

# 2009-2010 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including Summer Semester 2009, Fall Semester 2009 and Winter Semester 2010.

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

Contact Information:

University of Guelph-Humber  
207 Humber College Blvd.  
Toronto, Ontario, Canada  
M9W 5L7  
416-798-1331  
<http://www.guelphhumber.ca>

The logo for the University of Guelph, featuring the text "UNIVERSITY of GUELPH" in a stylized font.The tagline "CHANGING LIVES IMPROVING LIFE" in a bold, sans-serif font.

Revision Information:	
May 1, 2009	Initial Publication
June 9, 2009	Second Publication
July 15, 2009	Third Publication
January 5, 2010	Fourth Publication

# Disclaimer

---

## University of Guelph-Humber 2009

---

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including the Summer Semester 2009, the Fall Semester 2009, and the Winter Semester 2010.

The University reserves the right to change without notice any information contained in this calendar, including fees, 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, public health emergencies, 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.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply,

Published by: Undergraduate Program Services

Editor: J. Phippen, Manager, Registrarial Services (Guelph-Humber)

## **Introduction**

---

### **Collection, Use and Disclosure of Personal Information**

---

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

### **Statistics Canada - Notification of Disclosure**

---

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

### **Address for University Communication**

---

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

#### **Email Address**

---

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

#### **Home Address**

---

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

#### **Name Changes**

---

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

### **Student Confidentiality and Release of Student Information Policy Excerpt**

---

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

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



# Table of Contents

## VII. Undergraduate Degree Regulations and Procedures ..... 16

<b>General Information</b> .....	16
<b>Academic Consideration</b> .....	16
Academic Consideration and Appeals .....	16
<b>Academic Accommodation of Religious Obligations</b> .....	17
<b>Academic Load</b> .....	17
Full-time .....	17
Part-time .....	17
<b>Academic Misconduct</b> .....	17
Education and Remediation .....	17
Offences .....	17
Penalties .....	18
Procedures .....	18
The Informal Academic Appeal Process .....	19
The Formal Appeal .....	20
Record of Academic Misconduct .....	20
Guidelines for Penalties for Academic Misconduct .....	20
<b>Academic Review Sub-Committee Procedures</b> .....	21
<b>Academic Standing</b> .....	22
Eligible to Continue .....	22
Probationary .....	22
Required to Withdraw .....	22
<b>Adding Courses</b> .....	22
Course Requisite(s) .....	22
Program Approval .....	22
Regular Courses .....	22
<b>Address for University Communication</b> .....	22
Email Address .....	22
Home Address .....	22
Admissions .....	22
<b>Associated Program Requirements</b> .....	22
<b>Attendance at Class</b> .....	22
<b>Auditing Courses</b> .....	22
<b>Continuation of Study</b> .....	22
Schedule 1 .....	22
Schedule 2 .....	23
<b>Class Level Calculation</b> .....	23
<b>Registration</b> .....	23
New and In-Course Students .....	23
<b>Course Sections</b> .....	24
Registrarial Services Responsibilities .....	24
Student's Responsibilities .....	24
<b>Course Selection</b> .....	24
New Students .....	24
In-Course Students .....	24
<b>Honours List</b> .....	24
<b>Deferred Privileges</b> .....	24
Deferred Condition .....	24
Deferred Examination .....	24
<b>Dropping Courses</b> .....	24
Instructor Notification .....	24
Refunds .....	25
<b>Examinations</b> .....	25
Mid-Term Examinations .....	25
Final Examinations / Assignments and Final Week of Classes .....	25
Policy on Student Access to Final Examination Materials .....	26
<b>Failed Courses/Supplemental Privilege</b> .....	26
Grading System .....	26
Alternate Grading System .....	26
Other Grade Notations .....	26
Grading Procedures .....	27
Submission of Final Grades .....	27
Release of Final Grades .....	28
<b>Grade Reassessment</b> .....	28
Calculation Errors or Omissions .....	28
Methods or Criteria Used in Establishing Final Grades .....	28
Misapplication of an Academic Regulation or Procedure .....	28
<b>Graduation</b> .....	28
Program and Calendar Requirements .....	28
Academic Residence Requirements .....	28
Second Degrees .....	28
Graduation Procedures .....	29
Standing on Graduation .....	29
Notation on Transcript .....	29
<b>Letters of Confirmation of Enrolment</b> .....	29

<b>Letters of Confirmation of Graduation</b> .....	29
<b>Letters of Permission</b> .....	29
<b>Priority Access Courses</b> .....	29
<b>Readmission</b> .....	30
<b>Registration</b> .....	30
<b>Schedule of Studies</b> .....	30
<b>Scheduling</b> .....	30
Undergraduate Course Timetable .....	30
Changes to the Published Undergraduate Course Timetable .....	30
<b>Student Type</b> .....	30
Regular .....	30
Special .....	30
<b>Supplemental Privilege Procedures</b> .....	30
Student's Responsibilities .....	31
Academic Review Sub-Committee's Responsibilities .....	31
Instructor's Responsibilities .....	31
Program Head's Responsibilities .....	31
Manager, Registrarial Services Responsibilities .....	31
<b>Transcripts</b> .....	31
<b>Transfer of Program</b> .....	31
<b>Withdrawal</b> .....	31

## 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 Program Head
	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 Advisor)	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 Advisor)	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. 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 Head.

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.



## 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 Head, 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 evidentiary 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 Head to mediate the concern. If the Program Head 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

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 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.

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 courses, 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.

When conflicts arise between deferred final examinations and midterm examinations, the deferred final examination must take precedence. The instructor for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable to the student and instructor, for the student to make up for the missed mid-term exam. If the student and the instructor are not able to come to a mutual agreement, the matter will be referred to the appropriate department chair.

### 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.

### 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)



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

### 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.

## Submission of Final Grades

### General Information

Registrarial Services, distributes the "Grades Due Report" forms to instructors one week prior to the examinations period for the semester. The "Grades Due Report" specifies the deadline date for submission of grades to Registrarial Services.

### Instructor's Responsibilities

The instructor is to retain all final examination papers and term assessments not returned to students for a period of one semester. The "Grades Due Report" form distributed by Registrarial Services, will carry the due date for grades for each course section. The due dates are established in accordance with the regulations of University of Guelph-Humber Senate.

Grades must be submitted to Registrarial Services by the deadline stated on the "Grades Due Report". The early submission of grades will assist in their processing. Grades that are not received prior to the release of student grades are reported as "MNR" (mark not received).

Class lists are updated regularly on the Class List Web-site for download through the Faculty Liaison. Lists downloaded from the Class List Web-site list all officially registered students in a class. The department must explain any changes to the list, e.g., in the case of:

1. A student whose name is not on the list, but who has been attending class.
2. A student whose name appears on the list, but for whom the instructor has no record.

**Instructors must not grant an extension of time to any student beyond the final date for submission of grades for that course. Instructors must report students who do not satisfy course requirements by assigning a grade of "INC" and noting incomplete work on an "Instructor's Recommendation" form.**

### Instructor's Recommendation Form

Instructors should only submit grades for students who have completed their final work for a course. **If a student does not complete a final examination or final assignment, the instructor must enter "INC" (incomplete) on the "Grade Report" form and complete an "Instructor's Recommendation" form for the student.** The "Instructor's Recommendation" form is available from the Program Advisor. Instructors must submit the "Instructor's Recommendation" form(s) along with the "Grade Report" form to the Office of Registrarial Services. The Academic Review Sub-Committee will contact the faculty and/or program heads at the time of meetings if this procedure is not followed. The instructor's recommendations assist the members of the Academic Review

Sub-Committee in making their decision. The instructor must complete all sections of the form for each student reported.

### Student's Responsibilities

Students must have all final assignments completed and submitted to instructors by the deadline dates indicated in the course outline. Instructors cannot grant extensions beyond the deadline for submission of grades. Students who are unable to satisfy the submission deadlines established by the instructor and who wish special consideration for medical, psychological or compassionate reasons should request academic consideration (refer to Academic Consideration and Appeals).

### Program Head's Responsibilities

The Program Head receives final grade submissions from faculty teaching within their designated program. The Program Head signs student grades in the approval area on the "Grade Report" form. The Program Head's signature indicates that he/she believes that the grades submitted for that course adhere to the Senate's established academic regulations. If the Program Head has reason to believe that the academic regulations have not been adhered to, he/she will consult with the faculty member in question to seek clarification and resolution to any error or omission. Should a satisfactory resolution not be obtained in discussion with the faculty member responsible for the course in question, the Program Head will refer the matter to the Vice Provost. The Vice Provost will act to ensure that the academic regulations of Senate are adhered to. The Program Head should be available for consultation with the Vice Provost on such matters.

Program Heads, at their discretion, are strongly encouraged to conduct periodic reviews of the methods of assessment, class averages, distribution of grades and failure rates in courses offered by that program to ensure that grade abuse does not occur.

### Program Advisor's Responsibilities

The program advisor reviews the list of "INC" (incomplete) courses, matching medical documentation, requests for academic consideration, and counselling files (refer to Deferred Privileges). The program advisor in conjunction with the Academic Review Sub-Committee assigns deferred privileges where appropriate and forwards decisions to Registrarial Services.

### Campus Registrar's Responsibilities

Registrarial Services ensures examination results are recorded; notifies the student of their grades via WebAdvisor; and records deferred privilege decisions (refer to Deferred Privileges).

### Release of Final Grades

Grades are official on the day that they are issued to students. It is the responsibility of Registrarial Services to release the grades to the student and to record the grades on the student's official University of Guelph-Humber transcript.

All grades are available through WebAdvisor. Students who require an official copy of their grade report can request an official transcript upon payment of the transcript fee.

Grades for students who have been advised by Student Financial Services, Registrarial Services, that they are on academic sanction will not be released until notification/authorization is received indicating that the account has been cleared to the satisfaction of Student Financial Services. To receive grades, students must clear their sanction by the last day of classes.

Students who are required to withdraw will be notified at their mailing address.

Summer Session grades are released approximately two weeks after the conclusion of examinations. The grades and the continuation of study status are considered to be unofficial until the end of the Summer Semester.

### 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", 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 student 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.