has been offered admission
  - ii. 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
  - iii. 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.
- f. 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).
- g. 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.

- h. 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:

- a. 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.
- b. 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.
- c. 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).
- d. 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**

- a. Applicants who present the Diplôme des Etudes Collegiales may be eligible for advanced standing, to a maximum of 5.00 credits.
- b. 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).

## V. Tuition and Fees

The University of Guelph-Humber operates on a semester system and as such, students will be required to pay tuition and other fees on a per semester basis. This payment schedule should allow for easier budgeting of resources for our students. All fees for a semester are due and payable on or before the date established in the official schedule of dates. Details regarding registration (course selection and payment) will be sent to all students well in advance of published deadlines. All students who are registering for the first time at the University of Guelph-Humber will be sent the New Student Guide which will assist them with the registration process. All other students (returning, re-admit) will be sent instructions regarding registration, including course selection dates and fee payment deadlines via their Guelph-Humber e-mail account.

Students receiving financial assistance through the Ontario Student Assistance Program (OSAP) should apply for O.S.A.P. at least two months in advance of the first class day of each semester (or earlier if possible), in order that the application can be processed in time to have funds available by the semester payment deadline. Cancellation of registration may be exercised at the discretion of the University for failure to complete the semester payment by the established deadline. There is a \$200.00 reinstatement fee levied for students wishing to re-register after the payment deadline. Reinstatement will not be allowed after October 15th for the Fall semester, February 15th for the Winter semester and June 15th for the Summer semester.

### Fall Semester Only - Minimum Registration Deposit

ALL students are required to make the minimum, compulsory, non-refundable Registration Deposit of \$200 prior to the beginning of the Fall semester (please refer to the Schedule of Important Dates for the exact date). Payment of this deposit by the deadline date will ensure that the courses selected for the Fall term will be retained. There are no exemptions from the payment of this deposit irrespective of current account balance or funding to come in the future.

Academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their University account. Academic sanction will prevent one or more of the following:

- release of semester examination results
- release of transcripts
- granting of a degree or diploma
- registration for a subsequent semester

## University Fees

### Tuition Fees

The rates mentioned are those in effect until April 30, 2007. The domestic tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult the International Student Fees. Please note that full-time status is defined as any student registered in 2.0 credits (or more) in any given semester.

**\*\*THESE ARE 2006-2007 RATES - ACCURATE AT TIME OF PUBLISHING**

### DOMESTIC UNDERGRADUATE TUITION AND FEE RATES

*Per semester fees based on full-time enrolment, where full-time is defined by registration in 2.0 credits or more.*

PROGRAM NAME	NEW STUDENTS ENTERING FALL 2006	CONTINUING STUDENTS
Early Childhood	\$2,186.00	\$2,176.00
Family and Community Social Services	\$2,186.00	\$2,176.00
Justice Studies	\$2,186.00	\$2,176.00
Media Studies	\$2,186.00	\$2,176.00
Business	\$2,259.00	\$2,393.00
Computing	\$2,485.00	\$2,393.00

*\*Part-time (per 0.5 credit) = 20% of full-time fees*

### COMPULSORY NON-TUITION RELATED FEES

University Fees		
Athletic Fee	\$43.29	\$8.66
Administrative Services	\$54.58	\$10.92
Convocation	\$9.78	\$1.96
Facilities/Maintenance	\$41.00	\$8.20
Health	\$5.28	\$1.06
ID Card	\$4.38	\$0.88
Technology	\$64.52	\$12.90

Transcript	\$1.27	\$0.25
Orientation	\$4.33	\$0.87
<b>Total University Fees</b>	<b>\$228.43</b>	<b>\$45.69</b>

STUDENT FEES		
HSF Student Activity Fee	\$81.69	\$16.34
HSF Dental Plan	\$40.50	-
Total Student Fees	\$122.19	\$16.34
<b>Total Compulsory Non-tuition related fees</b>	<b>\$350.62</b>	<b>\$62.02</b>

Miscellaneous Fees	
Distance Education Resource Fee	\$70.00 per DE-based course
On-Campus Parking	\$493.99 (September-May)
Off-Campus Parking	\$442.06 (September-May)
Locker	\$25.00 (September-May)
Co-op	\$200.00 (per semester)

## INTERNATIONAL (VISA) UNDERGRADUATE TUITION AND FEE RATES

*Per semester based on full-time enrollment, where full-time is defined by registration in 2.0 credits or more.*

PROGRAM NAME	NEW STUDENTS ENTERING FALL 2006	CONTINUING STUDENTS
Early Childhood	\$6,865.00	\$4,691.53
Family and Community Social Services	\$6,865.00	\$4,691.53
Justice Studies	\$6,865.00	\$4,691.53
Media Studies	\$6,865.00	\$4,691.53
Business	\$7,365.00	\$4,691.53
Computing	\$7,365.00	\$4,691.53

**NOTE:** Students who are studying on student visas (International) and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the International student fees, must present acceptable official documentation to the Guelph-Humber, Registration and Financial Services Coordinator – Office GH108. To effect a change of fees (refund equivalent to the difference between International and Domestic fees) in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester). Categories of students who are exempt from paying the International student fee are defined as follows:

- Canadian citizens, permanent residents, or their dependents.
- Applicants for permanent residency who submit the appropriate letter.
- Diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents;
- Visitors, or their dependents, who are in Canada on an employment authorization.
- Refugees (officially recognized).
- Members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synopsised from the regulations of the Ministry of Training, Colleges and Universities. Final interpretation rests with the Office of Registrarial Services, University of Guelph. The regulations are subject to change without notice.

### Summer Semester and Summer Session

For classification purposes, any combination of Summer Semester credits (13 week) and Summer Session credits (six week) that total 2.00 credits or more will constitute full-time enrolment and tuition and other university fees will be charged accordingly.

### Changes in Fee Schedule

The University reserves the right to make changes in the published schedule of fees and payment dates and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation provided at University expense.

### Residence in Meal Plan Fees

There are two different styles of rooms available, and three sizes of meal plans. All students living in residence are required to purchase a meal plan.

### Residence

Dorm Style Room (September through April) = \$4,406.00

Suite Style Room (September through April) = \$5,190.00

### Meal Plan

Light = \$2,450.00

Regular = \$2,800.00

Large = \$3,200.00

Note: the base meal plan cost (\$2,450.00) is non-refundable.

### Refunds

#### Withdrawal

A student who makes a request for Withdrawal from the University may apply to the Registration and Financial Services Coordinator for a refund of tuition fees provided the hiatus has been authorized (see also Section VII –Undergraduate Degree Regulations, Withdrawal).

If the withdrawal or credit drop results in a credit balance in your account (i.e. payments are greater than charges) a refund cheque is produced. Allow four to six weeks before refunds are available from Student Financial Services. **The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.**

Winter and Summer Semesters - Refunds of tuition fees will be calculated according to the effective date and the following schedule:

Class Days	Refund Rate
1 - 5 inclusive	100%
6 - 10 inclusive	75%
11 - 15 inclusive	65%
16 - 20 inclusive	50%
21 - 25 inclusive	35%
26 - 30 inclusive	20%
31 and beyond	nil

**Fall Semester - The compulsory non-refundable Registration Deposit of \$200 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester. The above schedule will only come into effect once the first \$200 penalty has been used up.**

#### Classification Changes

Refunds of tuition fees for students who are changing from full-time to part-time status (dropping to three or fewer courses in a given semester) will be calculated on the difference of tuition values at the same rates as shown for tuition for withdrawals. Refunds of Other University Fees will be made in full up to and including the 15th class day of a semester. No refunds of Other University Fees and Student Organization Fees will be made after the 15th class day. The effective date for classification change will be the date such change is reported to Registrarial Services. A registration payment not honoured by your bank does not constitute an official withdrawal from the University.

#### Residence Policy Re: Withdrawal and Refund

I accept that a refund of the residence fees will only be possible under the following circumstances:

- Academic Withdrawals:** If I must withdraw from the University of Guelph-Humber for academic reasons, I will provide a copy of my Residence Withdrawal Form, along with a copy of the letter from my school requesting me to withdraw. The refund will be prorated to the date I vacate my room or until such time that I have provided a copy of my withdrawal letter after I have vacated.
- Medical Withdrawals:** If I must withdraw from Humber or Guelph-Humber for medical reasons, I will provide a copy of my Residence Withdrawal form, along with a medical certificate. The refund will be prorated to the date I vacate my room or until such time that I have provided a copy of my medical certificate after I have vacated.
- Co-op Placement or Internship Withdrawals:** If I must withdraw from residence because of a co-op placement or internship that is a requirement of my program, I will submit my request on a Residence Withdrawal Form, along with a copy of the Humber or Guelph-Humber placement/internship letter within three (3) days of receiving the letter. The refund will be prorated to the date I vacate my room.
- Voluntary Withdrawals:** If I choose to withdraw from the residence for any other reason, I will still be responsible for the residence room fees unless Humber Residence can rent my room to a student who meets the admissions requirements. I will provide a copy of my Residence Withdrawal Form, along with a letter indicating the reason

I am leaving a notice of my move out date, which must be submitted to the Residences Front Desk. The refund will be prorated to the date that the room is re-occupied and my replacement becomes responsible for the residence room fees. If a suitable student cannot be found, I will be held responsible for the full fees.

#### Meal Plan Policy Re: Withdrawal and Refund

Consideration for refunds for medical dietary needs will be given on an individual basis. All requests must be made in writing to the Res Dining Hall Manager (North Campus) and include medical confirmation upon moving into residence. Special diet programs do not qualify for medical consideration (i.e. Nutri-System).

Requests for cancellations and refunds must be made, in writing, attached to your Residence Withdrawal Form, to the Residence Administration Office. Consideration will only be given to individuals who are withdrawing from residence or who have documented medical conditions for special diets. The basic minimum dining plan commitment of \$2,450.00 is non-refundable or non-transferable except on a prorated equivalent of \$79.03 per week. Funds remaining in the Flex Dollars account are fully refundable.

**NOTE:** The Retail Sales Tax Act states that all dining plans must be prepaid and that they must be non-refundable and non-transferable in order to qualify for the tax-exempt status. Unspent balances above the non-refundable basic minimum dining plan expenditure of \$2,450.00 will be refunded at the end of the winter semester. Requests for refunds where the basic minimum dining plan expenditure of \$2,450.00 has not been met will only be considered if taxes (15%) on all previous purchases are submitted from the current balance, less a \$75.00 administration fee.

#### Optional Fees

Students who do not wish to accept the dental coverage can opt-out of the dental plan during the first two weeks of the fall semester. Dental opt-out forms are available at the Humber Student Federation (HSF) office and at the main information desk in the front foyer of the Guelph-Humber building. Refund cheques are processed through the HSF office.



## VI. Academic Advising

A university education is a complex and multi-faceted experience, which is best undertaken in a supportive and encouraging environment. As part of its dedication to student success, the University of Guelph-Humber is committed to providing high-quality academic advising, in order to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. The responsibility for developing educational plans and setting goals rests with the student. Academic advising contributes to this process by identifying alternatives, exploring likely outcomes, and referring students to appropriate resources.

Academic advising at Guelph-Humber is delivered by a team which includes Program Advisors, the Program Heads (academic leaders of each of the Universities programs), the Vice-Provost and others. The Program Advisors are the primary source of advising for students and should be the student's first contact to discuss any issue, question or concern about their academic program. The Registration and Advising office (GH108) provides general walk-in assistance to students and, as appropriate, Program Advisors may direct students to specialized advising resources available on the campus. Each student has direct access to their Program Advisor who focuses on program-related issues and advice, and can assist with degree program requirements and expectations.

These components of the academic advising system work together to achieve goals and objectives that include:

- helping students develop an educational plan and choose an appropriate course of study to meet their academic and life objectives;
- ensuring that students are aware of opportunities and resources that can assist students in achieving their educational goals
- assisting students in interpreting university policies and procedures, and applying general rules to their specific cases
- facilitating resolution of academic problems, conflicts and concerns, as appropriate
- referring students as necessary to other resource units
- collecting and disseminating information on student needs, wants, perceptions, and trends in order to enhance institutional effectiveness and adaptability

Within the system, specific roles and responsibilities are distributed as indicated below:

### Students

#### Responsibilities of the Student

Students admitted to the University are responsible for being aware of and understanding and meeting certain obligations related to; Undergraduate Degree Regulations and Procedures, degree requirements, course requirements, Schedule of Dates, rules of conduct and accessing their University of Guelph-Humber e-mail account. These responsibilities are described in Section I - Statement of Students' Academic Responsibilities.

The responsibilities of students regarding academic advising are:

- to seek advice from their Program Advisor regarding any aspect of their academic program, schedule of study, or University regulation or procedure for which they require clarification or interpretation;
- to communicate with their Program Advisor if they are failing to meet academic obligations or feel that they require additional support or assistance.

### Program Advisor

#### Role of the Program Advisor

The Program Advisor has particular expertise in the program requirements and regulations, as well as the various specializations and their fit within the program. The Program Advisor is also familiar with the policies and procedures that govern university practice. The role of the Program Advisor is:

- to provide information about the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements;
- to refer to other campus services, as necessary
- to communicate information about the program to the Program Head, faculty members, curriculum committees, program committees (and their sub-committees); and to bring forward any concerns or issues as students progress through the Schedule of Studies for the program;
- to liaise with the faculty, in order to provide information about the degree program and the fit of various specializations within the degree program.

Students are advised to consult their Program Advisor if they are experiencing personal problems or situations that require counselling. The Program Advisors are well informed of the information on the types and locations of non-academic counselling offered by the University.

#### Responsibilities of the Program Advisor

The responsibilities of the faculty advisor are:

- to be familiar with the academic requirements of the program and its specializations, including admission requirements, the Schedule of Studies and Continuation of Study requirements, and graduation requirements for the degree program;

- to assist the student to make academic decisions and understand the implications of those decisions;
- to assist with course selection and enrolment management issues as related to the degree program
- to explain transfer procedures and requirements;
- to explain appeal procedures;
- to facilitate graduation checks;
- to sign program approvals, as appropriate;
- to change student type, as appropriate;
- to meet with students as requested, or required;
- to refer students and situations to the Program Head, as appropriate;
- to uphold the academic policies of the university;
- to help interpret the academic policies and procedures to students, staff, and faculty
- to act as a source of referral to other campus services;
- to be generally aware of career and graduate study opportunities related to the field of study, or refer appropriately;
- to work closely with the faculty and Program Head on any changes to the Schedule of Studies;
- to consult, as necessary, with other campus services.

#### Name & Location of Program Advisors

PROGRAM(S)	NAME	LOCATION
Business	Leah Murdock	GH108
Justice Studies, Early Childhood, Family and Community Social Services, Psychology	Mona Frial	GH108
Computing, Media Studies	Cheryl Nicholas	GH108

### Program Head

#### Role of the Program Head

The Program Head plays a leadership role for a particular program in facilitating, in collaboration with the supporting deans from each institution, the quality of the students learning experience. The Program Head ensures the program is current and coherent in its design, planning, delivery and assessment, and that both the professional and academic components of a program are respected and promoted among all those teaching and learning in the program. In addition the Program Head contributes to the growth of Guelph-Humber as a learning community and the development and implementation of Guelph-Humber's mission, goals and objectives.

## VII. Undergraduate Degree Regulations and Procedures

### General Information

Time of Semester	Type of Consideration	Consideration Granted By	Period of Consideration	Subsequent Appeal To
During the Semester	Medical Psychological Compassionate	Instructor	Same semester	Academic Review Sub-Committee Submitted as soon as possible, not later than the end of the following semester
End of Semester (following the last official day of class)	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with Program Advisor)	Should be submitted as soon as possible	Vice-Provost 90 days deadline for appeals of academic review decisions
After the Semester	<b>Grade Reassessment:</b>			
	Calculation Error or omission	Instructor	10 class days of the following semester	No appeal
	Methods and Criteria	Program Head	10 class days of the following semester	Vice-Provost 10 days after decision of chair
	Misapplication of an Academic Regulation	Instructor	Should be initiated as soon as possible	First Level: Program Head Second Level: Vice Provost Third Level: Formal Appeal Panel
	<b>Academic Consideration:</b>			
	Course Results: Compassionate Medical Psychological	Academic Review Sub-Committee (consult with Program Counsellor)	No deadline, but a request should be submitted during or immediately after the semester	Vice Provost 90 days deadline for appeals of academic review decisions
Request for Probationary Status	Academic Review Sub-Committee (consult with program counsellor)	Should be submitted by the first deadline of the next semester	Vice Provost 90 days deadline for appeals of academic review decisions	

### Academic Consideration

#### Academic Consideration and Appeals

##### General Information for Academic Consideration and Appeals

The University of Guelph-Humber is committed to supporting students in their learning experiences and responding to their individual needs. To this end a broad network of advising, and support services is provided to assist students in meeting their personal and academic goals. The University is aware that a variety of situations or events beyond the student's control may affect academic performance. Support is provided to accommodate academic needs in the face of personal difficulties or unforeseen events. Procedures for academic appeals are designed to ensure that every effort is made at these times to provide appropriate accommodation and consideration, thus enabling students to complete course and program requirements as quickly as possible.

Knowledge of the procedures, early action on the student's part, timely consultation with the instructor(s) and/or Program Advisor, and immediate provision of any required documentation will facilitate a prompt, coordinated institutional response.

The University will consider granting consideration for courses if there are sufficient extenuating medical, psychological or compassionate circumstances. Academic consideration may take the form of an extended deadline, a deferred privilege, a late drop of a course(s) with or without failure, withdrawal from a semester with or without academic failure, or permission to continue on probationary status. A deferred privilege could take the form of approval to write a missed final examination or the completion of a course requirement after the end of the semester. Academic consideration is granted when acceptable medical, psychological, or compassionate circumstances affect any portion of the semester work. Generally, work commitments will not constitute grounds for academic consideration. Depending upon the circumstances and whether the semester work is complete, consideration may be granted by the faculty member, the Program Advisor, or the Admissions and Academic Review Sub-Committee.

Students will need to assess the extent of the difficulty they face and the possible implications on their course work. For instance, an illness which lasts one or two days and results in a missed deadline can usually be resolved between the faculty member and the student, often without documentation. Circumstances which affect the student's ability to attend classes, write term tests or meet assignment deadlines for an extended period of time may require more formal documentation and consideration. Students are encouraged to seek documentation if the situation extends for a significant length of time. The Program Advisor should be contacted regarding appropriate procedures and documentation.

##### Student's Responsibilities

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

- Inform the faculty-in-charge of the course in writing and in person if possible.

The academic regulations outlined in Section VII—Undergraduate Regulations and Procedures are the basic regulations for undergraduate degree and diploma programs of the University as approved by the Senate at the University of Guelph and the Academic Council at Humber. Terminology used to describe academic regulations is defined in the Glossary. In these regulations where the consent of the Program Head is required, the term Program Head is interpreted to mean the person responsible for the academic program.

- If the faculty member requests it, the student must supply documentation.
- If documentation is unavailable, the student should consult their Programs Advisor.
- Complete and submit missed work by the new deadline established by the faculty member, before the last scheduled day of classes.
- If the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the final class day deadline, the Program Advisor should be consulted regarding an appropriate course of action.
- If for any reason, a student is unable to complete a final examination or final assignment, the student should inform the faculty in charge of the course(s) AND should consult with their Program Advisor about submitting an application for Academic Consideration.

##### Faculty's Responsibilities

Faculty members should exercise discretion when requiring documentation, particularly when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available. During the semester (up until the last official day of class), the faculty in charge of a course(s) can make arrangements when appropriate with students to have missed course work, test(s) or assignment(s) completed beyond the regularly scheduled deadline AND/OR, faculty have the discretion to apply the weighting of a missed assignment or term test to the weighting of the final examination, if appropriate and if agreed by the faculty and the student. **The faculty member cannot however grant extensions for semester work (tests or assignments) beyond the final date for submission of final grades.** In the event that a student misses a final examination and/or final assignment, the faculty member should instruct the student to consult with their Program Advisor about making an application for Academic Consideration.

##### Program Advisor Responsibilities

During the semester, if the student and the faculty member cannot arrive at a mutually agreeable accommodation, the Program Advisor may act as a mediator. In the event that medical, psychological or compassionate circumstances are affecting the student's overall performance, the Program Advisor will ensure that the student's faculty are advised that academic consideration based on medical or compassionate grounds is warranted. Following the last official day of class, requests for Academic Consideration made by students (typically for missed final examinations or incomplete final assignment), will be channelled through the Program Advisor to the Academic Review Sub-Committee.

## Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the community and 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 Advisor. 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 student should consult with their Program Advisor to arrange to 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 and/or Program Advisor he/she may appeal to their Program Head who may grant alternative accommodation.

## Academic Load

### Full-time

The normal full-time semester load for academic programs is 2.50 credits except where otherwise prescribed by the schedule of studies.

Under the credit system, credit weight reflects student workload rather than contact hours. Students should note that 10 to 12 hours of academic time and effort per week (including classes) are expected for a 0.50 credit course. Exceeding the normal credit load for the program can place the student at academic risk and should be carefully considered in consultation with the Program Advisor.

### Part-time

A student who is registered in fewer than 2.00 credits in a semester is considered to be part-time.

## 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-Humber 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 Advisor) and follow the available procedures for academic consideration outlined in the University's calendar.

## 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 cooperation. 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 the instructions provided on the examination attendance sheet and 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.

## 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 Program 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 Vice-Provost, 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.

## 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, or the Program Head 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 cooperate 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.

## 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 re-submission.

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 report, a photographic assignment, 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 Vice-Provost, 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 Program Heads and the Vice-Provost to assist them in determining appropriate penalties for individual cases.
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 on-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution.
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-Humber 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 Vice-Provost to have the expulsion status removed. The Vice-Provost 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. The Vice-Provost may delegate his/her authority under this policy to an appropriate designate(s). Such delegation may be full (for example, all cases are delegated to a Program Head), or partial (for example, authority with respect to offences related to course work may be delegated to a Program Head). The Vice-Provost 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):  
The relevant Program Head in which the course is offered, and the Program Head 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, the Vice-Provost is responsible for administering the policy.
4. In the event that the Vice-Provost has a conflict of interest in dealing with a case, the Vice-Provost will appoint another faculty member to deal with the case. In the event that Vice-Provost's designate has a conflict of interest in dealing with a case, the Vice-Provost may appoint an alternate designate.
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-Humber

e-mail 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 faculty member responsible for the course and the examination invigilators, although they may make use of reports from others to assist them in detection. In cases of suspected impersonation, the faculty member shall require the student concerned to remain after the examination until the student is satisfactorily identified. In other cases of suspected academic misconduct, the faculty member 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), along with the student's other examination booklet(s) (collected at the end of the exam).

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.

### 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 Program 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 Program Head, for the program in which the student is enrolled. 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 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 should pursue the gathering of evidence in a timely way. The normal expectation for assignments due within the semester is that instructors 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 requires substantial additional time to collect and review the evidence, he/she may seek an extension of time from the Program Head.
- b. If after reviewing the available evidence the instructor believes an offence may have been committed, he/she shall refer the case to the Program Head responsible for the course. The referral document will include all evidentially material collected by the instructor along with the transmittal form on which the instructor 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 the Office of the Vice-Provost by the Program Head.
- c. If the Program Head 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 Vice-Provost, normally within ten working days of receipt of the allegation from the instructor.
- d. Normally within ten working days of receipt of the case from the Program Head, the Vice-Provost 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 Vice-Provost may proceed with a decision in the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the Vice-Provost 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 instructor and Program Head to that point. Based on the student's response to the evidence, the Vice-Provost 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 Vice-Provost reaching a decision on the case.

- e. If after weighing the available evidence the Vice-Provost finds an offence has been committed, the Vice-Provost will contact Registrarial Services as appropriate to determine whether this is a first offence.
- f. In determining the appropriate penalty, the Vice-Provost will consult the Guidelines for Penalties for Academic Misconduct, will take into consideration the recommendation from the instructor and/or Program Head 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.
- 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 Vice-Provost will inform the student in writing of the disposition of the case. In a case where the Vice-Provost requires substantial additional time to review the evidence and come to a judgment, she/he may announce an extension of time for reaching the decision.
 

Should the Vice-Provost determine that an academic offence has not been committed he/she shall so inform the student, the instructor and the Program Head, in writing. A copy of the letter will be forwarded to Program Advisor and the Manager, Registrarial Services. 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 Vice-Provost 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 the instructor, the Program Head, the Program Advisor and to the Manager, Registrarial Services.
- h. In a case where the Vice-Provost believes suspension or a recommendation for expulsion/revocation is warranted, he/she should consult with the Vice-President's Academic (U of G and Humber) before making a final determination with respect to 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 are dealt with by the Vice-Provost. 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 Vice-Provost, the Vice-Provost shall inform the student that an allegation has been made and invite the student to meet to discuss the allegation. The Vice-Provost will also inform the Manager, Registrarial Services (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 Vice-Provost may proceed with a decision in the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the Vice-Provost 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 Vice-Provost to that point. Based on the student's response to the evidence, if necessary the Vice-Provost 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 Vice-Provost reaching a decision on the case.
- c. If after weighing the available evidence the Vice-Provost finds that an offence has been committed, the Vice-Provost will contact Registrarial Services as appropriate to determine whether this is a first offence. The Vice-Provost may impose penalties in accordance with Penalties A. and B., above. In the event that the Vice-Provost 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 Vice-Provost shall inform the student in writing of his/her decision in the case, and copy the letter to the relevant university officials, including Undergraduate Program Services/Graduate Program Services (as appropriate). In a case where the Vice-Provost requires substantial additional time to gather evidence and make a judgment, he/she may seek an extension from the Provost and Vice-President Academic.

## The Informal Academic Appeal Process

A student who has concerns regarding an academic decision should first discuss the matter directly with the responsible faculty member or other decision-maker who shall provide the student with the reason(s) for the decision.

If resolution cannot be reached at the faculty/decision-maker level, the student should see the responsible Program Advisor to mediate the concern. If the Program Advisor mediation is unsuccessful, the student may resort to a Formal Appeal.

Throughout the informal appeal process, the student shall provide any and all documentation (e.g. medical reports) that may be relevant to the resolution of the concern. The Program Advisor and the Manager, Registrarial Services, shall be advised, in writing (e.g. official grade re-assessment), of any changes relating to the student's record that may occur as the result of an informal appeal process.

An informal appeal must be launched no later than ten (10) working days after the end of the term within which the course was offered, or, in the case of an academic misconduct decision, after the date at which the student is informed of the decision.

The informal appeal process is to be completed within ten (10) working days of its initiation by the student, and it is incumbent upon both parties to make every effort to meet that deadline. The results (and reasons why) of any and all levels of an academic appeal must be documented to the student and kept on file by the Manager, Registrarial Services.

If the student considers that the informal appeal process has not satisfactorily resolved the academic concern, the student may move to the formal appeal panel process.

**Note:** A student can request their Program Advisor to work with him/her during the informal academic appeal process. The Program Advisor can provide guidance and advice to the student, in an effort to mediate with the appropriate faculty member unit. and/or academic.

### **The Formal Appeal**

If an academic concern is not satisfactorily resolved during the informal appeal process, the Student may file a formal appeal with the Manager, Registrarial Services. All formal appeals must be filed within fifteen (15) days of the conclusion of an informal appeal process. Normally, appeals submitted beyond the 15-day deadline will not be accepted.

1. Formal appeals must be in writing, stating all grounds for the appeal and the resolution being sought, and must be submitted on the University of Guelph-Humber Application for an Academic Appeal Hearing Form, to the Manager, Registrarial Services. At the time the appeal is filed, the student shall submit all supporting documentation to the Manager, Registrarial Services, for distribution to the Appeal Panel and the appropriate academic unit(s) along with the name(s) of individual(s) accompanying him/her.

Upon receipt of all of the above documents, the academic unit (led by the appropriate Program Head) shall have five (5) working days to submit all documentation they will be presenting at the Formal Appeal Hearing. The Office of the Registrar, Humber College shall distribute these documents to the Student and the Appeal Panel. The Student shall have five (5) working days to review the submissions of the academic unit prior to the Hearing. Extensions to these time frames may be granted by the assigned Chair of the Appeal Panel if extenuating circumstances can be shown. No new documentation from either the Student or the academic unit may be submitted on the day of the Appeal, unless otherwise directed by the assigned Chair of the Appeal Panel.

2. Timing and Notice of a Formal Appeal

For each academic year, the University of Guelph-Humber will publish the dates and times when an Appeal Panel shall be available to hear an appeal. Once a formal appeal is filed, the Office of the Registrar, Humber College shall schedule the hearing accordingly. In the event of an emergency, a formal hearing may be scheduled at a time not previously published.

The student may withdraw a formal appeal prior to the scheduled hearing.

A formal appeal may be dismissed without a hearing of its substance on any of the following grounds:

- The student has previously submitted the same, or substantially the same complaint to the formal appeal process.
- The student has not followed the appropriate appeal-filing procedure.
- The student has commenced civil or other litigation against the University of Guelph-Humber, or the University of Guelph and/or Humber College regarding the issue in question.

In order to allow the student an opportunity for rebuttal, the decision to dismiss an appeal on any of the above-noted grounds can only be made by the Appeal Panel at the scheduled hearing.

3. Formal Appeal Panel:

Each Appeal Panel shall be drawn from a group of University of Guelph-Humber faculty and student volunteers. Approved faculty volunteers shall serve for a three-year period. Approved student volunteers shall serve for a period of three years limited only by their registered student status.

An Appeal Panel consists of three individuals (one of whom acts as Chair) selected from programs other than the program in which the student is registered, and the academic unit in which the academic decision being appealed originated. The membership of each panel shall include two full-time faculty members (one from the University of Guelph and one from Humber College) and one full-time University of Guelph-Humber student.

To ensure consistency of process, each Appeal Panel will be chaired by one of those selected individuals who has received additional training in the role and responsibilities of a Chair.

4. Academic Appeal Hearing Protocol:

Prior to the Hearing, the appointed Chair of the Appeal Panel shall confirm the Hearing participants with the Office of the Registrar, Humber College. The Student may bring to the Appeal Hearing witnesses who can provide further information directly related to the Appeal. The Student may have an individual accompany him/her to the Hearing in a support role. This individual cannot actively participate in the Hearing. Notice of the intent to be so accompanied and the names of any witnesses to be present on the student's behalf should be provided at the time a formal appeal is filed.

Individuals representing the academic unit may include the appropriate Program Head, but will always include any faculty member directly involved in the academic decision being appealed.

If two or more formal appeals are submitted which involve the same or similar questions, the Chair may:

- a. combine the appeals or any part of them, with the consent of the parties;
- b. hear the appeals at the same time, with the consent of the parties;
- c. hear the appeals one immediately after the other; or
- d. stay one or more of the appeals until after the determination of one of them.

An Appeal Panel member having any prior knowledge of the student or of the nature and circumstances of the Appeal which, in the view of the Chair, would lead to an apprehension of bias must withdraw from the Panel. In the event that it is the Chair's knowledge which causes a possible apprehension of bias, the decision as to whether the Chair should withdraw shall be made by unanimous vote of the other two members of the Panel.

Academic Appeal hearings shall be conducted in closed session. Recording devices are not permitted to be used in connection with the Academic Appeal Process, including the hearing. Legal representation is not permitted on behalf of any party during the Academic Appeal Process, including the hearing. All information/matters, not otherwise publicly available, presented and/or discussed at an appeal hearing are deemed confidential.

Once the hearing is in session, all participants, other than witnesses, must remain until all information has been presented and the meeting has been formally adjourned and/or concluded. Witnesses called by either the student or the academic unit will be dismissed by the Chair of the Appeal Panel once they have presented their information and have been questioned by the other party to the Appeal, and by the Appeal Panel.

The decision of the Appeal Panel shall be by majority vote and is final and binding on all parties. The Student and/or academic unit(s) are precluded from seeking subsequent review of the appeal decision under any office or in accordance with any policy or procedure within the University of Guelph-Humber, Humber College, or University of Guelph.

One copy of all materials presented at the Academic Appeal Hearing shall be kept on file for a period of 7 years from the date of the hearing.

### **Record of Academic Misconduct**

Registrarial Services shall place in the student's file a record of all academic misconduct for which the student is penalized.

The record of academic misconduct shall be expunged from the student's file upon graduation. Students who do not graduate from the University of Guelph-Humber (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 Registrarial Services and request to have their record expunged. The record for expulsion is permanent, unless removed by petition to the President's.

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.

### **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 the Vice-Provost 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 Vice-Provost 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 Program Head believes a stronger penalty is merited, the case is forwarded to the Vice-Provost for penalty assessment.

In cases where the Vice-Provost 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 Vice-President Academic. The Vice-Provost will also consult in cases where the contemplated penalty is suspension or expulsion.

In a case where the Vice-Provost is of the opinion that the finding of guilt is not supported by the evidence, the Vice-Provost will review the case with the Program Head. If the Program Head and Vice-Provost are unable to reach an agreement on the case, the Vice-Provost will consult with the Vice President's Academic before making final determinations as to the finding of guilt and any penalty to be applied in the event that Vice-Provost upholds the finding of guilt.

In determining the appropriate penalty the Vice-Provost will take into consideration these guidelines, the recommendation from the instructor, the recommendation from the Program Head, 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

Offences	First Offence	Subsequent Offences
<b>A. Misappropriation of Other's Work</b>		
1. Plagiarism		
Minor	Resubmission of new work <b>Loss of grades<sup>3</sup></b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
2. Copying		
Minor	Resubmission of new work <b>Loss of grades</b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
3. Unauthorized Collaboration		
Minor	Resubmission of work <b>Loss of grades</b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
<b>B. Misrepresentation and Fraud</b>		
1. Impersonation		
Minor	<b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension	<b>Zero in the course</b> Loss of scholarship/bursary Suspension
Major	Zero in the course Loss of scholarship/bursary <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <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.	Resubmission of work Loss of grades Zero on the assignment <b>Zero in the course<sup>4</sup></b> Loss of scholarship/bursary Suspension/revocation of admission offer	Zero in the course Loss of scholarship/bursary <b>Suspension/revocation of admission offer</b> Expulsion/Revocation
3. Withholding of documents		
Minor	<b>Official warning</b> Loss of grades Resubmission of work Zero on the assignment	<b>Zero in the course<sup>5</sup></b> Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation of degree or admission offer
Major	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation of degree or admission offer</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation of degree or admission offer</b>
4. Unauthorized Aids		
	Resubmission of work Loss of grades <b>Zero on the assignment/exam</b>	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
<b>C. Improper Access and Obstruction<sup>6</sup></b>		
1. Preventing Access		
Minor	<b>Official warning</b> Resubmission of work Loss of grades Zero on the assignment	<b>Zero in the course</b> Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
2. Obstruction and Interference		
	Loss of grades Zero on the assignment Zero in the course Loss of scholarship/bursary <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
3. Improper Access		
	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
4. Improper Dissemination		
	Zero in the course (if applicable) <b>Suspension</b>	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation

<sup>3</sup> Bolded text indicates the normal expectation for penalty for a first or second year undergraduate, or first year graduate student.

<sup>4</sup> If the falsified document is course-related (e.g. medical note).

<sup>5</sup> If the withheld information would have affected admission to a course.

<sup>6</sup> These offences may also be subject to penalty under the Student Rights and Responsibilities Policy.

## Academic Review Sub-Committee Procedures

A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee during, or immediately after, the semester to which it refers. If a student is appealing a required to withdraw decision, the student should submit the Request for Academic Consideration form before the first official day of class of the next semester.

The Academic Review Sub-Committee will consider requests for academic consideration with regard to:

- Course results (e.g. late drop of a course(s) with or without failure, deferred or supplemental privileges, credit status).
- Meeting the continuation of studies requirements (e.g. probationary status).
- Meeting the graduation requirements.

All requests are to be made in writing, on the Request for Academic Consideration form available from Registrarial Services office (GH108), or from the student's Program

Advisor. Request forms must be accompanied by relevant supporting documentation. Requests that are inadequately documented or that lack clarity will not be dealt with but will be returned to the student. The student should meet with their Program Advisor for advice on the preparation and submission of requests for academic consideration.

When the form is complete, the student should retain a copy along with copies of all documentation submitted. The form, with the original documentation attached, should be submitted to the student's Program Advisor.

The Manager, Registrarial Services or designate, shall prepare the agenda for each meeting of the Academic Review Sub-Committee, maintain a record of the sub-committee's decisions and the Program Advisor's should immediately inform each student in writing as to the disposition of the request.

**An appeal of an Academic Review Sub-Committee's decision may be submitted to the Vice-Provost within 90 days of the decision. Students who are appealing the decision of an Academic Review Sub-Committee for denial of probationary status will not be allowed to attend classes pending the outcome of the petition.**

## Academic Standing

A term academic standing is assigned to each completed semester according to the requirements of the Continuation of Study policy. A student whose term academic standing is "Required to Withdraw" according to the requirements of the Continuation of Study policy may have their term academic standing changed to "Probation" as a result of a Request for Academic Consideration.

### Eligible to Continue

A student who does satisfy the program requirements for continuation of study will be eligible to continue.

### Probationary

A student who does not satisfy the program requirements for continuation of study will be allowed to continue in his/her program if granted **probationary** status (see Continuation of Study in this section).

### Required to Withdraw

A student who does not satisfy the program requirements for continuation of study will be required to withdraw from the University for a minimum of two semesters (see Continuation of Study in this section).

Students who do not satisfy the program requirements may appeal to the Academic Review Sub-Committee for probationary status to be granted based on medical, psychological or compassionate grounds using the Request for Academic Consideration form.

*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 Section IV – Admission Information regarding appropriate admission requirements and deadline dates.*

A student who has been required to withdraw and who has made an appeal for probationary status to the Academic Review Sub-Committee will not be allowed to attend classes until such time that the appeal is granted.

## Adding Courses

All course additions to a student's program for a particular semester are to be completed by the end of the late registration period. On the last day of the late registration period (5th class day of the semester), students will be able to add courses up to a maximum of 2.50 credits on a first-come, first-served basis, as space in classes permits. Additionally, with a signature from the Program Advisor, under exceptional circumstances a student will be able to enrol in more than 2.50 credits earlier in the process.

The addition of a course after the end of the late registration period will be considered only in exceptional circumstances and will require the approval of both the instructor for the course and the Program Advisor of the program in which the student is enrolled. The Program Advisor's signature should be sought first but does not presume the judgment of the instructor as to the appropriateness of the late addition for his or her particular course. In practice, the following have been deemed to be exceptional circumstances: illness or compassionate grounds for missing all or part of the first full week of classes; interchanging courses with common lectures, one with and one without labs; late resolution of appeals; failure of a deferred course condition or examination; university errors in registration procedures.

### Course Requisite(s)

A student wishing to enrol in a course for which he/she does not have credit for the stated course requisite(s) may seek permission from the instructor to have the requisite(s) waived. The student seeking the waiver must obtain a Course Requisite/Restriction Waiver and have it completed by the instructor. The student must then present the completed form along with a completed Course Request form to the Program Advisor for processing. The course (or section) will be added to the student's record if space exists in the class (or section) in question. The instructor's signature on the Course Requisite/Restriction Waiver, in no way guarantees space exists in the class (or section). Forms are available from the Registrarial Services office, GH108.

## Program Approval

Program Approval is required from the Program Advisor to add courses if the student is adding more than the normal course load (greater than 2.50 credits) – also known as overload. This process is typically only allowed to students with 70% cumulative average.

### Regular Courses

Regular courses may be added without permission of the Program Advisor as long as the student is eligible to continue. Regular courses are those courses for which the student has all necessary course and credit prerequisites.

## 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 e-mail address is considered an official address and will be used for correspondence from the University. Students are responsible for monitoring their University-issued e-mail 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 Registrarial Services, GH108. The change of address form is available on-line (Current Students – Registration Forms)

### Admissions

University of Guelph-Humber students may, at some point, be required to complete and submit an application form related to admission. The two most common reasons for submitting this internal application form are: to apply to transfer from one program to another or to apply for readmission to a program.

Application forms must be submitted by the deadline date established for each semester. Application deadline dates are published in Section IV – Admission Information.

## Associated Program Requirements

Program Committees have the option of identifying, as requirements for graduation, program components that are not academic courses and do not carry an academic credit weight. Associated Program Requirements allow programs to give formal recognition (but not academic credit) to the successful completion of program components that are primarily non-academic but are judged by the program committee as essential to fulfil the objectives of a degree or diploma program. Associated Program Requirements, when valid, are identified in Section IX– Degree Programs in the schedule of studies for each appropriate area of study.

## Attendance at Class

Instructors will inform students of the attendance requirements for individual courses in accordance with the policy and requirements of the specific program.

Caution: A student, who for any reason does not attend classes regularly, runs the risk of being unable to complete the work of the semester and is advised to report to their Program Advisor for academic counselling upon return to classes.

## Auditing Courses

Permission to audit a course must be obtained from the instructor for the course, the Program Head responsible for the course in question and the Program Advisor.

The instructor shall provide to persons intending to audit a course a written statement prescribing the extent to which they may participate in the work of the course. No official transcript record of audited courses will be provided. The procedures for registration and course changes are the same as for regular course attempts, except that after the end of the add period, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status for the same course. A student may change from credit to audit status up to the drop deadline applicable to that course, with approval. A fee is assigned for each audit course except in the case of a student holding full-time classification. Full-time students who have received approval for audit courses are not assessed additional fees.

The student who receives approval to audit should discuss with the instructor the conditions under which that approval is given including, for example, attendance, submission of term work, taking of examinations.

An approved audit course does not constitute a course attempt. No official grade will be reported, and audit courses will not be used in the determination of the eligibility for continuation of study. Also, no official documentation will be provided to verify the auditing of a course.

Audit courses are not considered in calculating full-time or part-time status.



## Continuation of Study

For continuation of study within a Guelph-Humber program, a student must satisfy the conditions as set down under Schedule 1 or Schedule 2. The appropriate schedule will be determined by the criteria outlined below.

### Schedule 1

Students will follow Schedule 1 if:

1. they have registered for the first time at the University of Guelph-Humber with no previous registration in another college or university; or
2. they have been registered in a program at this University, are eligible to continue study in that program and subsequently transfer to another Guelph-Humber program; or
3. they have transferred from another university or college and have been admitted to semester 1 at this University; or
4. they have been required for any reason other than academic performance to withdraw from the program, and subsequently are accepted for readmission to that program; or
5. they have registered at the University of Guelph-Humber as an exchange student.

### Schedule 1 Regulations

All degree programs have established conditions which must be met for continuation of study. Continuation of study within a program is permitted provided the standards of academic performance listed below are met. In some instances, students not meeting the requirements may be allowed to proceed on probation (see Section VII - Academic Standing-Probation). If these conditions are not met, the student will be required to withdraw from the program for a minimum of two semesters and may apply for readmission after that period of time.

The continuation of study regulations at the University of Guelph-Humber are based on the principle that students must maintain a minimum average of 60%. To allow for transition issues, some leniency has been built into the minimum average requirement during the first 5.00 credit attempts. The student's cumulative average will be reviewed first. If the student's cumulative average does not meet the minimum required, the student will either be required to withdraw or placed on probation. When a student is placed on probation he/she will be required to obtain a minimum semester average. In subsequent semesters the student will either be required to withdraw, allowed to continue on probation, or be placed back on regular status. Students will be taken off probation once their cumulative average is greater than, or equal to 60%.

Conditions for continuation of study are applied using the following tables:

#### Number of Credit Attempts: between 0.25 and 2.50

Students who have attempted between 0.25 and 2.50 credits will be allowed to continue regardless of the cumulative average. Students will be placed on probation if their cumulative average falls below 50%.

#### Number of Credit Attempts: between 2.75 and 5.00

##### If Eligible to Continue

Cumulative Average (C)	Status of Student
C < 50%	Required to Withdraw
C ≥ 50% and C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

##### If on Probation

Cumulative Average (C) Semester Average (S)	Status of Student
S < 50% or C < 50%	Required to Withdraw
S ≥ 50% but C < 50%	Required to Withdraw
S ≥ 50% but C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

#### Number of Credit Attempts: more than 5.00

##### If Eligible to Continue

Cumulative Average (C)	Status of Student
C < 50%	Required to Withdraw
C ≥ 50% and C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

##### If on Probation

Cumulative Average (C) Semester Average (S)	Status of Student
S < 60%	Required to Withdraw
S ≥ 60% but C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

## Schedule 2

Normally students who transfer from another university or college will be required to follow Schedule 2. Students who are readmitted to this University but whose prior record renders them ineligible to proceed under Schedule 1 will be required to follow Schedule 2.

### Schedule 2 Regulations

Continuation of study is permitted provided the student meets the conditions outlined below. In some instances, students not meeting the requirements may be allowed to proceed on probation. If these conditions are not met, the student will be required to withdraw from the program for a minimum of two semesters and may apply for readmission after that time.

The continuation of study regulations are based on the principle that students must be maintaining a 60% average. The details of the continuation of study model follow. The student's cumulative average will first be reviewed. If it does not meet the required level, the student will either be required to withdraw or placed on probation. Students who are placed on probation will be required to obtain a given semester average in subsequent semesters. As a result of this review, the student will either be required to withdraw, remain on probation, or placed back on regular status. Students will be taken off probation once their cumulative average rises above 60%.

Continuation of Study is assessed each semester. Students whose cumulative average falls below 60% will be placed on probation for one semester, and then assessed based on their semester average.

#### If Eligible to Continue

Cumulative Average (C)	Status of Student
C < 50%	Required to Withdraw
C ≥ 50% and C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

#### If on Probation

Cumulative Average (C) Semester Average (S)	Status of Student
S < 60%	Required to Withdraw
S ≥ 60% but C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

**Note:** *Alternative course evaluations will not be included in the Continuation of Study calculations [Pass (P), Outstanding Pass (OP), Fail (F), Credit Standing (CRD) or Withdrawal with Failure (WF)]. Courses taken on a letter of permission will also not be included in the calculations. Students negatively affected by the omission of these courses in the Continuation of Study calculations may appeal a continuation decision to the Academic Review Committee.*

## Class Level Calculation

All programs determine class level on the basis of successfully completed courses plus the number of courses in progress. As courses are dropped and added, or grades are received, the class level must be adjusted accordingly. Class Level is determined as follows:

Successfully Completed Credits and Credits In-progress	Class Level
0.00 - 2.50	1
2.75 - 5.00	2
5.25 - 7.50	3
7.75 - 10.00	4
10.25 - 12.50	5
12.75 - 15.00	6
15.25 - 17.50	7
17.75 - 20.00	8
20.25 - 22.50	9
22.75 (or more)	10

## Registration

A student is considered registered for a particular semester only when courses to be attempted for that semester have been reported to the Manager, Registrarial Services, no later than the fifth class day and when fees have been paid or financial arrangements satisfactory to the Registration and Financial Services Coordinator have been made for the associated tuition and other fees.

University of Guelph-Humber students cannot be registered in courses offered by the University of Guelph during the same semester that they are registered in courses offered by the University of Guelph-Humber.

### **New and In-Course Students**

All new and in-course students must complete the registration process by the deadline date set for each semester. Registration includes the selection of courses and the payment of fees. It is the student's responsibility to ensure that fees are paid or satisfactory arrangements are made with the Registration and Financial Services Coordinator for the payment of fees prior to the registration deadline. Students will have access to their account balance (Registration Billing) through the on-line (WebAdvisor) registration system on the University homepage using a secure (password protected) system. Payment methods including telephone and internet banking as well as credit card will be available to all students. Students registering after the deadline date will be assessed an additional late registration fee.

Students who are readmitted will be advised of registration procedures. Questions should be directed to the student's Program Advisor.

**Note:** In-course students who complete the registration procedures are advised that such registration is conditional on their eligibility for continuation of study in the upcoming semester. A student who is required to withdraw may not attend classes. The student's registration will be cancelled and the appropriate adjustment will be automatically applied to the student's account.

### **General System In-course Students (Fees)**

The registration procedure is conducted through WebAdvisor. The registration procedure will allow all in course students to complete their financial arrangements with Student Financial Services before the upcoming semester. The billing form will reflect the course selection data, also your accommodation and meal plan status if available, and is to be returned with suitable arrangement to Student Financial Services. The deadline for payment is indicated in Section III – Schedule of Dates, of this calendar. Failure to meet the deadlines will result in an additional fee adjustment. Mailings by the University will be made to the University e-mail account, and/or the mailing/home address per the University's student address policy.

### **Course Sections**

Students are advised of their course section when they receive their individual course schedule (WebAdvisor) at the beginning of the semester. Course section information indicates the meeting times and room for each course.

Students must attend the course section on their course schedule. In the event that a section change is necessary the student must drop the old section and add the new one following the add/drop process.

### **Registrarial Services Responsibilities**

To confirm with the students on their individual course schedules through WebAdvisor the course section in which they are enrolled. Scheduling changes may be required that could alter meet times and rooms for courses. In the event of a scheduling change, all effected students will be contacted by e-mail to inform them of the revised scheduling.

### **Student's Responsibilities**

Students must stay in assigned course sections. In the event that a section change is desired the instructor offering the course must be consulted and the approval for such a change must be granted by the Program Advisor for the program in which the student is enrolled.

### **Course Selection**

This is the procedure by which students indicate their course requests and, if appropriate, the desired course section for upcoming semesters. Program approval may be required. Students are cautioned that courses may be subject to listed enrolment restrictions. In such cases, students that have selected courses prior to the start of the semester will be given priority.

### **New Students**

All students accepting an offer of admission from the University of Guelph-Humber will be mailed information regarding course selection and registration in June each year (New Student Guide). The New Student Guide will detail course selection procedures, fee payment options and student identification card procedures. A schedule of deadline dates will be included to assist students in meeting their registration responsibilities.

### **In-Course Students**

Course selection material for upcoming semesters will be forwarded during the semester to all registered students. Students who are not currently registered may receive the course selection material by contacting their Program Advisor prior to the deadline date for submission of course selection requests. Course selection requests received after the deadline date will not be processed.

### **Honours List**

The Honours List will include:

1. Students taking full-time studies who have obtained a minimum semester average of 80.0%.

2. Students who in part-time semesters (which do not need to be consecutive) attain a minimum cumulative average of 80.0% in a sequence of at least 2.00 credits. All credits will be counted and the designation will appear under the last of the semesters making up the average, and in the graduating semester of students who have maintained a cumulative average of 80.0% since their last Honours List Designation.
3. A student with a deferred condition, or a mark not received, will not be evaluated for placement on the Honours List until the academic record for the given semester is completed.

Students who have consistently maintained a high average, but for whom a change in program, to part-time status in the graduating semester, or other anomalies have prevented placement on the Honours List, should consult the Manager, Registrarial Services about eligibility for the Honours List.

### **Deferred Privileges**

When students do not write a required final examination, complete a final assignment, or complete a work term report by the deadline, they may be eligible for a deferred privilege. A deferred privilege allows a student the opportunity to complete the final course requirements after the end of the semester. The nature of the deferred privilege may take the form of either a deferred condition or a deferred examination. The Admissions and Academic Review Sub-Committee grants deferred privileges on the basis of medical, psychological or compassionate consideration. **Deferred privileges are normally completed early in the semester immediately following the semester in which the course was taken.**

If the Admissions and Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate grounds, a student may request a deferred privilege instead. **The student must make the request for a deferred privilege using the Request for Academic Consideration form within 10 days of the start of the next semester.** The grade resulting from the deferred privilege will become part of the student's official academic record.

Faculty members do not grant deferred privileges. They can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond the deadline for submission of final grades. The faculty member should note on the Faculty Recommendation form any special circumstances relating either to the student or to the way the course was conducted.

The Manager, Registrarial Services (and relevant Program Advisor) records the results of deferred privileges, and re-evaluates the student's academic record for continuation of study. If Continuation of Study requirements have not been met, the Admissions and Academic Review Sub-Committee will revise the student's academic standing.

### **Deferred Condition**

The faculty member will determine the requirements and conduct of the deferred condition. The deferred condition may be a written test, an oral test, an assignment, a laboratory practical, or any other method of evaluation. The requirements for the completion of the deferred condition are documented in writing by the faculty member and copy of the documentation is retained by both the faculty member and the student. The faculty member must notify the Manager, Registrarial Services and relevant Program Advisor of the results of a deferred condition, normally within four days of its completion. Students must normally complete a deferred condition within 15 class days of the start of the semester immediately following the completion of the course. The Program Advisor (copying the Manager, Registrarial Services and the faculty member) advises students in writing of the deadline for the completion of a condition. It is the student's responsibility to contact the faculty member and make arrangements for the details of the condition.

The Program Advisor will advise faculty in writing of the students who have been granted deferred conditions. The memorandum specifies the deadline for completion of the deferred condition, and the deadline for the submission of final grades.

If the condition is not completed by the required date, a grade is assigned based on the term work completed as indicated on the original Faculty Recommendation form. Students may be considered for an extension, or the assignment of a grade based on incomplete work, if medical or compassionate circumstances interfere at the time of the scheduled condition.

### **Deferred Examination**

The Manager, Registrarial Services (in consultation with the Program Advisors) schedules and supervises deferred examinations that are two hours in length. The Program Advisors notify faculty members of the deferred examination schedule and advise the students of the date, time and location of their deferred examinations. The Admissions and Academic Review Sub-Committee expects students to write deferred examinations during the deferred examination period that follows the end of the semester.

Students may request an extension, or the assignment of a grade based on incomplete work, if medical or compassionate reasons prevail at the time of the scheduled examination. When a deferred examination is scheduled, the faculty member must send one paper for each student granted a deferred examination in the course.

### **Dropping Courses**

All course drops from a student's program for a particular semester are to be completed by the dates specified in Section III - Schedule of Dates. Courses that are one semester

long must be dropped by the end of the fortieth class day. The dropping of a course after the deadline is allowed only in exceptional circumstances and requires a formal Request for Academic Consideration and the approval of the Admissions and Program Advisor or Academic Review Sub-Committee.

### **Instructor Notification**

In some cases the instructor must be notified when a student is dropping a course, for example, a practicum or field placement course where agencies will need to be informed or where supplies or books on loan must be returned. If instructor notification is required to drop the course, this will be specified on the course outline and announced in the first class meeting. In such cases, the student must inform the faculty member of his/her intent in advance of dropping the course.

### **Refunds**

Refer to Section V - Schedule of Fees for refund schedule. Normally, changes to the effective date of dropped courses are only allowed for documented medical or compassionate reasons and require the approval of the Program Advisor.

### **Examinations**

During the final examination period, Saturday is considered a regular day. Examinations may be scheduled on public holidays. Students are advised to become familiar with the Schedule of Dates and are expected to be available to write a final examination at any point during the scheduled final examination period. Students who encounter a conflict between a scheduled mid-term or final examination and a religious obligation (see Section VII - Academic Accommodation of Religious Obligations) must contact the instructor-in-charge and their Program Advisor to request that alternate arrangements be made. Any request for Academic Consideration for a deferred condition or deferred examination on the basis of pleasure travel/vacation will be denied.

### **Mid-Term Examinations**

Term tests must not be scheduled during the last five class days prior to the final examination period. Exceptions may be granted by the Program Head for practical evaluations such as Laboratory or Studio tests, so long as the scheduling of such tests is indicated in the course outline. Short quizzes which have been a regularly scheduled part of the course and which are intended to review small amounts of material are not considered term tests and may be held during the last five class days.

Instructors must schedule term tests and examinations in regularly scheduled class time. If academic misconduct is a concern because of classroom set-up, instructors are urged to present term tests which will allow students to best exhibit their own understanding of the course material (i.e. avoid multiple choice tests). Invigilation support cannot be provided by Registrarial Services for mid-term examinations.

### **Program Head's Responsibilities**

Department head's shall:

- be responsible for the conduct of all term examinations conducted by their faculty.
- provide assistance and advice when requested by an instructor regarding term examinations.

### **Instructor's Responsibilities**

Faculty members:

- are urged to exercise discretion when requiring certification of illness and, in particular, are encouraged not to require certification of illness affecting semester work when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.
- shall take an attendance record at each term examination. The attendance record is for the department's use and is not submitted to Registrarial Services.

### **Final Examinations / Assignments and Final Week of Classes**

Final term assignments or papers may be due in the last five class days prior to the final examination period. Due dates for these evaluations must be stated in the course outline. Final assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes. Take-home examinations may not be due in the last week of classes.

Where regular final examinations are to be given they must be given during the examination period. All regular final examinations shall be two hours in duration. The following guidelines have been approved for conducting final examinations:

Instructors should indicate to the Manager, Registrarial Services whether a final examination time slot is required for a course. In the absence of specific direction, the course outline for a course will be referenced in the development of the final examination schedule. Instructors must indicate whether:

1. the examination will be a regular, sit-down examination for which a room is required; or
2. the examination will be a take-home examination; or
3. the examination will be in some other format (orals; computer exams; juried performance exams, etc.).

Unless approved by the Program Head, examinations for 1000 level courses will be in regular, sit-down format only.

Last Revision: May 16, 2007

### **Final Examination Regulations:**

1. The final examination period should be scheduled so as to provide a two day break between the last day of classes and the first day of examinations.
2. The final examination period consists of eight to nine days, except in the Summer semester, where it may be shortened to seven days.
3. Final Examinations are two hours in duration.
4. Final examinations (regular format) must be scheduled during the final examination period.
5. Final Examinations (take-home format) must be due during the final examination period.
6. The last day of the examination period is the final due date that may be assigned for take home examinations or exams given in other than regular, sit-down format. When using a take-home or other format final examination, the faculty must allow students at least 72 hours between the date of issue of the exam and the due date. The date of issue of the examination and the due date must be included in the course outline distributed at the first class meeting. If a student's time to complete a take-home examination is significantly lessened because of the number and timing of regularly-scheduled sit-down examinations, the instructor may grant an extension, provided the new due date is not beyond the grade submission deadline for the course. Such a request must be initiated by the student no later than the end of the second week of classes. The length of the extension will be at the instructor's discretion and instructors are advised to give the student the new due date in writing. The date of issue of the examination and its due date must be included in the course outline distributed at the first class meeting.
7. If the examination (take-home format) is to be handed out after the end of classes, the instructor will be responsible for arranging distribution and for ensuring that students have the appropriate opportunity to ask questions for clarification.
8. The Manager, Registrarial Services of the University is the final arbiter of the manner of conducting examinations and receives general directives on policy from the Vice-Provost.
9. The Program Advisor, in cooperation with the appropriate examiners, establish special examination procedures as and when needed, for students who have temporary or permanent physical disabilities. Medical opinion shall be sought whenever there is doubt about the extent or nature of the disability.

### **Student's Responsibilities Regarding Final Examinations**

Students must consult the Final Examination Schedule, which is posted on the University homepage at the start of each semester, for examination times and locations.

### **Examination Regulations**

1. Students must be seated on entering the examination hall. Until at least one hour after commencement of the examination, no candidates shall be permitted to leave except under supervision. If a candidate is not present within the first hour of the commencement of the examination, the candidate shall not be permitted to write the examination.
2. No person shall be allowed in the examination hall during the course of the examination except the candidates concerned and those supervising the examination.
3. No book, paper, or other aids shall be used during the examination except by permission of the instructor-in-charge. Students shall dispose of their bags and knapsacks by placing them on the floor at the front of the examination room, and any books not classified as permissible aids shall be placed at the front of the examination room.
4. If provided, students must complete the examination attendance card at the beginning of the examination and place it beside their University of Guelph-Humber identification card at the front of the table. The attendance card will be signed at the time of collection.
5. Students who have completed the examination will be allowed to leave their seats after the first hour has elapsed and after their examination books have been collected. To minimize the disturbance to students who have not yet completed their examinations, no student shall leave the examination hall during the last 15 minutes of the examination. At the conclusion of the examination period, students must remain seated until all papers have been collected and they are dismissed by the instructor-in-charge or the invigilator of the examination.
6. When more than one examination booklet is handed in, students shall number each booklet and indicate on the cover of the first booklet the total number of booklets used.
7. No writing within the answer book is permitted after the instruction to stop writing has been given. The instructor-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.
8. No electronic devices are allowed in the examination room unless explicitly approved by the instructor in charge. This includes, but is not limited to cellular phones, hand held/palm communication devices and pagers.
9. No caps or hats are allowed in the examination room. Any student wearing a cap or hat will be asked to remove it before the examination begins.

10. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.
11. Breach of any of the above rules will be considered as Academic Misconduct and will be investigated accordingly.

### Faculty Liaison Staff Responsibilities

1. Responsible for the security of the examinations printed in the department for the instructor.
2. Printing the required number of copies for each examination.
3. Responsible for distributing the copies of the examination to the instructor on the date set for the examination.
4. Distributing a copy of the "final class list" to each instructor concerned.

### Program Head's Responsibilities

The Program Head is responsible for the conduct of all examinations held in their program by their faculty. The instructor-in-charge of the examination shall be the faculty member responsible for the course and the setting of the examination (or a designate) and to distribute the examination attendance cards provided.

### Instructor's Responsibilities

1. The faculty member responsible for the course and the setting of the examination, or a designate, shall be the instructor-in-charge for that course.
2. To be present at the examination room thirty minutes prior to commencement of the examination and to be responsible for distribution of examination papers, attendance cards, if used, and other authorized materials.
3. To be responsible for the taking of attendance during the first hour of the examination period (attendance cards are used in the large examination settings and class lists in other locations – typically classroom examinations.)
4. To be responsible for arranging the pick-up of examination books and papers and comparing the number of examinations collected to the number of attendance cards or student signatures collected. These records should be retained by the instructor.
5. To ensure all examination books are securely packaged.
6. The instructor-in-charge and his/her invigilators shall not allow any student to enter the examination room after the first 60 minutes nor allow any student to leave during the first 60 or last 15 minutes of the examination period.
7. Include all instructions regarding the examination on the examination paper, i.e., writing on every other line, writing on the right hand pages of the book. **Verbal instructions made at the examination hall must be very limited.**
8. Where a student does not write the final examination, the instructor shall follow the procedures outlined under Academic Consideration in this section of the calendar.
9. Instructors who wish to hold examinations in other than sit-down, regular formats should discuss procedures with their Program Head.

### Manager, Registrarial Services, Responsibilities

1. The Final Examination Timetable is computer-prepared and is based on student course selections made during the course selection period. The Final Examination Timetable is available to the students at the beginning of each semester.
2. Under normal circumstances, changes to the published examination timetable are not allowed.
3. To provide each instructor-in-charge with an examination attendance record in the form of a print-out of all students registered in the course or attendance cards for those examinations being written in the large settings (GYM etc).
4. All examinations shall be under the direction of the faculty member in charge of the course. The instructor or assigned examination invigilators will start and end the examination.
5. Examination invigilators shall assist the instructor-in-charge to ensure that no student enters the examination room after the first 60 minutes or leaves during the first 60 minutes or the last 15 minutes of the examination period.
6. The Manager, Registrarial Services shall prepare a set of guidelines for the instructor-in-charge and invigilators, which will assist them in carrying out their duties in the examination rooms.

### Policy on Student Access to Final Examination Materials

Final examination papers and final assignments are to be retained by faculty members for a period of one semester.

Printed or written materials directly related to examinations conducted in the final examination time period published in the Undergraduate Calendar, or related to final assignments shall be made available to a student, upon submission of a written request to the faculty member and/or Program Head. The request shall be submitted by the fifth class day of the next semester.

Printed or written materials to be made available include the examination question paper, the marking scheme keyed to desired responses to questions, where appropriate; the student's response to the examination questions; and records taken by examiners during oral or any other examination. Faculty members are encouraged to discuss openly with the student any questions raised. If the faculty member is not readily available, the Program

Head will make the necessary arrangements for student access to the material. When a large number of requests are received in connection with a specific course or when a faculty member is on leave it may be necessary for the Program Head to delay access and make special arrangements, (i.e., the posting of the marking scheme on a bulletin board, the scheduling of a special meeting at which the faculty member will review the examination, etc.)

### Failed Courses/Supplemental Privilege

In general, a student who is eligible for continuation of study in the program but has failed to gain standing in one or more of the courses attempted will be required to repeat the course(s) or take an alternative credit. However, the University recognizes that there may be cases where it is unreasonable for the student to repeat the course to make up for the lost credit.

Therefore, the Academic Review Sub-Committee may, if appropriate and feasible, and only under special circumstances, allow a student the opportunity to gain credit for a failed course by granting a supplemental privilege. It is unlikely that any student with a final grade of less than 40% would meet the requirements of the granting of a supplemental privilege. The decision to grant the privilege will normally be made in consultation with the instructor and a review of the student's course performance during the semester. The student must submit a Request for Academic Consideration form to request a supplemental privilege.

The Academic Review Sub-Committees will consider granting a supplemental privilege in the following special circumstances:

1. the course is failed in the graduating semester (if a supplemental privilege is granted and successfully completed, convocation will most likely be deferred until the following semester);
2. the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;
3. the course is of such a nature that there is no permissible substitute or alternative available to the student within the following three semesters, or within a time period that includes the graduating semester; or
4. the course is a required two-semester course that cannot be taken and completed within the following three semesters, or within a time period that includes the graduating semester.

The original failing grade will remain on the student's academic record. A notation of "P" or "F" will be shown beside the original failing grade to show that a supplemental privilege was granted and whether the outcome resulted in credit (P) or not (F).

### Grades

#### Grading System

The grading system at the University of Guelph-Humber is as follows:

A+	90-100%	C	63-66
A	85-89	C-	60-62
A-	80-84	D+	57-59
B+	77-79	D	53-56
B	73-76	D-	50-52
B-	70-72	F	0-49
C+	67-69		

In addition, selected University of Guelph-Humber courses will use this alternate grading system.

#### Alternate Grading System

OP	Outstanding (Pass)
P	Pass
F	Fail

#### Other Grade Notations

AUD	Audit
CRD	Credit
DEF	Deferred Privilege
INC	Incomplete
INP	In Progress
MNR	Mark Not Received
WF	Withdrawn with Failure
XXF	Supplemental Privilege Failed (XX denotes the original failing grade)

XXP	Supplemental Privilege Passed (XX denotes the original failing grade)
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## Grading Procedures

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-Humber is committed to providing students with appropriate and timely feedback on their work. Particularly in 1000 and 2000 level courses, instructors are urged to provide meaningful feedback (equivalent to 20% of the final grade) prior to the 40th class day each semester.

### Resolution 1

That the assignment of grades at the University of Guelph-Humber will be based on clearly defined standards, which are to be published in the Undergraduate Calendar for the benefit of faculty and students and that the definitions for each of the numerical grade range (letter grades) be as follows:

**80 - 100 (A) Excellent.** An outstanding performance in which the student demonstrates a superior grasp of the subject matter, and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.

**70 - 79 (B) Good.** A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.

**60 - 69 (C) Acceptable.** An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.

**50 - 59 (D) Minimally Acceptable.** A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner are only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.

**0 - 49 (F) Fail.** An inadequate performance.

### Resolution 2

That instructors must use evaluation criteria which measure quality of performance and not merely activity.

### Resolution 3

That instructors are not to use predetermined, arbitrary distributions in the assignment of grades in individual courses.

### Resolution 4

#### Part A

That, by the start of the course selection period for the semester in which the course will be offered, instructors will provide a course description for posting to the university web site. This course description shall include a brief summary of the course topics and requirements, the general format of the course, and the methods of evaluation.

#### Part B

That, by the first class meeting of the course (by the end of the first week of classes for distance education courses), the instructor must provide students with a written course outline that is a detailed description of course requirements, the methods of evaluation, and the timing of the evaluations.

### Resolution 5

That the methods and/or timing of evaluation as indicated on the course outline should not be changed after the first class meeting except under strictly adhered to conditions. Notice of proposed change and of the class at which consent is to be sought, must be given at a previously scheduled class. Where the change is supported by the instructor and is consistent with University policies and procedures such change may be enacted with the unanimous consent of students. If unanimous consent of the students has not been obtained, the change may be enacted only with the approval of the Program Head and only if alternative and equitable accommodation is available to students opposed to the change.

### Resolution 6

That all term tests, assignments, laboratory reports, etc., should be returned to, or discussed with students, without undue delay and in any case before the last day of the examination period. If the material is necessary for the preparation of the final examination, it must be returned or discussed as soon as possible and in any case no later than three days before the examination.

### Resolution 7

That Program Heads must coordinate multiple section courses in terms of course content, evaluation procedures and final grades.

### Resolution 8

That program must keep under continual review its grading procedures and matters that relate to academic standards to make sure the University's policies are being applied.

### Resolution 9

That normally all courses at the 1000 and 2000 levels shall have final examinations and that exceptions require the approval of the Program Head.

The Board of Undergraduate Studies has by formal resolution undertaken to do as follows: to specify clearly the administrative responsibility of Program Heads with respect to the methods of evaluation, the setting of examinations and the determining of grades in courses in their departments.

- to review the effects of the pass by course system on the academic standards of the University.
- to request each program to review its overall academic standards and, in particular, its requirements for graduation.
- to examine whether the prerequisites at the secondary school level required for admission to the University of Guelph-Humber are adequate.
- from time to time, to review and monitor the academic standards across the University to ensure that there is consistency and that the regulations of the University are being adhered to.

### Resolution 10

In determining grades for written assignments the instructor should take into consideration the student's ability to use correctly and effectively the language appropriate to the assignment.

### Resolution 11

The Program Head should review, prior to the commencement of classes, the manner in which a faculty member intends to conduct a course and to determine final grades. If the Program Head disagrees with the faculty member's intention or subsequently with the implementation of the stated intentions, the Program Head will discuss his/her concerns with the faculty member. If agreement cannot be reached, the matter will be referred to the Vice-Provost, who will advise the Program Head of his/her decision. The advice may include a recommendation on examination procedures.

## Grade Reassessment

Grade re-assessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grade(s) for a student in a course or misapplication of an academic regulation. The outcome of a grade re-assessment 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 re-assessments, but instructors may initiate this process. However, instructors must **NOT** use the grade re-assessment process to:

- grant extensions for submission of work beyond course grade submission deadline
- change the student's continuation of study status
- improve the student's program or specialization average
- submit late grades (see Final Grades)

### 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 Program Head responsible for their program of study no later than the 10th class day of the succeeding semester. The request must pertain to work completed during the semester. Students must also submit relevant assignments or tests that have been returned to them.

The Program Head shall forward the student's request to the instructor and the instructor shall respond to the Program Head within five class days. The instructor has the responsibility of ensuring that the calculation and calculation of marks is accurate. The instructor must reply to the Program Head, in writing, giving assurance that the review is complete

Where there is a change in the grade, the Program Head signs the "Grade Reassessment" form and forwards it to the Manager, Registrarial Services. The Manager, Registrarial (or the appropriate Program Advisor) will advise the student in writing (e-mail) of the change of grade. If there is no change to the grade, it is the Program Head's responsibility to inform the student in writing (e-mail).

### 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 outlined in this document.

Students who believe that the methods or criteria used by an instructor in determining a final grade have been unfair, unreasonable or inconsistent with the course outline, should

request the Program Head responsible for their program to review the methods or criteria used. They should submit the request in writing by the 10th day of the subsequent semester and should state the reasons for the request.

The Program Head shall make an effort to resolve the matter to the satisfaction of both parties as soon as possible. Both the instructor and the Program Head are free to discuss the student's work with the student or another instructor in the program, but are not obliged to do so.

If both parties are able to come to an agreement, the Program Head 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 Program Head shall inform the Manager, Registrarial Services.

If at any time the Program Head decides that he/she cannot resolve the matter informally, he/she will terminate all efforts at reconciliation and notify both the student and the instructor of this decision. The Program Head will advise the student to make an appeal to the Appeal Panel. The student must appeal within 10 days of being advised of the termination of the Program Head's efforts.

### **Misapplication of an Academic Regulation or Procedure**

Academic regulations and procedures pertaining to grades can be found in the subsection of the Grades section entitled Grading Procedures. Students who believe that the misapplication of an academic regulation or procedure has affected their final grade in a course should discuss their concern with the instructor. If the concern is not resolved to their satisfaction they may submit a complaint in writing to the Program Head responsible for their program of study.

If the Program Head has reason to believe that the instructor has not adhered to the approved grading procedures established in the course outline or other academic regulations, the Program Head should consult with the faculty member and, if necessary, the Vice-Provost. Ultimately, the Vice-Provost may have to take the necessary action to ensure compliance with the approved academic regulations.

## **Graduation**

### **Program and Calendar Requirements**

The conditions for graduation are regulated by the programs, and program-specific conditions for graduation are outlined in the Schedule of Study for each program listed in this calendar. Students must satisfy the schedule of studies requirements for the calendar in effect at the time of their admission to the program or at the time of any subsequent change in program or area of emphasis. Where students select an "area of emphasis" (e.g. BBA program), the calendar used to determine the schedule of studies is the same as the calendar used for the area of emphasis. Changes in areas of emphasis do not necessarily affect the calendar used to determine the schedule of studies. Students may declare a schedule of studies from an alternate calendar if program approval is obtained. Any such request must be made in writing to the relevant Program Advisor.

Students who are on suspension for academic misconduct will not be permitted to graduate during the period of the suspension.

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### **Academic Residence Requirements**

- i. At least 5.00 of the credits required for graduation by the student's program must be taken at the University of Guelph-Humber.
- ii. At least 60% of the 3000 and 4000 level courses required for graduation must be taken at the University of Guelph-Humber.

### **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. However, only 10.00 credits may be transferred from the initial degree program. The course content of the second degree program must be substantially different (defined below) 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.

Note: A second degree is judged to be substantially different if the schedule of studies requirements have no more than 25% course overlap.

### **Graduation Procedures**

#### **Student's Responsibilities**

A student must submit a formal application in order to be considered as a candidate for a degree and/or diploma at a specific convocation. There is one convocation period in late June each year. A formal convocation ceremony(s), are held at that time. An application

for graduation must be submitted by the student no later than the deadline specified in Section III – Schedule of Dates. Late applications will be accepted with the submission of a late fee (refer to Section V – Schedule of Fees).

Following submission of the application to graduate, the student will receive confirmation of the application, along with information on subsequent procedures. An additional late fee will be assessed in those cases where the student requests changes after the deadline, as this will affect the printing of the degree/diploma parchment.

Although the Office of Registrarial Services will attempt to send an e-mail to every potential graduate inviting them to apply to graduate via WebAdvisor, it is the student's responsibility to ensure that they submit their application for graduation by the published deadline dates in Section III – Schedule of Dates. Specific applications details are as follows:

#### **Application for Graduation**

An e-mail inviting students to apply to graduate via Web-Advisor for Students (My Application for Graduation) will be sent to each student registered in an honours degree program when their completed plus in-progress credits equal 20.00 credits or more. All other students with an active academic program who wish to apply to graduate may access 'My Application for Graduation' on WebAdvisor for Students.

Students who are not currently active students must submit a hard-copy Application for Graduation form. This application form and instructions for the completion of the application are available in GH108 – Registrarial Services, University of Guelph-Humber.

It is the responsibility of the student to submit the completed form prior to the published deadline date.

#### **Responsibilities of Program Advisors, Program Heads and the Manager, Registrarial Services regarding Graduation**

The Program Advisor receives both the Academic Evaluations for all students who have applied to graduate and a listing of those students for each program. The Program Advisor must review these records to determine if each student has satisfied:

1. general University requirements,
2. overall program requirements and
3. area of emphasis requirements (if applicable).

Each check is to be reported on the form supplied, and the form is to be forwarded to the Program Head by the date specified on the accompanying memorandum. If an applicant satisfies the requirements for the degree and/or diploma sought, the Manager, Registrarial Services will report the name of the student to the Vice-Provost. If an applicant fails to satisfy any requirement(s), the Manager, Registrarial Services will inform the student of that decision.

#### **Standing on Graduation**

Standing on graduation is noted for graduates from the honours programs as follows:

- Degree with Distinction - Cumulative average of 80% or higher.
- Degree with Honours - Cumulative average of 70-79%.
- Degree with Standing - Cumulative average of less than 70%.

Standing is only based on the internal University of Guelph-Humber academic record.

#### **Notation on Transcript**

Official transcripts from the University of Guelph-Humber will not show that a degree or diploma has been conferred until after the date of the convocation ceremony.

### **Letters of Confirmation of Enrolment**

A student who requires a letter confirming attendance at the University in a given semester should make this request to Registrarial Services – GH108.

### **Letters of Confirmation of Graduation**

A students who requires a letter confirming graduation from the University should make this request to Registrarial Services – GH108.

### **Letters of Permission**

A student at the University of Guelph-Humber who wishes to enrol in a course for credit at another institution and have that course considered as a credit toward a University of Guelph-Humber program, must complete a Request for Letter of Permission form, available from the Program Advisor (GH108), and obtain the appropriate approvals as indicated on the request form, prior to applying for admission/registration at the other institution.

Credit for successful completion of such courses will be granted at the University of Guelph-Humber if a letter of permission has been presented to the Office of Registrarial Services prior to the student's enrolment at the other institution. A student taking a course on a letter of permission is responsible for ensuring that the other institution forwards the official transcripts directly to the Office of Registrarial Services (GH108). If the transcript for the course(s) taken on a letter of permission is not received by the 20th class day of the semester following completion of the course, a grade of "F" will be entered on the student's internal academic record.

Students are required to complete the courses specified on the Letter of Permission during the specified semester(s). If the student registers in additional semesters or courses that are not approved by the University of Guelph, the student must apply for readmission.

Withdrawals or non-registration in courses taken on a letter of permission must be verified by official documentation from the other institution. Any changes in the courses taken must have the appropriate approvals from the University of Guelph-Humber.

All courses for which letters of permission have been granted, will be included in all internal academic records, but not in the official transcript of the University of Guelph-Humber. These courses will not count as course attempts under the continuation of study regulations. Courses taken on a Letter of Permission will not count in the semester average or the overall academic average.

**Students do not normally qualify for a letter of permission in the final semester of their degree/diploma program.**

*Caution: when selecting courses to take on Letter of Permission you should be aware that you may not be able to get into the courses selected. For instance, courses may be full, may have been removed from the schedule, or may conflict with other courses. For this reason, you are encouraged to select more courses than needed but indicate clearly on the Request for Letter of Permission form the number of courses that will be taken. If you need to take a course not listed on the form, you should make every effort to contact your Program Advisor in advance of registering in another course in order to obtain approval for the equivalent credit. Programs (Program Heads) reserve the right to deny credit equivalency to a course taken without prior approval.*

**Special note regarding University of Guelph-Humber students requesting to take courses at the University of Guelph:**

University of Guelph-Humber students wishing to take a course (or courses) at the University of Guelph during the summer semester (May – August), should consult with their Program Advisor during the winter semester (by March 1) to determine the appropriateness of the course(s) in question. Students approved to take a course (or courses) at the University of Guelph during a summer semester, will not be required to request a formal letter of permission. The course (or courses) completed at the University of Guelph will be recorded with course code, name and grade on the student's official transcript. The course grade(s) will be used in the calculation of the semester average and the overall cumulative average and will be used in the continuation of study evaluation.

University of Guelph-Humber students wishing to take a course (or courses) at the University of Guelph during the regular school year (September – April), may only do so under exceptional circumstances and must seek the approval of the Program Advisor, Program Head and the Manager, Registrarial Services. In no case, will a student be able/allowed to register in courses on both the U of G and Guelph-Humber campuses during the same semester.

## Priority Access Courses

In cases where enrolment demand habitually exceeds course capacity and there is demonstrated need to restrict access to a particular cohort of students on a priority basis, programs may request the implementation of course restriction rules to ensure priority access to the appropriate student group(s) during the course selection process. The system will provide a message at the time of course selection for students who do not meet the enrolment criteria. In special cases the Program Advisor may override the restriction by authorizing entry to the course with a signature on a Course Waiver Request form using the Course Restriction Waiver box.

Program requests for course restriction rules must be directed to the Manager, Registrarial Services who will determine if the request is acceptable and will then work with the program to develop the appropriate enrolment criteria and confirm that the restriction can be monitored. In general, course restrictions should be clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

New restrictions or changes to existing restrictions must be approved prior to the course selection period in which they are to be implemented.

## Readmission

Previously registered students must apply to Registrarial Services - Admission, for readmission under any of the following conditions:

1. If they were required to withdraw from their program for a period of two or more semesters.
2. If they were suspended from the University for academic misconduct.
3. If they have graduated from this University and wish to register in order to take additional courses.
4. If they registered in a program at another post-secondary institution and wish to return to the University of Guelph-Humber.
5. If they have not registered at the University of Guelph-Humber for six or more consecutive semesters.
6. If 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 Section IV – Admission Information regarding appropriate admission requirements and deadline dates. 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.*

Students requiring readmission must apply using the Application for Program Transfer and/or Re-Admission (available in GH108 or on-line at <http://www.guelphhumber.ca/>) by the deadline date established for each semester (see Section III – Schedule of Dates).

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.

## Registration

A student is considered as registered for a particular semester only when courses to be attempted for that semester have been reported to the Manager, Registrarial Services no later than the end of the add period and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees. Coincident with the registration process, students may complete other business arrangements with the University such as reporting of address information, residence payments, parking permits, and receipt of identification cards.

## Schedule of Studies

The University monitors the student's progress toward graduation using both program requirements and the schedule of studies requirements. Students must satisfy the requirements in effect at the time of admission. When program requirements or schedules of studies are altered by the University, a student may elect to satisfy the requirements in effect when the student entered the program.

## Scheduling

### Undergraduate Course Timetable

The scheduling of all undergraduate courses is the responsibility of the Manager, Registrarial Services.

The final timetable for each semester is published on WebAdvisor (and on the Guelph-Humber website) at least two weeks prior to the commencement of the initial Course Selection period for that semester.

### Program Head's Responsibility

The Program Head is responsible for the following:

- Submitting to the Manager, Registrarial Services, no later than the established deadline, complete requests for courses to be scheduled in the subsequent academic year.
- Acting as liaison between instructors and the Manager, Registrarial Services on all aspects of scheduling, including collecting information relevant to course scheduling from instructors, submitting it appropriately.
- Approving the program's course schedule before publication. This involves checking that no conflicts exist in instructor or student schedules.

### Manager, Registrarial Services Responsibilities

Ensuring that:

- No course conflicts exist in core courses as published in the schedule of studies in the Undergraduate Calendar.
- The number of elective courses available to students is optimized.
- Classroom space is allocated to courses on the basis of projected enrolments.
- No instructor conflicts exist according to program information (provided by the Program Head).
- Program requirements, requested by the Program Head, are met where possible.

### Changes to the Published Undergraduate Course Timetable

#### Additional Hours/Sections

If it becomes necessary to schedule additional sections by adding lectures/labs/seminars based on course selection numbers, the request is to be initiated by the Program Head and made to the Manager, Registrarial Services.

#### Cancellations and Time Changes

If course cancellation or class meeting time changes are required once the course timetable has been published on WebAdvisor (and on the University website), the Program Head is responsible for obtaining the approval of the Vice-Provost for making any such change.

If the Vice-Provost agrees that a change is required, the Vice-Provost will instruct the Manager, Registrarial Services of the required change. After the commencement of Course Selection, the Program Head is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict free for all registered students, and communicating via electronic mail to all students, the details of any change affecting their schedules.

- **Time changes after the publication of the timetable, prior to the commencement of classes.** Changes in scheduled meeting times are approved only in emergency circumstances following the procedure above.
- **Time changes after the commencement of classes.** Changes in scheduled meeting times are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students, as determined by a secret ballot. New times must comply with University scheduling regulations. The program should keep a record of student approval on file, and a request for the time change and new room assignment should be submitted by the Program Head to the Manager, Registrarial Services. The instructor is responsible for ensuring that all registered students can attend during the new meeting time(s) and for informing the students of the new time(s) and room assignment(s).

### Classroom Assignment Changes/Bookings

- **Classroom changes prior to the commencement of classes.** The Manager, Registrarial Services may reassign classroom space based on course enrolments. The Manager, Registrarial Services will make notification of changes affecting classroom assignments to the Program Head and the instructor involved.
- **Classroom Changes and Bookings after the commencement of classes.** Instructors requiring classroom changes after the commencement of classes should forward their request to the Manager, Registrarial Services and their Program Head via electronic mail. If classroom space assigned to a course is no longer required, instructors should also notify. If rooms are required only occasionally for classes, they should not be held for full semesters, rather one-time or temporary bookings should be made through the Information Officer in the Office of Registrarial Services (GH108).

## Student Type

Each full-time or part-time student is registered as one of the following:

### Regular

A student with student type "Regular" is registered in the regular course requirement for a program.

### Special

A student with student type "Special" is admitted to a program and is required to complete course or program deficiencies necessary to proceed under the "Regular" student category.

Note: It is the Program Counsellor's responsibility to change a student from "Special" to "Regular" student type.

## Supplemental Privilege Procedures

A student must apply to the Academic Review Sub-Committee for a supplemental privilege no later than the fifth day of classes of the semester following the failure (see Failed Courses in this section). In considering the request, the Academic Review Sub-Committee will consult with the course instructor to obtain information on the student's performance during the course, the instructor's recommendation concerning the appropriateness and feasibility of a supplemental privilege, and the nature of the supplemental privilege. If the Academic Review Sub-Committee approves the request, the instructor (or Program Head in the absence of the instructor) responsible for the course will determine the nature of the privilege, which could be a written exam, an oral exam, an assignment, a laboratory practical, or any other method or combination of methods of evaluation.

### Student's Responsibilities

The student must request a supplemental privilege by submitting the request for academic consideration to the Academic Review Sub-Committee no later than the fifth class day of the subsequent semester. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the add period. The granting of the request is normally limited to the described special circumstances having due regard for the student's performance in the course. Course requirements and the student's previous performance may play a significant role in determining whether a privilege is appropriate and/or feasible.

In the case of an examination supervised by the Office of Registrarial Services, it is the student's responsibility to appear on the correct date and time as designated by the Office of Registrarial Services.

If the requirement is beyond an examination supervised by the Office of Registrarial Services, the student must contact the instructor within five days of notification in order to clarify the details of the condition. Students are advised to have the instructor complete a form indicating the exact nature and due dates of the supplemental requirements, which may also include the satisfactory completion of an examination supervised by the Office

of Registrarial Services (refer to Section III – Schedule of Dates). If the student is unable to make contact with the instructor, the Program Head responsible for offering the course must be contacted. If the required contact is not made the University will assume that the student does not intend to complete the requirements, and the supplemental privilege will be cancelled.

### Academic Review Sub-Committee's Responsibilities

The Academic Review Sub-Committee, upon receiving a request from the student, and after consulting with the instructor and reviewing the student's course performance, will determine whether a supplemental privilege should be granted. When a supplemental privilege has been requested, but not granted, the Manager, Registrarial Services, will inform both the student and the instructor. Similarly, when a supplemental privilege has been requested and granted, the Manager, Registrarial Services will advise the student and the instructor of the decision.

### Instructor's Responsibilities

An instructor should not proceed with any supplemental privilege for a student until official notification of the granting of the privilege has been received from the Academic Review Sub-Committee or the Manager, Registrarial Services. Upon request from the Academic Review Sub-Committee, the instructor will provide the performance record of the student for the course, make a recommendation as to the appropriateness and feasibility of a supplemental privilege, and indicate clearly the conditions that would be necessary to ensure that the requirements for the course are fulfilled.

If the Academic Review Sub-Committee grants consideration, and upon request from the student, the instructor will complete a form advising the student of the exact nature and due dates of the requirements for the supplemental privilege. If the requirement includes, or takes the form of, the satisfactory completion of a two-hour examination, the instructor will have indicated this on the recommendation to the Academic Review Sub-Committee.

If the exam is significantly different from another two hour exam already completed by the student, the instructor must make this clear on the form provided to the student. For example, if the student had originally been assessed on a final exam covering only the last four weeks of the semester, and is now to be assessed on a comprehensive two hour exam, the nature of the new examination needs to be communicated directly to the student at the time the supplemental privilege is granted.

Within seven days of completion of the supplemental privilege requirements, the instructor will forward to the Manager, Registrarial Services an indication as to whether the student has passed or failed the supplemental privilege. The supplemental privilege should be completed by at least the thirtieth class day of the semester following the failure.

### Program Head's Responsibilities

In the case where the Academic Review Sub-Committee or student is unable to make contact with the instructor to determine the details of the supplemental privilege, the Program Head should take the necessary steps to assist in determining the requirements for completing the supplemental privilege.

The Program Head will initial all decisions submitted by instructors upon the completion of a supplemental privilege by individual students (i.e. pass or fail). These decisions will be forwarded to the Manager, Registrarial Services, by the thirty-sixth class day of the semester following the failure.

### Manager, Registrarial Services Responsibilities

To prepare an examination timetable for those students granted a privilege that includes, or takes the form of, a two-hour sit-down examination and to inform the student and instructor of the date, time, and location of any examination to be supervised by them. Examinations scheduled as part of the supplemental privilege process are normally scheduled during the deferred examination period (refer to Section III – Schedule of Dates). The Manager, Registrarial Services is also responsible for invigilating these examinations (or arranging for appropriate invigilation) and forwarding the examinations to the instructor for evaluation.

Results of the completion of the supplemental privilege will be posted on WebAdvisor and updated on the student's record where appropriate.

## Transcripts

An official transcript may be ordered by submitting the Request for Transcript form to the Office of Registrarial Services (GH108). Forms are available on-line (Current Students – Registration forms). The form can be submitted by mail or in person.

Transcripts are normally prepared within three to five working days, however, during busy periods (e.g. common application deadlines) preparation time may be as long as seven to 10 days.

Official transcripts from the University of Guelph-Humber will show that a degree and a diploma has been conferred **only after** the date of convocation.

## Transfer of Program

University of Guelph-Humber students wishing to transfer from one program to another are required to submit the Application for Program Transfer or Re-Admission to the Office of Registrarial Services. These applications are available on the Guelph-Humber website or from the Office of Registrarial Services (GH108).



To clarify possible conditions or requirements for transfer, students are encouraged to consult with the Program Advisor for the program to which they wish to transfer before submitting their application. In cases where the student's performance has been inconsistent, the applicant must also submit a comprehensive support letter outlining the reasons for transfer as well as any factors contributing to the previous academic performance.

## Withdrawal

This section provides a summary of rules and regulations with respect to various types of withdrawal from the University. In some instances other sections of the calendar are referenced and these also should be consulted to ensure that a full understanding of the regulations is obtained. There are two types of withdrawals: voluntary or required.

### Voluntary Withdrawal

Students who complete the procedure for registration (selection of courses and payment of fees) and who subsequently decide not to attend that semester may cancel their registration by notifying their Program Advisor up to but not including the first class day. The Registrarial and Financial Services coordinator will arrange for the appropriate refund of fees paid. For the Fall semester the required minimum registration deposit will automatically be forfeited. Commencing with the first day of regular classes the formal withdrawal procedure from the University is required and outlined below.

A student intending to withdraw from the University must notify the Office of Registrarial Services in writing and complete the Notice of Withdrawal procedure. Students contemplating withdrawal are urged to meet with their Program Advisor to discuss the implications of withdrawal. A student receiving financial assistance through the Ontario Student Assistance Program is strongly advised also to contact the Registrarial and Financial Services Coordinator regarding the status of that award upon withdrawal.

The timing of the withdrawal and the reasons for it may have academic and financial implications. Up to the 40th class day, a student may withdraw without academic penalty. However, unless the withdrawal is for illness or compassionate grounds, students will be liable for fees payable in accordance with the refund schedule (see Section V – Schedule of Fees Regarding Refunds). Students seeking a refund on grounds of illness or compassionate circumstance must provide documented evidence related to the grounds to the Office of Registrarial Services, within thirty days of the withdrawal.

A student who withdraws from the University after the fortieth class day of the semester, other than for illness or compassionate reasons will be considered to have failed the courses for which the student is registered at the time of withdrawal. Students seeking academic consideration on grounds of illness or compassionate circumstance must appeal to the Academic Review Subcommittee for their program (see Academic Consideration in this section). Depending on the timing and circumstances students may be able to obtain a fee refund after the fortieth class day. Students in this situation should consult with Program Advisor.

A student who withdraws 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 charged to the student's account.

Students who do not register in a program of study for six or more consecutive semesters are required to apply for readmission.

### Required to Withdraw

Students may be required to withdraw for reasons of academic performance or academic misconduct.

#### a. Academic Performance (please refer also to the section on Continuation of Study for detailed requirements)

Students who do not meet the continuation of study requirements for at least probationary status at the end of the winter or summer semesters will be required to withdraw and the two-semester rustication period will begin effective the subsequent semester.

At the end of the fall semester a student with cumulative or semester average below the level for probationary status has two options:

- i. The student may choose to accept "Required to Withdraw" status effective with the beginning of the subsequent winter semester. This means that the two-semester rustication period will begin immediately; or
- ii. The student may register and continue in his/her program on probationary status for the winter semester. Failure to achieve the required semester average for probationary status at the end of the winter semester will result in the student being required to withdraw. In this case, the two-semester rustication period will begin effective the summer semester. (Note: If a student registers and subsequently withdraws from the winter semester, the required to withdraw status will apply immediately.)

Students who are granted a deferred privilege (examination or condition) will have their Continuation of Study Status assessed once the deferred privilege is complete. At that time an assessment of required to withdraw could have an impact on the student's current registration.

#### b. Academic Misconduct (refer also to the full Academic Misconduct Policy in this chapter)

One of the penalties that may be assessed against a student found guilty of academic misconduct is suspension from the University for a period of between two and six

consecutive semesters. The effective date of such a suspension is determined by the Vice-Provost.

#### c. Appeals (refer also to the sections on Academic Consideration and Academic Misconduct for full details of appeals processes)

Students who do not satisfy the program requirements for continuation of study and are required to withdraw may appeal for probationary status to the Academic Review Sub-Committee, on medical, psychological, or compassionate grounds. Students are not permitted to attend classes until such time that the appeal is granted.

Students who are suspended from the university as a result of academic misconduct, may appeal to the Appeal Panel with respect to either the appropriateness of the penalty or the finding of guilt.

### Readmission (refer to Chapter VIII - Readmission)

Students who meet one of the following three criteria must apply to Admission Services for readmission:

- a. were required to withdraw from their program for a period of 2 or more semesters;
- b. were suspended from the University for academic misconduct; or
- c. have not registered at the University of Guelph for 6 or more consecutive semesters

Readmission to a program at the University of Guelph-Humber is not automatic. Students should consult Section IV – Admission Information regarding appropriate admission requirements and deadline dates. Applicants 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.

Students who withdraw on more than two occasions may be required to meet with the Program Head in order to clear their re-entry into a subsequent semester.

A student who wishes to be considered for readmission following a suspension for academic misconduct 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 requirements will normally be required to serve the associated penalties consecutively.

A student who has been expelled from the University for academic misconduct 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 Vice-Provost to have the expulsion status removed (please refer to the Academic Misconduct Policy for detailed procedures).

### Granting of Credit while on Rustication

The policy below applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either this university or another university.

- a. Students who have been required to withdraw for reasons of academic performance 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.
- b. Students who take university courses after the two-semester rustication period or after a period of suspension may transfer all these credits, provided the student meets the criteria for readmission and the criteria for the transfer of credit.
- c. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

## VIII. General Statements on Awards

The University of Guelph-Humber attracts a community of outstanding scholars to its programs. The Committee on Awards, established by the Senate of the University, is responsible for the supervision of the administration of awards in the gift of the Senate. In addition, this Committee formulates policies regarding the effective use of funds designated for awards and establishes the terms and conditions attached to the awards. Some scholarships and bursaries are open to all students regardless of degree or diploma program and others are restricted to students in particular programs. Students entering the 1st semester of their first undergraduate degree should consult the entrance sections for a listing of awards that may apply to them. Students that are registered at the University of Guelph-Humber should refer to the in-course sections for a listing of awards that may apply to them. Also refer to Section VII – Undergraduate Degree Regulations and Procedures, Academic Misconduct, Penalties, for additional regulations regarding scholarships and bursaries.

### Eligibility

To be eligible for entrance awards, you should be a Canadian citizen or permanent resident entering the University of Guelph-Humber for the first time. To be eligible for in-course awards, all registered students are eligible for most awards, unless otherwise stated in the eligibility clause of the award. A minimum of 70% average is required for all scholarships. International Students: Financial Assistance Programs are available for International Students, including Entrance Awards, Work-Study and In-course Bursaries. In addition, many of the University of Guelph-Humber's scholarships for in-course students are available to enrolled international students and are based on high academic standing. Where applications are required, it is the student's responsibility to obtain an application from Registrarial Services – Registrarial and Financial Services Coordinator and to see that it is returned prior to the deadline date. In all cases, students must be registered full-time to recover any form of award (bursary or scholarship).

### Definitions

#### Awards

Generic term used to refer to a type of award that is not a scholarship. This category includes bursaries.

#### Bursary

An award provided to a student on the basis of financial need. Financial need is determined by the University of Guelph-Humber (Registrarial and Financial Services Coordinator) after an evaluation of the Financial Need Assessment Form has been submitted by the student. Academic merit is not a consideration in awarding a bursary. You must be a Canadian citizen or permanent resident of Canada to be considered for bursaries. International students are eligible to apply for the International Student Bursary only.

#### Scholarship

Awarded on the basis of academic performance and given for further study. Given that the merit component is normally academic, it may include such non-academic aspects as leadership, extracurricular activity, volunteerism, and community involvement. Scholarships can be monetary, prizes, or medals. Financial need is not a consideration of scholarships.

#### Scholarships with Financial Need

These are awarded based on the same criteria as scholarships, but financial need is a consideration.

#### Travel Grants

These grants are provided to students who wish to travel as part of their program of study. Examples of travel opportunities include: Exchange/Study Abroad programs, letter of permissions, field courses, and independent research projects.

#### Payment of Awards for In-course Students

Please note that all internal awards will be applied against outstanding balances on students' accounts.

#### Payment of Awards for Entrance Students

Awards will be applied directly to the student's financial account in two equal payments in the fall and winter semesters.

*Students who receive an award and who withdraw from the semester in which the award is received, or change the number of credits in which they are registered, may have their award adjusted. This adjustment will be calculated up to the twentieth class day according to the rebate schedule in effect for that semester and the published terms and conditions for the award.*

**The University reserves the right to amend awards subject to the availability of funds.**

### Entrance Scholarships

All eligible students applying to the University of Guelph-Humber are automatically considered for a University of Guelph-Humber Academic Merit Entrance Scholarship.

Ontario secondary school applicants will be assessed for the Academic Merit Entrance Scholarship on the basis of results in six Grade 12, 4U and/or 4M courses in order to be eligible for scholarship consideration. Scholarship recipients will be mailed a formal scholarship offer if eligible with their offer of admissions.

DEGREE PROGRAM	ADMISSION AVERAGE	AWARD AMOUNT
Bachelor of Business Administration	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$1,000 \$2,000 \$4,000
Bachelor of Applied Science, Justice Studies	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$1,000 \$2,000 \$4,000
Bachelor of Applied Science in Early Childhood Services	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$1,000 \$2,000 \$4,000
Bachelor of Applied Science in Family and Community Social Work	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$1,000 \$2,000 \$4,000
Bachelor of Applied Science in Psychology	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$1,000 \$2,000 \$4,000
Bachelor of Applied Computing Co-op	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$1,000 \$2,000 \$4,000
Bachelor of Applied Arts, Media Studies	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$1,000 \$2,000 \$4,000

### Need-Based Entrance Awards

These awards have been designed specifically to assist students and their families with demonstrated financial need to meet the growing costs associated with a university education. Students must apply to be considered for these scholarships. Application forms for the Need-Based Entrance Scholarship are available on-line, and applications are due April 1, 2007.

### Student Profile Scholarship

Twenty (20) Student Profile Scholarships valued at \$500 are awarded each year to new incoming students who exhibit exceptional leadership and citizenship qualities. All applicants are encouraged to complete the Student Profile to be considered for this scholarship.

**NOTE:** All entrance scholarships and bursaries can be combined.

### Conditions of All Entrance Scholarships

Full-time registration in the program of study indicated in the scholarship offer is required to receive the full amount of the award. Awards will be subtracted in two equal instalments from your student account at the beginning of each semester in your first year of study (September 2007 and January 2008).

Entrance Scholarships are conditional on a final admission average of 70%.

### Awards and Bursaries for In-Course Students

#### University of Guelph-Humber Student Leadership Scholarships

The \$1,500 scholarships were established to recognize outstanding student leadership contributions. They are awarded to students who have completed a minimum of two full-time semesters (minimum credit total of 4.0), have achieved a minimum cumulative average of 75% and who have made outstanding leadership contributions to the University of Guelph-Humber, the larger campus environment or their community.

Apply to the University of Guelph-Humber Awards Committee (GH 108) by July 10 with a one-page description of leadership contributions and two (2) letters of recommendation, one from an instructor and one from a member of the community served.

**NOTE:** This award may be held only once. Leadership may be demonstrated through involvement in activities such as student government, athletics, volunteer experiences and work in organizations outside of the campus. Leadership involvement will be the deciding factor in awarding scholarships.

#### University of Guelph-Humber Merit Scholarships

The \$1,500 scholarships were established to recognize outstanding academic achievement by academic program. The scholarships are awarded to full-time University of Guelph-Humber students who have a minimum 80% cumulative average, calculated on the basis of the most recently completed two full-time semesters.

Recipients of the Merit Scholarship will be selected from students placing in the top ten percent (10%) of their program by year, based on credit total, as listed:

All students who have completed between 4.0 and 5.0 credits will be considered in the Year One cohort of their program for assessment of the merit awards.

All students who have completed between 9.0 and 10.0 credits will be considered in the Year Two cohort of their program for assessment of the merit awards.

All students who have completed between 14.00 and 15.00 credits will be considered in the year three cohort of their program for assessment of the Merit Award.

**Note:** No application is required for the Merit Scholarships. All students will be considered after final grades are recorded in late April. Winners of the Merit Scholarship will be informed in early June.

**Note:** Graduating students are not eligible for the Merit Scholarships

### **The J.P. Bickell Foundation Award**

This award of \$800 has been made available through a generous grant from the J.P Bickell Foundation. The award supports a student with great financial need in any of Guelph-Humber's social service programs (Family and Community Social Services, Early Childhood, or Justice Studies). Applicants must submit a one-page description of their volunteer work, a letter of reference from someone who can attest to the candidate's commitment to volunteerism, as well as a Financial Need Assessment Form provided by Registrarial Services. Application must be made by October 1. The successful candidate will be notified in December.

### **The Guss-Credit Union Bursary**

This award of \$1,500 is presented in honour of Jonathan Guss, retired CEO of the Credit Union Central of Ontario, by his colleagues, co-workers and affiliated credit unions across Canada. The award supports students with great financial need in their pursuit of an undergraduate education in any of Guelph-Humber's academic programs. Applicants must complete a Needs Assessment Form provided by Registrarial Services. Application must be made by October 1. The successful candidate will be informed in December.

### **The Guelph-Humber Student Association and Alumni Award**

This award of \$500 is presented on behalf of the University of Guelph-Humber Student Association, and Guelph-Humber alumni. The award supports students with great financial need in their pursuit of an undergraduate education in any of Guelph-Humber's academic programs. Applicants must complete a Needs Assessment Form provided by Registrarial Services by October 1, 2006. The successful candidate will be informed in December.

## **ALL OTHER UNIVERSITY SCHOLARSHIPS**

Full-time registration in the program of study indicated in the scholarship offer is required to receive the full amount of any university award. Awards will be subtracted in two equal instalments from your student account at the beginning of each of the next two registered semesters.

## **IX. Degree Programs**

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## Bachelor of Applied Arts (General)

### Specialization in Justice Studies (JS)

#### Schedule of Study

This program leads to a Bachelor of Applied Arts (General) in Justice Studies. Prospective students are encouraged to contact Registrarial Services to discuss program suitability before making a formal application for admission.

The Justice Studies specialization is offered in a hybrid format, which includes periods of intense, in-class learning, supplemented by online study. The study format allows students to complete 1.00 credits (equivalent to two half credit courses) in a 14-week semester and as many as 3.00 credits per year.

#### Condition for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

#### Semester 1

AHSS*1110	[0.50]	Introductory Psychology: Dynamics
AHSS*1130	[0.50]	Principles of Sociology
AHSS*1150	[0.50]	Introduction to Law
AHSS*1160	[0.50]	Crime and Criminal Justice

0.50 electives

#### Semester 2

JUST*1010	[0.50]	Criminal Offences
JUST*1020	[0.50]	Introduction to Police Powers
JUST*2030	[0.50]	Provincial Legislation
JUST*2050	[0.50]	Community Service I

0.50 electives

#### Semester 3

JUST*1030	[0.50]	Introduction to Community Service
JUST*2000	[0.50]	Community Policing: Introduction
JUST*2010	[0.50]	Forensics Techniques
JUST*2020	[0.50]	Federal Legislation
SCMA*2040	[0.50]	Research Methods for Social Science

#### Semester 4

AHSS*2110	[0.50]	Criminological Theory I
JUST*2040	[0.50]	Police Governance and Accountability
JUST*3030	[0.50]	Investigative Techniques
JUST*3050	[0.50]	Community Service II

0.50 electives

#### Semester 5

AHSS*3050	[0.50]	Canadian Social Problems
AHSS*3060	[0.50]	Criminological Theory II
JUST*3040	[0.50]	Police and Society
JUST*3060	[0.50]	Traffic Investigation and Analysis
SCMA*3040	[0.50]	Quantitative Methods for Social Science

#### Semester 6

AHSS*4080	[0.50]	Transition to Work
AHSS*4090	[0.50]	Ethics and the Justice System
AHSS*4100	[0.50]	Public Policy: Challenges and Prospects
JUST*4000	[0.50]	Advanced Issues in Community Policing

0.50 electives

## **Bachelor of Applied Arts in Media Studies- Diploma in Journalism, Public Relations, or Creative Photography**

Media outlets are continuing to grow and diversify at a tremendous rate across Canada, North America and throughout the world. Information is delivered and shared in ways today that would not have been imagined ten years ago. The public appetite for information fuels this growth, with hundreds of television and radio stations, unlimited internet availability and expanding (and specializing) magazine and newspaper options.

At Guelph-Humber, our Media Studies program allows students to explore these and other emerging trends and to study the historical, social, cultural and ethical dimensions of the field through exposure to courses that challenge them to think, read and write critically. Other courses aim to teach students how to work in a team environment to achieve a goal related to their specialization, such as: production of a newspaper or television broadcast, or promotion, hosting and management of a large event or creation of a body of photographic work targeted at a specific market or segment

Specializations are offered in Journalism, Public Relations and Image Arts (Photography). Students in the Public Relations stream are required to complete 20.25 credits in order to be eligible for graduation: 9.5 core media studies credits, 7.75 specialization credits and 3.0 elective credits. Students in the Journalism and Image Arts streams are required to complete 20.00 credits in order to be eligible for graduation: 9.5 core media studies credits, 7.5 specialization credits and 3.0 elective credits. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### **Image Arts (IA)**

Students in the Image Arts stream are exposed to all aspects of digital and print photography leading to a diploma in Creative Photography. Students study the world of media with a particular focus on visual communication, photographic techniques, and photo-based art practices. An innovative photography lab is available for projects and experiential learning.

### **Journalism (J)**

In Journalism, students have the opportunity to report on local and world events for various types of media. The program features training in writing for newspapers, magazines, and the Internet; it also offers experience in radio and television broadcasting. Students have access to a state-of-the-art broadcast studio and will produce a newspaper and newscast as part of the program.

### **Public Relations (PR)**

The Public Relations stream aims to teach students to become adept at using the media to communicate for business, government, and other organizations. Courses such as Media Relations, Event Management, and Writing for Public Relations offer skills for writing and producing timely and accurate information. Students take part in off-campus ventures for real-world experience in fundraising and event management.

### **Conditions for Graduation**

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### **Media Studies Program – Schedule of Studies**

**J=Journalism only; PR=Public Relations only; IA=Image Arts only**

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

#### **Semester 1**

AHSS*1060	[0.50]	Mass Communication
MDST*1010	[0.50]	Internet Survey & Research
MDST*1050	[0.50]	Introduction to Media Writing
MDST*1070	[0.50]	Photography and Digital Imaging

0.50 electives

#### **Semester 2**

AHSS*1070	[0.50]	Film Study
AHSS*1080	[0.50]	Ethical Issues
AHSS*1090	[0.50]	Communication, Technology and Culture
MDST*1030	[0.50]	Visual Communication and Design

One of:

MDST*2000	[0.50]	News Gathering J
MDST*2010	[0.50]	Introduction to Public Relations PR
MDST*2140	[0.50]	Photographic Practice II IA

#### **Semester 3**

AHSS*2010	[0.50]	Documentary Film and Television
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AHSS*2030	[0.50]	Contemporary Narrative
MDST*2020	[0.50]	Media Structure and Policy

One of:

MDST*2030	[0.50]	News Editing and Writing J
MDST*3080	[0.50]	Writing for Public Relations I PR
MDST*2130	[0.50]	Photographic Practice I IA

0.50 electives

#### **Semester 4**

AHSS*2020	[0.50]	Presentations and Persuasion J, PR
AHSS*2130	[0.50]	Subcultures and the Media
AHSS*2170	[0.50]	The Human Figure IA
MDST*2070	[0.50]	Digital Design

One of:

MDST*3180	[0.50]	Radio Broadcasting J
MDST*3170	[0.50]	Writing for Public Relations II PR
MDST*2510	[0.50]	Studio Lighting Fundamentals IA

0.50 electives

#### **Semester 5**

AHSS*3080	[0.50]	Web Design
AHSS*3220	[0.50]	Law and the Media

One of:

MDST*2050	[0.50]	Specialized Reporting J
MDST*2040	[0.50]	Media Relations PR
MDST*3110	[0.50]	Intermediate Theory and Location Photography IA

One of:

MDST*3020	[0.50]	Broadcast Techniques: Television I J
MDST*3010	[0.75]	Fundraising Principles and Practice PR
MDST*3130	[0.50]	Applied Commercial and Studio Portraiture IA

0.50 electives

#### **Semester 6**

MDST*3200	[0.50]	Photo-Based Practices IA
SCMA*3020	[0.50]	Statistics for Media Studies: Risk, Polling and Technical Reports J & PR

One of:

MDST*3000	[0.50]	Magazine Writing, Editing, and Research J
MDST*2060	[0.50]	Marketing Communications PR
MDST*3140	[0.50]	Intermediate Commercial and Studio Portraiture IA

One of:

MDST*3070	[0.50]	Advanced Newspaper Production J
MDST*3030	[0.50]	Event Management PR
MDST*3150	[0.50]	Advanced Prepress and Digital Imaging IA

One of:

MDST*3090	[0.50]	Advanced Broadcasting: Television II J
MDST*3100	[0.50]	Corporations and Agencies PR
MDST*3160	[0.50]	Industrial Location Production IA

0.50 electives

#### **Semester 7**

MDST*3040	[0.50]	Perception, Power, and the Media
MDST*4021	[0.25]	Senior Research Project
MDST*4080	[0.50]	Globalization and the Global Media

One of:

MDST*3050	[0.50]	Advanced Magazine Production J
MDST*3060	[0.50]	Public Affairs PR
MDST*4140	[0.50]	Advanced Commercial and Corporate Photography IA

One of:

MDST*4040	[0.50]	Multimedia Journalism J
MDST*4050	[0.50]	Examining Public Relations Sectors PR
MDST*4110	[0.50]	Advanced Editorial and Digital Editing IA

0.50 electives

#### **Semester 8**

MDST*4022	[0.75]	Senior Research Project
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One of:

MDST*4060	[1.50]	Journalism Internship J
MDST*4070	[1.50]	Public Relations Internship PR
MDST*4130	[1.50]	Image Arts Internship IA

## Bachelor of Applied Computing in Distributed Computing and Communications Systems Technology (Co-op)

### Diploma in Wireless & Telecommunications Systems Technology

Technology is changing the way we communicate and conduct business as we move toward a wireless world. Antenna Systems, cellular technology, Global Positioning Systems, personal communication devices and wireless LAN's are just some of the technologies being studied at the University of Guelph-Humber in the Computing Co-op program. Our classes include extensive use of the most modern labs and equipment available today and the curriculum offers teaching in computer programming and engineering skills as well as telecommunication technologies. In keeping with our hands-on approach to learning, all students in the Computing program participate in two paid workplace co-op placements which provide excellent industry experience.

Students are required to complete 20.25 credits in order to be eligible for graduation. This includes 16.25 core credits, 3.50 specialization courses and 1.00 credits from general elective options. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### Computing Program – Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

#### Semester 1

DCCT*1000	[0.50]	Electronics Fundamentals
DCCT*1020	[0.50]	Computer Programming I
DCCT*1030	[0.50]	Telecommunications Computations
SCMA*1010	[0.50]	Calculus For Computing I
0.50 electives		

#### Semester 2

DCCT*1010	[0.50]	Semiconductor Electronics
DCCT*1050	[0.50]	Anatomy of a PC
DCCT*1060	[0.50]	Digital System Fundamentals
DCCT*1070	[0.50]	Computer Programming II
SCMA*1020	[0.50]	Calculus For Computing II

#### Semester 3

AHSS*2050	[0.50]	Ethical Issues in Information Technology
AHSS*2060	[0.25]	Workplace Preparation and Technical Writing
DCCT*2000	[0.50]	Computer Programming III
DCCT*2010	[0.50]	Principles of Telecommunications
DCCT*2020	[0.50]	Communication Systems
DCCT*2030	[0.50]	Computer Programming IV

#### Semester 4

DCCT*2040	[0.50]	Data Structures and Algorithms
DCCT*3000	[0.50]	Data Networks
DCCT*3010	[0.50]	Electro-magnetics
SCMA*3000	[0.50]	Probability & Statistics
0.50 electives		

#### Semester 5

DCCT*3020	[0.50]	Operating Systems
DCCT*3030	[0.50]	Distributed Programming I
DCCT*3040	[0.50]	Digital Signal Processing (DSP)
DCCT*3050	[0.50]	Fibre Optic Communication
0.50 Telecom electives		

#### Semester 6

DCCT*3060	[0.50]	Database Systems and Application Concepts
DCCT*3070	[0.50]	Systems and Network Simulation
DCCT*3080	[0.50]	Wireless Data Networks
DCCT*3090	[0.50]	Cellular Technology
0.50 CIS electives		

#### Semester 7

DCCT*4130	[0.50]	Distributed Programming II
DCCT*4140	[0.50]	Internet Technologies
DCCT*4151	[0.25]	Senior Research Paper I

DCCT*4191	[0.00]	Seminar on Technology and Society
0.50 Telecom electives		
1.00 CIS electives		

#### Semester 8

DCCT*4152	[0.50]	Senior Research Paper II
DCCT*4160	[0.50]	Distributed Information Systems Architectures
DCCT*4192	[0.25]	Seminar on Technology and Society
0.50 Telecom electives		
0.50 Telecom or CIS electives		

### Telecommunications Electives

DCCT*4010	[0.50]	Computer Telephony Integration
DCCT*4020	[0.50]	Broadband Communications
DCCT*4030	[0.50]	Personal Communications Systems
DCCT*4040	[0.50]	Telephone Switch Technology
DCCT*4050	[0.50]	Wireless Service Technology

### Computing & Information Science Electives

DCCT*4070	[0.50]	Advanced Information System Architectures
DCCT*4080	[0.50]	Network Security and Cryptography
DCCT*4090	[0.50]	Information Storage and Retrieval Systems
DCCT*4100	[0.50]	Human-Computer Interaction
DCCT*4110	[0.50]	Artificial Intelligence
DCCT*4120	[0.50]	Computer Graphics

### Operation Co-op

	Year 1	Year 2	Year 3	Year 4	Year 6
Semester 1	Semester 1	Semester 2	Co-op	Co-op	
Winter	Semester 3	Semester 4	Semester 5	Co-op	
Summer	Free	Co-op	Semester 6	Semester 7	Semester 8

## **Bachelor of Applied Science in Early Childhood Services - Diploma in Early Childhood Education**

Our innovative program focuses on the physical, social, emotional and cognitive development of young children within the context of the family and community. The program curriculum has been designed to ensure that students are provided the breadth and depth of knowledge necessary to be able to work confidently with and create programs for children and families and to be eligible to pursue further studies, such as teacher's college, graduate programs or specific therapeutic approaches. The program offers students the opportunity to develop a strong skill-set through participation in a variety of field placements and the knowledge required for a professional career in a leadership position in any area of early childhood services in the private or public sector.

Students are required to complete 20.00 credits in order to be eligible for graduation. This includes 17.00 core credits, 3.00 general elective options. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### **Conditions for Graduation**

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### **Placements**

#### **Placement 1**

Your first field placement is a job shadowing experience that highlights various careers in the field of early childhood.

#### **Placements 2 and 4**

Your next three field placements will enable you to experience programs for young children and their families in a variety of agencies and organizations and across different developmental stages.

#### **Placement 5 and 6**

For your final two field placements, you will be encouraged to select a setting or program that meets your particular career goals.

Throughout your placements, you will participate in weekly seminars with your professor and classmates to critically analyze your experiences, and develop the skills required for professional work.

### **Schedule of Studies**

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

#### **Semester 1**

AHSS*1110	[0.50]	Introductory Psychology: Dynamics
AHSS*1120	[0.50]	Introductory Psychology: Principles
AHSS*1130	[0.50]	Principles of Sociology
AHSS*1210	[0.50]	English I: Reading and Writing Effectively
ECS*1000	[0.50]	Creating Nurturing and Safe Environments for Young Children

#### **Semester 2**

AHSS*1140	[0.50]	Public Sector Management
ECS*1010	[0.50]	Infant Development
ECS*1020	[0.50]	Child and Family Nutrition
ECS*1030	[0.50]	Field Placement I
ECS*2000	[0.50]	Parent-Child Relations

#### **Semester 3**

AHSS*2040	[0.50]	Early and Middle Childhood Development
ECS*2010	[0.50]	Observing and Recording Children's Behaviour
ECS*2050	[0.50]	Curriculum Development I
SCMA*2020	[0.50]	Basic Concepts of Anatomy and Physiology
SCMA*2040	[0.50]	Research Methods for Social Science

#### **Semester 4**

AHSS*2120	[0.50]	Couple and Family Dynamics
ECS*2020	[0.50]	Play and Programming for Early Childhood
ECS*2030	[0.50]	Development in Adolescence
ECS*2040	[0.50]	Field Placement II

0.50 electives

#### **Semester 5**

ECS*3000	[0.50]	Curriculum Development II
ECS*3010	[0.50]	Children with Diverse Needs in Families

ECS*3020	[0.50]	Counselling and Communication in Family Consultation
ECS*3030	[0.50]	Field Placement III
SCMA*3040	[0.50]	Quantitative Methods for Social Science

#### **Semester 6**

AHSS*3010	[0.50]	Leadership and Early Childhood
ECS*3040	[0.50]	Administration of Programs
ECS*3060	[0.50]	Field Placement IV
ECS*3070	[0.50]	Community Development in Early Childhood

0.50 electives

#### **Semester 7**

ECS*4050	[0.50]	Assessment and Intervention with Children and Families
ECS*4000	[0.50]	Program Development and Evaluation
ECS*4011	[0.50]	Field Placement V

1.00 electives

#### **Semester 8**

ECS*4020	[0.50]	Child Care and Public Policy
ECS*4030	[0.50]	Professional Issues in ECS
ECS*4012	[0.50]	Field Placement VI

1.00 electives



## Bachelor of Applied Science in Family and Community Social Services - Social Service Workers' Diploma

The Family and Community Social Services program is designed for students who want to help individuals, families and communities to overcome the issues and concerns in their lives. The students who have chosen this program indicate a desire for careers (and graduate level study) in the areas of social work, family therapy, community development, counselling, family law, mediation and agency administration. Our program offers an ideal combination of theory and experiential learning to provide students the necessary background to enter the workforce in the social services sector or for admission to graduate and professional programs of study.

All graduates will be prepared for membership in the Ontario College of Social Workers & Social Service Workers

Students are required to complete 18.25 core family and community social service credits, and 3.00 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### Practicum Placement

#### Foundation Practicum - 200 hours

Seminar and supervised field placement where students will have the opportunity to take part in the day-to-day operations of a social services agency. Students will work under the direct supervision of a professional staff person, have the opportunity to observe social services procedures and practices, and take part in serving clients with direction from agency staff.

#### Intermediate Practicum - 400 hours

Seminar and supervised field placement in a community of social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students will develop work habits such as serving clients effectively, and how to navigate moral, ethical, clinical, and political issues as they emerge in placements.

#### Advanced Practicum - 400 hours

Seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front line work in a human services agency under direct supervision. Agency field supervisors and course instructors may raise professional, ethical, attitudinal, and practical issues which are important for students to address. The advanced practicum includes the writing of a major thesis relating to a critical aspect of the students' practicum.

Total Practicum Hours - 1000 hours

### Family & Community Social Services - Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

#### Semester 1

AHSS*1110	[0.50]	Introductory Psychology: Dynamics
AHSS*1130	[0.50]	Principles of Sociology
AHSS*1190	[0.50]	The Political Process & Social Work
FCSS*1000	[0.50]	Social Work in Canada

0.50 electives

#### Semester 2

AHSS*1200	[0.50]	Issues in Social Welfare
AHSS*2040	[0.50]	Early and Middle Childhood Development
AHSS*2120	[0.50]	Couple and Family Dynamics
FCSS*1010	[0.50]	Social Issues and Social Environments
FCSS*1020	[0.50]	Interpersonal Communication Skills

#### Semester 3

FCSS*2000	[0.50]	Counselling I: Theory and Practice
FCSS*2010	[0.50]	Working with High Risk Populations
FCSS*2020	[0.50]	Introduction to Field Practicum
FCSS*2050	[0.50]	Human Sexuality
SCMA*2040	[0.50]	Research Methods for Social Science

#### Semester 4

AHSS*2080	[0.50]	Ethical and Professional Issues in Human Services
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AHSS*2090	[0.50]	Supporting Families: Research and Applications
FCSS*2040	[0.75]	Foundation Practicum I
FCSS*3040	[0.50]	Counselling II: Theory and Practice

0.50 electives

#### Semester 5

AHSS*3020	[0.50]	Working with Communities
AHSS*3040	[0.50]	Foundations of Social Gerontology
FCSS*3001	[0.75]	Intermediate Practicum
SCMA*3040	[0.50]	Quantitative Methods for Social Science

0.50 electives

#### Semester 6

FCSS*3002	[0.75]	Intermediate Practicum
FCSS*3010	[0.50]	Working With Groups: Theory and Practice
FCSS*3020	[0.50]	Developing a Culturally Sensitive Practice
FCSS*3060	[0.50]	Crisis Intervention: Theory and Practice

0.50 electives

#### Semester 7

FCSS*4000	[0.50]	Family Theory and Therapy
FCSS*4010	[0.50]	Agency Admin. & Community Relations
FCSS*4021	[1.00]	Advanced Practicum
FCSS*4030	[0.50]	Social Work and the Law

#### Semester 8

FCSS*4022	[1.00]	Advanced Practicum
FCSS*4040	[0.50]	Empowerment Oriented Case Management
FCSS*4060	[0.50]	Family Mediation & Conflict Resolution

0.50 electives

## Bachelor of Applied Science in Justice Studies - Diploma in Police Foundations or Diploma in Law and Security Administration

Our comprehensive program offers a variety of courses including: Criminology, Forensic Techniques, Law, Criminal Offences and Community Service. Following a common first year curriculum, students in Justice Studies will choose to specialize in either Police Foundations or Law and Security depending on their career and educational goals. Students in both specializations will gain practical experience in a variety of segments within the Ontario justice system through community service placements. The combination of academic rigor, strong links to the field and our location in Toronto, provide our students with a competitive advantage in the quickly growing field of Justice Studies.

Students are required to complete 20.00 credits including 18.00 core justice studies credits, and 2.00 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### Police Foundations

In Police Foundations, students take courses that prepare you for employment in the various levels of Canadian policing including municipal (e.g. Toronto Police Service), provincial (e.g. Ontario Provincial Police), and federal (e.g. Royal Canadian Mounted Police) police services. Courses include Community Policing, Police Governance and Accountability, Investigative Techniques, and Physical Fitness.

### Law and Security Administration

This area of study provides students with a balanced breadth of learning in core areas of justice studies along with an emphasis in the functional areas of corrections, customs and immigration, and private policing. Courses include Perspectives on Immigration, Customs Practice, Correctional Institutions, and Community Corrections and Private Policing.

### Justice Program – Schedule of Studies

Students are required to complete 20.00 credits, including 18.00 core credits and 2.00 general electives.

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

**Note:** P.F. represents Police Foundations

**Note:** L.S. represents Law and Security Administration

#### Semester 1

AHSS*1110	[0.50]	Introductory Psychology: Dynamics
AHSS*1130	[0.50]	Principles of Sociology
AHSS*1150	[0.50]	Introduction to Law
AHSS*1160	[0.50]	Crime and Criminal Justice
JUST*1000	[0.50]	Health and Wellness I

#### Semester 2

AHSS*1140	[0.50]	Public Sector Management
JUST*1010	[0.50]	Criminal Offences
JUST*1020	[0.50]	Introduction to Police Powers
JUST*1040	[0.00]	Physical Fitness Practicum I P.F.
JUST*2030	[0.50]	Provincial Legislation

0.50 electives

#### Semester 3

FCSS*2000	[0.50]	Counselling I: Theory and Practice L.S.
JUST*1030	[0.50]	Introduction to Community Service
JUST*2000	[0.50]	Community Policing: Introduction P.F.
JUST*2010	[0.50]	Forensics Techniques
JUST*2020	[0.50]	Federal Legislation
JUST*2060	[0.00]	Physical Fitness Practicum II P.F.
SCMA*2040	[0.50]	Research Methods for Social Science

#### Semester 4

AHSS*1200	[0.50]	Issues in Social Welfare
AHSS*2110	[0.50]	Criminological Theory I
JUST*2040	[0.50]	Police Governance and Accountability P.F.
JUST*2050	[0.50]	Community Service I
JUST*2070	[0.00]	Physical Fitness Practicum III P.F.
JUST*2080	[0.50]	Correctional Institutions L.S.

0.50 electives

#### Semester 5

AHSS*3050	[0.50]	Canadian Social Problems
JUST*3000	[0.50]	Health and Wellness II
JUST*3010	[0.50]	Conflict Resolution
JUST*3060	[0.50]	Traffic Investigation and Analysis P.F.
JUST*3070	[0.00]	Physical Fitness Practicum IV P.F.
JUST*3090	[0.50]	Immigration Policy and Practices L.S.
SCMA*3040	[0.50]	Quantitative Methods for Social Science

#### Semester 6

AHSS*4050	[0.50]	Youth and the Law
AHSS*4060	[0.50]	Law and Society P.F.
JUST*3030	[0.50]	Investigative Techniques
JUST*3050	[0.50]	Community Service II
JUST*3080	[0.00]	Physical Fitness Practicum V P.F.
JUST*4040	[0.50]	Private Security and Society L.S.

0.50 electives

#### Semester 7

AHSS*3060	[0.50]	Criminological Theory II
AHSS*4070	[0.50]	Issues in Ethnicity and Class
AHSS*4090	[0.50]	Ethics and the Justice System
JUST*3040	[0.50]	Police and Society
JUST*4000	[0.50]	Advanced Issues in Community Policing P.F.
JUST*4030	[0.00]	Physical Fitness Practicum VI P.F.
JUST*4050	[0.50]	Customs Policy and Procedures L.S.

#### Semester 8

AHSS*4080	[0.50]	Transition to Work
AHSS*4100	[0.50]	Public Policy: Challenges and Prospects P.F.
JUST*4010	[0.50]	Justice Senior Seminar
JUST*4020	[0.50]	Justice Management
JUST*4060	[0.50]	Community Corrections: Theory and Practice L.S.

0.50 electives

## Bachelor of Applied Science in Psychology - Diploma in General Arts and Science

Understanding why people do the things they do is a goal that has been at the core of the science of psychology for at least the last 125 years. As access to intellectual resources increases for the general public, there is an increasing demand for knowledge-based individuals who understand the foundations of human thought and behaviour. In the Psychology program, students will examine theories and research based on the biological and social approaches to human behaviour and cognition. Applications to law, business, education, and the health sciences will be considered.

The primary goal of this program is to prepare students to enter the workforce with the depth of understanding and experience employers are looking for in a wide variety of service, administrative, and industrial fields. In addition, students will select electives related to their professional and academic preferences from a broad range of offered courses available at the University of Guelph-Humber. The program aims to prepare you for a professional career and advanced study at the postgraduate level in a variety of academic disciplines, including Faculties of Education (Teachers' College).

Students complete 20.00 credits which includes 9.00 required core psychology credits, 6.00 required credits in liberal arts and sciences (ie: Philosophy, Critical Thinking, History etc) and 5.00 credits in free or general electives. It is expected that most students in the program will use their general elective courses to develop knowledge in an area of special interest (ie: child development, justice, business etc). Students must complete these requirements to be eligible to graduate with both a university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

#### Semester 1

AHSS*1040	[0.50]	Currents in Twentieth Century Global History
AHSS*1110	[0.50]	Introductory Psychology: Dynamics
AHSS*1210	[0.50]	English I: Reading and Writing Effectively
AHSS*1250	[0.50]	Critical Thinking
SCMA*1040	[0.50]	The Science of Everyday Life

#### Semester 2

AHSS*1120	[0.50]	Introductory Psychology: Principles
AHSS*1260	[0.50]	Modern and Contemporary Philosophy
PSYC*1130	[0.50]	Developmental Psychology
SCMA*1090	[0.50]	Foundations of Social Science
One of:		
AHSS*1100	[0.50]	The Examined Life
SCMA*1050	[0.50]	Astronomy: Discovering Our Place in the Universe

#### Semester 3

FCSS*2000	[0.50]	Counselling I: Theory and Practice
PSYC*2120	[0.50]	Quantification In Psychology
PSYC*2130	[0.50]	Social Psychology
PSYC*2140	[0.50]	Learning and Cognition

0.50 electives

#### Semester 4

FCSS*3040	[0.50]	Counselling II: Theory and Practice
PSYC*2150	[0.50]	Personality
PSYC*2160	[0.50]	Neuroscience
SCMA*2040	[0.50]	Research Methods for Social Science

0.50 electives

#### Semester 5

AHSS*2200	[0.50]	Ethics and Professional Issues
PSYC*3130	[0.50]	Psychological Measurement
PSYC*3140	[0.50]	Abnormal Psychology

1.00 electives

#### Semester 6

PSYC*3150	[0.50]	Drugs and Behaviour
PSYC*3160	[0.50]	Learning Difficulties and Disabilities
PSYC*3170	[0.50]	Persuasion and Facilitation

1.00 electives

#### Semester 7

PSYC*4120	[0.50]	Culture and Diversity
PSYC*4130	[0.50]	Applications of Psychology
PSYC*4140	[0.50]	Applied Research Project I

1.00 electives

#### Semester 8

PSYC*4150	[1.00]	Applied Research Project II
PSYC*4160	[0.50]	Mediation and Conflict Resolution

1.00 electives

#### Electives

AHSS*2150	[0.50]	City Life
AHSS*2160	[0.50]	Scientific Achievements of the 20th Century
AHSS*3230	[0.50]	Trends in Gender Issues
AHSS*3260	[0.50]	Psychology and the Law
SCMA*2050	[0.50]	The Science of Healthy Living

#### Restricted Electives

PSYC*3610	[0.50]	Organizational Psychology
PSYC*3620	[0.50]	The Psychology of Sport
PSYC*3630	[0.50]	Psychology and Education
PSYC*3640	[0.50]	The Psychology of Death and Dying

## Bachelor of Business Administration - Diploma in Business Administration

The Business Administration program is of an interdisciplinary nature drawing, on appropriate courses in the humanities and social sciences. The program is designed to give students a broad exposure to the basic business disciplines (e.g. economics, accounting, finance, marketing etc) and a sound professional management education while allowing students to focus on specific industry sectors by selecting an "area of emphasis" in the upper two years of study. The early semesters are devoted to instruction in the basic disciplines while the later semesters are devoted to more professional studies.

Students are required to complete 13.50 core business credits, 4.50 "business electives" or "area of emphasis" 4.50 and 2.00 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### Areas of Emphasis

#### International Business

Studies in this area focus on conducting business within the global economy and include courses in International Trade, International Law, and the business practices of Asia Pacific, Europe, and Latin America.

#### Finance

This area of emphasis will provide you with an understanding of money-management practices. You will take courses such as Investment Finance, Personal Financial Planning, and Portfolio Management. After completing specific finance courses, you will be eligible to sit for the Canadian Securities Institute licensing examination.

#### Accounting

The courses in accounting will allow you to gain a deeper understanding of accounting practices and the various practical skills required in the field. You will take accounting courses that include Managerial Accounting, Taxation, and Auditing. The Institute of Chartered Accountants of Ontario (ICAO) recognizes the University of Guelph-Humber's accounting courses as having the 51 credit hours required for CA candidacy.

#### Marketing

You will apply your knowledge of the business world to explore how product, price, promotion, and distribution frameworks are used to satisfy consumer needs and achieve organizational objectives. Courses include Professional Selling, E-Commerce, and an applied Marketing Research Project.

#### Management of Not-for-Profit Enterprises

In this area of emphasis, you will learn how to manage charitable organizations and other not-for-profit enterprises. In addition to your courses in fundraising and community and government relations, you will have the opportunity to run the Art Gallery on campus – selecting artists and promoting their work in your Event Management course.

#### Small Business Management and Entrepreneurship

You will explore crucial strategies for initiating and maintaining a successful small business in today's marketplace. You will take a range of courses including Business Consulting, Event Management, and Planning a Small Business.

### Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

#### Semester 1

AHSS*1000	[0.50]	Microeconomics
BADM*1000	[0.50]	Introduction to Business
BADM*1010	[0.50]	Business Law
BADM*1030	[0.50]	Accounting I
BADM*1040	[0.50]	Marketing

#### Semester 2

AHSS*1010	[0.50]	Macroeconomics
AHSS*1030	[0.50]	Introduction to Organizational Behaviour
BADM*1020	[0.50]	Business Information Systems
BADM*1060	[0.50]	Accounting II
SCMA*1000	[0.50]	Business Statistics

#### Semester 3

BADM*2000	[0.50]	Human Resources Management
BADM*2010	[0.50]	Managerial Accounting
BADM*2020	[0.50]	Consumer Behaviour
SCMA*2000	[0.50]	Quantitative Methods in Business

0.50 elective

#### Semester 4

BADM*2030	[0.50]	Advertising in Business
BADM*2040	[0.50]	Customer Service
BADM*2050	[0.50]	Ethics and Values in Business
BADM*2060	[0.50]	Business Logistics

0.50 electives or restricted electives if in Accounting

#### Semester 5

BADM*3000	[0.50]	Finance
BADM*3110	[0.50]	Entrepreneurial Studies
SCMA*3010	[0.50]	Research Methods in Business

0.50 electives

0.50 restricted electives

#### Semester 6

BADM*3030	[0.50]	Direct Marketing
BADM*3160	[0.50]	Corporate Finance

0.50 electives

1.00 restricted electives

#### Semester 7

BADM*4000	[0.50]	Business Policy
BADM*4200	[0.50]	Project Management

1.50 restricted electives

#### Semester 8

BADM*4030	[0.50]	Applied Business Project
BADM*4340	[0.50]	Leadership in Business

1.50 restricted electives

### Restricted Electives

#### International Business

BADM*3040	[0.50]	International Finance
BADM*3060	[0.50]	International Law
BADM*3140	[0.50]	International Trade
BADM*4170	[0.50]	Asia Pacific - Regional
BADM*4180	[0.50]	Latin America - Regional
BADM*4190	[0.50]	Europe - Regional

#### Marketing

BADM*3070	[0.50]	Sales Promotion & Relationship Marketing
BADM*3080	[0.50]	Professional Selling
BADM*4040	[0.50]	E-Commerce
BADM*4050	[0.50]	Marketing Research Project
BADM*4360	[0.50]	Negotiation in Business

#### Finance

BADM*3090	[0.50]	Money, Banking & Finance
BADM*4060	[0.50]	Investment Finance
BADM*4070	[0.50]	Personal Financial Planning
BADM*4080	[0.50]	Insurance & Risk Management
BADM*4090	[0.50]	Portfolio Management

#### Small Business Management & Entrepreneurship

BADM*3080	[0.50]	Professional Selling
BADM*4100	[0.50]	Small Business Management
BADM*4110	[0.50]	Planning a Small Business
BADM*4120	[0.50]	Business Consulting
BADM*4360	[0.50]	Negotiation in Business

#### Management of Not for Profit Enterprises

BADM*4130	[0.50]	Board, Community & Govt. Relations
BADM*4140	[0.50]	Event Management I
BADM*4160	[0.50]	Event Management II
BADM*4150	[0.50]	Fundraising
BADM*4360	[0.50]	Negotiation in Business

#### Accounting

##### Required

BADM*3120	[0.50]	Intermediate Accounting I
BADM*3130	[0.50]	Intermediate Accounting II
BADM*3150	[0.50]	Managerial Accounting II
BADM*4210	[0.50]	Advanced Financial Accounting
BADM*4220	[0.50]	Taxation I
BADM*4230	[0.50]	Taxation II

BADM\*4240 [0.50] Auditing I

**Students must complete at least two courses [1.00] from the following:**

BADM\*4250 [0.50] Accounting Theory

BADM\*4260 [0.50] Auditing II

BADM\*4270 [0.50] Auditing III

BADM\*4280 [0.50] Advanced Managerial Accounting

## **X. Special Study Opportunities**

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### **Summer Studies (Summer Semester)**

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Because the university operates on a three-semester system, a small number of course offerings are available in the summer semester (May to August). During the summer months, degree credit courses are offered in a variety of formats to meet the needs of full-time and part-time students both on-campus and off-campus. In addition to regular semester courses running from May to August, there may be a summer session (May to June) offered with degree courses that are offered in a six-week format.

# XI. Course Descriptions

## General Information

### Course Labelling and Levels

Each course is identified by a two-part code. The first part of the code refers to the subject area, the second to the level of the course. Thus, the course BADM\*3000 is a course in the subject area of Business Administration (BADM\*XXXX), and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first year students, those in the 2000 series are mainly for second year students, and those in the 3000 series are for third year students. Similarly, courses in the 4000 series are intended to be taken by students in the fourth year of honours programs. It is important that students planning their courses have clearly in mind the significance of these numbers so that they may guard against undertaking course work at levels for which they are insufficiently prepared.

### Course Information

The letters S, F, W indicate the University's intention to offer the course in the Summer (S), Fall (F) or Winter (W) semester during the academic year covered by this Calendar. Although courses normally will be offered in the semester indicated, students preparing their course programs are advised to consult the Undergraduate Course Timetable. The University cannot guarantee that all courses will be offered in the exact semester indicated.

The figures in parentheses ( ) following the semester designation are a general guide to the lecture and laboratory contact hours per week, the first digit being the number of lecture hours and the second, the number of laboratory hours. The credit weight for each course appears in brackets [ ]. A credit weight of [0.50] indicates 10-12 student effort hours, including class time, on academic tasks associated with the course.

Detailed course descriptions are maintained at the office of the department offering the course. Some courses, designated "Experiential Learning" courses in the Calendar description, are deliberately designed to accommodate the need to grant academic credit for experiential learning external to regular courses, in such contexts as co-operative education, field observation/job shadowing, internship/externships, practical, service learning, or work study (and other approved experience). Prior approval for admission to these courses must be obtained from the department and instructor concerned.

### Course Prerequisites

A number of courses have stated prerequisites which are prior requirements for entry to the course. Students who do not satisfy course prerequisites, or who in the opinion of the instructor do not possess an equivalent background to that of the stated prerequisites, are not eligible to enrol in the course. When some specific background is desirable but not required, the course description will include a statement of recommended background. It is understood that the instructor may accept equivalent courses from other institutions in place of the stated prerequisites. Students who wish to enrol in courses for which they do not have the stated prerequisite(s) must obtain instructor approval as outlined in Section VIII, Undergraduate Degree Regulations and Procedures.

### Course Equates and Restrictions

**Equates** - Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. Students will not be permitted to register in equated courses.

**Restrictions** - A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic department so that particular students may not register in particular courses. The course may be restricted because there is sufficient over-lap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrolment management purposes (see Priority Access).

## Arts, Humanities, Social Sciences

### AHSS\*1000 Microeconomics F (3-0) [0.50]

Microeconomics introduces students to the ideas of how society and individuals use limited resources to meet their needs. It focuses on the individual and the firm within the Canadian economy to develop competencies in understanding current events through the application of microeconomic theories including supply, demand, prices, wages, unemployment, markets, competition and monopoly. It examines the concept of market failure and the need for government intervention to achieve social and political goals. This course provides the foundation for further study of the accumulative effects of these elements in macroeconomics.

### AHSS\*1010 Macroeconomics W (3-0) [0.50]

Macroeconomics is the study of the operation of the economy as a whole. This course, building beyond the concepts and theories of microeconomics provides the theoretical constructs that are essential to understanding the total Canadian production and spending. It develops competencies in understanding current economic events through assignments and case studies, which examine how governments may manipulate fiscal and monetary policy to control the economy and achieve economic goals and the concerns of interest rates, unemployment, inflation and the exchange rate of the Canadian dollar.

*Prerequisite(s):* AHSS\*1000

### AHSS\*1020 Human Security and World Disorder W (3-0) [0.50]

This course examines an interdisciplinary approach to the study of human security. Drawing on resources from psychology, philosophy, history and political science, students examine the policies and procedures used to address security issues in the 20th century and evaluate their applicability in facing future challenges. In this process, students study key concepts in the works of such thinkers as Freud, Nietzsche, Hobbes, Marx, Arendt, Rawls and Bourdieu.

### AHSS\*1030 Introduction to Organizational Behaviour W (3-0) [0.50]

This course in Organization Behaviour examines and analyzes organizations as open systems and focuses on key variables including organizational culture, the external environment, organizational structure, motivation, group dynamics, leadership, change management and communication. The student will demonstrate increased competency by applying their knowledge and skills to contemporary business situations through case studies and other activities.

### AHSS\*1040 Currents in Twentieth Century Global History F (3-0) [0.50]

This course introduces students to the main currents of twentieth century global history with a particular emphasis on Asia, Africa and Latin America. It focuses on themes of hegemony and resistance; great power imperialism and nationalist resistance; post-colonial struggles against foreign domination; challenges to global economic and political structures; race and gender hierarchies; and technological and environmental movements.

### AHSS\*1050 Sociology of Consumption F (3-0) [0.50]

This course analyses the consumption of goods and services that is both the driver of our economy and a daily personal activity. Patterns of consumption vary according. Patterns of consumption vary according to class, ethnicity, and gender, and this course examines these differences in detail. The possibility of resistance to prevailing trends and the question of ecological constraints on consumption are probed as alternatives to the dominant mythology of the market. The growth of consumer culture is examined from a variety of classical and contemporary perspectives, including thinkers such as Marx, Weber, Veblen, Simmel, Adorno, Galbraith, and Bourdieu.

### AHSS\*1060 Mass Communication F (3-0) [0.50]

This course examines the theories and practices of the mass media and its impact on society. It examines the purposes of the mass media in a democratic society by comparing the works of various theorists such as, Marshall McLuhan, Noam Chomsky, and Neil Postman. This course is a study of traditional media – newspapers, magazines, television, radio, film – and the rapidly growing new media.

### AHSS\*1070 Film Study W (3-0) [0.50]

This is an introductory survey of the cinema as a form of 20th Century art. It analyzes the basic elements of movies – shots, angles, camera movements, editing and composition – and explores the language of film through viewing and analysis of notable examples from various decades and genres. Propaganda and documentaries are also studied, along with the ways popular cinema can deal with ideologically oppressed groups.

### AHSS\*1080 Ethical Issues W (3-0) [0.50]

Through a case study approach, this course examines ethical theories to contemporary moral issues faced by professionals working in media industries. It examines which, if any, limits should be placed on the media and its influence on society.

### AHSS\*1090 Communication, Technology and Culture W (3-0) [0.50]

By adopting an interdisciplinary approach that draws upon resources from literature, philosophy, sociology, and media studies, this course examines the inter-dependence of communications, technology and culture. Integrating practical lab assignments with theory, students will reflect on the ways in which the new media is changing how we view the world and see ourselves.

### AHSS\*1100 The Examined Life W (3-0) [0.50]

Students are introduced to the art of philosophical reasoning and reflection through a diverse selection of writing drawn from philosophy, religion, art, science and meditation. Students explore their intellectual legacy to find their own unique perspectives. The course encourages students to appreciate the connections between philosophy and other modes of intellectual inquiry.

### AHSS\*1110 Introductory Psychology: Dynamics F (3-0) [0.50]

Students are introduced to the discipline of psychology's basic concepts, theories, research methods, and practices in four sub-areas --Developmental, Personality, Abnormal, and Social Psychology. Psychology developed as a social and behavioural science, as well as a profession. Its research findings are applicable in such contexts as education, early childhood settings, social work, the justice system, and the work place.

### AHSS\*1120 Introductory Psychology: Principles F (3-0) [0.50]

An introduction to the experimental study of the evolving nature of human and animal behaviour. Particular emphasis is placed on linking the biological, behavioural and cognitive scientific findings that describe the life long processes involved in learning, perception, memory, thinking, consciousness, motivation and emotion. Students will have the choice of on-line mastery testing or on-line discussion of specially chosen applied examples of concepts covered during lecture.

### AHSS\*1130 Principles of Sociology F (3-0) [0.50]

Sociology is the systematic study of the groups, cultures and societies, which constitute collective human life. It examines patterns of social organization, and the resulting influences and constraints within which we all operate. This course introduces students to the major theories, perspectives and topics in sociology. Major sociological theories are explored and applied to the analysis of economic power, cultural values, family, religion, gender, ethnicity, class, age, and race.

### AHSS\*1140 Public Sector Management W (3-0) [0.50]

The changing nature of public sector management in Canada is the key focus of this course. By the end of World War Two, governments were playing a far more important role in society than ever before. However, in the 1970s and 1980s, the traditional public service came under attack for its size, its lack of innovation, and widespread inefficiencies. The rhetoric of public management grew. Students become acquainted with a number of the ideas associated with public management including alternative service delivery (ASD), privatization, contracting out, and the infusion of other management techniques from the private sector into the public service.

### AHSS\*1150 Introduction to Law F (3-0) [0.50]

Students analyze the elements of offences, classify offences, and identify possible defences in criminal cases. They also examine the rights and obligations of citizens involving areas of civil law. Students learn to recognize the responsibilities and limitations of citizens and police officers in light of the Charter of Rights and Freedoms. They develop legal research and analysis skills to locate, interpret and apply statute and case law.

### AHSS\*1160 Crime and Criminal Justice F (3-0) [0.50]

Students examine the literature on crime and criminal justice from a sociological perspective. Particular attention is given to cross-national and cross-cultural issues by way of comparison, in order to allow students to gain a broader sense of criminological theory, research and practice. Topics include an examination of social criminological theories, data sources, research methods, types of criminal behaviour, and the criminal justice system.

### AHSS\*1170 Lifespan Development F (3-0) [0.50]

This is an interdisciplinary course drawing on psychology, sociology and human biology in providing an overview of how human development unfolds across the life cycle. It will provide students with repeated opportunities to explore implication and applications for both work and family settings, and for enhancing their own self-understanding. This course will be conducted exclusively over the web and will bring students into close interactive contact with their instructor and with the other students in the class. (Only offered through Distance Education format.)

### AHSS\*1190 The Political Process & Social Work F (3-0) [0.50]

This course is designed to provide a basic introduction to the issues of power and wealth in Canadian society, and the formal political system of government. The course examines the various political influences, both inside and outside government, that affect people's lives and shape communities. The course also examines the relationship between political processes and their impact on the human services and the clients they serve.



**AHSS\*1200 Issues in Social Welfare W (3-0) [0.50]**

Students develop knowledge, understanding and analytical skills of the current status and future choices concerning Canada's social welfare system. They study the current social and economic trends and their impact on social welfare programs, clients, agencies and social service workers. Students examine the different value systems underlying current government proposals for social welfare reform at both the provincial and federal levels as well as the underlying values of other stakeholders such as consumer groups and social welfare agencies. They develop the skills to analyze the implications of the reforms for clients, communities and social service workers.

*Prerequisite(s):* AHSS\*1190

**AHSS\*1210 English I: Reading and Writing Effectively F (3-0) [0.50]**

Good communication skills are essential for good citizenship and for successful participation in the complex world of the 21st century. This course offers foundational training in written communication, using models of effective writing from many areas of contemporary life and representing various important social and cultural issues. Students practice their own writing through a number of assignments, while developing a critical awareness of their society through classroom discussion, oral presentations, and the course readings. Assignments are tailored to the needs of various applied disciplines, including business writing.

**AHSS\*1220 Teaching Drama to Children W (2-3) [0.50]**

Children's inclination to play which can be used to introduce them to drama. Beginning with a discussion of what constitutes "drama", the course explores drama as a site of learning for young children. Students evaluate the role of the teacher in working with children at various stages of development, and the materials and organization that are necessary for establishing a successful drama program in the classroom.

**AHSS\*1250 Critical Thinking F (3-0) [0.50]**

This course will introduce analytical methods. The ability to believe in the truth of a fact, proposition, theory, or analysis is one of the most important attributes humans possess. Believing is a daily activity; it occurs in many ways – repetition alone is enough to engender it – as we take in information from family and friends, news analysts and authors, politicians and professors. Being able to assess the logical correctness of an assertion, therefore, is an absolute necessity if we are to be in charge of what we believe rather than allowing what we believe to be in charge of us. Students will develop the ability to recognize and eliminate faulty reasoning and to focus on the information needed to support reasonable conclusions in both inductive and deductive arguments.

**AHSS\*1260 Modern and Contemporary Philosophy W (3-0) [0.50]**

Philosophy can be defined as the "love of wisdom." More specifically, philosophy is the rational and critical inquiry into the fundamental questions of human existence: Does life have a meaning or is it simply absurd? Does God exist or is belief in God merely a myth? In this course, we will take a historical approach to the central issues of philosophy by examining such questions as: What is the nature of reality (metaphysics)? What can we know (epistemology)? Do good and evil exist (ethics)? What is beauty (aesthetics)? Through the investigation of these timeless questions, we will participate in "the great conversation" that has shaped the world in which we live. This course continues the historical approach to the central problems of philosophy. Students will study the modern and more contemporary philosophers who have influenced our understanding of modernity. Beginning with Descartes, the Utilitarians will be studied. The course will also examine Nietzsche's critique of conventional morality and rationalistic philosophy.

**AHSS\*2010 Documentary Film and Television F (2-2) [0.50]**

This course examines topics in the history and rhetoric of documentary and non-fiction film and television, through critical analyses and comparison of classic and contemporary examples of the form. Students also study the central modes of documentary production and distribution, including public and commercial television, theatrical distribution and film festivals, within various cultural contexts including Canada.

*Prerequisite(s):* AHSS\*1070

**AHSS\*2020 Presentations and Persuasion W (2-2) [0.50]**

The ability to present material effectively in public is an important aspect of both journalism and public relations. In this study of public presentation, students are introduced to the psychology of persuasion, techniques of addressing an audience, and rhetoric, including a consideration of classical modes of argument.

**AHSS\*2030 Contemporary Narrative F (3-0) [0.50]**

This course examines a variety of short stories and novels from various countries, looking at theories of narrative and ways of approaching the study of literature. Contemporary social and political issues are discussed in relation to questions of aesthetics and language. Students explore cultural differences in the context of Canadian society at the turn of the twenty-first century and in relation to the past. Some of the texts specifically address questions related to media studies and prompt students to consider links between imaginative writing and other kinds of media communication.

**AHSS\*2040 Early and Middle Childhood Development F (3-0) [0.50]**

This course examines the physical, cognitive, social, and emotional development of children from infancy to adolescence with a focus on pre-school ages through the course of middle childhood (ages 2-11). Emphasis is placed on integrating the theories of prominent developmental theorists with contemporary research findings for practical application purposes. Students gain the capacity to thoughtfully address common issues and questions that face practitioners and researchers of early and middle childhood development.

**AHSS\*2050 Ethical Issues in Information Technology F (3-0) [0.50]**

Selected topics are examined concerning the conduct of information technology (IT) professionals. The course discusses the concepts of morality, ethics, justice and freedoms. Codes of conduct of professional organizations are studied as exemplars for acceptable behaviour. Students are given challenging ethical dilemmas, for which they will assume particular positions and justify them. The rights of developers of intellectual IT property are examined. Reliability and related liability issues are discussed. The course examines criminal law as applied to IT: the development of computer crime legislation and investigation as it deals with pornography, harassment, fraud, theft and invasion of privacy. Issues unique to cyberspace are discussed such as spamming, hacking, cyber-terrorism and electronic internationalization of other criminal activity.

*Prerequisite(s):* 4.00 credits

*Restriction(s):* Registration in the DCCT Program.

**AHSS\*2060 Workplace Preparation and Technical Writing F (1-2) [0.25]**

This course will develop the fundamental skills necessary to participate in the Distributed Computing and Communication Technology Co-operative Education Program (DCCT Co-op) at Guelph-Humber. The student will: strengthen cover letter, résumé, and interview skills and develop networking and personal job search skills; participate in a virtual employment process that mirrors the real Co-op employment process; become familiar with Co-op, Co-operative Education Services and the policies that facilitate the Co-op process. Students will practise technical writing skills: memorandum writing, email behaviour guidelines, public presentation, elements of technical writing style, comparison of selected tools for generating on-line documentation.

*Prerequisite(s):* 4.00 credits

*Restriction(s):* Registration in the DCCT Program.

**AHSS\*2080 Ethical and Professional Issues in Human Services W (3-0) [0.50]**

The Code of Ethics and Standards of Practice of the Ontario College of Social Workers and Social Services Workers are examined in detail in this course, along with case study material emphasizing implications for practice, including a framework for analysing and resolving a range of ethical and legal issues. Some issues include: professional and personal boundaries, self-determination and personal autonomy of clients versus paternalistic beneficence, and the use of coercion or undue influence, dual relationships, confidentiality and privacy issues, determinations of competence, requirements concerning the maintenance of professional expertise, including cultural competence, self-awareness and self-care.

*Prerequisite(s):* 3.00 credits including: AHSS\*2120, FCSS\*1010, FCSS\*2040

**AHSS\*2090 Supporting Families: Research and Applications W (3-0) [0.50]**

This course builds on students' introductory courses in family relationships and child development by focussing on parent-child interactions that promote healthy outcomes for children in order to assess dynamics that are problematic and require intervention. It broadens understanding of the interdependence in parent-child relationships by analysing how they are influenced by factors internal and external to the family. Research and personal beliefs related to contemporary family issues are examined to formulate helpful interventions and supports for parents.

*Prerequisite(s):* AHSS\*2120

*Restriction(s):* Registration in Family and Community Social Services program.

**AHSS\*2110 Criminological Theory I W (3-0) [0.50]**

This course will examine the development of criminological theory from the late 1700's to contemporary times. In particular biological, psychological and sociological modes of inquiry in criminological theory are studied, analyzed and applied.

*Prerequisite(s):* AHSS\*1160

**AHSS\*2120 Couple and Family Dynamics W (3-0) [0.50]**

Couple and family experience is expressed in different forms of relationships including traditional heterosexual marriages, same sex partnerships, cohabitation, separated, divorced, and remarried families and parenting throughout the life cycle. Students examine both the internal dynamics in families as they change throughout the life course, and the impact of broader social, economic and cultural forces such as race, class, and ethnicity on couple and family relationship processes.

<b>AHSS*2130 Subcultures and the Media W (3-0) [0.50]</b>
Subcultures, as social groups organized around shared interests and practices, can take on many forms. The term implies that these groups differentiate themselves in opposition to mainstream culture. This course examines the many levels of resistance and appropriation that occur within the media pertaining to subcultures as outsiders and as audience. Readings, screenings and written assignments assist the student to develop a critical understanding of subcultures and the media. <i>Prerequisite(s):</i> AHSS*2010
<b>AHSS*2140 Money, Markets, and Democracy W (3-0) [0.50]</b>
This course provides an introduction to the currency, bond, and equity markets and poses the question: do these markets, on balance, negatively or positively influence the social structure, economy, and politics of nations? Students are expected to explore and evaluate whether the capital markets in their current form, serve the public interest.
<b>AHSS*2150 City Life W (3-0) [0.50]</b>
This course examines how it feels to live in cities as well as how different cities afford different experiences among their citizens. Students are expected to do a comparative analysis of different cities and to reflect on their own experience of the city.
<b>AHSS*2160 Scientific Achievements of the 20th Century W (3-0) [0.50]</b>
Throughout the twentieth century, our previous scientific understanding was supplemented by the integrative approaches of ecology, systems and complexity theory. These breakthroughs in our knowledge are explored in a manner accessible and interesting to all students, even those with minimal scientific backgrounds. Emphasis is placed on a descriptive and numerical understanding of the themes and their implications to thought, society, and our daily lives, rather than developing specific science skills.
<b>AHSS*2170 The Human Figure W (3-2) [0.50]</b>
In this course students examine the image of the body and its representation in art and fashion photography in respect to historical, socio/cultural, feminist, political, and technological issues. In addition, students will have the opportunity to explore some of the critical issues introduced in slide lectures through assigned and self-directed projects, and to engage in an ongoing dialogue and debate in group critique sessions. <i>Prerequisite(s):</i> MDST*1030, MDST*2130 <i>Restriction(s):</i> Registration in Media Studies Image Arts Specialization.
<b>AHSS*2200 Ethics and Professional Issues F (2-1) [0.50]</b>
This course examines the ethical responsibilities of and issues confronted by psychologists and psychological associates practising in a variety of professional contexts. Some issues include: professional and personal boundaries, dual relationships, confidentiality and privacy issues, conflicts of interest, psychometry and the reporting of test results, forensic assessments, trust and deception in the context of research, and scientific integrity.
<b>AHSS*3010 Leadership and Early Childhood W (3-0) [0.50]</b>
This course requires students to critically analyze the role of leadership, innovation and entrepreneurship in the early childhood sector. Students explore leadership potential, qualities, and abilities for professionals who work with children, their families, and other adults. Students examine the importance of the early years and how this understanding impacts on the changing nature of work, activities and available services. Using constructs of leadership, innovation and entrepreneurship, students create an independent business plan and complete a group project. <i>Prerequisite(s):</i> 10.00 credits <i>Co-requisite(s):</i> ECS*3040
<b>AHSS*3020 Working with Communities F (3-0) [0.50]</b>
This course assists students to develop the skills needed to achieve constructive social change through the community development and community organization processes. The course includes a critical examination of community development and community organizing theories as well as the practical applications and processes. Case studies from both the developing and developed world will be used to critically analyze how development activities can both empower or disempower communities. <i>Prerequisite(s):</i> 7.50 credits <i>Restriction(s):</i> Registration in Family and Community Social Services program.
<b>AHSS*3040 Foundations of Social Gerontology F (3-0) [0.50]</b>
Learners explore major concepts and theories in social gerontology and begin to apply them to case situations, discussing their implications for practice. Taught from an empowerment perspective, the content of this course is intended to cause course participants to begin to challenge on knowledge and ethical grounds their own assumptions as well as common practices in this field. A critical analytical approach helps students to understand the deeper structural issues, which affect the daily lives of older adults, and helps them to begin to formulate social change strategies to address these issues.

<b>AHSS*3050 Canadian Social Problems F (3-0) [0.50]</b>
Students critically examine Canadian social problems using a variety of sociological theories including Symbolic Interactionism, Conflict Theory, Feminism and Structural Functionalism. Topics studied include; poverty and inequality, crime and deviance, drugs and addictions, ethnocentrism and racism, mental and physical illness, work and unemployment and gender issues. Particular emphasis is placed on a theoretical critique of social responses to these topics. <i>Prerequisite(s):</i> 5.00 credits including: AHSS*1130 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science Justice program.
<b>AHSS*3060 Criminological Theory II W (3-0) [0.50]</b>
This course builds on AHSS 2110 Criminological Theory I provides a sophisticated appreciation of contemporary criminological theory. Also examined are recent trends in criminological theory and how criminologists constitute the subject matter of their discipline. Theories are discussed in relation to recent developments in crime, social policy trends and their ideological underpinnings. <i>Prerequisite(s):</i> 5.00 credits including: AHSS*2110 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science Justice program.
<b>AHSS*3080 Web Design F (3-2) [0.50]</b>
This course examines the principles of successful website design and communication. Design issues and creative solutions to web page functionality, usability and content are explored. Lectures and supervised lab sessions enable students to create their own web site portfolio. <i>Prerequisite(s):</i> MDST*2070
<b>AHSS*3200 Desire and Discontent F (3-0) [0.50]</b>
This interdisciplinary course examines the insights of philosophy, psychoanalysis, and psychology in the attempt to understand the human cycle of desire and discontent. Focusing on experiences of passion, acquisitiveness, success, and their attendant emotions of happiness, despair, guilt, hope, shame, regret and anger, this course examines the role which desire and discontent play in motivating human behaviour and shaping personality. <i>Prerequisite(s):</i> 7.50 credits
<b>AHSS*3210 Betrayal in Contemporary Fiction W (3-0) [0.50]</b>
This course examines the representation of betrayal in selected contemporary novels and short stories. Students study not only themes of betrayal in fiction but also examine, through additional readings in literary criticism, how betrayal is also a characteristic and device of contemporary narrative form. <i>Prerequisite(s):</i> 7.50 credits
<b>AHSS*3220 Law and the Media F (3-0) [0.50]</b>
This course provides a thorough introduction to the relationship between media and the laws of Canada, beginning with the origin and development of Media Law. An understanding of media/communications law and its forms and applications is necessary to ensure the success of any endeavour in media/communications, especially with the ongoing and rapid development of electronic technology. Identification of legal issues is emphasized. This knowledge, in turn, assists the student to communicate ethically and responsibly to recognizing legal issues and consequences and handling effectively and professionally. <i>Prerequisite(s):</i> 7.50 credits <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts - Media Studies program.
<b>AHSS*3230 Trends in Gender Issues W (3-0) [0.50]</b>
This interdisciplinary course explores contemporary issues and theoretical approaches concerning women and gender. Through an examination of popular cultural, literary and academic sources, this course will acquaint students with the main current trends in women's studies. The philosophical tensions concerning gender equality and difference, "Third World" feminism, "Black" feminism, rights-based feminism, and post-modernism provide context for consideration of specific issues such as violence against women, prostitution, and reproductive rights. <i>Prerequisite(s):</i> 7.50 credits
<b>AHSS*3260 Psychology and the Law S,F,W (3-0) [0.50]</b>
This course will examine a number of issues related to the interaction between psychology and law. The methods, theories, and findings of social psychology, cognitive psychology, and developmental psychology as applied to legal processes will be emphasized. Included among the issues to be examined are: theories of criminal behaviour; aggression and violence; the psychological foundations of police investigations; the psychology of eyewitness testimony; the psychological impact of victimization; legal issues related to mental health; and the role of psychological factors in the trial process. (Offered through Distance Education only.) <i>Prerequisite(s):</i> 5.00 credits including: AHSS*1110

**AHSS\*4050 Youth and the Law W (3-0) [0.50]**

This course examines selected topics on young offenders in Canada and elsewhere. Topics studied include: public perceptions about youth crime and its control; the history of youth crime and legislation; the measurement of youth crime; theories of delinquency; crime among marginal youth; female offenders; the long term consequences of youthful offending; and the policing, sentencing and punishing of youth.

*Prerequisite(s):* 10.00 credits including: AHSS\*2110, SCMA\*3040

**AHSS\*4060 Law and Society W (3-0) [0.50]**

This course examines the social basis of law. Specific topics include the law as an instrument of stability or change, and the role of lawmakers, law enforcers and interpreters, including the legal profession, the police, judges and courts. Although the primary focus of this course is Canadian, there will be a comparative component particularly as it relates to theoretical perspectives. This course specifically focus on: types of law, theories of law, origins of law, social control and punishment, the legal profession, assessing the impact of the law, existing biases in the law particularly as it relates to women, and law and social change. In the Canadian context, particular attention is given to the Charter of Rights and Freedoms and its effect on law, society and policy.

*Prerequisite(s):* AHSS\*1150, AHSS\*1160, AHSS\*3060

**AHSS\*4070 Issues in Ethnicity and Class F (3-0) [0.50]**

This course provides students with an advanced theoretical and empirical understanding of social class and ethnicity in the context of Canadian society. In addition, the course encourages students to apply their knowledge to contemporary institutions.

*Prerequisite(s):* AHSS\*1200, AHSS\*3050

**AHSS\*4080 Transition to Work F,W (3-0) [0.50]**

This course examines various aspects of the transition from school to work. Changes taking place in organizations and work, and the advanced level, general skills needed by university graduates in the workplace and explored. In addition, transition issues, such as the change from the role 'student' to 'employee' or 'entrepreneur', are examined.

*Prerequisite(s):* 15.00 credits

**AHSS\*4090 Ethics and the Justice System F (3-0) [0.50]**

Students study primary sources that set out the major schools of ethical thought and moral reasoning. Various models are used to critically analyze Canadian criminal cases and social issues such as euthanasia, abortion, capital punishment and animal rights. In addition, students have the opportunity to reflect upon their own ethical reasoning and consider alternative approaches.

*Prerequisite(s):* 10.00 credit including JUST\*1030

**AHSS\*4100 Public Policy: Challenges and Prospects W (3-0) [0.50]**

This course covers dominant theories of policy making in Canada. Including governmental and non-governmental actors. Fiscal and monetary policy, aboriginal policy, and criminal justice policy are examined. The course offers a balance between gaining an awareness of the "real world" of public policy and the policy-making process and acquiring theoretical and analytical tools to understand public policy and the policy process.

*Prerequisite(s):* 10.00 credits

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

## Business Administration

### **BADM\*1000 Introduction to Business F (3-0) [0.50]**

This course provides an overview as well as a foundation in the fundamentals of business management. The basic functions of business and management to be examined include: operations, human resources, marketing, finance, and strategic management. Small business and entrepreneurship are also studied, along with other forms of business ownership, competition within a global economy, and the political and economic realities of business in Canada today. Students will develop basic competencies in business management through assignments and case studies requiring the practice of learned theory.

### **BADM\*1010 Business Law F (3-0) [0.50]**

This course introduces students to the complex legal system in which businesses and consumers of goods and services operate. It encompasses the Canadian Constitution, statutory and common law concerning business and consumer transactions. It includes an overview of the laws of contracts and torts that form the basis of business relationships. Topics examined include sale of goods and consumer protection legislation; debtor-creditor relations; competition law; employment law; manufacturers' product liability and intellectual property rights. The emphasis in this course will be on learning the elements of the legal framework for the opportunity to develop competency in application as it applies in further courses.

### **BADM\*1020 Business Information Systems W (2-1) [0.50]**

This course focuses on managing information as a valuable business resource through examination of the role of information technology in managing operations, practising the uses of information technology to achieve competitive advantage and recognizing the effects of information technology on organization structure and workers.

### **BADM\*1030 Accounting I F (3-0) [0.50]**

Accounting systems are the universal language for business worldwide. This introductory course covers the complete accounting cycle, from the recording of transactions in journals through to the preparation of common types of financial statements used by businesses in Canada. Accounting for payroll will be addressed and students will develop a management perspective while learning how to record and summarize transactions into financial statements used by businesses to manage operations.

### **BADM\*1040 Marketing F (3-0) [0.50]**

This course provides an overview as well as a foundation for further studies of all aspects of marketing as practiced in Canada today both domestically and internationally. Product, price, promotion and distribution frameworks are examined both as separate and integrated subsets of the marketing mix within strategies oriented toward satisfying consumer wants and needs to achieve organizational objectives.

### **BADM\*1060 Accounting II W (3-0) [0.50]**

This course builds on the concepts and techniques taught in the introductory Accounting course. The student will develop an understanding of the use of alternatives for inventory evaluations and other tangible assets and intangible asset evaluation systems. This management perspective is emphasized in developing competencies in the reporting and interpretation of liabilities, investments, bonds and owners equity. The student will complete a set of books and accounting records for a small business utilizing computerized accounting systems.

*Prerequisite(s):* BADM\*1030

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*2000 Human Resources Management F (3-0) [0.50]**

The Human Resources Management course provides an overall understanding of the human resources function and its effects on the achievement of organizational goals and strategic objectives. Drawing on organization behaviour theories such as planned change, performance enhancement, goal setting, group dynamics and motivation the course examines essential human resources activities of planning, staffing, employee development, legal compliance, performance management, compensation and employee maintenance in a variety of organizational settings.

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*2010 Managerial Accounting F (3-0) [0.50]**

The Managerial Accounting course builds on the concepts and techniques taught in Accounting II. It focuses on the uses of financial information for profit planning, budgeting and decision-making. It examines how volume, price, product mix, product costs and organizational activities relate to one another, the inter-dependence of the financial and capital structures and the setting of corporate objectives and priorities. The student will learn how to project financial results and use feedback mechanisms comparing actual results to predetermined standards.

*Prerequisite(s):* BADM\*1060

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*2020 Consumer Behaviour F (3-0) [0.50]**

Consumer Behaviour provides an overall examination of the economic, social, cultural and psychological factors that affect consumers in the marketplace. The course examines the consumer from two perspectives – first, the effects of internal forces on an individual including perceptions, motivations, lifestyles and attitudes, then second, the effects of external factors as a group member considering family and group influences, including age, gender, social class, social, religious, regional, household and other sub-cultural and cultural influences.

*Prerequisite(s):* BADM\*1040

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*2030 Advertising in Business W (3-0) [0.50]**

This course provides an overall introduction to the function of advertising in business. The course examines the advertising process, its role, use, methods, purposes and limitations in addressing the strategic objectives of organizations domestically and internationally. The role and responsibilities of client management and agencies are discussed with focus on the development of ethical and socially responsible advertising programs. A major assignment requires the student to demonstrate competency in the use of the Integrated Management Communications model through analysis and evaluation of an actual advertising program.

*Prerequisite(s):* BADM\*1040, BADM\*2020

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*2040 Customer Service W (3-0) [0.50]**

This course examines customer service as a key factor in the success of organizations and identifies the essential knowledge, skills and systems required to support effective customer service. Theoretical models will be contrasted with applications and students will complete a major project designed to evaluate customer service potential and issues in a specific organizational context.

*Prerequisite(s):* BADM\*1040, BADM\*2020

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*2050 Ethics and Values in Business W (3-0) [0.50]**

This course examines the ethical and evaluative issues in business and professional activities and practices through case studies and assignments. It explores the nature of values and ethical systems, duties and rights, private and public goods, the consumer movement, social marketing, corporate social accounting, private rights and professional ethics and responsibilities.

*Prerequisite(s):* AHSS\*1000, BADM\*1040

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*2060 Business Logistics W (3-0) [0.50]**

This course focuses on the decision-making role of the operations manager in transforming organizational inputs into desired outputs. The major issues and problems of designing, scheduling, operating and controlling the production system are examined. Field trips to examine logistics and supply chain systems are an integral part of this course.

*Prerequisite(s):* BADM\*1000, SCMA\*2000

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### **BADM\*3000 Finance F (3-0) [0.50]**

This course provides students with a framework to aid with financial decision-making. The major focus of this course is short-term financial management. Using problems and case studies, students analyze financial statements and assess cash flow. Other topics addressed include financial forecasting and planning, working capital management, the time value of money and the valuation of bonds and shares.

*Prerequisite(s):* BADM\*2010

### **BADM\*3030 Direct Marketing W (3-0) [0.50]**

Students examine the increasingly important interactive marketing communication, a method that includes techniques such as direct mail and telemarketing. Students will study about the power of direct marketing and its role, advantages and limitations in a marketing program. The concepts of database management and customer relationship management (CRM) will be stressed since direct marketing is increasingly tied to recognizing the value and benefits of knowing individual customers and building long-term relationships with them.

*Prerequisite(s):* BADM\*1040, BADM\*2020

### **BADM\*3040 International Finance W (3-0) [0.50]**

This course examines the activities and financial needs of businesses working in international markets. Topics include global investments, international acquisitions, risk management, currency fluctuations and investments, the development of emerging stock markets, and the role of international financial markets in financing international corporations.

*Prerequisite(s):* 10.00 credits including: AHSS\*1000, AHSS\*1010, BADM\*3000, BADM\*3060

<b>BADM*3060 International Law F (3-0) [0.50]</b>
This course examines international business agreements and conduct, dispute resolution, the international sale of goods, and insurance issues. Emphasis is placed on legal issues pertinent to U.S. and Canadian Law. <i>Prerequisite(s):</i> 7.50 credits including: BADM*1010
<b>BADM*3070 Sales Promotion &amp; Relationship Marketing W (3-0) [0.50]</b>
Students examine sales promotion and relationship marketing using a well-established marketing communication method. This method is typically used to generate an immediate increase in sales and often supplements advertising, direct marketing, and personal selling in order to hasten their sales impact. This course will focus on the most commonly used consumer and trade sales promotion techniques, and their roles, advantages and limitations in a marketing program. <i>Prerequisite(s):</i> BADM*1040, BADM*2020
<b>BADM*3080 Professional Selling F (3-0) [0.50]</b>
This course details strategic selling principles and models. Students develop skills required for planning and making sales calls, and providing follow-up to clients. The course covers prospecting, conducting sales meetings, making sales presentations and negotiating. Emphasis is on developing confidence and professionalism in the selling interaction and enhancing communications, listening, team participation and problem solving skills. <i>Prerequisite(s):</i> BADM*1010, BADM*1040
<b>BADM*3090 Money, Banking &amp; Finance W (3-0) [0.50]</b>
This course provides students with an understanding of the nature, operation and regulation of the Canadian financial system and its major components: the payments system, financial markets, key financial institutions, especially banks, and the Bank of Canada. Students examine about the development role and influence of Canadian banking institutions on the Canadian economy. This course also covers the supply of money and credit, domestic and international flows of funds, interest rates, foreign exchange rates, the rate of inflation, employment, and the production of goods and services. <i>Prerequisite(s):</i> BADM*1010, BADM*3000
<b>BADM*3110 Entrepreneurial Studies F (3-0) [0.50]</b>
This course examines the role and effect of small business in Canada, and serves as an introduction to self-employment, new venture creation and small business management. It focuses on an analysis of entrepreneurial skills and the development of the business plan. This course helps students appreciate the challenges involved in deciding to create a new venture and the steps involved in starting a new firm. <i>Prerequisite(s):</i> BADM*1000, BADM*1010, BADM*1030, BADM*1060, BADM*2030, BADM*2040
<b>BADM*3120 Intermediate Accounting I W (3-2) [0.50]</b>
This course provides a greater awareness of the accounting environment and conceptual framework for financial reporting that underlies generally accepted accounting principles, as well as an appreciation of the characteristics and limitations of accounting. Special emphasis is placed on accounting policy choices and the criteria by which such choices are made, as well as on analyzing financial statements that are prepared using different accounting policies. Students examine in-depth the effects of accounting concepts on income determination and on asset, liability and shareholders' equity valuation. Through problem solving and case analysis, students use technical knowledge to evaluate accounting policy choices, select appropriate policies, apply correct procedures, and perform financial analysis. <i>Prerequisite(s):</i> BADM*1060, BADM*2010
<b>BADM*3130 Intermediate Accounting II W (3-0) [0.50]</b>
This course continues and builds upon the study of financial accounting begun in Intermediate Accounting I. Using cases and problems, students critically evaluate accounting concepts, principles and practices, extending their knowledge, understanding and analytical skills through an in-depth examination of complex measurement issues and financial statement reporting in Canada. <i>Prerequisite(s):</i> BADM*3120
<b>BADM*3140 International Trade W (3-0) [0.50]</b>
The ways in which a business enters new markets across borders, and the paradigms under which they operate and make decisions are critical to the potential success of the venture. This course surveys and assesses international trade theories and compares and contrasts these with actual practices of global business operations. Discussion of ethical issues is inherent within this course. <i>Prerequisite(s):</i> 10.00 credits including: AHSS*1000, AHSS*1010, BADM*3000, BADM*3060

<b>BADM*3150 Managerial Accounting II F (3-0) [0.50]</b>
This course emphasizes the use of accounting information in effective management. Students study the reports, statements and analytical tools used by management, and the manner in which they are applied in planning, controlling, decision-making and performance evaluation from the perspective of the ethical management accountant. Topics include capital investment analysis, an examination of uses and limitations of quantitative techniques, and the behavioural implications of internal financial systems. Costing systems and accumulation methods are emphasized. <i>Prerequisite(s):</i> BADM*2010, SCMA*1000
<b>BADM*3160 Corporate Finance W (3-0) [0.50]</b>
This course focuses on long-term corporate decisions. Topics include asset pricing, risk and return, capital asset pricing under uncertainty, the concept of efficient markets, an introduction to investing, and portfolio management. The course covers corporate decisions, including dividend policies, capital budgeting, and long-term financing and investing. Business valuation by firms and individuals is covered in the context of the investment decision. <i>Prerequisite(s):</i> SCMA*2000 <i>Co-requisite(s):</i> BADM*3000
<b>BADM*4000 Business Policy F (3-0) [0.50]</b>
In this course, students develop the ability to understand and apply strategic management concepts and tools to multiple organizations, in a variety of domestic and international contexts. The course uses a combination of lectures, electronic teaching technologies, case discussions and a group project to ensure that students develop both verbal and written abilities in strategic management. <i>Prerequisite(s):</i> 15.00 credits
<b>BADM*4030 Applied Business Project W (1-8) [0.50]</b>
In this course, students relate the knowledge and skills acquired through their course work in earlier semesters by participating in the workplace for a minimum of 100 hours. Students are required to evaluate both the employment element of their role and the application of business theories to the workplace through a series of assignments. An essential part of the course is for students to engage in the career development process and to direct their own learning. <i>Prerequisite(s):</i> 15.00 credits
<b>BADM*4040 E-Commerce W (3-0) [0.50]</b>
Students in this course analyze current business models developed for the Internet, and the characteristics of business to business and retail e-commerce sites. A variety of design and technology issues are explored, including servers and credit security. Students design the storefront for a proposed b2b or retail site, as well as implement site traffic analysis and community building strategies. Also offered through distance education format. <i>Prerequisite(s):</i> 10.00 credits including: BADM*1020, BADM*1040
<b>BADM*4050 Marketing Research Project F (3-0) [0.50]</b>
In this project-based course, students work in groups and identify, develop and complete an applied marketing research activity. Topics include marketing research process, research ethics, sampling design and design of survey instruments, execution of interrelated qualitative and quantitative research projects, and report writing. <i>Prerequisite(s):</i> 10.00 credits including: BADM*1040, SCMA*3010
<b>BADM*4060 Investment Finance F (3-0) [0.50]</b>
This course focuses on the operation of the stock market and the determination of security prices. Using current literature, problems, real world examples and a model stock portfolio, students examine the art and science needed to manage equity portfolios and critically evaluate their resulting performance. Topics studied include recent developments in portfolio theory, the principles needed for analysing common stock prices, portfolio management, evaluation of portfolio performance, and international investing. <i>Prerequisite(s):</i> BADM*3160, SCMA*1000
<b>BADM*4070 Personal Financial Planning F (3-0) [0.50]</b>
This course develops the knowledge and skills necessary to provide sound financial planning advice. This course also develops financial judgement, decision making and communication skills. The emphasis in this course is on personal investing. Simulations and case analysis are used extensively in this course. Offered through distance education format only. <i>Prerequisite(s):</i> BADM*3000
<b>BADM*4080 Insurance &amp; Risk Management W (3-0) [0.50]</b>
This course examines the fundamentals of risk management and the insurance industry in Canada. It includes a detailed examination of the variety of insurance products available to both businesses and individual consumers. Factors affecting pricing and distribution of products are studied. <i>Prerequisite(s):</i> 10.00 credits

<b>BADM*4090 Portfolio Management W (3-0) [0.50]</b>
This course builds on BADM*3160 Corporate Finance and BADM*4060 Investment Finance. Topics include the CFA Institute standardised portfolio management process, the formation of capital market expectations, the concept of efficient markets, and the concept of portfolio diversification. Also, the concept of portfolio rebalancing, and portfolio performance evaluation with the CFA Institute's Global Investment Performance Standards are studied. The course includes an analysis of mutual fund performance.
<i>Prerequisite(s):</i> BADM*3160, BADM*4060
<b>BADM*4100 Small Business Management F (3-0) [0.50]</b>
In this course, students study concepts specific to small business management and their application through analysis of an independent small business. In addition, case studies are discussed and evaluated. The goal of the course is to provide students with a realistic view of owning and operating a business as well as the experience of applying theory to practical applications.
<i>Prerequisite(s):</i> BADM*3110
<b>BADM*4110 Planning a Small Business W (3-0) [0.50]</b>
This course builds on the BADM*3110 Entrepreneurial Studies course. Students are required to research and prepare a business plan for a new small business of the students' choice (subject to approval). The goal of the course is to give students a practical understanding of the process of creating a feasible business plan. The application of creative thinking skills is an integral component of this course.
<i>Prerequisite(s):</i> BADM*3110
<b>BADM*4120 Business Consulting W (3-0) [0.50]</b>
This course helps students develop the skills needed to build and maintain a consulting business. Topics covered include presenting and promoting a consulting business to prospective clients, the bid process and pricing proposals, managing time and billing, the role of consultants as change agents and managing consulting staff.
<i>Prerequisite(s):</i> 10.00 credits including BADM*1000
<b>BADM*4130 Board, Community &amp; Govt. Relations F (3-0) [0.50]</b>
This course provides an analysis of the various not-for-profit enterprises in Canada and internationally. Topics include governance models, organizational structures, funding, membership, participation, and goals and purposes. Working in groups, students will be required to complete an in-depth analysis of a not-for-profit enterprise.
<i>Prerequisite(s):</i> AHSS*1030, BADM*1010, BADM*2050
<b>BADM*4140 Event Management I F,W (2-2) [0.50]</b>
Working in groups, students develop, implement, manage and evaluate a major special event activity. Examples of potential activities include a conference, a cultural program such as an art show or musical series, a fair or exhibition, or a publishing venture. This course includes a comprehensive study of academic and applied literature specific to event management. This is a two-semester course. A grade will not be assigned for BADM*4140 until BADM*4160 has been completed.
<i>Prerequisite(s):</i> BADM*1010, BADM*2030
<b>BADM*4150 Fundraising W (3-0) [0.50]</b>
This course examines the evolution of the Canadian philanthropic environment, and considers specific marketing, communications and proposal strategies for fundraising. Topics include annual giving, major gifts, capital campaigns, and project management specifically as it relates to fundraising. Case studies on actual campaigns are reviewed, and students are required to develop a detailed fundraising initiative in the form of a campaign outline or a foundation proposal.
<i>Prerequisite(s):</i> BADM*1010, BADM*1040, BADM*2020, BADM*2030, BADM*3030
<b>BADM*4160 Event Management II F,W (2-2) [0.50]</b>
Working in groups, students develop, implement, manage and evaluate a major special event activity. Examples of potential activities include a conference, a cultural program such as an art show or musical series, a fair or exhibition, or a publishing venture. This course includes a comprehensive study of academic and applied literature specific to event management. This is a two-semester course. A grade will not be assigned for BADM*4140 until BADM*4160 has been completed.
<i>Prerequisite(s):</i> BADM*1010, BADM*2030
<b>BADM*4170 Asia Pacific - Regional W (3-0) [0.50]</b>
This course is designed to provide knowledge of the Asia Pacific region as it relates to business. A wide variety of issues ranging from general (consumer and business environment) to specific business and marketing strategies are covered. Students are provided with conceptual and practical knowledge related to conducting business in and with Asia.
<i>Prerequisite(s):</i> BADM*3040, BADM*3060, BADM*3140, BADM*4140

<b>BADM*4180 Latin America - Regional W (3-0) [0.50]</b>
This course focuses on the important elements related to the recent economic evolution of Latin America at the macro-economic level, and also in terms of specific marketing issues such as consumer behaviour, competitive landscape, technology trends and infrastructure. Students develop a marketing plan from Canada to a specific country in the region, taking into consideration market trends, cultural and economic factors. Students are provided with practical knowledge related to conducting business in Latin America.
<i>Prerequisite(s):</i> BADM*3040, BADM*3060, BADM*3140
<b>BADM*4190 Europe - Regional F-W (3-0) [0.50]</b>
This course examines the cultural environment of Europe with a focus on the socio-political implications of the European integration and emerging markets for business opportunities in the region. The course includes case study analysis, market research and guest speakers. Students are provided with practical knowledge related to conducting business in Europe.
<i>Prerequisite(s):</i> BADM*3040, BADM*3060, BADM*3140
<b>BADM*4200 Project Management F (3-1) [0.50]</b>
This course combines theory and practice to teach the skills and knowledge required to plan, implement and document projects. Topics include planning the project, describing the project charter, identifying goals, phases and milestones, determining work breakdown structures, and documenting procedures. This course will employ project management software.
<i>Prerequisite(s):</i> 15.00 credits including: BADM*2060
<b>BADM*4210 Advanced Financial Accounting F (3-0) [0.50]</b>
Students expand their knowledge of specialized accounting topics by studying accounting theory, principles and practice for corporations, business combinations, international activities, and other advanced topics. Integration of prerequisite accounting knowledge is emphasized, therefore cases and problems used include multiple topics and issues.
<i>Prerequisite(s):</i> BADM*3130
<b>BADM*4220 Taxation I F (3-1) [0.50]</b>
Upon completion of this course, students have a basic understanding of the purpose and structure of the Canadian tax system, and its administration, along with related international application. Using problems, cases and tax preparation software, students apply basic knowledge and understanding of the principles and practices of income and commodity taxation for individuals and corporations. One of the major aims of this course is to ensure that the student achieves an understanding of the principles and concepts of the Canadian Income Tax Act, as commonly encountered by most professional accountants.
<i>Prerequisite(s):</i> BADM*3120, BADM*3130
<b>BADM*4230 Taxation II W (3-1) [0.50]</b>
This course builds on the knowledge of Canadian taxation that students acquired in Taxation I. In this course, students develop skills in tax planning involving individuals, corporations, trusts, estates and partnerships. This course also covers the planning of corporate reorganizations and the integration of tax concepts between corporations and their shareholders. Using problems, cases and tax planning software, students apply knowledge and understanding of taxation principles and practices.
<i>Prerequisite(s):</i> BADM*4220
<b>BADM*4240 Auditing I W (3-1) [0.50]</b>
Students study the basic principles, theories and techniques of external and internal auditing and management control systems. Upon completion of this course, students understand the auditor's professional responsibilities, the rules of conduct and ethics, the objectives of assurance and other professional engagements, and management control systems. Using cases, problems and computer software, students develop and execute audit strategies, including identifying risks, gathering audit evidence, and documenting and reporting findings.
<i>Prerequisite(s):</i> BADM*3130, SCMA*1000
<b>BADM*4250 Accounting Theory W (3-0) [0.50]</b>
This course examines various conceptual and theoretical approaches to accounting, including the implications of economics and finance on financial reporting. Focusing on current and/or controversial issues as well as contemporary cases, students examine the appropriateness of current accounting policies and practices in light of conceptual considerations. Research, analytical, writing, presentation and group skills are demonstrated through preparation of research papers and contribution to group discussions and presentations.
<i>Prerequisite(s):</i> BADM*4210

**BADM\*4260 Auditing II F (3-1) [0.50]**

Students continue to develop the knowledge, understanding and analytical skills with respect to auditing and control systems established in Auditing I, such that they are able to identify risks, as well as evaluate and verify controls that address the risks identified. Students apply generally accepted auditing standards by developing strategies and performing procedures in the development of an audit file, using audit and file preparation software. The course also addresses other professional services provided by the accounting profession.

*Prerequisite(s):* BADM\*4240

**BADM\*4270 Auditing III W (3-0) [0.50]**

In this course, students build on their understanding of auditing by examining the changing role of the auditor in today's society. Using current literature, cases, and problems students examine current issues facing auditors. As well, specific advanced audit topics are studied (such as comprehensive auditing, public sector auditing, environmental auditing, forensic auditing, and special engagements).

*Prerequisite(s):* BADM\*4220, BADM\*4250, BADM\*4260

**BADM\*4280 Advanced Managerial Accounting W (3-0) [0.50]**

This course focuses on the theory and practice of the design and administration of management planning and control systems. System design and control in large organizations is emphasized. Theory and research literature are reviewed and cases of actual company systems are used to emphasize management and organization theory and their use in performance management systems in for profit, not-for-profit and government environments.

*Prerequisite(s):* BADM\*3150, BADM\*4000

**BADM\*4340 Leadership in Business W (3-0) [0.50]**

In this course, students will examine a number of theories pertaining to leadership as well as describe and evaluate specific leadership styles. Through guest lecturers and case studies, students will appreciate and analyze different perspectives on how leadership is evolving in a variety of large, small, private, not-for-profit and public organizations within Canada and internationally.

*Prerequisite(s):* 15.00 credits, AHSS\*1030, BADM\*2050

**BADM\*4360 Negotiation in Business W (3-0) [0.50]**

This course provides students with a critical appreciation for various negotiation styles and tactics, an understanding of their own approaches to negotiation, and an opportunity to try a variety of techniques and methods in order to develop and hone negotiation styles. This course combines a theoretical framework with practical applications. An analysis of ethics as applied to negotiations is ongoing throughout the course.

*Prerequisite(s):* 10.00 credits, BADM\*1000

**BADM\*4900 Independent Study in Business Administration S,F,W (3-0) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

*Prerequisite(s):* 15.00 credits and 75% grade point average.

*Restriction(s):* Instructor consent required.

## Distributed Computing

### DCCT\*1000 Electronics Fundamentals F (3-2) [0.50]

This course introduces concepts of electricity and electronics: the fundamental laws of DC and AC circuits with emphasis on telecommunication applications; DC electronics (Ohm's law through the analysis of series and parallel circuits); AC electronics, particularly application of sine wave in communication circuits. Network theorems will be applied to calculate currents and voltages in complex electrical circuits. The concept of inductive and capacitive reactance is introduced. The effects of resonance and coupling on transmission lines are studied. Transformer principles and simple first order passive filter design are presented.

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*1010 Semiconductor Electronics W (3-2) [0.50]

This course will provide the theoretical base required to study semiconductor electronics devices and their roles in the construction of communication equipment. Devices and topics studied will include diodes, transistors and integrated circuit OP-AMPS, rectifiers, amplifiers, and analog OP-AMP circuits, amplifier frequency response to understand bandwidth as it relates to transmission capacity. The course concludes with a study of active filters, and linear and switching regulators.

*Prerequisite(s):* DCCT\*1000, DCCT\*1030, SCMA\*1010

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*1020 Computer Programming I F (3-3) [0.50]

This is a technically intensive introduction to programming and problem solving concepts. Control and basic data structures, organizational approaches, and basic algorithms are introduced.

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*1030 Telecommunications Computations F (3-1) [0.50]

This course will provide key elements of the mathematical background to understand modern computing science and telecommunications system. Topics covered include: basic electronics algebraic calculations; matrices and determinants, systems of linear equation; graphs and graph representations of networks, graph calculations: spanning trees and shortest paths; sets and relations. Students will be required to make extensive use of mathematical software and symbolic algebraic packages.

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*1050 Anatomy of a PC W (2-3) [0.50]

The course will explore the origins, historical development, important milestones and economics of the modern electronic computer and communications systems. Students will build a working personal computer from components and install the most common personal computer (PC) operating systems, thereby gaining an intimate understanding of the modern PC.

*Prerequisite(s):* 2.50 credits

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*1060 Digital System Fundamentals W (3-3) [0.50]

This is an introductory course in digital systems, as such; some basic concepts will be introduced. Topics will include: number systems, Boolean algebra and the simplification of Boolean expressions, switches, logic gates, analysis and design of combinational logic, encoders/decoders, multiplexing and de-multiplexing, flip-flops, clocked sequential circuits, arithmetic circuits, finite state machines and programmable gate arrays, analog and digital (ADC) converters and digital and analog (DAC) converters, computer structure, machine language programming, timing, peripheral interface programming with interrupts and basic protocols.

*Prerequisite(s):* DCCT\*1000, DCCT\*1030

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*1070 Computer Programming II W (3-2) [0.50]

This course is a sequel to DCCT\*1020. This course reinforces structured programming concepts using a general purpose procedural language. Topics include string processing, record manipulation in memory and on disk, static and dynamic data structures, recursion and pointers. Fundamental algorithms are introduced for sorting, searching, text processing and other important tasks.

*Prerequisite(s):* DCCT\*1020

### DCCT\*2000 Computer Programming III F (2-3) [0.50]

Computer Programming III and Computer Programming IV are highly technical advanced programming courses to equip students in the DCCT program to develop advanced software applications in later courses. Tools and programming languages are subject to change over time. With advanced HTML, the Java™ programming language and Javascript™ as the current tools, highly complex user-centred concepts of programming for the World-Wide Web are explored in detail: advanced web programming (including animation); Applets™ and graphics; event models; interactive programming; threads.

*Prerequisite(s):* 5.00 credits

*Co-requisite(s):* DCCT\*2030

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*2010 Principles of Telecommunications F (3-2) [0.50]

This course provides the technical background and material needed in the field of Telecommunications. Fundamental principles of Telecommunications will be covered and hands-on techniques will be used to acquire skills needed to analyze and troubleshoot modern communications links. Topics covered include-physical layer interfaces, PC serial port operation and interrupts, Digital network, noise and error analysis, data link layer, LANS and multimedia transmission.

*Prerequisite(s):* DCCT\*1010, DCCT\*1060

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*2020 Communication Systems F (3-2) [0.50]

This course is an introduction to modern analog and digital communication systems. Analog and digital signals. The radio frequency spectrum. Radio frequency transmission and reception. Component to system level analysis of fundamental RF building blocks. The super-heterodyne receiver including mixers, oscillators, phase locked loops and IF filters. Spectral analysis, bandwidth, distortion and modulation. Line coding, symbol rate and multiplexing. Regulatory and technology issues.

*Prerequisite(s):* DCCT\*1010, DCCT\*1030, DCCT\*1060, SCMA\*1020

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*2030 Computer Programming IV F (2-3) [0.50]

Computer Programming III and Computer Programming IV are highly technical advanced programming courses to equip students in the DCCT program to develop advanced software applications in later courses. Tools and programming languages are subject to change over time. With SQL™, the Java™ programming language and Javascript™ as the current tools, data-centred concepts of programming are explored in detail: SQL and SQL access to a database; Java™ and JDBC database access; basics of web software connectivity, client / server concepts; applet / server and browser / servlet connection; introduction to data structures and hierarchies.

*Prerequisite(s):* 5.00 credits

*Co-requisite(s):* DCCT\*2000

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*2040 Data Structures and Algorithms W (2-3) [0.50]

Advanced data structures are examined: their representation in both a high-level programming language and as abstractions; analysis of algorithms, comparative performance, and complexity. Structures include trees, graphs, hash tables, sets, object-oriented hierarchies and their associated methods, and templates.

*Prerequisite(s):* 5.00 credits including: DCCT\*2000, DCCT\*2030

### DCCT\*3000 Data Networks W (3-2) [0.50]

This course focuses on Local Area Network (LAN) interconnection technologies used to form larger Wide Area Network (WAN) networks with emphasis on Internet Applications. Topics covered include Network layers, Switching technologies, TCP/IP protocol Suite, Client/Server programming using socket API, IP routing, ICMP, UDP and application layer protocols such as HTTP, FTP, internet mail, DNS and SNMP.

*Prerequisite(s):* DCCT\*2010

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### DCCT\*3010 Electro-magnetics W (3-2) [0.50]

This course introduces elementary field theory, derivation of transmission line equations and practical applications of principles describing electromagnetic waves in guiding media. The Smith chart is used to evaluate transmission line performance and used to design matching networks such as single and double stub tuners. Selection of RF connectors and transmission lines for various applications is studied. Microwave components are studied. Poynting's theorem is studied and used in distant E/M field calculations from an RF source. A variety of antenna structures are studied in order to evaluate patterns, down tilt, gain, beam-width, input impedance and efficiency. Inter-modulation distortion (IMD) is measured. Propagation of plane waves, path loss and link budgets are studied in order to predict system performance. Antenna structures are designed, simulated, and tested in the anechoic chamber.

*Prerequisite(s):* DCCT\*1000, DCCT\*1020, DCCT\*2020, SCMA\*1020

*Restriction(s):* Registration in the Bachelor of Applied Computing program.



**DCCT\*3020 Operating Systems W (3-1) [0.50]**

A theory and practice approach is taken to study computer operating systems in this course. Students examine: basic components, subsystems and system processes, scheduling and resource allocation, process management, multi-programming, multi-tasking, input and output control and file systems, as well as mechanisms for client-server computing. Examples are taken from contemporary operating systems.

*Prerequisite(s):* DCCT\*2040

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*3030 Distributed Programming I W (3-0) [0.50]**

Students build a substantial client-server application experiencing all aspects of the software development life cycle in this "large project" based course. Topics include all aspects (except budgeting) of systems development using intellectual resources and tools developed for project management and systems building, software engineering, requirements elicitation, analysis, design, implementation, testing, deployment and maintenance. Skills are developed in collaboration with project management and delivery. Multi-computer (distributed) applications systems are an essential component of project undertaken.

*Prerequisite(s):* 7.50 credits

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*3040 Digital Signal Processing (DSP) W (3-2) [0.50]**

This course reviews sampling theory and quantization; signal aliasing; discrete time systems; Fourier series; z-transforms; Fourier Transforms; digital filters; convolution and correlation; digital system processing architecture; system simulation and various software applications. Applications to communications systems include: vocoding, equalization, data compression, data scrambling and echo cancellation.

*Prerequisite(s):* DCCT\*1020, DCCT\*1030, SCMA\*3000

**DCCT\*3050 Fibre Optic Communication W (3-2) [0.50]**

This course examines the nature of light, including a study of the propagation of light as an electromagnetic wave and optical wave-guide. Students analyze the effects of dispersion and attenuation on transmission capacity, data rate and distance limitations. Analysis and interpretation of technical Specs and design parameters of commercially available light sources and optical detectors are also studied in addition to various fiber optic cable assemblies, connectors, splicing techniques and OTDR measurement principles. Design and planning of Fiber optic communication Networks for LAN and WAN applications are utilized with particular emphasis on calculating Dispersion and Power budgets.

*Prerequisite(s):* DCCT\*2010, DCCT\*2020, DCCT\*2040

**DCCT\*3060 Database Systems and Application Concepts S (3-1) [0.50]**

Students study advanced topics in database modelling, design, query processing and optimization for various database models and architectures. Advanced topics include database security and integrity, transaction management, concurrency control and recovery systems. Database management system examples of particular structured query languages and well-known database implementations will be used in case studies.

*Prerequisite(s):* DCCT\*2040, DCCT\*3020

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*3070 Systems and Network Simulation S (3-1) [0.50]**

Students are introduced to the concepts of simulation and performance analysis of computers using an object oriented programming language. Concepts include: simulation model classification, continuous and discrete simulation, process and transaction oriented systems. Also presented are techniques for simulation and optimization of the basic computing system components such as subsystems and system processes: scheduling and resource allocation, process management, multi-programming, multi-tasking; input/output control and file management strategies, performance analysis and improvement mechanisms for network and distributed computing.

*Prerequisite(s):* DCCT\*3020, SCMA\*3000

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*3080 Wireless Data Networks S (3-2) [0.50]**

The course examines the infrastructures, System components, frame structures and protocols of a wide range of Wireless Networking Technologies. Also studied are The Bluetooth, Digital Audio Broadcast (DAB) and IMT2000 including IEEE 802.11x and follow-on technology as they develop. The course concludes with a discussion of Wireless Broadband Technologies.

*Prerequisite(s):* DCCT\*1030, DCCT\*2020, DCCT\*3000

*Co-requisite(s):* DCCT\*3090

**DCCT\*3090 Cellular Technology S (3-2) [0.50]**

This course offers an in-depth look at cellular technology, from its earliest inceptions, to the latest 3G systems currently being developed and deployed. Cellular system infrastructure, cell coverage area, cell capacity, frequency reuse, cell splitting, multiple access techniques, channel allocation, AMPS, GSM, and CDMA are just a few topics that will be studied. Students will also have an opportunity to research the latest technologies that are being implemented by major players in the cellular industry.

*Prerequisite(s):* DCCT\*2020, DCCT\*3000, DCCT\*3010

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4010 Computer Telephony Integration F (3-2) [0.50]**

This course examines aspects of linking telephone systems and today's computer systems. This process involves an introduction to the components that make up today's telephone system including voice mail, call distribution, switch programming, and telephone feature management.

*Prerequisite(s):* DCCT\*2010, DCCT\*3000

**DCCT\*4020 Broadband Communications W (3-2) [0.50]**

This course examines the Architecture, Protocols, Frame structures, control messages, and frame transmission techniques employed in modern high speed Networks. The practical, commercially available broadband equipment and products of leading broadband equipment manufacturers will be studied with reference to their current deployment. The focus of the course is to combine the practical hands-on training in configuring, programming, testing and troubleshooting of practical broadband equipment with the solution oriented engineering insight for business and corporate applications. The course concludes with a comparison of current base technologies with the Next Generation Networking.

*Prerequisite(s):* DCCT\*2010, DCCT\*2020, DCCT\*2040

**DCCT\*4030 Personal Communications Systems F (3-2) [0.50]**

Students study the principles behind digital modulation techniques used in modern voice and data communications systems. The latest cellular PCS systems are studied. Next-Generation systems are discussed.

*Prerequisite(s):* DCCT\*2010, DCCT\*3090

**DCCT\*4040 Telephone Switch Technology S (3-2) [0.50]**

This course covers the digital telephone systems, digital transmission, multiplexing, H.323 Multimedia system, Session Initiation Protocol (SIP), Real Time Protocol (RTP) and Real Time Control Protocol (RTCP), Quality of Service (QoS), SS7 Connectionless Packet switching protocol, and Network protocols that deal with voice over internet protocol (VoIP) combining in a seamless manner, in addition to the concepts from the voice switching world and the data world of the Internet. This course starts from switches of type manual, step by step strowger electro-mechanical, crossbar, electronic central office switches to the latest VoIP implementations currently being developed and deployed. Students will also have an opportunity to research the latest telephone switch technologies that are being implemented in the telecommunication industry.

*Prerequisite(s):* 15.00 credits

**DCCT\*4050 Wireless Service Technology S,F,W (3-2) [0.50]**

Wireless Service Technology is a hands-on course in which the student will study modern two-way VHF or UHF mobile communication system. Specifically, the students will learn to test the individual elements of a mobile communication system, such as antennae, transmission lines, duplexes, filters, isolators, transceivers, and other equipment. Also, the student will learn to setup and support a complete mobile communication system.

*Prerequisite(s):* DCCT\*2020, DCCT\*3010, DCCT\*3090

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4060 Independent Study in Telecommunications S,F,W (3-0) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library, field research or project under faculty supervision and to prepare a research report of literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Instructor consent required.

**DCCT\*4070 Advanced Information System Architectures F (3-2) [0.50]**

This course examines advanced topics in parallel and distributed information systems. For example some topics presented may include: P2P (peer to peer) architectures, evolution of distributed middleware and grid computing. Topic list will evolve, based on new distributed and parallel computing paradigms.

*Prerequisite(s):* DCCT\*3070, DCCT\*4130, DCCT\*4140

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4080 Network Security and Cryptography S-F (3-1) [0.50]**

The course is a detailed analysis of current and emerging topics in computer security. Students will study in detail the implementation of measures to protect computer systems, installations, communications traffic and computer-to-computer messages. Computer system security topics will include measures such as firewalls and antiviral and anti-worm tools and techniques. Most common intrusion strategies will be discussed and the methods for dealing with them. Standard algorithms for encryption will be studied, along with the underlying mathematical principles for code generation and code-breaking. Secure protocols will be examined for inter-computer communication and for mobile/wireless computer communications.

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Instructor consent required.

**DCCT\*4090 Information Storage and Retrieval Systems F (3-2) [0.50]**

This course examines advanced topics in the organization of extensive collections of data and information, storage schemes designed for efficient retrieval of requested information, and query algorithms that are capable of executing precise retrieval on the basis of imprecise requests. Multimedia data stores, distributed data systems, web-based retrieval, libraries and bibliographical systems, and multilingual data organization are analyzed in detail, with concrete examples and algorithms presented.

*Prerequisite(s):* DCCT\*3070, DCCT\*4130, DCCT\*4140

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4100 Human-Computer Interaction F (3-3) [0.50]**

The course examines the interface between human users and computing devices of various types, with an emphasis on mobile and wireless devices in common usage that, typically, have limitations on both input and output as compared to their full-function peers. Methodologies are explored for user interface software design, interface representations and testing. Evaluation is conducted of sample application systems and implementation and testing tools. Students develop an understanding of the learning stages in the use of computer applications and the design of assistance subsystems. The class evaluates impacts of computer-based information systems on individuals and organizations. Practical experience is gained in user interface design specification in multicasting environments.

*Prerequisite(s):* DCCT\*3020

*Restriction(s):* Instructor consent required. Registration in the Bachelor of Applied Computing program.

**DCCT\*4110 Artificial Intelligence S-F (3-1) [0.50]**

Students will examine techniques used in the field of artificial intelligence using the intelligent agent approach, including: heuristic search, informed search algorithms, logic-based knowledge representation and reasoning. Other topics may include frames, scripts, semantic nets, models of uncertain reasoning, expert systems, learning theory and natural language understanding. These ideas will be explored through the development of a substantial project.

*Prerequisite(s):* SCMA\*3000

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4120 Computer Graphics F (3-2) [0.50]**

Students undertake a systematic development of the fundamental principles governing the use of computer display devices to depict object, scenes and text, together with the manipulation of their representation by standard input devices. Topics covered include, standard graphics programming concepts, geometrical transformations, 3-dimensional projections, raster graphics, sculptured surfaces, visible surface determination, image processing, representations of movement and other topics. Programming practice involves current hardware and software tools and techniques.

*Prerequisite(s):* DCCT\*3020

*Restriction(s):* Registration in the Bachelor of Applied Computing program. Instructor consent required.

**DCCT\*4130 Distributed Programming II S (3-3) [0.50]**

A comprehensive survey is undertaken of the advanced tools and techniques developed for distributed systems: architectures and topologies, distribution models and phenomena affecting efficiency and performance. Communication in distributed systems, middleware, server and client programming. Practical experience is gained in the application of the technology: sockets, remote invocation, broker architectures, and web services design and development. Students analyze strategies of distribution of computing load and file systems, and principles and techniques in fault-tolerance. This course involves large projects and work sharing in teams.

*Prerequisite(s):* DCCT\*3030

*Co-requisite(s):* DCCT\*4140

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4140 Internet Technologies S (3-3) [0.50]**

The course focuses on those concepts and technologies which are needed to understand and implement applications and services based on the "World Wide Web (WWW) Paradigm." This course examines tools and techniques supporting the growing complexity of the "client-side" of the WWW. Significant application development and leading edge applications are necessary features of the laboratory work and student projects.

*Prerequisite(s):* DCCT\*3030, DCCT\*3060

*Co-requisite(s):* DCCT\*4130

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4151 Senior Research Paper I S (3-0) [0.25]**

First part of the two-semester course DCCT\*4151/2. Refer to DCCT\*4151/2 for course description.

*Prerequisite(s):* 15.00 credits in Distributed Computing

*Restriction(s):* Registration in the Bachelor of Applied Computing program. Instructor consent required.

**DCCT\*4151/2 Senior Research Paper I & II S-F (3-0) [0.75]**

The course involves planning, developing and writing a research proposal under individual faculty supervision. The course provides senior undergraduates an opportunity to pursue an independent course of study. The topic selected will be determined by agreement between the student and the faculty member with expertise in the area. In addition the student is required to present his/her work in a seminar and also participate in the critical analysis and review of the work of other students taking this course. This is a two semester course. A grade will not be assigned to DCCT 4151 until the completion of DCCT 4252.

*Prerequisite(s):* 15.00 credits in Distributed Computing

*Restriction(s):* Registration in the Bachelor of Applied Computing program. Instructor consent required.

**DCCT\*4152 Senior Research Paper II F (3-0) [0.50]**

Second part of the two-semester course DCCT\*4151/2. Refer to DCCT\*4151/2 for course description.

*Prerequisite(s):* DCCT\*4151

*Restriction(s):* Registration in the Bachelor of Applied Computing program. Instructor consent required.

**DCCT\*4160 Distributed Information Systems Architectures F (3-0) [0.50]**

This course develops in detail, the various strategies and methods of large scale integration of computer systems in distributed frameworks. It answers questions such as "why is distributed computing necessary?" and examines system organization for enterprise integration, building-blocks: architecture patterns, scalability, meta-information, semantic web.

*Prerequisite(s):* DCCT\*4130, DCCT\*4140

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

**DCCT\*4191 Seminar on Technology and Society S (1-1.5) [0.00]**

First part of the two-semester course DCCT\*4191/2. Refer to DCCT\*4191/2 for course description.

*Prerequisite(s):* 15.00 credits

**DCCT\*4191/2 Seminar on Technology and Society S-F (1-1.5) [0.25]**

Students conduct a critical examination of the issues surrounding the pervasive role of technology in society. The primary focus is the impact of (and upon) information technology, social issues are analyzed. These issues include topics such as: the so-called "digital divide" between technologically advanced communities and those classified as developing, the conversion of biology to technology, the roles of the Internet in commerce (legal and otherwise), the impact of technology on learning, the economics of access to technology, the responsibilities of scientists as members of society. Each course offering develops one particular theme, chosen for importance and relevance to student's future careers.

*Prerequisite(s):* 15.00 credits

**DCCT\*4192 Seminar on Technology and Society F (1-1.5) [0.25]**

Second part of the two-semester course DCCT\*4191/2. Refer to DCCT\*4191/2 for course description.

*Prerequisite(s):* DCCT\*4191

**DCCT\*4200 Independent Study in Computer Science F,W (3-0) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library, field research or project under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Instructor consent required.

## Early Childhood Studies

<b>ECS*1000 Creating Nurturing and Safe Environments for Young Children F (3-0) [0.50]</b>
Introducing the student to the importance of early childhood services on healthy development and learning for children. Consideration is given to the philosophical tenets, curriculum models, legal requirements, and research indicators that reflect high quality care and service. The concern in society for increasing the standards for early childhood services and developing innovative training profiles for a skilled workforce is gaining public recognition. This course provides an overview of occupational standards and personal career potential and opportunity.
<b>ECS*1010 Infant Development W (3-0) [0.50]</b>
Examines physical, neurological, motor, cognitive, language, social, and emotional development of young children from the prenatal period to early childhood (approximately ages 0-2). Emphasis is placed on integrating developmental theories relevant to infancy and toddlerhood with contemporary research findings for practical application purposes. Students achieve a knowledge base from which they can thoughtfully evaluate and respond to common issues and questions that face practitioners and researchers as they attempt to understand and describe infant development.
<b>ECS*1020 Child and Family Nutrition W (3-0) [0.50]</b>
Designed to provide a basic introduction to human nutrition with a particular emphasis on childhood nutrition in the context of the family. The course provides students with a framework for evaluating nutritional needs and food intake in this group of individuals. Also examining current issues related to nutrition and food intake in children and their significance in family and community health. Students achieve a knowledge base from which they can identify and respond to nutrition problems in order to support healthy child development.
<b>ECS*1030 Field Placement I W (3-8) [0.50]</b>
Students are introduced to the range of community services and career opportunities related to early childhood services. Through seminar discussions, tours to community agencies, and job shadowing in the workplace, students develop an understanding of the regulations and mandates of various programs in early childhood services and the components of quality programming associated with each. In addition, students examine standards for health and safety and for the reporting of child abuse.
<i>Prerequisite(s):</i> ECS*1000
<b>ECS*2000 Parent-Child Relations W (3-0) [0.50]</b>
This interdisciplinary course is designed to examine parent-child relationships in the context of several theoretical and applied social science perspectives onto the multitude of socio-cultural circumstances and factors in today's North-American/Canadian families. Introducing first year students to the possibilities of viewing parent-child relationships from multiple standpoints in a critical manner. Beyond this, students have the opportunity to examine and explore their own values, opinions and experiences in the context of parent-child relationships.
<b>ECS*2010 Observing and Recording Children's Behaviour F (3-0) [0.50]</b>
This course examines the philosophy behind the systematic use of observational methods and identifies the reasons for observing children and recording that information for future use. A variety of basic observational techniques used in the field of early childhood will be discussed, explored and evaluated. Observations will provide opportunities for practical application.
<i>Prerequisite(s):</i> ECS*1010, ECS*1030 <i>Co-requisite(s):</i> AHSS*2040
<b>ECS*2020 Play and Programming for Early Childhood F (2-1) [0.50]</b>
This course will focus on the value of play and its roles in the life of a young child. Play is central for the development of young children. It is through play that children consolidate their knowledge, learn social skills, express their emotions, and most of all have fun. Play allows for creativity and fantasy. Students evaluate play materials then design and implement materials they have created. These play materials must meet the developmental needs of the children. Students study the value of play and the need to advocate for play-based programmes for young children.
<i>Prerequisite(s):</i> AHSS*2040 <i>Co-requisite(s):</i> ECS*2040 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Early Childhood program.

<b>ECS*2030 Development in Adolescence W (3-0) [0.50]</b>
This course examines the biological, psychological and social changes associated with the adolescent stage of human development. Current research findings are presented to illustrate key developmental issues and to locate adolescent development historically as well as socially. Physical, cognitive, emotional and sexual development is explored within the context of family, peer and school relationships. Particular attention is paid to the application of theories and concepts to the lived experiences of adolescents.
<i>Prerequisite(s):</i> AHSS*2040
<b>ECS*2040 Field Placement II W (2-8) [0.50]</b>
This course introduces students to pre-school children in a variety of early childhood settings where students will participate in all assigned activities. Through discussion in seminars, reflection in a journal and the creation of a portfolio, students gain insight into various dimensions of teaching and learning for self-improvement and growth.
<i>Prerequisite(s):</i> AHSS*2040, ECS*1030, ECS*2050 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Early Childhood program.
<b>ECS*2050 Curriculum Development I F (3-0) [0.50]</b>
This course focuses on the development of curriculum for children two to six years of age in an early childhood setting. The course is designed to help the student plan and implement appropriate stimulating activities. A wide variety of creative materials and resources are explored.
<i>Prerequisite(s):</i> ECS*1000, ECS*1030 <i>Co-requisite(s):</i> AHSS*2040 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Early Childhood program.
<b>ECS*3000 Curriculum Development II F (2-1) [0.50]</b>
This course explores infant-toddler and school-age environments. Students examine a philosophy of care to support the needs and developing skills of these age groups and the implications for curriculum design and implementation.
<i>Prerequisite(s):</i> AHSS*2040, ECS*1000, ECS*1010, ECS*2050 <i>Co-requisite(s):</i> ECS*3030
<b>ECS*3010 Children with Diverse Needs in Families F (3-0) [0.50]</b>
This course provides an overview of the diversity of special needs in children and their families. Different causes, common characteristics, intervention approaches, and programming guidelines for creating a bias-free, inclusive, and family-centered learning environment will be explored. Issues for children, their families and supporting resource personnel will be highlighted.
<i>Prerequisite(s):</i> ECS*2030
<b>ECS*3020 Counselling and Communication in Family Consultation F (2-1) [0.50]</b>
This course focuses on the development of interviewing and counselling skills that will enable effective communication with children and their families in a variety of professional settings in the fields of early childhood services. An examination and analysis of major theoretical approaches to working with children and their families will also be provided. This course will involve a skill lab component which requires students to practice skills demonstrated in the lectures.
<i>Prerequisite(s):</i> AHSS*2120, ECS*2030 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Early Childhood program.
<b>ECS*3030 Field Placement III F (2-8) [0.50]</b>
This course will further enhance the students' breadth in the program and their experience in the range of early childhood services. This field placement will focus on the area of infant/toddler services. Seminars, written reflection and continued portfolio development will give students opportunity to think systematically about their practice and learn from experience.
<i>Prerequisite(s):</i> ECS*2040, ECS*3000
<b>ECS*3040 Administration of Programs W (3-0) [0.50]</b>
Using resources found on the Internet, along with assigned readings from the text and other sources and on-line conferences, students study the important roles, responsibilities, skills and techniques available to administrators of high quality child care programs. Students consider the effective planning and utilization of resources (money, human energy, physical resources) and time to provide services to children and families while meeting the needs of the community. (Offered in Distance Education format only.)
<i>Prerequisite(s):</i> ECS*3030

**ECS\*3060 Field Placement IV W (2-8) [0.50]**

In the continuing series of placements which increase the breadth of field experiences, students will be introduced to the area of diversity, family services, community and early years centres, therapeutic settings and/or elementary education in early childhood services. Students will be expected to share their experiences in journal, portfolio and seminar format.

*Prerequisite(s):* ECS\*3030

**ECS\*3070 Community Development in Early Childhood W (3-0) [0.50]**

This course examines the history, theory and practice of community development and participation in the field of early childhood. Students explore their own values and beliefs in relation to collaborative capacity building by experiencing community development work at the grassroots level.

*Prerequisite(s):* 10.00 credits including AHSS\*1140

**ECS\*4000 Program Development and Evaluation F (3-0) [0.50]**

In this course, students study the underlying principles involved in the development and evaluation of programs for young children. Students first examine the philosophical roots of early childhood program design and evaluate the relevance for current early education. Students also become familiar with some of the approaches and strategies used in program evaluation. Research on published evaluation in the field are reviewed and students plan an evaluation related to a current early education program of their choice.

*Prerequisite(s):* ECS\*3040, SCMA\*3040

*Restriction(s):* Registration in the Early Childhood Studies Program

**ECS\*4011 Field Placement V F-W (2-8) [0.50]**

First part of the two-semester course ECS\*4011/2. Refer to ECS\*4011/2 for course description.

**ECS\*4011/2 Field Placement V F-W (2-8) [0.50]**

Students will choose a placement in an area of interest in the field of Early Childhood Services. The placement will be eight hours a week over two semesters. This allows for an in-depth experience independently planning, implementing and evaluating programs for children and/or their families in collaboration with other professionals. In doing so, students will transform the course from an intellectual experience to an experience of human relationships. Students will be involved in various aspects of the placement agency to understand the role that the centre or agency fulfills in the broader community of supports. Through verbal and written reflective practice and the completion of their professional portfolios, students will consolidate and evaluate their competencies. A grade will not be assigned to ECS\*4011 until the completion of ECS\*4012.

**ECS\*4012 Field Placement VI F-W (2-8) [0.50]**

Second part of the two-semester course ECS\*4011/2. Refer to ECS\*4011/2 for course description.

*Prerequisite(s):* ECS\*4011

**ECS\*4020 Child Care and Public Policy W (3-0) [0.50]**

This course focuses on public policies that influence the nature and effectiveness of programs and services for young children and their families. Students are exposed to the range of factors that influence social policy development and the respective roles of the federal, provincial/territorial and municipal governments. The course examines the history of policies affecting early childhood education and care and related services in Canada and in Ontario and provides students with the tools to critically examine how current policies and their implementation affect children, parents, women, child care professionals, and communities. The course includes both international and inter-provincial comparisons.

*Prerequisite(s):* 12.50 credits, ECS\*3040

**ECS\*4030 Professional Issues in ECS W (3-0) [0.50]**

This course explores current issues and trends in professional practice. Through collaborative learning students acquire skills in best practices such as effective communication and conflict resolution. The importance of advocacy and empowerment in relation to marginalization and power are investigated. Students examine their personal and professional values, supporting the process of making ethical decisions related to Early Childhood Services

*Prerequisite(s):* 10.00 credits, ECS\*4000

**ECS\*4050 Assessment and Intervention with Children and Families F (2-2) [0.50]**

This course focuses on the assessment of atypical development in children ranging in age from birth through age 6. The course builds on the student's knowledge of principles of assessment and intervention with respect to individual children, children within their families, and children within larger organizational settings. A wide variety of assessment instruments and contexts are analyzed.

*Prerequisite(s):* ECS\*2010, ECS\*3010, ECS\*3060

*Restriction(s):* Registration in the Early Childhood Studies Program

**ECS\*4900 Independent Study in Early Childhood S,F,W (3-0) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library, field research or project under faculty supervision and to prepare a research report of literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

*Prerequisite(s):* 15.00 credits and 75% grade point average.

*Restriction(s):* Instructor consent required.

## Family and Community Social Services

<b>FCSS*1000 Social Work in Canada F (3-0) [0.50]</b>
This interdisciplinary course examines the social welfare institutions in the context of professional values and ethics of the social service professions. This course introduces first year students to the purpose, value base, principles, settings, and methods of social work practice. Students have the opportunity to explore their own personal values in the context of social work and the broader society.
<b>FCSS*1010 Social Issues and Social Environments W (3-0) [0.50]</b>
This course provides students with the contexts necessary to see the presenting problems of clients within the larger social issues facing society and offers an overview of methodologies utilized by social service professionals in addressing both individual and social issues. It provides students with a basic framework in which to view and understand social problems, their causes, their relationship to particular groups and sub-populations, and potential solutions.
<b>FCSS*1020 Interpersonal Communication Skills W (3-0) [0.50]</b>
This course is designed to provide a basic introduction to the issues of power and wealth in Canadian society, and the formal political system of government. The course examines the various political influences, both inside and outside government, that affect people's lives and shape communities. The course also examines the relationship between political processes and their impact on the human services and the clients they serve.
<b>FCSS*1070 Couple and Family Relationships W (3-0) [0.50]</b>
Couple and family experience is expressed in different forms of relationships including traditional heterosexual marriages, same sex partnerships, cohabitation, separated, divorced, and remarried families and parenting throughout the life cycle. Students examine both the internal dynamics in families as they change throughout the life course, and the impact of broader social, economic and cultural forces such as race, class, and ethnicity on couple and family relationship processes.
<b>FCSS*2000 Counselling I: Theory and Practice F (3-0) [0.50]</b>
This is the first of two courses designed to provide the student with the theory and skills to provide appropriate counselling services to clients. The course will provide students an opportunity to develop and practice counselling skills through the counselling seminars as well as introducing students to a number of counselling theories and their application in the field. <i>Prerequisite(s):</i> FCSS*1020 <i>Restriction(s):</i> Registration in the Family and Community Social Services program and the Justice Major.
<b>FCSS*2010 Working with High Risk Populations F (3-0) [0.50]</b>
Disadvantaged people often face personal and structural issues that place them at high risk of harm, hospitalization, or death. Using an empowerment approach which emphasizes the perspective of clients, learners develop effective means of working with people with psychiatric labels, developmental disabilities, older adults, survivors of domestic violence and child abuse and early trauma, those struggling with addictions and eating disorders, and individuals labelled as having cognitive disabilities. <i>Prerequisite(s):</i> 3.00 credits including: AHSS*2120, FCSS*1010
<b>FCSS*2020 Introduction to Field Practicum F (3-0) [0.50]</b>
This course prepares students for the expectations associated with field practica, including those of the program, the agencies and the professional college. Students will become familiar with the organization of the field practicum sequence and the documentation, policies and procedures connected to the evaluation and monitoring of field practice. This is a pre-requisite for Field Practicum. <i>Prerequisite(s):</i> 3.00 credits from FCSS including: FCSS*1020 <i>Restriction(s):</i> Registration in the Family and Community Social Services program.
<b>FCSS*2040 Foundation Practicum I W (2-14) [0.75]</b>
Seminar and supervised field placement where students have the opportunity to take part in the day-to-day operations of a social services agency. They will work under the direct supervision of a professional staff person, have the opportunity to observe social services procedures and practices, and take part in serving clients with direction from agency staff. Students will also be expected to maintain a record of their placement activities through the submission of a field contract, time sheets, and bi-weekly logs. <i>Prerequisite(s):</i> FCSS*2000, FCSS*2020
<b>FCSS*2050 Human Sexuality F (3-0) [0.50]</b>
This course examines the biological, cultural and psychological aspects of human sexuality. Current research findings are presented in the context of sexual problems facing individuals and society. A wide diversity of sexual attitudes and behaviours will be explored. Students will develop an understanding of how to apply theory and research in analyzing and counselling commonly presented sexual problems. <i>Prerequisite(s):</i> FCSS*1010

<b>FCSS*3001 Intermediate Practicum F (2-14) [0.75]</b>
First part of the two-semester course FCSS*3001/2. Refer to FCSS*3001/2 for course description. <i>Prerequisite(s):</i> FCSS*2040
<b>FCSS*3001/2 Intermediate Practicum F (2-14) [1.50]</b>
This is a two-semester course. Seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students develop work habits such as serving clients effectively, which make them an asset to the agency, and how to navigate moral, ethical, clinical, and political issues as they emerge in their placements. Students continue to work as part of a team, and deciphering how to effectively use supervision. Agency field supervisors and college field supervisors may raise professional, ethical, attitudinal, and practical issues which they consider to be important for students to address. A grade will not be assigned to FCSS 3001 until FCSS 3002 has been completed. <i>Prerequisite(s):</i> FCSS*2040 <i>Restriction(s):</i> Registration in the Family and Community Social Services program.
<b>FCSS*3002 Intermediate Practicum F (2-14) [0.75]</b>
Second part of the two-semester course FCSS*3001/2. Refer to FCSS*3001/2 for course description. <i>Prerequisite(s):</i> FCSS*2040
<b>FCSS*3010 Working With Groups: Theory and Practice W (2-1) [0.50]</b>
This course will provide the student with the opportunity to develop the self-awareness, knowledge and skills necessary to work effectively with small groups. The course will focus on the dynamics of group development and behaviours, and the facilitating role of workers in task, therapeutic and maintenance groups. Students will study a variety of theoretical approaches to group counselling, and will practice group facilitation skills through experiential exercises in the lab. <i>Prerequisite(s):</i> 7.50 credits
<b>FCSS*3020 Developing a Culturally Sensitive Practice W (3-0) [0.50]</b>
This course evaluates the different theories relating to the provision of social services to culturally diverse populations. It offers students the opportunity to develop the knowledge, attitudes, and skills necessary in addition to delivering effective social services in a multi-cultural, multi-racial society. <i>Prerequisite(s):</i> 7.50 credits <i>Restriction(s):</i> Registration in the Family and Community Social Services program.
<b>FCSS*3040 Counselling II: Theory and Practice W (3-0) [0.50]</b>
This is the second of two courses designed to provide students with the theory and skills to allow them to provide appropriate counselling services to their clients. The course will focus on the role of race, ethnicity, sexual orientation, ability/disability, class and gender in the counselling relationship and how to integrate these multiple identities into counselling practice. This course will also allow students to continue to enhance their counselling skills through the counselling seminar section of the course. <i>Prerequisite(s):</i> FCSS*2000 <i>Co-requisite(s):</i> FCSS*2040 <i>Restriction(s):</i> Registration in the Family and Community Social Services program.
<b>FCSS*3060 Crisis Intervention: Theory and Practice W (3-0) [0.50]</b>
This course provides the student with the theory and practical skills that will be needed to effectively intervene with clients who are experiencing crisis. The course will focus on crisis theory and crisis intervention methods, with particular emphasis on crisis intervention in the context of families. A developmental-ecological perspective is employed in the discussion of course content. <i>Prerequisite(s):</i> 7.50 credits including: FCSS*3040
<b>FCSS*4000 Family Theory and Therapy W (3-0) [0.50]</b>
This course examines the major theoretical frameworks and family therapy models guiding research and practice relating to families today. It prepares students to use theory as a tool for better understanding and explaining family process and develops the critical thinking skills necessary to critique, evaluate, and integrate these theoretical frameworks and therapy models. This course also places a heavy emphasis on integrating theory with practice and requires that students routinely apply and integrate major theoretical frameworks and family therapy models to specific and contemporary family issues. <i>Prerequisite(s):</i> 12.50 credits including: AHSS*2120

**FCSS\*4010 Agency Admin. & Community Relations F (3-0) [0.50]**

This course presents students with the information and skills to assume financial responsibility for an agency budget, administer an agency office, and develop and prepare a major grant proposal. The course also examines the agency's presence within the community. It also surveys the current funding structure in Canada, emphasizing access to corporate, government and foundation funders.

*Prerequisite(s):* 12.50 credits

**FCSS\*4021 Advanced Practicum F (2-18) [1.00]**

First part of the two-semester course FCSS\*4021/2. Refer to FCSS\*4021/2 for course description.

*Prerequisite(s):* 15.00 credits including FCSS\*3001/2

*Restriction(s):* Registration in the Family and Community Social Services program.

**FCSS\*4021/2 Advanced Practicum F (2-18) [2.00]**

This is a two-semester course. Seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Agency field supervisors and course instructors may raise professional, ethical, attitudinal, and practical issues which they consider to be important for students to address. As a component of the advanced practicum students will submit a major thesis relating to a critical aspect of their practicum which has been negotiated between the field supervisor and course instructor. A grade will not be assigned to FCSS 4021 until FCSS 4022 has been completed.

*Prerequisite(s):* 15.00 credits including FCSS\*3001/2

*Restriction(s):* Registration in the Family and Community Social Services program.

**FCSS\*4022 Advanced Practicum F (2-18) [1.00]**

Second part of the two-semester course FCSS\*4021/2. Refer to FCSS\*4021/2 for course description.

*Prerequisite(s):* 15.00 credits including FCSS\*4021

*Restriction(s):* Registration in the Family and Community Social Services program.

**FCSS\*4030 Social Work and the Law F (3-0) [0.50]**

Using a case study approach this course provides students with an understanding of the role of the law in social work practice, and is designed to equip them with sufficient knowledge of the law to assist them in their roles as advocates or case managers. The course will also cover specific legislation including the Mental Health Act, Youth Criminal Justice Act and Income Assistance Legislation. The course will outline the rights and obligations as defined by the Ontario College of Social Workers and Social Workers

*Prerequisite(s):* FCSS\*3001/2

**FCSS\*4040 Empowerment Oriented Case Management W (3-0) [0.50]**

This course provides students with the skills required to promote the effective integration of disadvantaged people into the mainstream of community life using an empowerment approach. Students learn about empowerment-oriented case management practice, risks of not practicing according to the empowerment model, key empowerment philosophies, and their applications to practice, and legal and ethical issues that have a direct impact on how case management is practiced.

*Prerequisite(s):* 10.00 credits

**FCSS\*4060 Family Mediation & Conflict Resolution W (3-0) [0.50]**

This course focuses on the theories, skills and techniques used to reach resolution in a variety of family conflict situations. Overviews of contemporary developments in the theory and practice of mediation are discussed. Students also examine different perspectives on conflict and strategies for resolving conflict, specifically within the family context. Through lectures, group work and role plays, students study the fundamental principles of negotiation, mediation and conflict resolution. Students have the opportunity to reflect on their own style of conflict resolution and the relevance of course material to their own lives.

*Prerequisite(s):* 12.50 credits including: FCSS\*2000, FCSS\*4000

## Justice

### JUST\*1000 Health and Wellness I F (2-1) [0.50]

Students are introduced to concepts of wellness and total health for mind and body. Emphasis is placed on the benefits of physical activity. Students are given practical information necessary to make lifestyle changes. In addition, an effective and safe personal fitness program is designed, developed and implemented.

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*1010 Criminal Offences W (3-0) [0.50]

Students analyze specific elements of selected criminal code offences, including offences against the person, property and public order. Students research case law, assess its impact on criminal offences, and use case law to argue and defend decisions.

*Prerequisite(s):* AHSS\*1150

### JUST\*1020 Introduction to Police Powers W (3-0) [0.50]

Students examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian criminal procedure. Topics include citizen and police arrest and release authorities, police powers of search and seizure, with and without warrant, police discretion and its implications. Students become familiar with police terminology and apply the procedures required to effect arrest and release.

*Prerequisite(s):* AHSS\*1150

### JUST\*1030 Introduction to Community Service F (3-0) [0.50]

Students become increasingly familiar with the volunteer process and the various volunteer placement sites in the justice system. Also, concepts such as social privilege, volunteerism, and community involvement and their roles in the justice system are covered.

### JUST\*1040 Physical Fitness Practicum I W (0-2) [0.00]

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*1000

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2000 Community Policing: Introduction F (3-0) [0.50]

Students examine the role of community policing acting in equal partnership with the diverse groups in contemporary society to identify and implement effective solutions for community problems. The course begins with an analysis of traditional policing and moves on to a discussion of community policing as the future of policing. Emphasis is placed on learning the skills – self-direction, tolerance, problem solving, critical thinking, conflict management, and mediation – needed for practicing effective community policing.

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2010 Forensics Techniques F (2-1) [0.50]

Students examine the role of forensic science in criminal investigations. Emphasis is placed on using evidence such as fingerprints, hair, fibres, bullets and blood patterns to identify and link a suspect to a crime. Also, the identification, collection, packaging and protection of forensic evidence from a crime and presentation of evidence in court are studied.

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2020 Federal Legislation F (3-0) [0.50]

Students critically analyse and interpret specific elements of selected criminal code and federal legislation having an impact on the administration of justice. These include federal statutes dealing with offences related to young persons, firearms, controlled drugs and substances, and various procedural statutes such as the Interpretation Act and the Canada Evidence Act. Emphasis is placed on researching case law and assessing its impact on the enforcement of federal statutes.

*Prerequisite(s):* AHSS\*1150, JUST\*1010

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2030 Provincial Legislation W (3-0) [0.50]

Students analyze specific elements of selected Provincial legislation that have an impact on the administration of justice in Ontario. Specific statutes include the Highway Traffic Act, the Liquor Control Act, the Mental Health Act and the Family Law Act, among others. Also, the role of the Province in establishing laws and the interplay of various agencies and police in the enforcement of these statutes are examined.

*Prerequisite(s):* AHSS\*1160

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2040 Police Governance and Accountability W (3-0) [0.50]

Students examine police governance and accountability issues related to the Police Services Act, police complaints, First Nations policy and management and labour issues. Topics include use of force and officer safety theory and related issues.

*Prerequisite(s):* JUST\*1020

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2050 Community Service I W (1-9) [0.50]

Students have the opportunity to explore the structure and administration of community organizations and social services that operate within and adjacent to the Criminal Justice System by working on site. Students work under the direct supervision of a professional staff person and participate in the activities of the agency. Students are expected to maintain a record of their community service activities as demonstrated through the submission of weekly reports.

*Prerequisite(s):* JUST\*1030

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2060 Physical Fitness Practicum II F (0-2) [0.00]

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*1040

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2070 Physical Fitness Practicum III W (0-2) [0.00]

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*2060

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

### JUST\*2080 Correctional Institutions W (3-0) [0.50]

This course offers students a critical look at prison populations, treatment programs, progressive reforms, correctional officers, and an opportunity to analyze whether feasible alternatives to Correctional Institutions exist.

*Prerequisite(s):* AHSS\*1160

### JUST\*3000 Health and Wellness II F (3-0) [0.50]

Students are introduced to human anatomy and physiology. The course examines the practice of good nutrition and the body's nutritional requirements. In addition, the determinants of physical activity participation, motivation and adherence are presented. This course has been designed specifically for the Justice Program.

*Prerequisite(s):* JUST\*1000

*Restriction(s):* Registration in the Bachelor of Applied Science - Justice Studies program.

<b>JUST*3010 Conflict Resolution F (3-0) [0.50]</b>
This course takes an interdisciplinary approach to studying conflict analysis and resolution through theory, research and practice. Students consider conflict situations in a complex and in-depth manner and will demonstrate competence through the use of case studies, basic assumptions and theories, strategic planning, and mediation practice and problem solving. The relationship between reconciliation and justice is also explored. <i>Prerequisite(s):</i> 5.00 credits including AHSS*1110
<b>JUST*3030 Investigative Techniques W (3-0) [0.50]</b>
This course presents students the various steps in the investigative process and how to strike a balance between the extraordinary powers of the State to search, seize, detain and interrogate, and individual rights and freedoms. <i>Prerequisite(s):</i> AHSS*1150, JUST*1010, JUST*1030, JUST*2010
<b>JUST*3040 Police and Society F (3-0) [0.50]</b>
This course examines the role of police in society, including theories of policing, the history of policing and such issues as police citizen interaction, relations with visible minorities, methods for controlling police behaviour, and the effectiveness of the police in carrying out specific policy directives. <i>Prerequisite(s):</i> 5.00 credits including AHSS*1160
<b>JUST*3050 Community Service II W (1-8) [0.50]</b>
This course is builds on JUST 2050 Community Service I. Students will be required to seek and secure a placement with an agency, other than the one they experienced in JUST 2050. Students will have an opportunity to reflect on their previous community service experience, as well as compare the agencies, and the two experiences. Students will be expected to maintain a record of their community service activities as demonstrated through the submission of weekly reports. Students have the opportunity to apply the theoretical knowledge they have acquired through the Justice Program and to reflect in the current placement. In addition to comparing and contrasting the current placement with the previous placement. <i>Prerequisite(s):</i> 5.00 credits including JUST*2050 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Justice Studies program.
<b>JUST*3060 Traffic Investigation and Analysis F (3-0) [0.50]</b>
This course examines various aspects of Federal and Provincial legislation as it relates to the use of motor vehicles. Emphasis is placed on police authority to enforce these laws and the social and moral consequences of this enforcement activity. <i>Prerequisite(s):</i> 5.00 credits including JUST*1020 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Justice Studies program.
<b>JUST*3070 Physical Fitness Practicum IV F (0-2) [0.00]</b>
This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards. <i>Prerequisite(s):</i> JUST*2070 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Justice Studies program.
<b>JUST*3080 Physical Fitness Practicum V W (0-2) [0.00]</b>
This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards. <i>Prerequisite(s):</i> JUST*3070 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Justice Studies program.

<b>JUST*3090 Immigration Policy and Practices F (3-0) [0.50]</b>
This course begins with a broad exploration of historical, demographic and constitutional factors instrumental in shaping migration policies. This information, combined with an overview of the history of immigration in Canada, provides students with the necessary tools to engage in a comparative analysis of Canada's immigration policies within a global context. In addition, this course provides opportunities to engage critically in examining how social, economical and political factors shaped, and continue to shape Canadian immigration policies and how these factors are in turn, affected by immigration. Attention is given to the practical implications of Immigration Law and related legislation for the Immigration Officers. <i>Prerequisite(s):</i> 10.00 credits <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Justice Studies program.
<b>JUST*4000 Advanced Issues in Community Policing F (3-0) [0.50]</b>
This course challenges students to critically examine the role community policing plays in society. Students examine the shortcomings of current policing strategies by analysing these strategies using concepts such as sustainable crime reduction, evidence based crime prevention, fear management and the 'dark figure of crime'. Also, they study value-added policing services that support a transition towards a comprehensive, qualitative policing model. <i>Prerequisite(s):</i> 10.00 credits including JUST*2000
<b>JUST*4010 Justice Senior Seminar W (3-0) [0.50]</b>
This course will be offered as a structured seminar on various topics depending on the interests of the faculty member teaching the course, substantive current topics in Justice studies or student interest. Topics will be announced and course outlines will be available at course selection. <i>Prerequisite(s):</i> AHSS*3060, SCMA*2040, SCMA*3040 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Justice Studies program.
<b>JUST*4020 Justice Management W (3-0) [0.50]</b>
This course uses a systems approach to critically analyse the management practices utilized within the Canadian Justice System. Topics covered include restorative justice, collaborative justice, labour relations, administration and leadership practices and processes, and community and stakeholder involvement in the administration of justice. <i>Prerequisite(s):</i> 10.00 credits including: AHSS*1140
<b>JUST*4030 Physical Fitness Practicum VI F (0-2) [0.00]</b>
This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards. <i>Prerequisite(s):</i> JUST*3080 <i>Restriction(s):</i> Registration in the Bachelor of Applied Science - Justice Studies program.
<b>JUST*4040 Private Security and Society W (3-0) [0.50]</b>
This course critically examines the role and function of private security in society. Private security practices and polices are compared to public policing and the implications for public policy are considered. Case studies will be used to discuss the development of effective risk management plans. <i>Prerequisite(s):</i> 10.00 credits including JUST*3030
<b>JUST*4050 Customs Policy and Procedures F (3-0) [0.50]</b>
This course provides students with the theoretical knowledge and practical skills needed to engage in the administration of customs rules and regulations in Canada. The impact of various Canadian statutes on the roles and responsibilities of Customs officials are examined. Students engage in critical debate regarding the latest major structural changes within the Customs department and related practices as a result of global issues, challenges and priorities. <i>Prerequisite(s):</i> 10.00 credits including: JUST*3090
<b>JUST*4060 Community Corrections: Theory and Practice W (3-0) [0.50]</b>
This course examines selected topics in community corrections in Canada and elsewhere. Topics studied include probation, parole, conditional release options, conditional sentencing and restorative justice practices. A theoretical analysis of community correctional practices is emphasized. <i>Prerequisite(s):</i> AHSS*3060, JUST*2080



## Media Studies

### MDST\*1010 Internet Survey & Research F (3-0) [0.50]

This course is a hands-on overview of the world of online research. Students will be introduced to the variety of resources offered through the Internet for research purposes. They will also discover how to sort through the increasing amount of online material efficiently and productively. Spreadsheets and databases will be examined for use as tools for the media professional.

### MDST\*1030 Visual Communication and Design W (3-1) [0.50]

This course is an introduction to the theory and practice of visual design as a form of social communication in print and broadcast media. The course enables students to develop skills in visual design and to develop the critical tools necessary to apply those skills.

### MDST\*1050 Introduction to Media Writing F (3-0) [0.50]

This interdisciplinary course covers the theory and practice of writing and editing for media publications and public relations purposes. It examines the usefulness of these types of communication and analyzes the differences in journalistic and public relations intent. Students study and practice writing news stories, news releases, speeches, and other forms of media writing.

### MDST\*1070 Photography and Digital Imaging F (3-0) [0.50]

This course introduces students to the contexts necessary to understand the roles and purposes of photography and their impact on the mass media. It examines the evolution of photography in its historical context through to modern electronic image-making. Students combine practical photo-based projects with the art and vocabulary of image-making, critiquing and photographic communication.

### MDST\*2000 News Gathering W (3-0) [0.50]

(JRN 1) Examines the role of the journalist in communicating public intelligence and the basic principles of news writing. Emphasis is placed on recognition of news values and on the development of clear, concise writing, research skills and effective interviewing techniques.

*Prerequisite(s):* MDST\*1010, MDST\*1050

### MDST\*2010 Introduction to Public Relations W (3-0) [0.50]

(PR 1) Examines principles, theories, methods, and objectives of public relations necessary for strategic planning. The relationship between the communication process and public relations is also examined. It determines the need for and application of communication proposals to reach public relations objectives. Students develop skills required to analyze the core business of an organization, identify its corporate communication/public relations processes and design an innovative, achievable communication strategy. Project management skills are also taught and applied.

### MDST\*2020 Media Structure and Policy F (3-0) [0.50]

Students study the diverse organizational and industrial structures of the press, electronic media and cultural industries and examine the ways in which those industries have been controlled by regulatory policies and agencies. With the emergence of the Internet and new information technologies in a globalizing world, students assess whether the traditional role of the state in regulating media continues to be relevant or even possible.

*Prerequisite(s):* AHSS\*1060

### MDST\*2030 News Editing and Writing F (3-0) [0.50]

(JRN 2) Students focus on the fundamental elements of writing, style and copy editing which form the basis of all print journalism. Students identify and fix common spelling, grammar and syntax errors in their own and colleagues' writing and communicate the needed changes in a clear and positive manner using standard copy editing symbols. An understanding of news values aids in the selection and ranking of stories for front and inside pages. Assessment of audience and regional differences guides students in news judgment and selection. Newspaper design principles, headline and outline writing, and knowledge of the readability and legibility of typographic and design elements help students create complete newspaper pages.

*Prerequisite(s):* AHSS\*1060, MDST\*1030, MDST\*1050, MDST\*1070, MDST\*2000

### MDST\*2040 Media Relations F (3-0) [0.50]

(PR 2) Students examine the role and practices of the media as they relate to public relations. They learn how to develop targeted media relations strategies to achieve organizational goals, and learn the tools required by public relations practitioners to proactively and reactively work with the media. Using a combination of lectures and writing labs, students gain a theoretical understanding of media relations while creating relevant communication to targeted media.

*Prerequisite(s):* MDST\*2010

### MDST\*2050 Specialized Reporting F (3-0) [0.50]

(JRN 3) Introducing students to the concept and practices of specialized reporting. Students examine the structure of government in Canada, Ontario and municipalities. They learn how to cover Queen's Park, municipal councils, the police and the courts, using journalistic skills and research methods to get the information they need. The course also discusses how to cover business (including the business of sports and the arts) and labour news, and studies how economic forces create and shape such news stories. Students also begin studying opinion writing – both editorial and critical reviews.

*Prerequisite(s):* MDST\*2010

### MDST\*2060 Marketing Communications W (3-0) [0.50]

(PR 3) Students develop an understanding of marketing objectives as key elements of Public Relations. Students examine the marketing mix and analyze integrated marketing communication. Application of planning techniques and forecasting trends is covered.

*Prerequisite(s):* MDST\*2010

### MDST\*2070 Digital Design W (2-2) [0.50]

Introducing students to the current tools used in the development of visual design and develops skills in practical manipulation of these applications for both journalism and public relations. The course also develops skills in research and critical analysis related to culturally-based communication in local, national and international contexts.

*Prerequisite(s):* MDST\*1030

### MDST\*2100 Digital Photographic Imaging W (3-2) [0.50]

Using the current version of industry standard digital photographic imaging software and building on skills learned in MDST\*1070, this course expands the student's proficiency in a designated operating system. Students continue their study of visual perception by employing image retouching manipulation, and assembly strategies. Students are introduced to the concept and practice deployed in a digital studio as they explore its application in portraiture, commercial photography, and photo-based art practices through a range of assignments.

*Prerequisite(s):* MDST\*2140

*Restriction(s):* Registration in the Media Studies Image Arts Specialization.

### MDST\*2130 Photographic Practice I F (3-0) [0.50]

This course introduces students to the creative application of photographic technique in the production of photo-based art, and commercial photographs. Basic darkroom and digital light room principles will be covered including film and print processing, digital scanning, output manipulation and finishing. Basic 35mm camera skills developed in this course will include use of lenses, accessories, light metering, basic framing and composition. Fundamental lighting techniques, and studio applications will also be introduced in this applied course.

*Restriction(s):* Registration in the Bachelor of Applied Arts program.

### MDST\*2140 Photographic Practice II W (3-2) [0.50]

This course introduces location and portrait assignments using digital cameras. Assigned projects incorporate a range of approaches to subject matter, as well as elements of design, composition, lighting, and darkroom techniques. Portable electronic flash units are used to explore a wide range of flash techniques in addition to tungsten and available light.

*Prerequisite(s):* MDST\*2130

*Restriction(s):* Registration in the Bachelor of Applied Arts program.

### MDST\*2510 Studio Lighting Fundamentals W (3-2) [0.50]

In this course students cover the fundamentals of applied studio lighting, an essential component of photographic techniques. They are introduced to lighting controls and lighting patterns for the human anatomy and tabletop products. Students also study lighting in the contexts of history and issues related to business.

*Prerequisite(s):* MDST\*2130

*Restriction(s):* Registration in the Bachelor of Applied Arts program.

### MDST\*3000 Magazine Writing, Editing, and Research W (3-2) [0.50]

Students explore all aspects of magazine writing and editing in this course, including developing sources, leads, interviews, and research techniques. Students also analyze the current Canadian magazine market and the impact of the magazine industry in Canadian society. Theories of media and technology examined in previous courses are applied as students choose feature-writing topics, study audience analysis, and debate media ethics.

*Prerequisite(s):* MDST\*2000

<b>MDST*3010 Fundraising Principles and Practice F (3-5) [0.75]</b>
In this course students demonstrate knowledge of communication strategies for work in various public relations sectors, including non-profit, corporate, foundation, and branches of government. Students study how to prepare grant proposals, sponsorship requests, relationship marketing initiatives, capital campaign strategies, and planned giving programs, and acquire practical skills associated with evaluating requests and proposals. They also analyze the historical and social contexts of fund raising. Assigned field placement activities are part of this course. <i>Prerequisite(s):</i> MDST*2010
<b>MDST*3020 Broadcast Techniques: Television I F (3-2) [0.50]</b>
This course introduces students to the particular styles of writing and gathering news for radio and television, and to the differences between writing for the ear and for the eye. Students also learn how to use cameras, sound, and editing equipment and will shoot and edit their own video. The course examines the work of professional reporters working at local television stations, and requires students to analyze and critically evaluate the effectiveness of newscasts. <i>Prerequisite(s):</i> MDST*2000
<b>MDST*3030 Event Management W (3-1) [0.50]</b>
Special Events play a vital role in virtually every sector of public relations. In this course students develop their analytical, organizational, and creative thinking skills as they individually prepare detailed special event plans and, as a group, organize, execute, and evaluate an event on behalf of an external client. They develop event themes, select appropriate venues, prepare budgets, explore protocol and etiquette issues, and select appropriate evaluation techniques. Students also tour a facility to examine its administrative, catering and meeting/convention services facilities. <i>Prerequisite(s):</i> MDST*2010
<b>MDST*3040 Perception, Power, and the Media F (3-0) [0.50]</b>
Using an interdisciplinary approach, this course critically examines how the media construct, reinforce, and maintain perceptions of the world and attitudes towards society. The link between media-constructed perception and social and political power is examined and critiqued. Students are encouraged to evaluate their own roles as both citizens and future media practitioners. <i>Prerequisite(s):</i> 7.50 credits
<b>MDST*3050 Advanced Magazine Production F (3-2) [0.50]</b>
In this advanced-level magazine course students create and produce a full-color glossy magazine and an online edition. They practice publication management skills by assuming editorial and production duties and by taking responsibility for the publication from concept through creation. This professional-level project includes examination and critique of award-winning Canadian publications and discussion of the current role of magazines in mass communication. <i>Prerequisite(s):</i> MDST*3000
<b>MDST*3060 Public Affairs F (3-0) [0.50]</b>
In this course, students will acquire a working knowledge of the roles and functions of governments in governing Canada, from a public affairs perspective. Students will analyze the range of strategies and comprehensive communications tools that are utilized by the public affairs community to influence change in government, as part of a major research paper and in group presentations. On the government side, students will study how Canada's multi-party, three level political systems coincide with bureaucratic structures to drive major decision-making and the parliamentary legislative process. <i>Prerequisite(s):</i> 10.00 credits <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*3070 Advanced Newspaper Production W (3-2) [0.50]</b>
This course reviews key elements of the newspaper industry in Canada and its role in the current media world. Students apply this knowledge to the production of a newspaper that meets professional standards by applying the writing, reporting, editing and design skills from previous semesters, students produce a newspaper with a designated target market. Students will rotate through positions as both editors and reporters, and take part in all aspects of production to publish multiple editions of the newspaper. <i>Prerequisite(s):</i> MDST*2030, MDST*2070 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*3080 Writing for Public Relations I F (0-4) [0.50]</b>
This course concentrates on the development of the specific types of writing skills required of public relations professionals with an emphasis on work that is clear, concise, and complete. Students have the opportunity to analyze and write several public relations vehicles including news stories, features, public service announcements, biographies, brochures, newsletters and news releases. <i>Prerequisite(s):</i> MDST*1050, MDST*2010

<b>MDST*3090 Advanced Broadcasting: Television II W (3-2) [0.50]</b>
This practical course continues the learning from MDST 3020. It consolidates and reinforces the skills of the previous semester and applies them in more complex ways. Students produce field reports that are used in television current affairs programs. The production of these shows simulates the workings of a real newsroom. Students rotate through various editorial and production positions and work as a team to produce live news magazine shows. Students also produce a major critical analysis of network news programs in Canada. <i>Prerequisite(s):</i> MDST*3020
<b>MDST*3100 Corporations and Agencies W (3-0) [0.50]</b>
In this course students study about large corporations, public relations agencies and small business. Course material covers a wide variety of business concepts and terminology including accounting, finance, structure and legal considerations. Students expand their knowledge by reading the business section of the daily newspaper. Given parameters, students work in teams to develop and present a business plan for their own Public Relations agency. <i>Prerequisite(s):</i> MDST*2010 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*3110 Intermediate Theory and Location Photography F (3-3) [0.50]</b>
This course is designed to develop students' proficiency in professional portable and studio electronic flash photography. Exposure control through digital and traditional "Zone System" is also studied along with Digital colour management as it applies to analog and digital photography. Assignments require students to apply the principles and practices taught in this course. <i>Prerequisite(s):</i> 7.50 credits MDST*2510
<b>MDST*3130 Applied Commercial and Studio Portraiture F (3-2) [0.50]</b>
In this course students explore more advanced lighting and camera techniques as applied to both commercial catalogue and studio portraiture. The course also is designed to provide students with an understanding of the business side of both commercial and portrait photography and the evolution of styles in these fields. In addition, it offers insights into career opportunities. <i>Prerequisite(s):</i> 7.50 credits MDST*2510 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*3140 Intermediate Commercial and Studio Portraiture W (3-3) [0.50]</b>
This course continues to examine the advanced lighting techniques used in advertising, commercial, and consumer portrait photography. Composition of photographs, layouts, business, history, projects and critiques challenge the student to enter into a professional level of production in these fields. Some location work with a professional photographer is included in this course. <i>Prerequisite(s):</i> MDST*3110, MDST*3130 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*3150 Advanced Prepress and Digital Imaging W (3-3) [0.50]</b>
This advanced editing course is a continuation of earlier PhotoShop activities and is designed to add to the working proficiency of the student in this software. In addition, the student acquires in-depth knowledge of how the digital studio of today handles its production flow and prepress needs. <i>Prerequisite(s):</i> MDST*3110, MDST*3130
<b>MDST*3160 Industrial Location Production W (3-3) [0.50]</b>
This course is designed to provide the advanced techniques associated with location photography. In addition, students are exposed to advanced location lighting associated with architecture, location fashion, editorial and interiors photography. <i>Prerequisite(s):</i> MDST*3110, MDST*3130 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*3170 Writing for Public Relations II W (3-0) [0.50]</b>
Students build on the skills learned in MDST 3080 Writing for Public Relations I. Writing for both traditional and electronic public relations vehicles is examined. Students have the opportunity to analyze and write several public relations vehicles including news releases, pitch letters, feature articles, promotional brochures and on-line newsletters. In-depth research for assignments is required. <i>Prerequisite(s):</i> MDST*3080

<b>MDST*3180 Radio Broadcasting W (3-2) [0.50]</b>
This course introduces students to the radio industry in Canada, and the unique characteristics of radio as an information medium. Students study the basic skills required to produce various forms of information radio, including broadcast writing, interviewing and the use of sound and clips. They also practice audio editing, using digital software. The course provides an overview of journalistic radio formats, compares private and public radio, and requires students to analyze and evaluate their differences.
<i>Prerequisite(s):</i> MDST*2030, MDST*2050 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*3200 Photo-Based Practices W (3-2) [0.50]</b>
This course introduces students to a variety of historical and photo-based techniques, including staging and appropriation, through lectures and darkroom demonstrations. Creative cross-pollination and appropriation between the fine art and commercial photography markets are explored. Students experiment with alternative media and staged imagery through assigned projects.
<i>Prerequisite(s):</i> AHSS*2170, MDST*2510 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4021 Senior Research Project F-W (3-0) [0.25]</b>
First part of the two-semester course MDST*4021/2. Refer to MDST*4021/2 for course description.
<i>Prerequisite(s):</i> 15.00 credits <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4021/2 Senior Research Project F-W (3-0) [1.00]</b>
This is the capstone course in the Media Studies program, providing students with the opportunity to explore an area of the field in an independent project. This course synthesizes both theoretical and practical learning acquired throughout the program and provides an opportunity for students to develop their portfolio in preparation for further studies or professional work. The project is selected by the student in consultation with faculty advisors in semester 7, and written in semester 8. This is a two-semester course: a grade will not be assigned to MDST*4021 until the completion of MDST*4022.
<i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4022 Senior Research Project F-W (3-0) [0.75]</b>
Second part of the two-semester course MDST*4021/2. Refer to MDST*4021/2 for course description.
<i>Prerequisite(s):</i> MDST*4021 <i>Co-requisite(s):</i> 1 of: MDST*4060 (J); MDST*4070(PR); MDST*4130(IA) <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4040 Multimedia Journalism F (3-2) [0.50]</b>
In this advanced level course, students build on previous print, radio, television and web skills to produce two multimedia projects. After reviewing the current theories about and various uses of multimedia communication in Canada, students select one topic for each project. Each student then develops a print, radio, or television item covering different aspects of the topic. Each student will have an opportunity to work in at least two different media.
<i>Prerequisite(s):</i> AHSS*3080, MDST*3070, MDST*3090, MDST*3180
<b>MDST*4050 Examining Public Relations Sectors F (3-0) [0.50]</b>
In this course students have the opportunity to develop their organizational, analytical and critical thinking skills. Given parameters, students are responsible for selecting and briefing speakers, organizing and facilitating seminars, that address issues from a public relations perspective, and analyzing the merit of the information provided.
<i>Prerequisite(s):</i> MDST*2010, <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4060 Journalism Internship W (1-16) [1.50]</b>
Graduating students gain practical experience in their area of specialization by completing an eight-week internship during their final semester. During the seventh semester faculty meet with students to review the internship process and requirements. All internships require the completion of a portfolio including various written components that prepare students for the workplace and consolidate their understanding of their profession. Students must be enrolled as full-time during the semester they are completing the internship. A critical analysis of the workplace and a portfolio based on student's experience and acquired skills will be prepared.
<i>Prerequisite(s):</i> 17.00 credits <i>Co-requisite(s):</i> MDST*4022 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.

<b>MDST*4070 Public Relations Internship F (1-16) [1.50]</b>
Graduating students gain practical experience in their area of specialization by completing an eight-week internship during their final semester. During the seventh semester faculty meet with students to review the internship process and requirements. All internships require the completion of a portfolio including various written components that prepare students for the workplace and consolidate their understanding of their profession. Students must be enrolled as full-time during the semester they are completing the internship. A critical analysis of the workplace and a portfolio based on student's experience and acquired skills will be prepared.
<i>Prerequisite(s):</i> 17.00 credits <i>Co-requisite(s):</i> MDST*4022 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4080 Globalization and the Global Media F (3-0) [0.50]</b>
In this course students examine how contemporary "globalization" and international relations link with revolutionary transformations in the global media, communications technology, and cultural industries. The course surveys and critically evaluates the major debates, critical perspectives, and theories pertaining to the political economy, history, and social-cultural aspects of globalization, global communication and media culture. By doing so, the course equips students with skills, knowledge, and attitudes that are required to communicate in globalized work environments.
<i>Prerequisite(s):</i> 10.00 credits <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4110 Advanced Editorial and Digital Editing F (3-3) [0.50]</b>
In this course students photograph interior spaces and people for professional publications and corporate annual reports. The business of location photography is studied as well as layout design for publication. The digital image-editing component of this course allows students to use various techniques and image-making strategies. Advanced techniques and colour management is also taught.
<i>Prerequisite(s):</i> MDST*3140, MDST*3150, MDST*3160 <i>Co-requisite(s):</i> MDST*4140 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4130 Image Arts Internship W (1-18) [1.50]</b>
Graduating students gain practical experience in their area of specialization by completing an eight-week internship during their final semester. During the seventh semester faculty meet with students to review the internship process and requirements. All internships require the completion of a portfolio including various written components that prepare students for the workplace and consolidate their understanding of their profession. Students must be enrolled as full-time during the semester they are completing the internship. A critical analysis of the workplace and a portfolio based on student's experience and acquired skills will be prepared.
<i>Prerequisite(s):</i> 17.00 credits <i>Co-requisite(s):</i> MDST*4022 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4140 Advanced Commercial and Corporate Photography F (3-3) [0.50]</b>
Illustrative commercial and corporate portraiture places an emphasis on photographing advertised product and business style portraits shot on location. A variety of illustrative photographic techniques and styles are studied and professional quality images produced.
<i>Prerequisite(s):</i> MDST*3140, MDST*3150, MDST*3160 <i>Co-requisite(s):</i> MDST*4110 <i>Restriction(s):</i> Registration in the Bachelor of Applied Arts program.
<b>MDST*4910 Independent Study in Journalism S,F,W (3-0) [0.50]</b>
The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library, field research or project under faculty supervision and to prepare a research report of literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.
<i>Prerequisite(s):</i> 15.00 credits <i>Restriction(s):</i> Instructor consent required. Registration in the Bachelor of Applied Arts program.
<b>MDST*4920 Independent Study in Public Relations S,F,W (3-0) [0.50]</b>
The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library, field research or project under faculty supervision and to prepare a research report of literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.
<i>Prerequisite(s):</i> 15.00 credits <i>Restriction(s):</i> Instructor consent required. Registration in the Bachelor of Applied Arts program.

**MDST\*4930 Independent Study in Image Arts S,F,W (3-0) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library, field research or project under faculty supervision and to prepare a research report of literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Instructor consent required. Registration in the Bachelor of Applied Arts program.

## Psychology

### PSYC\*1130 Developmental Psychology W (3-0) [0.50]

This course will provide an introduction to the major theories of developmental psychology. Emphasis will be placed on the processes of development in the child including physical growth, perception, cognition, personality and interactions with the social environment. The application of developmental psychology to educational and social issues will be discussed.

### PSYC\*2120 Quantification In Psychology F (3-0) [0.50]

This course is an introduction to statistical methods and research.

### PSYC\*2130 Social Psychology F (3-0) [0.50]

This course is an introduction to the content and methodology of social psychology. Content includes social perception, attraction, conflict, conformity, aggression, group dynamics, and attitude change. Methods include examples of important social psychological experiments and both surveys and correlation analysis which are the most common methods of investigation.

### PSYC\*2140 Learning and Cognition F (3-0) [0.50]

This course introduces the theories, methods and applications of cognitive psychology. Included in the comprehensive coverage of human information processing and learning are topics such as pattern recognition, attention, memory, language, reasoning and problem solving.

### PSYC\*2150 Personality W (3-0) [0.50]

This course reviews the major personality theories, their development and research findings and comparisons and criticism of each. Details of the theories lives and impact will be briefly reviewed. The status and future of personality research methodology will also be examined.

### PSYC\*2160 Neuroscience W (3-0) [0.50]

This course is an introduction to the anatomical, physiological and neurochemical structure and function of the nervous system. The course emphasizes the link between brain mechanisms and behaviour. Of particular interest will be the acquisition of environmental signals, the control of movement, the regulation of food and water, sleep, sex and the psycho-physiological aspects of stress and emotion.

### PSYC\*3130 Psychological Measurement F (3-0) [0.50]

This course is an introduction to psychological measurement and the measurement procedures presently used in psychology. Coverage will include such topics as reliability, validity, test construction, and the measurement of ability, personality, attitudes, interest and achievement.

### PSYC\*3140 Abnormal Psychology F (3-0) [0.50]

This course examines current theory and research in the field of abnormal psychology in terms of various models (biological, behavioural, social and psychodynamic). Selected topics may include: stress and anxiety, affective disorders, schizophrenia, personality disorders and mental health.

*Prerequisite(s):* PSYC\*2150

### PSYC\*3150 Drugs and Behaviour W (3-0) [0.50]

This course develops a critical understanding of contemporary psychological approaches to addiction. Students are introduced to psychological theories of addiction from the fields of biological, behavioural, social and cognitive psychology, and the research and clinical evidence that support them. Students consider the relative contribution of each approach to the understanding, treatment and prevention of both drug-related addictions and selected addictive behaviours, such as gambling and eating.

*Prerequisite(s):* PSYC\*2140 and 10.00 credits

### PSYC\*3160 Learning Difficulties and Disabilities W (3-0) [0.50]

This course covers applied and theoretical aspects of intellectual disabilities, and lays a foundation for work in the area of intellectual disabilities.

### PSYC\*3170 Persuasion and Facilitation W (3-0) [0.50]

This course will expose students to persuasion, and facilitation, which has been of interest to human beings through the ages. From the ancient Greeks to the executives on Madison Avenue, persuading and influencing others has been a primary concern. This course is designed to expose students to the theories, principles, and strategies relevant to persuasion and will help students become familiar with empirical investigations on persuasion and compliance-gaining. The course also focuses on how empirical findings and theory may be applied to our daily interactions.

*Prerequisite(s):* 10.00 credits including PSYC\*2130

### PSYC\*3610 Organizational Psychology U (3-0) [0.50]

This course examines current theories and practices in organizational psychology. Selected topics may include motivation, turnover, absenteeism, leadership, job design, work attitudes, organizational justice, organizational development, and change.

*Prerequisite(s):* PSYC\*2130

### PSYC\*3620 The Psychology of Sport U (3-0) [0.50]

This course examines individual and group behaviour in physical activities and sports. Emphasis will be placed on understanding psychological concepts which are pertinent to sports, e.g., motivation, social and personality development, cognition, leadership and group dynamics.

*Prerequisite(s):* AHSS\*1110, AHSS\*1120, PSYC\*2130

### PSYC\*3630 Psychology and Education U (2-1) [0.50]

This course examines the theoretical and empirical bases for learning and teaching and their application to an array of contexts, particularly the fields of education and parenting. The content addressed includes various theories of teaching and learning, cognitive and moral development, and motivation, as well as instructional planning, classroom management, and assessment of student learning. The course focuses on the current, and sometimes controversial, issues which are at the forefront of research on the relationship between principles and educational practice.

*Prerequisite(s):* PSYC\*1130 or permission of the instructor

### PSYC\*3640 The Psychology of Death and Dying U (3-0) [0.50]

This course is an examination of the theory, issues and research in the psychology of death and dying. Emphasis upon the cognitive operations used to process about death and the influence of death constructs in daily life. Topics include the development of death constructs throughout the life-span, death anxiety in society, the needs of a dying person, the psychology of grieving, and unexpected losses, such as death by suicide or miscarriage.

*Prerequisite(s):* 1 of : PSYC\*1130, PSYC\*2130, PSYC\*2150 or permission of the instructor

### PSYC\*4120 Culture and Diversity F (3-0) [0.50]

This course evaluates theories of how people are influenced by their social environment and culture. It offers students the opportunity to develop the knowledge, attitudes, and skills necessary for effective applications of psychological science a multi-cultural, multi-racial society.

*Prerequisite(s):* 10.00 credits including PSYC\*2130

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

### PSYC\*4130 Applications of Psychology F (2-1) [0.50]

This course will acquaint students with the ways in which psychological research and techniques can be applied to areas such as law, business, education, and the health sciences. This senior seminar course will offer students an opportunity to gain in-depth familiarity with research applications in their field of interest.

*Prerequisite(s):* 10.00 credits

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

### PSYC\*4140 Applied Research Project I F (2-1) [0.50]

This course is an opportunity for students to gain first-hand experience in carrying out a piece of psychological research in an applied setting. In this first of two courses, the focus will be on designing an applied research project and conducting a review of the relevant literature. Under the supervision of a faculty member, small groups of students develop a research proposal and make a formal technology-based presentation to the class.

*Prerequisite(s):* PSYC\*2120, PSYC\*2130, SCMA\*2040

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

### PSYC\*4150 Applied Research Project II W (2-1) [1.00]

This course focuses on implementing and completing the applied research project that was proposed in Applied Research Project I. Under the supervision of a faculty member, small groups of students conduct the approved project in the proposed setting, analyze the data collected and report on the progress of the project in a formal oral presentation.

*Prerequisite(s):* PSYC\*4140

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

### PSYC\*4160 Mediation and Conflict Resolution W (3-0) [0.50]

This course focuses on the research and theories underlying the skills and techniques used to reach resolution in a variety of conflict situations. Through lectures, group work and role-playing, students study the fundamental principles of negotiation, mediation and conflict resolution. Students have the opportunity to reflect on their own style of conflict resolution and the relevance of course material to their own lives.

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

## SCMA

### SCMA\*1000 Business Statistics W (3-0) [0.50]

This course provides an introduction to business and economic statistics to be used by persons employed in the fields of management, accounting, marketing, business and public administration. It examines descriptive and inferential techniques used in quantitative business research. Topics covered include sampling, data organization, hypothesis testing and measures of association to provide the student with skills needed to perform basic analyses and to understand research literature.

### SCMA\*1010 Calculus For Computing I F (3-4) [0.50]

This is the first half of the primary calculus curriculum for the distributed computing program. Topics include: an intuitive view of limits; the derivative from definition; derivative rules including the chain rule; derivatives of polynomials, logarithmic and exponential functions; compound angles formulas for trigonometric functions; derivatives of trigonometric functions. Background theory is covered: the four-step rule, Rolle's theorem and the mean-value theorem, the binomial theorem. Other topics include: locating local maxima and minima of a function of a single variable; curve sketching; the definite integral; indefinite integrals: polynomials, the exponential function, logarithms; the fundamental theorem of calculus with applications such as area. Students are introduced to partial derivatives and the derivatives of implicit functions; ordinary differential equations. Use of symbolic mathematics packages is emphasized.

### SCMA\*1090 Foundations of Social Science W (3-0) [0.50]

This course introduces students to the philosophical and historical foundations of the social sciences. Through class discussions and lectures students will be encouraged to question and analyze the "taken for granted" elements basic to the development of the social sciences. The theses of the course are that "social science" is one of many ways of "making sense" of our experience and that this "sense making" exercise must be based upon an understanding and integration of theories in all of the social sciences.

### SCMA\*1020 Calculus For Computing II W (3-4) [0.50]

This is the second half of the primary calculus curriculum for the distributed computing program. Topics include: inverse trigonometric functions; hyperbolic and inverse hyperbolic functions; L'Hôpital's rule; integration by parts; improper integrals; polar coordinates; sequences and series; Cauchy convergence criteria; Taylor and MacLaurin expansions; Lagrange Interpolation Formulas for approximations to functions, interpolation and curve fitting; numerical integration: the trapezoidal rule and other numerical techniques; introduction to recursion and recursive functions; introduction to multiple integrals; introduction to functions of a complex variable. Use of symbolic mathematics packages is emphasized.

*Prerequisite(s):* SCMA\*1010

### SCMA\*1030 Biology of Aging F (3-0) [0.50]

This course familiarizes learners with basic concepts concerning the biological basis of aging and how it affects key body systems; interventions that may modify the rate of aging; developmental and treatment issues in old age; and the psychological, environmental, socio-economic, gender and cultural issues which may influence physiological aspects of aging. Included is an overview of the biological processes underlying aging at the molecular, cellular, organismal and population levels, presented in a comparative and evolutionary context. Distinctions between normal and abnormal processes are discussed using a body systems approach. Specific diseases common to advanced age are reviewed along with various treatment methods.

### SCMA\*1040 The Science of Everyday Life F (3-0) [0.50]

Students examine the basic sciences through presentations and demonstrations of every day items and issues. This includes familiar objects and areas of knowledge, such as automobiles, airplanes, computers, drugs, and the recently completed human genome project. The course also covers the representation of scientific issues in the mass media, and the ethical and political dimensions of forensic science, the environment, and food.

### SCMA\*1050 Astronomy: Discovering Our Place in the Universe W (3-0) [0.50]

Using both historical and contemporary data, students examine the planets, the life cycle of stars, the nature of galaxies, and the origin and future of the cosmos. An understanding of the scientific process, from raw data to the formulation of physical laws, provides an underlying thread to the course. Students describe and explain the evolution of astronomical knowledge, and apply their understanding through direct observation.

### SCMA\*2000 Quantitative Methods in Business F (3-0) [0.50]

Quantitative Methods provides a study of appropriate mathematical models that are applied to business situations including production, finance and marketing. Quantitative Methods to be examined include Decision Analysis, Linear Programming, Forecasting and Project Management. The course also provides an introduction to Statistical Process Control.

*Prerequisite(s):* SCMA\*1000

*Restriction(s):* Registration in the Bachelor of Business Administration program.

### SCMA\*2020 Basic Concepts of Anatomy and Physiology F (3-0) [0.50]

This course introduces the student to the study of human anatomy and physiology. An integrated and systemic approach provides the student with the background concepts to understand anatomical and physiological development for children and adolescents.

*Restriction(s):* Registration in the Bachelor of Applied Science - Early Childhood program.

### SCMA\*2040 Research Methods for Social Science F (3-0) [0.50]

This course is a general introduction to the contemporary research methods that are employed in the social sciences. Emphasis will be placed on understanding the process of social research and how it relates to theory development and problem investigation. Qualitative and quantitative techniques and applications will be discussed. Other topics will include: ethics and politics of social research, the nature of causation, conceptualization, operationalization, development of hypotheses, and sampling techniques. Research examples will be a key aspect of the lectures and seminars.

*Prerequisite(s):* 3.00 credits

### SCMA\*2050 The Science of Healthy Living F (3-0) [0.50]

This course examines the scientific bases for practices that are consistent with improving, maintaining or enhancing healthy living. Evidence-based population health research is discussed as the mechanism for identifying factors that influence health in population or sub-population groups. The scientific method for developing hypotheses and theories is explored as it relates to recommendations for psychological wellness, healthy eating, active living and healthy weights. The evidence for lifestyle risk factors as contributors to the development of chronic disease is discussed. Assignments evaluate the scientific evidence for popular diets and alternative health care practices.

### SCMA\*3000 Probability & Statistics W (3-0) [0.50]

Probability, statistical inference and process control are presented, with a specific emphasis on the role of statistics and probability in computer and network performance modelling and monitoring, reliability and fault-tolerance. The course introduces elementary data analysis. Students are introduced to systematic methods for producing data: study design; the scientific method. Theoretical concepts are explored: normal distribution; the concept of independence, methods for calculating probabilities; conditional probabilities and Bayes' theorem; discrete distributions, including binomial; expected values; variances and covariances of random variables; continuous random variables. An understanding of statistical inference is developed: populations; samples; estimates; comparing means of two continuous variables; inference for count data; correlation and regression. Students are introduced to statistical process control: causes of variation; control charts for variables data.

*Prerequisite(s):* 4.00 credits, SCMA\*1010, SCMA\*1020

*Restriction(s):* Registration in the Bachelor of Applied Computing program.

### SCMA\*3010 Research Methods in Business F (3-0) [0.50]

This course examines contemporary research methods employed in business. Emphasis is placed on understanding the process of business research and how it relates to theory development, problem investigation, and management questions. Qualitative and quantitative techniques and applications are discussed. Other topics include ethics and politics of research, the nature of causation, conceptualization, measurement, development of hypotheses, data description, statistical analysis, sampling techniques, and preparation of case studies. Research examples and case studies are key aspects of the lectures and seminars.

*Prerequisite(s):* 5.00 credits, SCMA\*2000

### SCMA\*3020 Statistics for Media Studies: Risk, Polling and Technical Reports W (3-1) [0.50]

This course provides a well grounded introduction to statistical analysis as applied to media studies. It introduces such topics as descriptive statistics, frequency distributions, graphing, tabulation of data, variability, elementary probability, hypothesis testing, simple linear regression, and correlation.

*Prerequisite(s):* 7.50 credits

### SCMA\*3040 Quantitative Methods for Social Science F (3-1) [0.50]

The course introduces descriptive and inferential techniques used in quantitative social research. Students will acquire the skills needed to perform statistical analyses and to read the research literature. A standard statistical computer package will be used to perform data analyses. Topics include: data organization, sample description, hypothesis testing and measures of association.

*Prerequisite(s):* SCMA\*2040

## XII. General Information

### Our Community

The University of Guelph-Humber community is made up of a diverse and vibrant student population with approachable and supportive faculty and staff. Our student population is 2,300 students. While the University of Guelph-Humber provides students with an intimate educational setting, University of Guelph-Humber students are also part of Humber's community made up of 11,000 students pursuing post-secondary education on Humber's North Campus.

### Bookstore

The Bookstore carries every textbook required for every course plus course packs, additional reading material and all the stationery supplies students need. They also provide as many used texts as possible to help students defray costs. In addition to academic material, the Bookstore offers a wide selection of University clothing and gifts, popular paperbacks and magazines.

### Child Care

Humber's Child Care Centre is designed to accommodate the child care needs of students, staff and community members on a full-time basis. Child care is provided by professional graduates of Early Childhood Education programs. Applications should be made early as the centre usually has a waiting list. They can be reached at: 416-675-6622 ext. 4484.

### Computing

The University of Guelph-Humber provides the most current technologies, including innovative learning spaces, virtually unlimited access to the internet throughout the main academic building, multiple PC and MAC labs, the Learning Commons computing lounge, print, broadcast and photo labs for the Media Studies program, wireless, telecommunications and networked labs for the Computing Co-op program and access to Humber technology labs on the North Campus. Even with multiple labs available, many students will choose to purchase their own lap-top or desk-top computers for personal use.

### International Students

University can be especially challenging if you are studying in a new country. The International Student Services Office can help international students make a smooth transition to the University of Guelph-Humber. They can assist in matters such as purchasing medical insurance, finding housing and linking new students with senior students. See page 14 for admissions information.

### Library Services

The library services for the University of Guelph-Humber students and faculty are provided in collaboration with the University of Guelph and Humber College Libraries. The library collection is housed in a modern space on the Humber North Campus joined by a bridge to the Guelph-Humber building. Both individual and group study facilities are available at the Learning Commons in the Guelph-Humber building as well as in the main Humber library. The collection located at the Humber North Campus is complemented by the access to the collections in TriUniversity Group of Libraries (TUG – University of Guelph, University of Waterloo, Wilfrid Laurier University.) The Guelph-Humber students can request books and documents from TUG partner libraries, which will be delivered in next day service to the Humber North campus Library. Presentation of the non-transferable Student ID Card is required each time a book is borrowed from the Library. The credentials on the Student ID Card are used to provide remote access to wide range of electronic resources as well as for requesting interlibrary loan and document delivery services. This card also provides University of Guelph-Humber users borrowing privileges at other Ontario university libraries. Library staff is available to offer help in the use of a wide range of print and electronic information resources. Orientation tours and instructional classes in the use of the Library are available. Photocopying machines and printers are located in the Learning Commons and Humber Library.

### Residence

The Campus Dining Plan is designed specifically for students living off-campus. This dining plan offers many practical and economical benefits for students. Most Campus Dining Plan purchases are also PST & GST exempt, a guaranteed savings of 7-15% on meal purchases. The Campus Dining Plan is purchased by semester for \$500.00 or every two months at \$250.00 for mid-semester purchases. For more information, visit <http://residence.humber.ca/>.

### Safety and Security

As at any academic institution, the welfare and safety of students is of paramount importance. Security staff patrol the campus 24 hours a day, 7 days a week. In addition, the Humber Campus Watch program provides a safety escort program, strategically located emergency telephones and comprehensive information on personal safety and awareness. As well, the Humber Emergency Auto Response Team (HEART) is available to assist students who experience car troubles.

### Food Services

There is a wide-range of food service outlets available on-campus to cater to your dietary needs. Enjoy a complete campus dining experience that features popular national brands such as Harvey's, Pizza Pizza and Mr. Sub. In an open marketplace setting, the Rez Café Dining Hall and the Food Emporium offer a variety of culinary options at the Garden Emporium, Fresh Grille, Culinary Table, and Menutainment for your made-to-order entrees. This is just the beginning. Other North Campus eateries include: the Ackee Tree for Caribbean cuisine, Java Jazz coffeehouse, Tout Sweet candy store, Bubble Tease and Trattoria. In the University of Guelph-Humber building Williams Coffee Pub features freshly made salads, baguettes, soups, delicious desserts, gourmet coffees and teas, and other premium beverages. Be sure to check out the on-campus pub Caps that sells food and drinks, and also features many entertainment events throughout the year.

### Campus Dining Plan

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### Residence Dining Plan

All students living in residence are required to purchase the Residence Dining Plan. The Res Café Dining Hall and Convenience Store is open from 7:00 am to midnight most days and provides nutritious and delicious menu items, quality foods and a friendly environment with exceptional service and flexibility. Students living in residence pay for meals using their Residence ID card, which is also their Dining Plan card, laundry card and room key. The card works like a debit card against a declining balance account. The cost of this dining plan is \$2,175 for the year with the option of increasing the balance if required. Students also have the option of purchasing Flex Dollars for \$345 which allows them to use their Dining Plan cards at additional eateries on campus.

### Statistics Canada - Notification of Disclosure

Statistics Canada is the national statistics agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information being released in any way that would identify a student.

Students who do not wish to have their information released are able to ask Statistics Canada to remove their identification and contact information from the national database. For further information, please see Statistics Canada's web site at <http://www.statcan.ca> or write to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Ontario, K1A 0T6.

### Student Life

#### Student Government

Guelph-Humber Student Association (GHSA) & Humber Students' Federation (HSF) The Guelph-Humber Student Association (GHSA) and Humber Students' Federation (HSF) are elected by students to represent the needs and interests of University of Guelph-Humber students. The HSF is the campus-wide student government. The HSF provides a range of services including the health and dental plan, legal advice and extensive volunteer and employment opportunities. For more information on the HSF please visit [www.hsfweb.com](http://www.hsfweb.com). The Guelph-Humber Student Association (GHSA) represents University of Guelph-Humber students on issues specific to the University of Guelph-Humber (e.g. academics and student life). Both organizations plan activities to make campus life more enjoyable. Barbecues, live concerts, celebrity speakers, comedy nights and off-campus excursions are just some of the events that your student leaders have in store for you. The GHSA will also be looking for first year students to become involved.

#### Clubs

There are many clubs available for you to join including the Environmental Action Team, the Outdoor Adventure Club, the Dance Team, the Latino Cultural Organization and the Writers' Circle. University of Guelph-Humber students have also organized many clubs and associations including the Yearbook Club and the Events Committee who plan and organize activities throughout the year. And, if you have an interest not covered by a club, the HSF can help you set one up.

#### Athletics

As a student, you will have access to the Athletics Centre. The newly renovated facility includes:

- three gymnasiums where you can book, or drop in on, a game of badminton, table tennis, volleyball or basketball,
- a squash court,
- a weight and cardio fitness centre which has treadmills, cross trainers, step machines, weight machines and free weights,
- an aerobics studio with fitness classes such as step, yoga, kickboxing, jazz aerobics and spin
- access to the pool which includes a whirlpool and aqua-fit classes, and
- access to the close-by Westwood arena and sports fields

## Varsity Teams

You are eligible to join University of Guelph or Humber Institute of Technology and Advanced Learning varsity teams as long as you declare which institution you would like to represent before the first try-out. To join a Humber team you should contact Humber's Director of Athletics at 416-675-6622 ext. 5097. To join a Guelph team, you should contact the coaches directly. You can find their names and contact information at [www.uoguelph.ca](http://www.uoguelph.ca).

## Varsity Teams Available

### Humber

- Men's and Women's Basketball
- Men's and Women's Golf
- Men's and Women's Soccer
- Men's and Women's Volleyball
- Men's Hockey
- Men's Rugby

### University of Guelph

- Men's and Women's Basketball
- Men's and Women's Cross Country
- Men's and Women's Hockey
- Men's and Women's Lacrosse
- Men's and Women's Nordic Skiing
- Men's and Women's Rowing
- Men's and Women's Rugby
- Men's and Women's Soccer
- Men's and Women's Swimming
- Men's and Women's Indoor Track and Field
- Men's and Women's Volleyball
- Men's and Women's Wrestling
- Men's Baseball
- Men's Football
- Men's Golf
- Women's Field Hockey
- Women's Figure Skating
- Women's Indoor Hockey

## Intramural Teams and Campus Recreation

Floor hockey, ice hockey, volleyball, basketball, squash, table tennis and indoor soccer. These are all sports that are organized through open times in the gym, intramural leagues, and tournaments throughout the year. In addition, weekly University of Guelph-Humber Gym Nights are another way for students to participate in leagues and pick-up games during the year.

## Orientation

Orientation week is your official introduction and welcome to the University of Guelph-Humber. During Orientation, students will participate in activities and sessions that are designed to help them become familiar with the campus, meet new people, and learn more about academic life and events and activities hosted on the campus.

## Student Transition and Mentoring Program (STAMP)

Every first year student is part of a STAMP group assigned to help students make a smooth transition to university life and study. Each STAMP group is made up of first year students and a STAMP leader who is a senior University of Guelph-Humber student. STAMP groups meet during Orientation and throughout the academic year. Your STAMP leader will help you connect to the campus and its resources and will mentor you through your transition to university.

## Study Counselling

Through the Counselling and Student Development Centre, you will have access to counsellors who are professionally trained to advise you in the areas of study skills. By assisting you in identifying areas of difficulty, your counsellor will help you to develop strategies to improve your academic performance. Study skills workshops are available

that teach you how to write exams, manage your time, improve your concentration and take class notes.

## Personal Counselling

Professional counselling is provided free of charge in a private confidential setting through the Counselling and Student Development Centre. The counsellors work with students to assist them in identifying and resolving problems and concerns. When necessary, counsellors will refer students to appropriate services in the community. Some of the concerns that are brought to counsellors include anger management, dealing with loss or death, school failure, depression and stress management.

## Career Counselling

The Career Centre is ready to assist students in finding permanent, summer and part-time employment. They offer assistance in résumé-writing and interviewing techniques and can provide students with job search tips and resources. Career counsellors are available in the Counselling and Student Development Centre to conduct career assessments and to assist students in setting academic and career goals.

## Health Services

Medical and nursing assistance is available on campus. Every weekday, experienced nurses are on duty in the Health Centre. Physicians are available by appointment during the week. All full-time University of Guelph-Humber students are automatically covered by the Humber Students' Federation's accident, sickness, and dental insurance plan. Find out more at [www.hsfweb.com/services/health](http://www.hsfweb.com/services/health). International students studying at the University of Guelph-Humber are covered under the University Health Insurance Plan (UHIP).

## Interfaith Chaplaincy Services

An interfaith chaplain is available to assist in the spiritual needs of people of all faiths at the University of Guelph-Humber. An interfaith prayer room is also available for individual or group prayer.

## Peer Tutoring

Peer Tutors are available to provide one-on-one assistance to students having difficulties with a specific course.

## Services for Students with Disabilities

Services for Students with Disabilities (SSD) is dedicated to meeting the needs of students with learning, physical or medical disabilities. We encourage students with disabilities to contact SSD before arriving on campus. Early self-identification will help SSD to provide the best possible service including note-takers and sign language interpreters, specialized accommodations such as audio-taped text books and extra time for tests. SSD can be reached at: 416-675-6622 ext. 4151 or 4697.

## University ID cards

A University I.D. Card is issued to each student registered at the University. The following regulations apply:

1. The University of Guelph-Humber ID Card must have: the University of Guelph-Humber logo; the cardholder's surname, initials and identification number; a colour photograph of the cardholder; the cardholder's signature; a bar code for Library check-out privileges; a magnetically encoded stripe on the back of the card; and a brief summary of the rules and regulations for use of the card.
2. The Card is the property of the University of Guelph-Humber and may only be used for identification purposes.
3. The Card is not transferable and the cardholder will be responsible for all use made of the Card unless and until written notice is received by Registrarial Services.
4. Presentation of the Card will be required before certain University services will be extended. University services may be denied to an individual who does not present a valid card.
5. The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.
6. A University Card will be issued to each new student. New students who do not obtain a card must contact Registrarial Services, Level 2, GH108.
7. Loss or finding of the University Card should be reported to Registrarial Services, GH108, during regular University office hours.
8. Replacement charge is \$20.00.



## XIII. Summary of Attendance

Note: Not official, DATA SUBJECT TO CHANGE; enrolment - student count, excludes co-op work terms, excludes visiting exchange students.

<b>GUELPH-HUMBER UNDERGRADUATE PROGRAMS (UGH) - Full-Time</b>									
<b>Program / Semester Level</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8+</b>	<b>Total</b>
BAC	0	0	20	0	28	-	40	-	<b>88</b>
BAMS	144	6	103	13	123	9	98	1	<b>497</b>
BASC	171	9	139	17	99	27	100	30	<b>592</b>
BBA	217	24	197	29	212	36	259	19	<b>993</b>
ND	-	-	-	-	-	-	-	-	-
<b>UGH Full-Time Enrolment</b>									<b>2,170</b>
<b>GUELPH-HUMBER UNDERGRADUATE PROGRAMS (UGH) - Part Time Enrolment</b>									
<b>Program / Semester Level</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8+</b>	<b>Total</b>
BAC	2	2	1	16	2	-	-	2	<b>25</b>
BAMS	2	4	-	1	1	-	4	-	<b>12</b>
BASC	15	39	7	37	62	29	1	2	<b>192</b>
BBA	-	4	5	4	3	6	7	7	<b>36</b>
ND	17	-	1	-	-	-	-	1	<b>19</b>
<b>UGH Part-Time Enrolment</b>									<b>284</b>
<b>Total UGH Enrolment</b>									<b>2,433</b>

## XIV. Administration and Faculty

### Office of the Vice-Provost

Dr. J. Walsh, Vice Provost

G. Bernardi-Dengo, Manager, Finance and Administrative Services

B. Di Memmo, Office Coordinator

J. Gustavel, Manager, Academic Programs Services

L. Manku, Information Officer

### Administrative Officers

### Library Services & Technology Services

G. Ashoughian, Manager, GH Library Services & Learning Commons, Technology Services

#### Library Services

J. Hollingsworth, Academic Liaison and Information Literacy Librarian

D. Platero, Academic Liaison and Information Resource Librarian

D. Kladjakovic, Library Technician

D. Rooney, Library Technician

R.Vila, Library Technician

#### Information Technology Services

R. Pacanoski, Media Technologies Specialist

M. Shan, Information Technology Specialist

R. Thomson, Information Technology Specialist

R. Sharp, Image Arts Technologist

K. Alvapillai, Learning Support Technologist (Computing Program)

### Office of Registrarial Services

J. Phippen, Manager, Registrarial Services

A. Annisi, Information Officer / Scheduling

M. Choudhry, Registration and Financial Services Coordinator

J. Christie, Admissions Coordinator

### Program Advising

M. Frial, B.A.Sc. Programs

L. Murdock, Business Program

C. Nicholas, Computing and Media Studies

### Student Recruitment

D. Plexman, Manager, Special Projects (Enrolment Management)

R. Bhatnagar, Liaison Coordinator

N. El-Hadi, Print and Web Communications Coordinator

J. Richardson, Liaison Officer and Events Coordinator

K. Zammit, Prospect Coordinator

### Faculty Liaison/Support

B. Dabrowska, Faculty Liaison (Media Studies, Computing and Electives)

C. Pinto, Faculty Liaison (Business Administration)

M. Walden, Faculty Liaison (Early Childhood, Family and Community and Justice Studies)

### Student Life Alumni and Career Services

C. Salole Pierre-Louise, Manager, Student Life and Alumni and Career Services

M. Mooney-Green, Student Life Coordinator

A. McGeorge, Career Services Coordinator

### Program Heads

G. Bragues, Business Program Head

### Computing

C. Hassanali, Program Head

### Early Childhood

G. Harper, Acting Program Head

### Family & Community Social Services

L. Smits, Program Head

### Justice Studies

TBA, Program Head

## Media Studies

G. Bragues, Acting Program Head

# Glossary

## Academic Evaluation

The Academic Evaluation Report is a report of a student's academic progress towards the completion of a specified program and specialization.

## Academic Sanction

Academic sanction is the penalty applied to students who fail to make payment, or suitable arrangements for payment, of their University account. Students on academic sanction may not receive semester examination results or official transcripts; may not receive clearance to graduate; and/or may not be allowed to register for a subsequent semester.

## Academic Session

See Academic Term.

## Academic Term

An academic term is an independent academic period of 15 weeks, half of an academic year. Also referred to as a semester (see definition below).

## Academic Year

An academic year is two semesters; undergraduate traditionally classified as first year (freshman), second year (sophomore), third year (junior), or fourth year (senior). Under the semester system this classification has less meaning than under a whole year system but is occasionally used to indicate the level at which a student has arrived.

## Add Period

The add period takes place at the beginning of the semester where students are permitted to add courses for the current semester.

## Assigned Grade

An assigned grade is a numerical grade based on the instructor's recommendation and granted at the discretion of the Program Committee to students who have not completed course requirements.

## Audit

An audit is registration in a course for which degree or diploma credit is not sought. Audited courses are not reported on the official transcript or academic record.

## Baccalaureate

Baccalaureate refers to an undergraduate degree awarded by the University upon successful completion of the requirements of a program.

## Class Days

Class days are used to express deadlines. Class days are calculated from the start of the regular class schedule. (See Schedule of Dates).

## Class Level

Class level is a determination of a student's progression in an academic program by credit weights with increments of 2.50.

## Clearance to Graduate

Clearance to graduate denotes that an applicant for graduation has satisfied all program requirements and is recommended for graduation.

## Compassionate Grounds

Compassionate grounds are reasons of a serious personal nature which, subject to the approval of a committee or authorized person, justifies a variation of the rules in the case of a particular student.

## Concurrent Course

A concurrent course must be taken concurrently with (if not taken prior to) another specified course.

## Core course

A core course is one which is listed in a schedule of studies in the Undergraduate Calendar and identified as being a required course for a program.

## Corequisite

A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously.

## Course

A course is an organized unit of study extending over a semester, (e.g. Economics ECON\*1100).

## Course Attempt

A course attempt reflects the situation where a student has completed courses either satisfactorily or unsatisfactorily.

## Course Equate

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. **Students will not be permitted to register in equated courses.**

## Course Level

Course level denotes the seniority of a course. 1000-level and 2000-level courses are considered first and second year courses. 3000-level and 4000-level courses are considered senior level courses.

## Course Load

Course load denotes the total weight of the credits in which a student is enrolled determining part-time or full-time status.

## Course Restriction

A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic department so that particular students may not register in particular courses. The course may be restricted because there is sufficient over-lap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrolment management purposes. (See Priority Access).

## Course Section

A course section is a subgroup of a course that denotes time and location.

## Course Selection

Course selection is the process by which students select course sections for the succeeding semesters.

## Credit

A credit is a unit of academic measurement equivalent to a single-weighted one-semester course.

## Credit Standing

Credit standing (CRD) denotes that the student has successfully completed a course, but was not assigned a numerical grade.

## Cumulative Average

Cumulative Average is calculated by dividing the weighted course total by the total credit attempts over all semesters.

## Deferred Privilege

A deferred privilege (DEF) is a temporary extension of time granted at the discretion of a Program Committee to a student for completion of the requirements of a course, normally for illness or compassionate reasons.

## Diploma Program Calendar

The Diploma Program Calendar is an annual publication containing official information about Associate Diploma Programs and regulations of the University of Guelph and its colleges at Alfred, Kemptville, and Ridgeway. Sometimes called the Diploma Catalogue or Bulletin.

## Double-weighted Course

A double-weighted course is a course that is taken in 1 semester, but counts as 2 course attempts for classification, continuation of study and calculation of fees. A double weighted course cannot be split. **Note valid for Academic Terms after Winter 1999.**

## Drop Period

The drop period for single semester courses starts at the beginning of the add period and extends to the 40th class day where students are permitted to drop a course for the current semester.

The drop period for two semester courses starts at the beginning of the add period in the first semester and extends to the last day of the add period in the second semester. See Two-Semester Courses.

## Elective

An elective is a course, acceptable within the program but chosen at the discretion of the student.

## Equate - see Course Equate

## Faculty Advisor

See Chapter VII - Academic Advising.

## Grade Report

A grade report is released by the Registrar to each student at the conclusion of a semester via WebAdvisor. It notes the courses attempted and the grades assigned (if applicable).

## Hiatus

See Withdrawal.

## In-course Student

In-course refers to a student enrolled in a program of study at the University.

## Instructor Notification

Courses that are declared instructor notification on the course outline require departmental approval to be dropped.

## Mailing Address

The mailing address is a temporary address used for mailing if one is recorded; otherwise the home address is used.

## New Student

New student refers to a student who has never before been registered at the University of Guelph.

## Prerequisite

A prerequisite is a prior requirement for entry into a course. Where a course is specified as a prerequisite, pass standing in the course is required.

## Priority Access

Priority Access is the process by which a department implements course restriction rules in order to limit registration in a course where enrolment demand habitually exceeds course capacity and where there is demonstrated need to restrict access to a particular cohort of students on a priority basis. In general, course restrictions are clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

## Program

A program is a structure of courses leading to a University degree (e.g. B.A.Sc. program).

## Program Counsellor

See Chapter VII - Academic Advising.

The program counsellor is someone who assists students in the development of educational plans which are realistic and compatible with their life goals by helping to identify and assess alternatives and consequences of decisions, and providing interpretation of regulations applying to the specific degree program.

## Registration

Registration is the official enrolment of students in the University for a particular semester, and includes the selection of course sections and the payment of tuition fees and, where appropriate, other University fees.

## Required to Withdraw (see Rustication)

## Restricted Elective

A restricted elective is a course which must be chosen from a stated group of courses to satisfy the program requirements.

## Restriction - see Course Restriction

## Rustication

A defined period of time during which the student is not eligible to register in their current academic program as a result of an academic review decision. After the period of rustication the student must apply for re-admission to the University of Guelph-Humber.

## Schedule of Dates

The schedule of dates is a list of significant dates at the University.

## Schedule of Studies

A schedule of studies is the requirements for specializations, majors, minors, and various levels of concentration of study within a degree program, including programs without specialization. Schedules of studies are completed within a specific degree program and must normally be declared by the start of semester 3. Students need to be aware that progress within a program and graduation with a degree from that program depends upon a) the degree program requirements, and b) the requirements for the declared schedule of studies.

## Semester

A semester is an independent academic period of 15 weeks, half of an academic year; similar to a term at other universities. Summer semester is from May to August. Fall semester is from September to December. Winter semester is from January to April.

## Semester Average

Semester Average is calculated by dividing the weighted course total by the total credit attempts in the semester.

## Semester Level

See Class Level.

## Session

A session is an academic period of 7 weeks within the Summer semester, including 6 weeks of classes and 1 week of examinations. Courses presented during a session will be equivalent to a regular semester offering.

## Specialization

For specialization see schedule of studies.

## Subject

A subject is a defined sector of study composed of 1 or more courses within a discipline.

## Summer Session

Summer Session is scheduled during May, June.

## Supplemental Privilege

Supplemental privileges are granted at the discretion of the Program Committee, affording a student who has received a failing grade on the original course attempt, the opportunity to obtain credit for the course while retaining the original failing grade.

## Transcript

A transcript is an official document prepared by the Registrar recording a student's courses and grades.

## Two-Semester Course

A two-semester course is a course that is taken over 2 continuous semesters and counts as 2 course attempts for classification, continuation of study and calculation of fees. Two semester courses cannot be split.

## Undergraduate Calendar

The undergraduate calendar is an annual publication containing official information about the undergraduate academic programs and regulations of the University.

## Weighted Course Total

Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.

## Withdrawal

Withdrawal of registration for an academic term after the start of classes.

## Withdrawal with Failure

Withdrawal with failure may be applied to a course or an academic term. The notation "WF" will appear against the course(s) in the grade field on the official transcript.

## Revisions

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On the basis of information received from program committees, colleges or departments the 07-08 Guelph-Humber Calendar includes the following revisions:

### Note

Those who may have used the PDFs to download and print off these calendar sections are advised to re-print the revised sections accordingly. Please be aware sectioning, page numbering, table of contents may have changed.

### May 16, 2007

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Initial publication of the 2007-2008 University of Guelph-Humber Calendar.