

# 2011-2012 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2011-2012 academic year, including Summer Semester 2011, Fall Semester 2011 and Winter Semester 2012.

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

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

The University of Guelph is a full member of:

- The Association of Universities and Colleges of Canada

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# Disclaimer

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## University of Guelph-Humber 2011

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The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2011-2012 academic year, including the Summer Semester 2011, the Fall Semester 2011, and the Winter Semester 2012.

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.

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# Introduction

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## Collection, Use and Disclosure of Personal Information

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <http://www.e-laws.gov.on.ca/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

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

## Address for University Communication

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

### Email Address

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

### Home Address

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Students are responsible for maintaining a current mailing address with the University. Address changes can be made by completing a Notice of Change of Address form, from the Registrar's office.

## Name Changes

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

## Student Confidentiality and Release of Student Information Policy Excerpt

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

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



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# I. Statement of Students' Academic Responsibilities

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

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

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

## II. The University

### History

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

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

Enrolment at the University is currently at 2,800 students. The University will grow to enrolment of 3,000 students in the near future. Responsible growth has allowed the University to offer small class and lab sizes to students in all programs at all year levels. The University has a number of international students and students who hail from across Canada, but Guelph-Humber is primarily a commuter campus, with the majority of students coming from the Greater Toronto Area (GTA).

### Academic Organization

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

Academic Organization

Program	U of G Academic Support Unit	Humber Academic Support Unit
Business	College of Management & Economics	The Business School
Early Childhood	College of Social and Applied Human Sciences	School of Health Sciences
Family and Community Social Services	College of Social and Applied Human Sciences	School of Social and Community Services
Justice Studies	College of Social and Applied Human Sciences	School of Social and Community Services
Kinesiology	College of Biological Sciences	School of Hospitality, Recreation and Tourism
Media Studies	College of Arts	School of Media Studies
Psychology	College of Social and Applied Human Sciences	School of Liberal Arts and Sciences

### Our Academic Philosophy

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

### Learning Objectives

#### They considered three major Learning Objectives:

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

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

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

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

#### Knowledge

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

#### Skills

Leadership & Teamwork  
Mathematics & Computing  
Personal Skills  
Communicating  
Thinking Skills

#### Values

Independence of Thought  
Moral Maturity  
Love of Learning  
Aesthetic Maturity  
Citizenship

### Our Faculty

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

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

### Workplace Experience Before You Graduate

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

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

Students in the Business program participate in an Applied Business Project in their last semester. In this course, students, in either a paid or volunteer position, analyze and apply business theories to the workplace through a series of assignments. Students typically carry a full course load while enrolled in the Applied Business Project course. Students in the Media Studies program participate in an eight-week internship in their last semester. An internship is a part-time volunteer placement. Students typically carry a full course load while enrolled in their internship.

### Mission/Identity Statement

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

Our challenging curriculum, developed in consultation with professionals and employers, combines academic rigor with real world applications and affords educational opportunities both in the classroom and in the workplace. Classrooms and labs in our state of the art facility allow for small-group learning, which encourages exploration and innovation while field placements and workplace exposure provide practical hands-on experiences.

Students who graduate from the University of Guelph-Humber are career driven, practically skilled, professional, and possess critical thinking skills to adapt to the complex world. Our graduates are positioned for leadership and lifelong learning.



## III. Schedule of Dates

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The dates for the 2011-2012 academic year are listed by semester below as follows:

Summer Semester 2011

Fall Semester 2011

Winter Semester 2012

### Summer Semester 2011

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**Friday, April 29**

- Classes begin for Degree Completion (Early Childhood, BAA Justice Studies) courses

**Monday, May 9**

- First day of classes

**Tuesday, May 10**

- Academic Review Committee meeting

**Friday, May 13**

- Last day to add (S11) course(s)

**Monday, May 23**

- Holiday--NO FULL-SEMESTER COURSES SCHEDULED--classes rescheduled to Friday, August 5

**Tuesday, May 24**

- Deferred Examination Period (W11) begins

**Friday, May 27**

- Deferred Examination Period (W11) ends

**Monday, June 20**

- Convocation

**Friday, July 1**

- Holiday--NO COURSES SCHEDULED--classes rescheduled to Monday, August 8

**Tuesday, July 5**

- Fortieth class day -- last day to drop full-semester (S11) course(s) without academic penalty

**Monday, August 1**

- Holiday --NO COURSES SCHEDULED--classes rescheduled to Tuesday, August 9

**Friday, August 5**

- Re-schedule of classes missed on Monday, May 23rd – Monday Schedule

**Monday, August 8**

- Re-schedule of classes missed on Friday, July 1st – Friday Schedule

**Tuesday, August 9**

- Re-schedule of classes missed on Monday, August 1st – Monday Schedule
- Last day of classes

**Friday, August 12**

- Final Examinations (S11) begin

**Saturday, August 13**

- Final Examinations scheduled

**Friday, August 19**

- Final Examinations (S11) end

**Wednesday, August 24**

- Academic Review Committee meeting

### Summer Semester 2011- Session I - 6.5 week format

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**Monday, May 9**

- First day of classes

**Wednesday, May 11**

- Last day to add (S11) course(s) - Session I

**Monday, May 23**

- Holiday -- No Classes Scheduled

**Monday, June 6**

- Last day to drop (S11) course(s) - Session I

**Wednesday, June 22**

- Last day of classes

**Friday, June 24**

- Examinations begin

**Saturday, June 25**

- Examinations scheduled

**Thursday, June 30**

- Examinations end

**Wednesday, August 24**

- Examinations end

### Summer Semester 2011 - Session II - 6.5 week format

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**Wednesday, June 29**

- First day of classes

**Friday, July 1**

- Holiday -- No Classes Scheduled – Classes rescheduled to Thursday, August 11

**Monday, July 4**

- Last day to add (S11) course(s) - Session II

**Wednesday, July 27**

- Last day to drop Session II (S11) course(s)

**Monday, August 1**

- Holiday -- No Classes Scheduled – classes rescheduled to Friday, August 12

**Thursday, August 11**

- Classes rescheduled from Friday, July 1 – Friday Schedule

**Friday, August 12**

- Classes rescheduled from Monday, August 1 – Monday Schedule
- Last day of classes

**Monday, August 15**

- Final Examinations (S11) begin

**Saturday, August 20**

- Final Examinations scheduled

**Monday, August 22**

- Final Examinations (S11) end

**Wednesday, August 24**

- Academic Review Committee meeting

### Fall Semester 2011

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**Monday, September 5**

- Holiday -- No Classes Scheduled

**Tuesday, September 6**

- First day of classes

**Monday, September 12**

- Academic Review Committee meeting
- Deferred examination period (S11) begins

**Friday, September 16**

- Add period for F11 ends

**Monday, September 19**

- Deferred examination period (S11) ends

**Monday, October 10**

- Holiday--NO CLASSES SCHEDULED

**Tuesday, November 1**

- Fall Convocation - No Ceremony
- Fortieth class day -- last day to drop (F11) course(s) without academic penalty

**Monday, November 28**

- Last day of class

**Friday, December 2**

- Final Examinations (F11) begin

**Saturday, December 3**

- Final Examinations scheduled

**Saturday, December 10**

- Final Examinations scheduled

**Monday, December 12**

- Final Examinations (F11) end

**Wednesday, December 14**

- Academic Review Committee meeting

### Winter Semester 2012

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**Tuesday, January 3**

- University re-opens

**Monday, January 9**

- First day of classes

**Friday, January 13**

- Last day to add (W12) course(s)

- Last day to drop two-semester courses (F/W)

**Monday, January 16**

- Deferred examination period (F11) begins

**Friday, January 19**

- Deferred examination period (F11) ends

**Monday, February 20**

- Winter Break (Reading Week) begins – No classes this week
- Holiday

**Friday, February 24**

- Winter Break (Reading Week) ends

**Monday, February 27**

- Classes resume

**Friday, March 9**

- Fortieth class day -- last day to drop (W12) course(s) without academic penalty

**Thursday, April 5**

- Last day of class

**Friday, April 6**

- Holiday--NO CLASSES SCHEDULED

**Monday, April 9**

- Final Examinations (W12) begin

**Saturday, April 14**

- Final Examinations scheduled

**Wednesday, April 18**

- Final Examination (W12) end

**Tuesday, April 24**

- Academic Consideration Committee meeting

**Monday, May 7**

- Deferred examination period (W12) begins

**Friday, May 11**

- Deferred examination period (W12) ends

## IV. Admission Information

### Admission Requirements to University Programs

#### Entry Points

Admission is available in the Fall semester and Summer for Advanced Standing students applying to the Business, Kinesiology and Early Childhood Degree Completion programs.

#### 1. Applicants from Ontario Secondary Schools

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

#### Offers of Admission

Offers of Admission will begin to be released starting in February. Offers of admission in February, will be made primarily on the basis of Grade 11 grade data (and any available Grade 12 grade data). Additional offers of admission will be made in early April when grade data including Grade 12, 4U and/or 4M results from the first semester are submitted.

#### Conditions of Offers of Admission

All offers of admission which are based on interim grades will be conditional upon completion of the Ontario Secondary School Diploma (OSSD) with six Grade 12, 4U and/or 4M credits (or equivalent) and including specific subject requirements. The minimum final admission average which the applicant must achieve is 70% as stipulated in the conditions listed in the offer of admission. Grades in specific subject requirements are included in the calculation of the admission average. The University reserves the right to revoke the offer of admission should a student fail to meet any condition in the offer.

#### Responding to the Offer of Admission

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

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

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

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

#### Ontario Secondary School Graduate (not currently enrolled)

A graduate from an Ontario Secondary School who has not attended a post-secondary institution (college and/or university). Applicants in this category must arrange to submit their official secondary school transcript to Registrarial Services, GH108, University of Guelph-Humber, 207 Humber College Blvd., Toronto, ON M9W 5L7.

#### 2. Applicants from Outside Ontario

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

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

- Other Provinces and Territories of Canada** Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, Saskatchewan, Yukon: Grade 12. Quebec: Senior High School Leaving Certificate or High School Leaving Certificate plus 12 academic credits from an appropriate CEGEP program.

- United States of America** Students must have a minimum grade point average of 3.0 from an accredited high school. In addition, they must present a minimum combined SAT score of 1100 or ACT score of 24. Where class rankings are reported on the transcript, a ranking in the top quarter is preferred. Students should include, among their senior level courses, specific subjects that are required for admission to the degree program of their choice.

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

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

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

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

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

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

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

### 3. Applicants for Admission as Mature Students

#### Statement of the Regulation

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

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

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

#### B.A.A. - Media Studies

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U and two additional Grade 12, 4U and/or 4M credits, one of which must contain a writing component (or equivalent).

#### B.B.A. Program

Applicants who satisfy conditions a) and b) outlined in the Statement of the Regulation and wish to be considered for admission under the Mature Student Regulation must have obtained standing as follows: ENG4U and a one Grade 12, 4U Mathematics and one additional Grade 12, 4U or 4M credit (or equivalent).

#### B.A.Sc. Programs - Early Childhood

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U and two additional 4U or 4M credit (or equivalent). A 4U Mathematics is recommended, but is not required.

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

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U and two additional 4U or 4M credit (or equivalent). A 4U Mathematics is recommended, but is not required.

## B.A.Sc. Program – Kinesiology

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U, one 4U level math, any two 4U level Science or Exercise Science (PSE 4U) and two additional 4U or 4M credit (or equivalent).

## Advanced Standing Admission

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

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

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

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

- In addition, the University of Guelph-Humber supports the intent of the Pan-Canadian Protocol on the Transferability of University Credits to develop consistent, fair and efficient systems to facilitate student mobility and program completion. In consideration of the principles of the Protocol, the University of Guelph-Humber undertakes to ensure that all course work completed by transfer students in the first two years of university study in Canada (including the final year leading to a diploma of college studies (DCS) in Quebec and the transfer courses offered by community colleges in British Columbia and Alberta) are recognized and, subject to degree, grade and program requirements are credited for the purpose of granting a degree provided that:
  - the applicant is deemed admissible and has been offered admission
  - a passing grade has been achieved in each course to be transferred and the grade is at the level that normally would be required of students at the University of Guelph-Humber and
  - the credits earned are related to the program of study in which the transfer student will register, or the credits can be counted as electives in the program of study.
- Candidates from non-Ontario recognized universities or students with completed colleges diploma applying for advanced standing must submit, with the application, detailed course descriptions, or a calendar of the institution at which they studied. The provision of such information will greatly facilitate the evaluation of previous work and the consideration of possible transfer of credits. The amount of transfer credit granted is at the discretion of the Campus Registrar and the Program Head of the program concerned.

**Note:** Where necessary, the grades from other recognized universities or colleges whose marking schemes differ from those of this University shall be translated into the equivalent grades of the University of Guelph-Humber and admissibility assessed in those terms. Applicants for transfer, for whom English is a second language, must submit with their application, evidence acceptable to this University of Proficiency in English (see English Proficiency in this section).

- Applicants who have been required to withdraw from the University of Guelph-Humber or another post-secondary institution and who pass university credit courses during the period of rustication, may be eligible for up to 1.00 credit (one full-year course) provided the criteria for admission or re-admission and transfer of credit are met. If university credit courses are successfully completed after the rustication period, transfer credit may be granted for all courses provided the criteria for admission or re-admission and transfer of credit are met. Applicants who have been debarred for academic misconduct will not receive credit for courses taken during the period of debarment.

- Applicants should contact Registrarial Services regarding specific transfer credit.

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

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

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

### 2. Colleges of Applied Arts and Technology

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

- Transfer credits are determined by the Admissions Committee of the program to which the student is admitted. Acceptance of an offer of admission implies acceptance of credit assessment completed by the Admissions Committee.
- Transfer credits will be based on courses completed at a CAAT with a grade of 'B' or better, where those courses are deemed appropriate to the program to which the student is admitted at this University. A minimum overall average of 'B' is required in CAAT diploma programs for consideration of any transfer credit.
- Up to 10.00 credits (equivalent of two full-time years of study) may be granted to students from a 'recognized' three-year diploma program, and up to 5.00 credits may be granted to students from a 'recognized' two-year diploma program. Recognized diploma programs, are defined as those with a close affinity in subject matter to the program applied for at the University of Guelph-Humber (i.e. Business diploma for applicants to our BBA program).
- Should a student transfer to a different program after admission to the University of Guelph-Humber, credits assigned upon admission will be re-assessed where deemed appropriate by the Admissions Committee of the program.
- The normal standard for admission of College Diploma graduates is a 75% cumulative average.

### 3. CEGEPS - Province of Quebec

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

## Advanced Standing Entry Points

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

## Application Procedures

### Ontario Secondary School Applicants

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

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

The application deadline published by OUAC is in early January 2011. All applicants currently enrolled in an Ontario Secondary School are strongly encouraged to make their application by this date.

## Amendments to the Application Form

A student who has applied via the [Ontario Universities' Application Centre](#) will receive a Verification/Amendment as soon as the Application Centre has processed the application. This verification may be used to make biographical and academic status changes to the original application. If any revisions to the application are made, the University of Guelph-Humber will be notified of the applicable changes approximately one week after the OUAC receives the amendment. Although all amendments are important to the processing of each application, changes to academic program choice, entry points, residence status, surname, mailing and home addresses are of significant importance and should be reported via an OUAC amendment as soon as the situation arises. Amendments must be received by the published application deadline dates.

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

Applications are considered on a space-availability basis will continue to be processed beyond set deadlines. However, in order to ensure full consideration, applicants are strongly encouraged to be aware of and meet all deadlines.

**Note:** All applications to the Media Studies program must be submitted by or before February 1st.

## Ontario Secondary School Graduate (not currently enrolled)

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

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

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

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

## All Other External Applicants

All other students should complete an [OUAC 105](#) application form. These applicants would include those applying from:

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

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

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

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

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

## Applying From Outside Canada - International Applicant

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

It is your responsibility to ensure that all official school transcripts (secondary and post-secondary and other official documentations (e.g. TOEFL scores) are sent directly to the University of Guelph-Humber, Registrarial Services - Admissions at the address below.

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

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

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

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

## English Translation of Documents

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

## English Proficiency

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

1. The International English Language Testing System (IELTS) with a minimum overall score of 6.5 with no band less than 6.
2. The Test of English as a Foreign Language (TOEFL) with a score of 600 (paper-based) or 250 (computer-based) or Internet-based with a minimum total score of 89, with no individual scaled score less than 21, and Test of Written English (TWE) with a score of 50
3. The Michigan English Language Assessment Battery (MELAB) - minimum overall score of 85, including composition score of 83 and oral score of 3.
4. Canadian Academic English Language Assessment (CAEL) is accepted for admission purposes. A minimum overall band score of 70.

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

## Visa Requirements

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

## American Students (U.S. Citizens)

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

## International Students (other than U.S. Citizens)

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

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

Secondary school applicants need to send us:

- Secondary school transcripts

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

Transfer students will need to send us:

- Secondary school transcripts
- SAT or ACT scores if you are in an American School system
- College and/or university transcripts
- College or university mid-terms or predicted grades for the current school year (these may expedite an admission decision)
- English Proficiency results (if required)
- Detailed course outlines or course calendar

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

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

### Program Transfer or Re-admission

You fall into this category if:

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

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

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

All documents must be submitted to:

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

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

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

## Communication of Admission Decisions

Registrarial Service – Admissions, will use the mailing address and/or e-mail addresses supplied by the applicant to communicate decisions. The University will not be held responsible for decisions sent to these addresses but not received. Applicants are encouraged to review the status of their application on the Ontario Universities Application Centre website.

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

## Deadline Dates - Advanced Standing and Media Studies Specializations

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

**Media Studies** applicants must have applied through the OUAC by or before February 1 in order to be considered for Fall entry.

## Visiting Students & Letter of Permission

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

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

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

## Second Degrees

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

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

A second degree is judged to be substantially different if:

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

## Prior Learning Assessment

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

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

## Readmission

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

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

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

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

1. Students who have been required to withdraw, and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.
2. 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.
3. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

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

## Right of Selection

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

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

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

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

## Specific Subject Requirements and Recommendations

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

### Admission Requirements Chart

Admission Requirements Chart

Programs	OUAC Code	Required Grade 12 /4U Courses	Recommended Grade 12/4U Courses
BUSINESS Bachelor of Business Administration Diploma in Business Administration	GDB	<ul style="list-style-type: none"> <li>• ENG4U</li> <li>• Any 4U Math</li> <li>• Four additional 4U or 4M courses</li> </ul>	Advanced Functions and Introductory Calculus
EARLY CHILDHOOD Bachelor of Applied Science in Early Childhood Diploma in Early Childhood Education	GHE	<ul style="list-style-type: none"> <li>• ENG4U</li> <li>• Five additional 4U or 4M courses</li> </ul>	4U Math and 4U Biology
FAMILY AND COMMUNITY SOCIAL Bachelor of Applied Science in Family and Community Social Services Social Service Worker Diploma	GHF	<ul style="list-style-type: none"> <li>• ENG4U</li> <li>• Five additional 4U or 4M courses</li> </ul>	4U Mathematics
JUSTICE STUDIES Honours Bachelor of Applied Science in Justice Studies Diploma in Police Foundations OR Community & Justice Services	GMP	<ul style="list-style-type: none"> <li>• ENG4U</li> <li>• Five additional 4U or 4M courses</li> </ul>	4U Mathematics

Programs	OUAC Code	Required Grade 12 /4U Courses	Recommended Grade 12/4U Courses
KINESIOLOGY Honours Bachelor of Applied Science in Kinesiology Diploma in Fitness and Health Promotion	GHK	<ul style="list-style-type: none"> <li>• ENG4U</li> <li>• Any 4U Math</li> <li>• Any two 4U Science (PSE4U is considered as one 4U Science course)</li> <li>• Two additional 4U or 4M courses</li> </ul>	
MEDIA STUDIES Honours Bachelor of Applied Arts in Media Studies Diploma in Media Communications	GMT	<ul style="list-style-type: none"> <li>• ENG4U</li> <li>• Five additional 4U or 4M courses</li> </ul>	
PSYCHOLOGY Honours Bachelor of Applied Science in Psychology General Arts and Science Diploma	GMA	<ul style="list-style-type: none"> <li>• ENG4U</li> <li>• Five additional 4U or 4M courses</li> </ul>	

## Submission of Documents

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

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

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

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

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

## V. Tuition and Fees

The University of Guelph-Humber operates on a semester system and as such, students will be required to pay tuition and other fees on a per semester basis. This payment schedule should allow for easier budgeting of resources for our students. All fees for a semester are due and payable on or before the date established in the official schedule of dates. Details regarding registration (course selection and payment) will be sent to all students well in advance of published deadlines. All students who are registering for the first time at the University of Guelph-Humber will be sent the New Student Guide which will assist them with the registration process. All other students (returning, re-admit) will be sent instructions regarding registration, including course selection dates and fee payment deadlines via their Guelph-Humber e-mail account. Deadline dates that are not included in the official Schedule of Dates will be posted to the University website and registered students will be emailed this information to their University email address.

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

### Fall Semester Only - Minimum Registration Deposit

ALL students are required to make the **minimum, compulsory, non-refundable Registration Deposit** of \$200.00 prior to the beginning of the Fall semester (please refer to the Student Financial Services website [Tuition & Fees Announcement](#)). Payment of this deposit by the deadline date will ensure that the courses selected for the Fall term will be retained. There are no exemptions from the payment of this deposit irrespective of current account balance or funding to come in the future. This condition may be waived on a case by case basis under extenuating circumstances, e.g. medical or compassionate grounds with documentation.

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

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

## University Fees

### Tuition Fees

The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Student Fees, in this section. **For information regarding Tuition fees, visit the Financial Information - Tuition and Fees on the University of Guelph Humber website at: [Tuition and Fees](#).**

### INTERNATIONAL (VISA) UNDERGRADUATE TUITION AND FEE RATES

**For information regarding Tuition fees for Visa students visit the Financial Information - Tuition and Fees on the University of Guelph Humber website at: [Tuition and Fees](#).**

### Summer Semester and Summer Session

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

### Changes in Fee Schedule

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

### Residence in Meal Plan Fees

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

### Residence

Dorm Style Room (September through April) = \$5,249.00

Suite Style Room (September through April) = \$6,400.00

### Meal Plan

Light = \$1,950.00

Regular = \$2,450.00

Medium = \$2,800.00

Large = \$3,200.00

Note: the base meal plan cost (\$1,950.00) is non-refundable.

## Refunds

### Withdrawal

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

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

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

Refunds of Tuition Fees

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

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

### Classification Changes

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

### Residence Policy Re: Withdrawal and Refund

Refunds of the residence fees will only be possible under the following circumstances:

- Withdrawals:** If a withdrawal is required because of co-op placement, internship, academic or medical reasons, an official <http://residence.humber.ca/node/109> Residence Withdrawal Form must be submitted. The Resident must also provide one of the applicable pieces of documentation to the Residence Office: a copy of the letter from the school requesting withdrawal, a medical certificate, or a copy of the Humber or Guelph-Humber placement/internship letter (within three days of receiving the letter). The Resident will forfeit the \$500 deposit and the refund, if approved, will be prorated to the date the room is vacated. A room is only considered vacated after the Resident hands in the key card and provides a copy of one of the above supporting pieces of documentation has been submitted.
- Voluntary Withdrawals:** If a Resident chooses to withdraw from the residence for any other reason, the \$500 deposit is forfeited. In addition, the Resident will also be responsible for the residence room fees unless Humber Residences is able to rent the room to a student who is not already residing at Humber Residence and who meets the admissions requirements. The Withdrawal will not be considered official until an <http://residence.humber.ca/node/109> Official Withdrawal Form is completed (located on the residence website [residence.humber.ca](http://residence.humber.ca)) The Withdrawal must be submitted thirty days in advance of the actual move out and the refund (if approved by the Residence Manager) will be prorated to the date that the room is re-occupied by a new Resident selected by the Residence office.

### Meal Plan Policy Re: Withdrawal and Refund

Requests for cancellations and refunds are initiated when Residents complete an <http://residence.humber.ca/node/109> Official Residence Withdrawal Form. Should a Resident withdraw prior to the end of this Agreement, only amounts above the prorated basic minimum Dining Plan commitment of \$62.90 per week are refundable, less a \$50.00 administration fee.



At the end of the Academic year, the first \$1950 on all Dining Plans is non-refundable. If a \$2450 Dining Plan was purchased and the Resident is returning to Humber or Guelph-Humber, the following year, the Resident may be eligible for a refund in the form of a "Chartwells Gift Card", providing the Resident's Dining Plan has a minimum balance of \$25 to a maximum of \$500, left on their card. If a \$2800 or \$3200 Dining Plan was purchased, the Resident qualifies for a Dining Plan refund in the form of a cheque which will be mailed from "Chartwells/Compass

Dining Plan Fees:

The Dining Plan fees must be paid by the due dates in order to guarantee that the Resident's Dining Plan Card will be ready upon arrival. The full amount of the Dining Plan chosen is applied to the Resident's card; it is not split by semester. The Dining Plan consists of two accounts: the Main Meal Account, which is tax exempt; and the Confectionary Account for taxable purchases. Confectionary purchases would include such items as individual purchases of soft drinks, candy, and chips. The Dining Plans will reflect the different accounts as follows:

Dining Plan Fees

T	M	C	
f	M	A	
d	A		
M	A		
R			
\$	\$	\$	
\$	\$	\$	
\$	\$	\$	

Optional Fees

Students who do not wish to accept the dental coverage can opt-out of the dental plan during the first 30 days of the day they begin classes. Students may opt-out online at: <http://www.aclstudentbenefits.com/>. Refunds are processed through the HSF office.

## VI. Academic Advising

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

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

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

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

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

### Students

#### Responsibilities of the Student

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

The responsibilities of students regarding academic advising are:

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

### Academic Advisor

#### Role of the Academic Advisor

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

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

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

#### Responsibilities of the Academic Advisor

The responsibilities of the Academic Advisor are:

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

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

### Name & Location of Academic Advisors

Name and Location of Academic Advisors

PROGRAM(S)	NAME	LOCATION
Kinesiology	Lalita Manku	GH108
Business	Caroline Samrah	GH108
Early Childhood, , Early Childhood Degree Completion, Family and Community Social Services, Psychology	Alice Salamon	GH108
Justice Studies and BAA	Cheryl Nicholas	GH108
Media Studies	Nasreene Corpuz	GH108

### Program Head

#### Role of the Program Head

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

## VII. Undergraduate Degree Regulations and Procedures

### General Information

Chart outlining the categories for academic consideration, grounds, timelines and appeals

Time of Semester	Type of Consideration	Consideration Granted By	Period of Consideration	Subsequent Appeal To
<b>During the Semester</b>	Medical Psychological Compassionate	Instructor	Same semester	Academic Review Sub-Committee Submitted as soon as possible, not later than the end of the following semester
<b>End of Semester (following the last official day of class)</b>	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with Academic Advisor)	Should be submitted as soon as possible	Vice-Provost 90 day deadline for appeals of academic review decisions
<b>After the Semester Grade Reassessment</b>	Calculation Error or omission	Instructor	10 class days of the following semester	No appeal
<b>After the Semester Grade Reassessment</b>	Methods and Criteria	Program Head	10 class days of the following semester	Vice-Provost 10 days after decision of Program Head
<b>After the Semester Grade Reassessment</b>	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>After the Semester Academic Consideration</b>	Course Results: Compassionate Medical Psychological	Academic Review Sub-Committee (consult with Academic Advisor)	No deadline, but a request should be submitted during or immediately after the semester	Vice-Provost 90 day deadline for appeals of academic review decisions
<b>After the Semester Academic Consideration</b>	Request for Probationary Status	Academic Review Sub-Committee (consult with Academic Advisor)	Should be submitted by the first deadline of the next semester	Vice-Provost 90 day 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 Academic 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 Academic 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.
- If the faculty member requests it, the student must supply documentation.

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 documentation is unavailable, the student should consult their Academics 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 Academic 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 Academic 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 Academic Advisor about making an application for Academic Consideration.

##### Academic Advisor Responsibilities

During the semester, if the student and the faculty member cannot arrive at a mutually agreeable accommodation, the Academic Advisor may act as a mediator. In the event that medical, psychological or compassionate circumstances are affecting the student's overall performance, the Academic 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 Academic 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 Academic 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 Academic 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 Academic Advisor he/she may appeal to their Program Head who may grant alternative accommodation.

## Academic Accommodation for Students with Disabilities, Guidelines and Procedures

### 1. Admissions

- a. In its admission and liaison activities, the University actively encourages applications from individuals with disabilities. After receiving their application, the University will provide upon request, admissions information in alternate forms (Braille, electronic, etc.) as required. Applicants who require accommodation during the admission process are strongly encouraged to identify their disability related needs directly to the Centre for Students with Disabilities (CSD).
- b. Applicants who believe that as a result of their disability their admission average does not reflect their academic ability are encouraged to identify their disability by completing the appropriate form available from the CSD. Applications for admission are considered in light of the information and documentation provided with respect to the applicant's disability and the impact on his/ her academic record.
- c. Applicants are advised that decisions concerning specific forms of academic accommodation are made with consideration of the learning objectives of a specific course or program. Acceptance to the University does not guarantee the granting of any specific form of academic accommodation. If an applicant believes that his or her choices concerning a specific course or program may be affected by the specific forms of academic accommodation granted by the University, the applicant should contact the CSD as early in the application to a program or course selection process as possible.

### 2. Registration with the CSD

Students with disabilities who have been admitted to the University and who require academic accommodation either in-course or during Examinations must normally register with the CSD no later than the 40th class day.

### 3. Documentation Requirements

Students requesting academic accommodation must provide appropriate documentation satisfactory to the University. The assessment must be comprehensive and reflect the student's learning needs in a university setting and support the requested accommodation. Specific documentation requirements are as follows:

- a. Documentation for students with learning disabilities must include a current<sup>1</sup> psycho-educational assessment report that contains a diagnosis of a learning disability. It must be completed and signed by a registered psychologist or a registered psychological associate to support these requests.
- b. Documentation to support medical or psychological disabilities must be from a qualified professional(s) and include: a statement of the diagnosis and nature of the disability; information on the severity, duration and intensity of the disability; and, whether the disability is permanent or temporary.

Documentation will need to be renewed as appropriate to reflect the student's on-going need for academic accommodation.

<sup>1</sup> "Current" is generally defined as occurring within the last three years, or having a diagnosis at 18 years of age or older. Documentation that is more than three years old will be evaluated on a case-by-case basis.

### 4. Academic Accommodation

Examples of academic accommodations available may include, but are not limited to:

- Advanced provision of reading lists and other course materials to allow for alternate format transcription;
- Alternate scheduling for the completion of course, project, thesis work, or Examinations, including competency examinations;
- Extensions to program completion time limits;

- Use of assistive technology in the classroom/ laboratory/ field (e.g. FM systems worn by Course Instructors);
- Use of oral and visual language interpreters and/ or note takers in the classroom;
- Use of audio and or visual recording of lectures;
- Use of adaptive technology;
- Support for Examinations including extra time, a private room, use of a computer, adaptive software or word processor, or access to a reader or scribe as needed;
- Special seating; wheelchair accessible tables;
- Adjustments to lighting or ventilation.

### 5. Provision of Academic Accommodation - General

- a. A number of factors can affect the timeliness of decisions regarding accommodations including but not limited to the adequacy of documentation, the nature of the accommodation requested and the timing of the request. Students are **strongly** encouraged to engage in the process of requesting accommodation early. Timelines for submission of certain kinds of requests are identified in Sections 5, 6 and 7.
- b. The CSD has authority to make decisions for academic accommodation in accordance with Section 6. Other forms of academic accommodation are decided in accordance with Section 7. CSD advisors can help to identify appropriate academic accommodations, provide supportive information required in order to access resources, and assist in the arrangements for appropriate academic accommodations.
- c. Students registered with the CSD who need to have textbooks produced in alternate format (e.g., DAISY, Braille, large print, or e-text) must make the request directly to the Library Accessibility Services at least two months prior to the start of classes. Students with disabilities should consult the course outline prior to the commencement of the class to determine the required readings.

### 6. Provision of Academic Accommodation - CSD

- a. Requests for certain forms of academic consideration can be approved directly by the CSD. These include requests for:
  - note taking;
  - arrangements for appropriate seating in a classroom;
  - the writing of Examinations in the CSD Exam Centre to facilitate the use of extra time, a private room, use of a computer, adaptive software or word processor, or access to a reader or scribe, as needed.
- b. Students who have been approved to write mid-term Examinations in the CSD Exam Centre must normally schedule their examination times with CSD at least 7 days prior to the scheduled examination date.
- c. Students who have been approved to write final Examinations in the CSD Exam Centre must normally schedule their examination times with the CSD no later than the 40th class day of the semester.
- d. Where Examinations are written in the CSD Exam Centre, the CSD is responsible for informing the department/ school of the names of those students who will be writing in the CSD at least three working days prior to the scheduled date of the Examination. The CSD will return the Examination to the department/ school the first working day following the Examination. Unless there is agreement otherwise with the Course Instructor, all Examinations written in the CSD Exam Centre shall be administered at the same time as the scheduled course Examination.

### 7. Provision of Academic Accommodation - Undergraduate Students

- a. Requests for academic accommodation not included in Section 6 (e.g., alternate formats for Examinations, or alternate dates for Examinations) must be reached on a case by case basis. For these types of requests, the CSD will provide the Course Instructor with formal written notification of the need for the academic accommodation as supported by the student's documented assessment ("Notification"). Course Instructors are encouraged to contact the CSD to discuss the request if the accommodation requested by the student is not consistent with the Notification, or if there are questions related to the impact of the accommodation on the Academic Integrity of the course.
- b. Students requesting accommodations for in-course academic deadlines (ie. extension of an assignment) must submit those requests to the Course Instructor at least 7 days prior to the in-course academic deadline.
- c. If consensus on academic accommodation cannot be reached between the student and the Course Instructor, the CSD should be consulted for advice. If consensus still cannot be reached with the assistance of the CSD, the Course Instructor shall consult the Chair or designate.

d. If, after consultation with the Chair, consensus still cannot be reached on the type(s) of academic accommodation to be provided, the Chair shall provide within 5 working days a report to the Dean (or designate). The Chair's report will include the Notification from the CSD, information on the Academic Integrity of the course or program, if applicable and the type(s) of academic accommodation proposed. Within 5 working days of the receipt of this report, the Dean (or designate) shall make the decision on the type(s) of academic accommodation to be provided and advise the parties.

#### 8. Appeal Process

Decisions made under Sections 6 or 7 may be appealed by the student to the Senate Committee on Student Petitions ("Petitions") in accordance with Petitions' Bylaws and Regulations.

## 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 Academic 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, Academic 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

- 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.
- 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.
- 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.
- 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.

- 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.
- 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.

- 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 Academic Advisor and the Campus Registrar. 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 Academic Advisor and to the Campus Registrar.

- 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

- 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.
- 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 Campus Registrar (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.
- 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).
- 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 Academic Advisor and the Campus Registrar, 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 Campus Registrar.

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 Academic Advisor to work with him/her during the informal academic appeal process. The Academic 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 Campus Registrar. 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 Campus Registrar. At the time the appeal is filed, the student shall submit all supporting documentation to the Campus Registrar, 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

### A. Misappropriation of Other's Work

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

#### 1. Plagiarism

Misappropriation of Other's Work - Plagiarism

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

#### 2. Copying

Misappropriation of Other's Work - Copying

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

#### 3. Unauthorized Collaboration

Misappropriation of Other's Work - Unauthorized Collaboration

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

### B. Misrepresentation and Fraud

#### 1. Impersonation

Misrepresentation and Fraud - Impersonation

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

#### 2. Falsification

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

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

Misrepresentation and Fraud - Falsification

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

#### 3. Withholding of documents

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

Misrepresentation and Fraud - Withholding of documents

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

#### 4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

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

### C. Improper Access and Obstruction

These offences may also be subject to penalty under the Student Rights and Responsibilities Policy.

#### 1. Preventing Access

Improper Access and Obstruction - Preventing Access

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

#### 2. Obstruction and Interference

Improper Access and Obstruction - Obstruction and Interference

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

#### 3. Improper Access

Improper Access and Obstruction - Improper Access

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

#### 4. Improper Dissemination

##### Improper Access and Obstruction - Improper Dissemination

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

### 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 Academic 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 Academic 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 Academic Advisor.

The Campus Registrar 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 Academic 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 add period. On the last day of the add period, students will be able to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with a signature from the program counsellor, under exceptional circumstances a student will be able to enrol in more than 2.75 credits earlier in the process. The addition of a course after the end of the add period will be considered only in exceptional circumstances and will require the approval of both the instructor for the course and the program counsellor of the program in which the student is enrolled. The program counsellor'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 three class days; 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. Caution: Students granted permission to add a course after the end of the add period may encounter difficulty in mastering course content and may be unable to meet all course requirements. The University has no obligation to assist students to pick up material that has been missed because of late enrolment.

#### 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 Program Head to have the requisite(s) waived. The student seeking the waiver must obtain a Course Requisite/Restriction Waiver and have it completed by the Program Head. The student must then present the completed form along with a completed Course Request form to the Academic 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 Program Head'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.

#### Regular Courses

Regular courses may be added without permission of the Academic 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 Academic 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 Academic 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 Secion 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

Continuation of Study Assessment for Students in Semester 2 following Schedule 1

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

Continuation of Study Assessment for Students in Semester 2 on Probation following Schedule 1

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

Continuation of Study Assessment for Students in Semester 3 and Higher following Schedule 1

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

Continuation of Study Assessment for Students in Semester 3 and Higher on Probation following Schedule 1

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

Continuation of Study Assessment for Students following Schedule 2

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

Continuation of Study Assessment for Students on Probation following Schedule 2

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:

Class Level Calculation

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

## Course Sections

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 Academic 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 Academic 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 Campus Registrar 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 Instructor Recommendation form any special circumstances relating either to the student or to the way the course was conducted.

The Campus Registrar (and relevant Academic 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 Campus Registrar and relevant Academic 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 Academic Advisor (copying the Campus Registrar 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 Academic 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 Campus Registrar (in consultation with the Academic Advisors) schedules and supervises deferred examinations that are two hours in length. The Academic 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 and Academic 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 Academic 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 Academic 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. Academic Consideration is not given to students who misread published timetables.

## 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 Campus Registrar 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 Campus Registrar 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 Academic 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 Support Officer 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.

### Campus Registrar, Responsibilities

1. The Final Examination Timetable is computer-prepared and is based on student course selections made during the course selection period.
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 Campus Registrar 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:

Grading System

Letter Grade	Percentage
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	64-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	0-49

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

#### Alternate Grading System

Alternate Grading System

Grade	Definition
OP	Outstanding (Pass)

Grade	Definition
P	Pass
F	Fail

## Other Grade Notations

### Other Grade Notations

Grade	Definition
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 Academic 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.

### **Academic Advisor's Responsibilities**

The Academic advisor reviews the list of "INC" (incomplete) courses, matching medical documentation, requests for academic consideration, and counselling files (refer to Deferred Privileges). The Academic 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 Campus Registrar. The Campus Registrar (or the appropriate Academic 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 Campus Registrar.

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 Academic 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 two convocation periods each year, one in November and another in late June. A formal convocation ceremony(s) is held in June but not in November. An application for graduation must be submitted by the student no later than the deadline specified in correspondence to students. 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 deadlines circulated by Registrarial Services in the Fall and Winter Semesters. Specific application details are as follow:

### 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 Academic Advisors, Program Heads and the Campus Registrar regarding Graduation

The Academic Advisor receives both the Academic Evaluations for all students who have applied to graduate and a listing of those students for each program. The Academic 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 Campus Registrar will report the name of the student to the Vice-Provost. If an applicant fails to satisfy any requirement(s), the Campus Registrar will inform the student of that decision.

### Standing on Graduation

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

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

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

### Notation on Transcript

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

## Letters of Confirmation of Enrolment

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

## Letters of Confirmation of Graduation

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

## Letters of Permission

A student at the University of Guelph-Humber who wishes to enrol in a course for credit at another institution and have that course considered as a credit toward a University of Guelph-Humber program, must complete a Request for Letter of Permission form, available from the Academic 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-Humber, 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 Academic 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 Academic 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 Academic Advisor, Program Head and the Campus Registrar. 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 unless a student registers through the Office of Open Learning on a Letter of Permission.

## 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 Academic 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 Campus Registrar 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 Academic 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 registered for a particular semester only when courses to be attempted for that semester have been reported to the Campus Registrar, 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, unless they are taking courses offered through the Office of Open Learning via Letter of Permission.

## 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 Academic 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.

## 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 Campus Registrar. 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 Campus Registrar, 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 Campus Registrar 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.

### Campus Registrar 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 Campus Registrar.

### 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 Campus Registrar 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 Campus Registrar. 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 Campus Registrar may reassign classroom space based on course enrolments. The Campus Registrar 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 Campus Registrar 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 Scheduling and Records Coordinator 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 Academic Advisor'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 Campus Registrar, will inform both the student and the instructor. Similarly, when a supplemental privilege has been requested and granted, the Campus Registrar 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 Campus Registrar. 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 Campus Registrar 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 Campus Registrar, by the thirty-sixth class day of the semester following the failure.

### Campus Registrar 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 Campus Registrar 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 Academic 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 Academic 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 Academic 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 Academic 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 semester will be required to withdraw and the two-semester rustication period will begin effective the subsequent semester.

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:

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

- 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.
- 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.
- Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

## VIII. General Statements on Awards

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

### Eligibility

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

### Definitions

#### Awards

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

#### Bursary

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

#### Scholarship

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

#### Scholarships with Financial Need

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

#### Travel Grants

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

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

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

#### Payment of Awards for Entrance Students

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

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

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

## Entrance Scholarships

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

### Entrance Scholarships

DEGREE PROGRAM	ADMISSION AVERAGE	AWARD AMOUNT
Bachelor of Business Administration	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$2,000 \$3,000 \$5,000
Bachelor of Applied Science, Justice Studies	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$2,000 \$3,000 \$5,000
Bachelor of Applied Science in Early Childhood Services	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$2,000 \$3,000 \$5,000
Bachelor of Applied Science in Family and Community Social Work	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$2,000 \$3,000 \$5,000
Bachelor of Applied Science in Kinesiology	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$2,000 \$3,000 \$5,000
Bachelor of Applied Science in Psychology	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$2,000 \$3,000 \$5,000
Bachelor of Applied Arts, Media Studies	75.0% - 79.9% 80.0% - 89.9% 90.0% +	\$2,000 \$3,000 \$5,000

### Need-Based Entrance Awards

These awards have been designed specifically to assist students and their families with demonstrated financial need to meet the growing costs associated with a university education. Students must apply to be considered for these scholarships. Application forms for the Need-Based Entrance Scholarship are available on-line, and applications are due April 15, 2012.

### Bachelor of Applied Science, Early Childhood Entrance Scholarship

Students entering the Early Childhood degree completion program who have completed a 2 or 3-year diploma from a recognized institution with a minimum 75% final admission average. This scholarship is not available for re-admitted students or for students who have subject deficiencies. Visiting Students are not eligible for this award. Recipients are not required to register in full-time studies. Students will be selected based on their admission application and submitted transcripts. Application is not required.

### Transfer Student Entrance Scholarship

Established by the University of Guelph-Humber and awarded to students who are entering any degree program who have completed a 2 or 3-year diploma from a recognized institution OR students who have completed at least 1 year of full time studies in any accredited university with a minimum final admission average of 75%. This scholarship is not available for re-admitted students or internal applicants from the University of Guelph. This scholarship is not available for students with subject deficiencies. Visiting/exchange students are not eligible for this award. Students must register in at least 2.0 credits for two consecutive semesters of their entry point or in the case where students are admitted to the May entry, students must register in at least 1.0 credits in the summer semester and 2.0 credits in the fall in order to receive the full award. Application is not required.

### International Student Entrance Scholarships

Established by the University of Guelph-Humber and awarded to full-time international students who are entering or transferring into any degree program. This scholarship is not available for re-admitted students or internal applicants from the University of Guelph. This scholarship is not available for students with subject deficiencies. Visiting/exchange students are not eligible for this award. Students must register in at least 2.0 credits for two consecutive semesters of their entry point in order to receive the full award. Application is not required.

### Merit Scholarships for Part-Time Programs

Students registered in any part-time program who have completed a minimum of 4.0 credits but no more than 6.5 credits with a minimum 80.0% cumulative average. Recipients will be identified as being in the top ten percentile of each cohort calculated on the basis of the most recently completed 3 consecutive semesters. Application is not required.

## Student Profile Scholarship

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

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

## Conditions of All Entrance Scholarships

Full-time registration in the program of study indicated in the scholarship offer is required to receive the full amount of the award. Awards will be subtracted in two equal instalments from your student account at the beginning of each semester in your first year of study (September 2010 and January 2011).

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

## Awards and Bursaries for In-Course Students

### University of Guelph-Humber Student Leadership Scholarships

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

Apply to the University of Guelph-Humber Awards Committee (GH 108) by May 15 with a one-page description of leadership contributions and two (2) letters of recommendation, one from an instructor and one from a member of the community served.

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

### University of Guelph-Humber Merit Scholarships

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

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

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

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

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

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

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

### The J.P. Bickell Foundation Award

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

### The Guss-Credit Union Bursary

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

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

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

## The Phillip Santangelo Memorial bursary

Created in memory of Phillip Santangelo, a member of the second graduating class (2008) at the University of Guelph-Humber, and with the aid of the Ontario government's OTSS program, this \$2,500 bursary is available to students who have completed a minimum of 4.00 credits in the Business Program (BBA) at the University of Guelph-Humber. If there are no suitable applicants in the Business Program, the bursary will be made available to a student who completed a minimum of 4.00 credits in any University of Guelph-Humber program. Selection will be based on demonstrated financial need. Apply by October 1 to the Scholarship and Awards Committee, University of Guelph-Humber, with a completed Financial Need Assessment Form. ACCESS AWARD.

### University of Guelph-Humber Book Fund

Eight \$300 book store gift cards were established by donations from parents of University of Guelph-Humber students to assist students with book costs. Students registered full time in any undergraduate program offered by the University of Guelph-Humber who have completed a minimum of 2.00 credits with a minimum cumulative average of 70% and demonstrated financial need are eligible. Apply by October 7th to the Office of Registrarial Services, University of Guelph-Humber, with a completed Financial Need Assessment Form. The gift cards will be awarded to students demonstrating the greatest financial need and will be distributed prior to the start of the winter semester.

## ALL OTHER UNIVERSITY SCHOLARSHIPS

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

**IX. Degree Programs**

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## **Bachelor of Applied Arts (General) (BAA)**

### **Specialization in Justice Studies (JS)**

#### **Schedule of Study**

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

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

#### **Condition for Graduation**

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

#### **Semester 1**

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

#### **Semester 2**

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

#### **Semester 3**

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

#### **Semester 4**

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

#### **Semester 5**

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

#### **Semester 6**

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



## Bachelor of Applied Arts in Media Studies (BAMS) - Diploma in Media Communications with specializations in Image Arts Digital Communications, Journalism or Public Relations

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

At the University of Guelph-Humber, the Media Studies program allows students to explore these and other emerging trends and to study the historical, social, cultural and ethical dimensions of the field through exposure to courses that challenge them to think, read and write critically. Other courses aim to teach students how to work in a team environment to achieve a goal related to their specialization, such as: producing a newspaper or television broadcast, or promoting and managing a large event, producing a body of photographic work or creating of multi-platform communication vehicles through digital technology.

Specializations are offered in Journalism, Public Relations, Image Arts (Photography) and Digital Communication. Students in all specializations are required to complete 20.00 credits in order to be eligible for graduation: 11.00 core media studies credits, 7.00 specialization credits and 2.00 elective credits. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Digital Communications (DC)

The pivotal role of the World Wide Web in communication has created a demand for cross-disciplinary specialists who can execute multi-platform communication strategies on behalf of corporations, consulting agencies, government and non-profit organizations. Students in the Digital Communication profile will develop their research, photographic, web design and project management skills as they create content using current software applications such as Photoshop, InDesign, Flash and Fireworks.

### Image Arts (IA)

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

### Journalism (J)

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

### Public Relations (PR)

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

### Conditions for Graduation

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

### Media Studies Program – Schedule of Studies

**DC = Digital Communication only**

**IA = Image Arts only**

**J = Journalism only**

**PR = Public Relations only**

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

#### Semester 1

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

#### Semester 2

AHSS*1070	[0.50]	Film Study
AHSS*1080	[0.50]	Ethical Issues
AHSS*1090	[0.50]	Communication, Technology and Culture
MDST*1030	[0.50]	Visual Communication and Design
MDST*1080	[0.50]	Introduction to Journalism & Public Relations

#### Semester 3

AHSS*2010	[0.50]	Documentary Film and Television
AHSS*2030	[0.50]	Contemporary Narrative
AHSS*2190	[0.50]	History of Communication
MDST*2020	[0.50]	Media Structure and Policy

0.50 electives

#### Semester 4

AHSS*2020	[0.50]	Presentations and Persuasion
AHSS*2130	[0.50]	Subcultures and the Media
AHSS*3080	[0.50]	Web Design
MDST*2070	[0.50]	Digital Design

0.50 electives

#### Semester 5

AHSS*3220	[0.50]	Law and the Media
MDST*3040	[0.50]	Perception, Power, and the Media
One of:		
MDST*3250	[0.50]	Web Design for Digital Communication I DC
MDST*2130	[0.50]	Photographic Practices: Theory and Printing IA
MDST*2000	[0.50]	News Gathering J
MDST*2040	[0.50]	Media Relations PR
One of:		
MDST*2210	[0.50]	Image Processing: Capture and Manipulation DC
MDST*2510	[0.50]	Studio Lighting Fundamentals IA
MDST*2030	[0.50]	News Editing and Writing J
MDST*3080	[0.50]	Writing for Public Relations I PR
One of:		
MDST*3210	[0.50]	Videography I DC
MDST*3150	[0.50]	Advanced Prepress and Digital Imaging IA
MDST*3180	[0.50]	Radio Broadcasting J
MDST*2060	[0.50]	Marketing Communications PR

#### Semester 6

MDST*3220	[0.50]	Client Relations & Project Management
SCMA*3020	[0.50]	Statistics for Media Studies: Risk, Polling and Technical Reports
One of:		
MDST*2060	[0.50]	Marketing Communications DC
MDST*2210	[0.50]	Image Processing: Capture and Manipulation IA
MDST*3000	[0.50]	Magazine Writing, Editing, and Research J
MDST*3170	[0.50]	Writing for Public Relations II PR
One of:		
MDST*3350	[0.50]	Web Design for Digital Communication II DC
AHSS*2170	[0.50]	The Human Figure IA
MDST*2050	[0.50]	Specialized Reporting J
MDST*3030	[0.50]	Event Management PR
One of:		
MDST*4170	[0.50]	Videography II DC
MDST*3110	[0.50]	Intermediate Theory and Location Photography IA
MDST*3020	[0.50]	Television Broadcasting J
MDST*3100	[0.50]	Corporations and Agencies PR

#### Semester 7

AHSS*4080	[0.50]	Transition to Work
MDST*4080	[0.50]	Globalization and the Global Media
MDST*4500	[1.00]	Applied Research Project

0.50 electives

#### Semester 8

One of:		
MDST*4130	[1.50]	Image Arts Internship IA
MDST*4060	[1.50]	Journalism Internship J
MDST*4070	[1.50]	Public Relations Internship PR
One of:		
MDST*4140	[0.50]	Advanced Commercial and Corporate Photography IA
MDST*3050	[0.50]	Advanced Magazine Production J
MDST*3060	[0.50]	Public Affairs PR
One of:		
MDST*4110	[0.50]	Advanced Editorial and Digital Editing IA
MDST*4040	[0.50]	Multimedia Journalism J
MDST*3100	[0.50]	Corporations and Agencies PR

## Bachelor of Applied Science, Major Early Childhood ( BASc.)- Diploma in Early Childhood Education

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

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

### Conditions for Graduation

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

### Placements

#### Placement 1

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

#### Placements 2 to 4

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

#### Placement 5 and 6

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

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

### Schedule of Studies

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

#### Semester 1

AHSS*1110	[0.50]	Introductory Psychology: Dynamics
AHSS*1130	[0.50]	Principles of Sociology
AHSS*1210	[0.50]	English I: Reading and Writing Effectively
ECS*1000	[0.50]	Creating Nurturing Environments
ECS*1010	[0.50]	Infant Development

#### Semester 2

AHSS*1120	[0.50]	Introductory Psychology: Principles
AHSS*1140	[0.50]	Public Sector Management
AHSS*2040	[0.50]	Early and Middle Childhood Development
ECS*1020	[0.50]	Child and Family Nutrition
ECS*1030	[0.50]	Field Placement I

#### Semester 3

ECS*2000	[0.50]	Parent-Child Relations
ECS*2010	[0.50]	Observing and Recording Children's Behaviour
ECS*2050	[0.50]	Curriculum Development I
SCMA*2020	[0.50]	Basic Concepts of Anatomy and Physiology
SCMA*2040	[0.50]	Research Methods for Social Science

#### Semester 4

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

0.50 electives

#### Semester 5

ECS*3000	[0.50]	Curriculum Development II
ECS*3010	[0.50]	Children with Diverse Needs in Families
ECS*3020	[0.50]	Counselling and Communication in Family Consultation
ECS*3030	[0.50]	Field Placement III

SCMA*3040	[0.50]	Quantitative Methods for Social Science
<b>Semester 6</b>		
AHSS*3010	[0.50]	Leadership and Early Childhood
ECS*3040	[0.50]	Administration of Programs
ECS*3060	[0.50]	Field Placement IV
ECS*3070	[0.50]	Community Development in Early Childhood
0.50 electives		
<b>Semester 7</b>		
ECS*4000	[0.50]	Program Development and Evaluation
ECS*4050	[0.50]	Assessment and Intervention with Children and Families
ECS*4070	[0.50]	Field Placement V
1.00 electives		
<b>Semester 8</b>		
ECS*4020	[0.50]	Child Care and Public Policy
ECS*4030	[0.50]	Professional Issues in EC
ECS*4080	[0.50]	Field Placement VI
1.00 electives		

## Bachelor of Applied Science (BASc.) - Major Family and Community Social Services - Social Service Workers' Diploma

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

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

Students are required to complete 18.25 core family and community social service credits, and 2.50 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

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

### Practicum Placement

#### Foundation Practicum - 200 hours

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

#### Intermediate Practicum - 400 hours

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

#### Advanced Practicum - 400 hours

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

Total Practicum Hours - 1000 hours

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

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

#### Semester 1

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

0.50 electives

#### Semester 2

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

#### Semester 3

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

#### Semester 4

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

#### Semester 5

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

0.50 electives

#### Semester 6

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

0.50 electives

#### Semester 7

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

#### Semester 8

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

0.50 electives

## Bachelor of Applied Science (BAsc.) - Major Justice Studies - Diploma in Police Foundations or Diploma in Law and Security Administration

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

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

### Conditions for Graduation

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

### Police Foundations

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

### Law and Security Administration

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

### Justice Program – Schedule of Studies

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

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

Courses marked with POL are required in the Police Foundations stream.

Courses marked with LASA are required in the Law and Security Administration stream.

#### Semester 1

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

#### Semester 2

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

0.50 electives

#### Semester 3

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

#### Semester 4

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

0.50 electives

#### Semester 5

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

#### Semester 6

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

0.50 electives

#### Semester 7

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

#### Semester 8

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

0.50 electives

## Bachelor of Applied Science (BASc.) - Major Kinesiology - Diploma in Fitness and Health Promotion

Kinesiology is an academic discipline focused on understanding the science of human movement. A thorough examination of human movement entails both the study of how individuals move, as well as the factors which limit and enhance individual movement. Thus, the sub-disciplines of kinesiology include: functional anatomy, physiology, biophysics and biomechanics, motor learning and neural control, biochemistry and nutrition, and fitness and lifestyle assessment. The application of this knowledge base permits improvements in one's ability to move, as well as the development and implementation of strategies aimed at encouraging individuals to be physically active and to adopt healthier lifestyles. Course offerings in exercise prescription, health promotion and health counselling address this application of knowledge. Professionally focused physical and clinical activity practicum courses are also offered in the program curriculum.

The objective of this program is to provide graduates with the knowledge, skills and practical experience necessary for employment in a variety of fitness and health fields, as well as clinical settings. Additionally, upon completion of the program students will be eligible to pursue national certification as a Personal Trainer or Exercise Physiologist, from the Canadian Society of Exercise Physiology (CSEP).

In the third and fourth years of the program, students will complete two workplace internships designed to foster the development of transferable skills and familiarize themselves with the structure and function of fitness and health facilities. These placements will provide them with valuable experience and networking opportunities. Throughout their internships, students will participate in weekly seminars that will serve to critically analyze their work experiences.

Students are required to complete 20.00 credits in order to be eligible for graduation: 18.50 core credits, 1.50 general elective options and two non-credit activity practicum courses. Students must complete all requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber College Institute of Technology & Advanced Learning).

### Transfer and Bridge Semester

Holders of the CAAT Fitness and Health Promotion who successfully complete the requirements of the BASc Kinesiology Bridge Semester, including 3.0 specific science, math, kinesiology and elective credits, will be eligible to transfer into semester five of the regular program. A maximum of 5.0 credits may be transferred from the CAAT Fitness and Health Promotion diploma to the BASc degree program. For more information on application to the Bridge Semester, contact Admission Services. For information regarding specific courses in the Bridge Semester, please see [www.guelphhumber.ca](http://www.guelphhumber.ca)

### Conditions for Graduation

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

### Schedule of Studies

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

#### Semester 1

KIN*1010	[0.50]	Introduction to Health and Wellness
KIN*1030	[0.50]	Human Anatomy I
SCMA*1120	[0.50]	Cell Biology
SCMA*1500	[0.50]	Introductory Mathematics for Kinesiology

#### Semester 2

AHSS*1310	[0.50]	Health Counselling and Behaviour Change
KIN*1060	[0.50]	Human Physiology I
KIN*1070	[0.50]	Biochemistry and Metabolism I
KIN*1040	[0.50]	Human Anatomy II

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of two activity practicum courses to meet graduation requirements.

#### Semester 3

KIN*2060	[0.50]	Human Physiology II
KIN*2070	[0.50]	Biochemistry and Metabolism II
KIN*2100	[0.50]	Fitness/Lifestyle Assessment I
KIN*2200	[0.50]	Exercise Prescription I

#### Semester 4

KIN*2010	[0.50]	Health Promotion
KIN*2020	[0.50]	Fundamentals of Nutrition: Pharmacology and Toxicology
KIN*2210	[0.50]	Exercise Prescription II

0.50 electives

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of two activity practicum courses to meet graduation requirements.

#### Semester 5

KIN*3010	[0.75]	Exercise Physiology
KIN*3020	[0.50]	Injuries and Exercise Contraindications
KIN*3100	[0.50]	Fitness/Lifestyle Assessment II
SCMA*2070	[0.75]	Statistics and Research Concepts
SCMA*2080	[0.50]	Mathematics and Biophysics

#### Semester 6

KIN*3030	[0.50]	Nutrition: Exercise and Metabolism
KIN*3090	[1.00]	Field Placement I
KIN*3200	[0.50]	Exercise Prescription III
SCMA*3100	[0.50]	Biomechanics

0.50 electives

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of two activity practicum courses to meet graduation requirements.

#### Semester 7

KIN*3060	[0.50]	Human Development and Aging
KIN*3110	[0.50]	Fitness/Lifestyle Assessment III
KIN*3190	[1.00]	Field Placement II
KIN*3250	[0.50]	Natural Health Products and Physical Activity
KIN*4030	[0.50]	Motor Learning and Neural Control

#### Semester 8

KIN*4050	[0.50]	Special Populations: Understanding Disease
KIN*4100	[0.50]	Fitness/Lifestyle Assessment IV
KIN*4200	[0.50]	Exercise Prescription IV
KIN*4400	[1.00]	Independent Research Study in Kinesiology

0.50 electives

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of two activity practicum courses to meet graduation requirements.

### Activity Practicum Courses

Activity practicum courses have no credit weight and are not included in the total of 20.0 academic credits required for the Honours Degree and Diploma. Kinesiology students are required to complete a minimum of two activity practicum courses to meet the graduation requirements of the program.

Students must choose a minimum of two courses from any one of the following:

#### Group Exercise Activity Practicum Courses

KIN*1310	[0.00]	Group Strength and Athletic Training
KIN*1320	[0.00]	Step, Stability Ball and BOSU Ball Training
KIN*1330	[0.00]	Traditional Group Exercise and Group Cycle Training
KIN*1340	[0.00]	Flexibility, Yoga and Pilates Training

#### Clinical Activity Practicum Courses:

KIN*1350	[0.00]	Athletic Bandaging and Taping Techniques
KIN*1410	[0.00]	Therapeutic Exercise of Musculoskeletal Disorders
KIN*1420	[0.00]	Therapeutic Exercise for Special Populations
KIN*1430	[0.00]	Functional Ability Evaluation
KIN*1440	[0.00]	Ergonomic Assessment and Physical Demands Analysis
KIN*1450	[0.00]	Occupational Health and Safety
KIN*1460	[0.00]	Exercise Prescription for Older Adults

## Bachelor of Applied Science - Major Psychology (BASC.) - Diploma in General Arts and Science

Understanding why people do the things they do is a goal that has been at the core of the science of psychology for at least the last 125 years. In the Psychology program, students examine theories and research based on the biological and social approaches to human behaviour and cognition.

The primary goal of this program is to prepare students to enter the workforce with the depth of understanding and experience employers are looking for in a wide variety of service, administrative, and industrial fields. Students will have the opportunity to identify an area of emphasis in the upper three years of study. Upon completion of the program, students will receive a university honors degree which will prepare them for a professional career or advanced study at the postgraduate level in a variety of academic disciplines.

Students complete 20.00 credits which includes 9.00 required core psychology credits, 6.00 required credits in liberal arts and sciences, and 5.00 credits in general electives. Out of the 5.00 credits in general electives, although not required, students have the option of taking 2.50 credits in one of three areas of emphasis. Only one area of emphasis can be declared. Students must complete these requirements to be eligible to graduate with both a university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Areas of Emphasis

#### Business

This area of emphasis provides students with a deeper understanding of the world of business. Students will be better prepared for careers in Customer Service, Marketing, Advertising and Human Resources. In order to obtain recognition for an area of emphasis, students must take at least 2.50 credits from the listing in that area. Only one area of emphasis can be declared.

#### Human Services

This area of emphasis provides students with a range of courses in the social services sector. Courses which include Working with High Risk Populations and Family Theory and Therapy, will allow students to build their counselling skills. This Area of Emphasis will also attract students wishing to pursue graduate studies in social work or counselling. In order to obtain recognition for an area of emphasis, students must take at least 2.50 credits from the listing in that area. Only one area of emphasis can be declared.

#### Justice Studies

This area of emphasis will allow students to explore topics and issues related to security, policing, customs, and immigration. In order to obtain recognition for an area of emphasis, students must take at least 2.50 credits from the listing in that area. Only one area of emphasis can be declared.

### Conditions for Graduation

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

### Schedule of Studies

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

#### Semester 1

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

#### Semester 2

AHSS*1120	[0.50]	Introductory Psychology: Principles
AHSS*1260	[0.50]	Modern and Contemporary Philosophy
PSYC*1130	[0.50]	Developmental Psychology
SCMA*1090	[0.50]	Foundations of Social Science

One of:

AHSS*1100	[0.50]	The Examined Life
SCMA*1050	[0.50]	Astronomy: Discovering Our Place in the Universe

#### Semester 3

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

0.50 electives

#### Semester 4

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

0.50 electives

#### Semester 5

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

1.00 electives

#### Semester 6

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

1.00 electives

#### Semester 7

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

1.00 electives

#### Semester 8

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

1.00 electives

### Electives

AHSS*1300	[0.50]	Sociology of the Everyday
AHSS*2150	[0.50]	City Life
AHSS*2160	[0.50]	Scientific Achievements of the 20th Century
AHSS*3230	[0.50]	Trends in Gender Issues
AHSS*3260	[0.50]	Psychology and the Law
SCMA*2050	[0.50]	The Science of Healthy Living

### Restricted Electives

Students must successfully complete 5 courses from one of the categories below to obtain recognition for an Area of Emphasis.

#### Psychology/Business

AHSS*1000	[0.50]	Microeconomics
AHSS*1010	[0.50]	Macroeconomics
AHSS*1030	[0.50]	Introduction to Organizational Behaviour
BADM*1000	[0.50]	Introduction to Business
BADM*1030	[0.50]	Accounting I
BADM*1040	[0.50]	Marketing
BADM*2000	[0.50]	Human Resources Management
BADM*2020	[0.50]	Consumer Behaviour
BADM*2030	[0.50]	Advertising in Business
BADM*2040	[0.50]	Customer Service
PSYC*3610	[0.50]	Organizational Psychology

#### Psychology/Human Services

AHSS*2090	[0.50]	Supporting Families: Research and Applications
AHSS*2120	[0.50]	Couple and Family Dynamics
AHSS*3230	[0.50]	Trends in Gender Issues
FCSS*1010	[0.50]	Social Issues and Social Environments
FCSS*2010	[0.50]	Working with High Risk Populations
FCSS*2050	[0.50]	Human Sexuality
FCSS*3060	[0.50]	Crisis Intervention: Theory and Practice
FCSS*4000	[0.50]	Family Theory and Therapy
FCSS*4060	[0.50]	Family Mediation & Conflict Resolution
PSYC*3640	[0.50]	The Psychology of Death and Dying

#### Psychology/Justice Studies

AHSS*1150	[0.50]	Introduction to Law
AHSS*1160	[0.50]	Crime and Criminal Justice
AHSS*2110	[0.50]	Criminological Theory I
AHSS*3060	[0.50]	Criminological Theory II
AHSS*3260	[0.50]	Psychology and the Law
JUST*1030	[0.50]	Introduction to Community Service
JUST*2050	[0.50]	Community Service I
JUST*2080	[0.50]	Correctional Institutions
JUST*3050	[0.50]	Community Service II
JUST*3090	[0.50]	Immigration Policy and Practices
JUST*4050	[0.50]	Customs Policy and Procedures

## Bachelor of Business Administration - Diploma in Business Administration

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

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

### Conditions for Graduation

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

### Areas of Emphasis

#### International Business

Studies in this area focus on conducting business within the global economy and include courses in International Trade, International Law, and the business practices of Asia Pacific, Europe, and Latin America. In order to obtain recognition for an area of emphasis, students must take at least 2.50 credits from the listing in that area. Only one area of emphasis can be declared.

#### Finance

This area of emphasis provides students with an understanding of money-management and financial management practices. Courses include Investment Finance, Personal Financial Planning, and Portfolio Management. After completing specific finance courses, students are eligible to sit for the Canadian Securities Institute licensing examination. In order to obtain recognition for an area of emphasis, students must take at least 5 courses from the listing in that area. Only one area of emphasis can be declared.

#### Accounting

The courses in accounting will allow students to gain a deeper understanding of accounting practices and the various practical skills required in the field. Accounting courses include Managerial Accounting, Taxation, and Auditing. The Institute of Chartered Accountants of Ontario (ICAO) recognizes the University of Guelph-Humber’s accounting courses as having the 51 credit hours required for CA candidacy. In order to obtain recognition for an area of emphasis, students must take at least 5 courses from the listing in that area. Only one area of emphasis can be declared. Students wishing to obtain a CGA, CMA or CA designation should consult with the designating bodies as well as the Business Program Advisor, regarding which courses are required.

#### Marketing

Students will apply knowledge of the business world to explore how product, price, promotion, and distribution frameworks are used to satisfy consumer needs and achieve organizational objectives. Courses include Professional Selling, E-Commerce, and an applied Marketing Research Project. In order to obtain recognition for an area of emphasis, students must take at least 5 courses from the listing in that area. Only one area of emphasis can be declared.

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

In this area of emphasis, students learn how to manage charitable organizations and other not-for-profit enterprises. In addition to courses in fundraising and community and government relations, students have the opportunity to run the Art Gallery on campus – selecting artists and promoting their work through Event Management courses. In order to obtain recognition for an area of emphasis, students must take at least 5 courses from the listing in that area. Only one area of emphasis can be declared.

#### Small Business Management and Entrepreneurship

Students will explore crucial strategies for initiating and maintaining a successful small business in today’s marketplace. The range of courses include Business Consulting, Event Management, and Planning a Small Business. In order to obtain recognition for an area of emphasis, students must take at least 5 courses from the listing in that area. Only one area of emphasis can be declared.

### Schedule of Studies

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

#### Semester 1

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

#### Semester 2

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

#### Semester 3

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

#### Semester 4

BADM*2030	[0.50]	Advertising in Business
BADM*2040	[0.50]	Customer Service
BADM*2050	[0.50]	Ethics and Values in Business
BADM*2060	[0.50]	Business Logistics
0.50 electives or restricted electives if in Accounting		

#### Semester 5

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

#### Semester 6

BADM*3160	[0.50]	Corporate Finance
BADM*4360	[0.50]	Negotiation in Business
0.50 electives		
1.00 restricted electives		

#### Semester 7

BADM*4000	[0.50]	Business Policy
BADM*4200	[0.50]	Project Management
1.50 restricted electives		

#### Semester 8

BADM*4340	[0.50]	Leadership in Business
BADM*4400	[0.50]	Applied Business Study
1.50 restricted electives		

### Restricted Electives

#### International Business

BADM*3040	[0.50]	International Finance
BADM*3060	[0.50]	International Law
BADM*3140	[0.50]	International Trade
BADM*3200	[0.50]	Business and Government
BADM*4120	[0.50]	Business Consulting
BADM*4170	[0.50]	Asia Pacific - Regional
BADM*4180	[0.50]	Latin America - Regional
BADM*4190	[0.50]	Europe - Regional
BADM*4370	[0.50]	History of Business

#### Marketing

BADM*3030	[0.50]	Direct Marketing
BADM*3080	[0.50]	Professional Selling
BADM*3200	[0.50]	Business and Government
BADM*4040	[0.50]	E-Commerce
BADM*4050	[0.50]	Marketing Research Project
BADM*4120	[0.50]	Business Consulting
BADM*4140	[0.50]	Event Management I
BADM*4160	[0.50]	Event Management II
BADM*4370	[0.50]	History of Business
BADM*4390	[0.50]	Relationship Marketing

#### Finance

BADM*3040	[0.50]	International Finance
BADM*3090	[0.50]	Money, Banking & Finance
BADM*3200	[0.50]	Business and Government
BADM*4060	[0.50]	Investment Finance
BADM*4070	[0.50]	Personal Financial Planning
BADM*4080	[0.50]	Insurance & Risk Management

BADM*4090	[0.50]	Portfolio Management
BADM*4120	[0.50]	Business Consulting
BADM*4370	[0.50]	History of Business

### **Small Business Management & Entrepreneurship**

BADM*3080	[0.50]	Professional Selling
BADM*3200	[0.50]	Business and Government
BADM*4100	[0.50]	Small Business Management
BADM*4110	[0.50]	Planning a Small Business
BADM*4120	[0.50]	Business Consulting
BADM*4140	[0.50]	Event Management I
BADM*4160	[0.50]	Event Management II
BADM*4370	[0.50]	History of Business
BADM*4390	[0.50]	Relationship Marketing

### **Management of Not for Profit Enterprises**

BADM*3200	[0.50]	Business and Government
BADM*4120	[0.50]	Business Consulting
BADM*4130	[0.50]	Board, Community & Govt. Relations
BADM*4140	[0.50]	Event Management I
BADM*4150	[0.50]	Fundraising
BADM*4160	[0.50]	Event Management II
BADM*4370	[0.50]	History of Business

### **Accounting**

BADM*3120	[0.50]	Intermediate Accounting I
BADM*3130	[0.50]	Intermediate Accounting II
BADM*3150	[0.50]	Managerial Accounting II
BADM*4210	[0.50]	Advanced Financial Accounting
BADM*4220	[0.50]	Taxation I
BADM*4230	[0.50]	Taxation II
BADM*4240	[0.50]	Auditing I
BADM*4250	[0.50]	Accounting Theory
BADM*4260	[0.50]	Auditing II
BADM*4270	[0.50]	Auditing III
BADM*4280	[0.50]	Advanced Managerial Accounting
BADM*4380	[0.50]	Internal Controls



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## **X. Special Study Opportunities**

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### **Field Placement and Field Practicum Regulations**

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Students must successfully complete all required course work and maintain a GPA of 60% in order to register in field placement/practicum courses.

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

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Because the university operates on a three-semester system, a small number of course offerings are available in the summer semester (May to August). During the summer months, degree credit courses are offered in a variety of formats to meet the needs of full-time and part-time students both on-campus and off-campus. In addition to regular semester courses running from May to August, there may be summer sessions (May to June) (July - August) offered with degree courses that are offered in a 6.5 week format.

# XI. Course Descriptions

## General Information

### Course Labelling and Levels

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

### Course Information

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

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

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

### Course Prerequisites

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

### Course Equates and Restrictions

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

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

## Arts, Humanities, Social Science

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

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

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

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

*Prerequisite(s):* AHSS\*1000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Restriction(s):* PSYC\*1130, Not available to students registered in B.A.Sc.(PSYC).

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

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

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

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

*Prerequisite(s):* AHSS\*1190 or 6.0 credits

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

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

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

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

**AHSS\*1230 Introduction to Classical Culture S,F,W (3-0) [0.50]**

This course offers a wide-ranging look at essential features of Greek and of Roman culture and society. Considerable emphasis will be given to the classical views of the human condition.

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

In this course, students will be challenged to *think about thinking* and to recognize faulty reasoning and to support reliable conclusions in their own arguments

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

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

**AHSS\*1300 Sociology of the Everyday U (3-0) [0.50]**

This course investigates the social practices through which common-sense understandings are woven into the fabric of daily life. Drawing on sociological theories of everyday life as well as social and philosophical inquiries into the character of the body, time, space, work, death and intimacy, students reflect upon how they as social actors constitute the world and establish its order and sensibility through routine and ongoing practices that are otherwise taken for granted.

**AHSS\*1310 Health Counselling and Behaviour Change W (3-0) [0.50]**

This course integrates social and health science concepts for the purpose of investigating the prevention of chronic disease through individual behaviour change. Topics covered will include social cognitive theories of exercise behaviour, principles of behaviour change, behaviour change strategies, application of the transtheoretical model of behaviour change, adherence and motivation to exercise, counselling skills, the development of interpersonal skills in dealing with clients, and the process of health and fitness goal setting.

*Prerequisite(s):* KIN\*1010

*Restriction(s):* Registration in Kinesiology B.A.Sc.

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

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

*Prerequisite(s):* AHSS\*1070

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

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

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

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

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

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

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

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

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

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

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

*Prerequisite(s):* AHSS\*2120

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

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

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

*Prerequisite(s):* AHSS\*1160

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

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

**AHSS\*2130 Subcultures and the Media W (3-0) [0.50]**

Subcultures, as social groups organized around shared interests and practices, can take on many forms. The term implies that these groups differentiate themselves in opposition to mainstream culture. This course examines the many levels of resistance and appropriation that occur within the media pertaining to subcultures as outsiders and as audience. Readings, screenings and written assignments assist the student to develop a critical understanding of subcultures and the media.

*Prerequisite(s):* AHSS\*2010

**AHSS\*2140 Money, Markets, and Democracy W (3-0) [0.50]**

This course provides an introduction to the currency, bond, and equity markets and poses the question: do these markets, on balance, negatively or positively influence the social structure, economy, and politics of nations? Students are expected to explore and evaluate whether the capital markets in their current form, serve the public interest.

**AHSS\*2150 City Life W (3-0) [0.50]**

This course examines how it feels to live in cities as well as how different cities afford different experiences among their citizens. Students are expected to do a comparative analysis of different cities and to reflect on their own experience of the city.

**AHSS\*2160 Scientific Achievements of the 20th Century W (3-0) [0.50]**

Throughout the twentieth century, our previous scientific understanding was supplemented by the integrative approaches of ecology, systems and complexity theory. These breakthroughs in our knowledge are explored in a manner accessible and interesting to all students, even those with minimal scientific backgrounds. Emphasis is placed on a descriptive and numerical understanding of the themes and their implications to thought, society, and our daily lives, rather than developing specific science skills.

**AHSS\*2170 The Human Figure W (3-2) [0.50]**

In this course students examine the image of the body and its representation in art and fashion photography in respect to historical, socio/cultural, feminist, political, and technological issues. In addition, students will have the opportunity to explore some of the critical issues introduced in slide lectures through assigned and self-directed projects, and to engage in an ongoing dialogue and debate in group critique sessions.

*Prerequisite(s):* MDST\*1030, MDST\*2130

*Restriction(s):* Registration in Media Studies Image Arts Specialization.

**AHSS\*2190 History of Communication F (3-0) [0.50]**

In this course students explore the historical, cultural and social evolution of human language and communication. Students study communication in oral and literate societies before examining the impact of technological change, from the introduction of the printing press to the digital communications revolution.

*Prerequisite(s):* 4.00 credits

**AHSS\*2200 Ethics and Professional Issues F (2-1) [0.50]**

This course examines the ethical responsibilities of and issues confronted by psychologists and psychological associates practising in a variety of professional contexts. Some issues include: professional and personal boundaries, dual relationships, confidentiality and privacy issues, conflicts of interest, psychometry and the reporting of test results, forensic assessments, trust and deception in the context of research, and scientific integrity.

**AHSS\*2210 Classical Mythology S,F,W (3-0) [0.50]**

An examination of the nature and function of myth in Classical Antiquity, this course shows how the narrative and symbolic structure of myths orders individual and communal experience. The myths that have influenced Western civilization receive special emphasis.

**AHSS\*2220 Canada: A Regional Synthesis S,F,W (3-0) [0.50]**

This course is designed to provide a better understanding of the nature and basis of Canadian regionalism. The first section of the course stresses the biophysical base and the inequality of the natural resource endowment. The historical geographic approach and the systematic overviews of contemporary Canada stress respectively the development and nature of the Canadian space-economy. The final section on regions, regionalism and nationalism provides an overview of the heartland-hinterland dichotomy and centrifugal and centripetal forces operative in the nation.

**AHSS\*2230 Post-Confederation Canada S,F,W (3-0) [0.50]**

This course is a study of selected events and issues in post-Confederation Canadian history including political, economic, social, and cultural developments.

*Prerequisite(s):* 5.00 credits

**AHSS\*2240 Contemporary Canadian Issues S,F,W (3-0) [0.50]**

This course is a study of selected issues in modern Canadian history. The subjects investigated such as first nations people, the environment, the state and the family will vary with the expertise of the instructor.

*Prerequisite(s):* 5.00 credits

**AHSS\*2250 Politics: An Introduction S,F,W (3-0) [0.50]**

This course is an introductory exploration of the forces determining the conduct of governments. After outlining the essence of government and the sources of its authority, the course examines the different forms of government. Also analyzed are the factors shaping public policy, such as interest groups, political parties, media, elections, and the courts. In this course, students will also consider the military, political, and economic facets of international relations.

*Prerequisite(s):* 5.00 credits

**AHSS\*2280 Popular Music F,W (3-0) [0.50]**

Popular music is an important mode of cultural expression world wide. This course is primarily concerned with popular music in the United States and Britain. Issues such as the relation of popular music to race, class and gender will be addressed, in addition to considerations of the impact of technological change on the transmission of popular music. Students need not have formal training in music to take the course.

**AHSS\*2310 Leadership and Motivation S,F,W (3-0) [0.50]**

This course presents leadership theories and research findings, teaches students to apply leadership theories and concepts, emphasizes the development of leadership skills, and examines the importance of communication and the communication process. In addition, the major theories of human motivation are studied in order to provide the student insight into the processes that activate human behaviour.

*Restriction(s):* Not available to students registered in B.A.Sc. (Early Childhood) or B.B.A.

**AHSS\*2350 Immigration & Identity in Canada F,W (3-0) [0.50]**

This course examines the historical movement of peoples into Canada since the late eighteenth century. Attempting to explore modern Canadian identity and notions of hybrid and hyphenated identity, the course will focus on the arrival and settlement of a range of different nationalities and ethnic groups into Canada.

**AHSS\*2360 Judaism, Christianity & Islam F,W (3-0) [0.50]**

This course introduces students to the comparative study of religion in history and the interaction of religion with general social and cultural traits over time. A focus on the cultural roots of these three specific traditions will account for their spread across social and national boundaries. This course will provide students with a deep understanding of the social impact of religion in general and of these religions in particular. The course will also analyze the relations among the three through an examination of the historical roots of areas of co-operation and of conflict.

**AHSS\*3010 Leadership and Early Childhood W (3-0) [0.50]**

This course requires students to critically analyze the role of leadership, innovation and entrepreneurship in the early childhood sector. Students explore leadership potential, qualities, and abilities for professionals who work with children, their families, and other adults. Students examine the importance of the early years and how this understanding impacts on the changing nature of work, activities and available services. Using constructs of leadership, innovation and entrepreneurship, students create an independent business plan and complete a group project.

*Prerequisite(s):* 10.00 credits

*Co-requisite(s):* ECS\*3070

*Restriction(s):* Registration in the Early Childhood major.

**AHSS\*3020 Working with Communities F (3-0) [0.50]**

This course assists students to develop the skills needed to achieve constructive social change through the community development and community organization processes. The course includes a critical examination of community development and community organizing theories as well as the practical applications and processes. Case studies from both the developing and developed world will be used to critically analyze how development activities can both empower or disempower communities.

*Prerequisite(s):* 7.50 credits

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

**AHSS\*3040 Foundations of Social Gerontology F (3-0) [0.50]**

Learners explore major concepts and theories in social gerontology and begin to apply them to case situations, discussing their implications for practice. Taught from an empowerment perspective, the content of this course is intended to cause course participants to begin to challenge on knowledge and ethical grounds their own assumptions as well as common practices in this field. A critical analytical approach helps students to understand the deeper structural issues, which affect the daily lives of older adults, and helps them to begin to formulate social change strategies to address these issues.

**AHSS\*3050 Canadian Social Problems F (3-0) [0.50]**

Students critically examine Canadian social problems using a variety of sociological theories including Symbolic Interactionism, Conflict Theory, Feminism and Structural Functionalism. Topics studied include; poverty and inequality, crime and deviance, drugs and addictions, ethnocentrism and racism, mental and physical illness, work and unemployment and gender issues. Particular emphasis is placed on a theoretical critique of social responses to these topics.

*Prerequisite(s):* 5.00 credits including: AHSS\*1130

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

**AHSS\*3060 Criminological Theory II W (3-0) [0.50]**

This course builds on AHSS\*2110 provides a sophisticated appreciation of contemporary criminological theory. Also examined are recent trends in criminological theory and how criminologists constitute the subject matter of their discipline. Theories are discussed in relation to recent developments in crime, social policy trends and their ideological underpinnings.

*Prerequisite(s):* 5.00 credits including: AHSS\*2110

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

**AHSS\*3080 Web Design W (3-2) [0.50]**

This course examines the principles of successful website design and communication. Design issues and creative solutions to web page functionality, usability and content are explored. Lectures and supervised lab sessions enable students to create their own web site portfolio.

**AHSS\*3200 Desire and Discontent F (3-0) [0.50]**

This interdisciplinary course examines the insights of philosophy, psychoanalysis, and psychology in the attempt to understand the human cycle of desire and discontent. Focusing on experiences of passion, acquisitiveness, success, and their attendant emotions of happiness, despair, guilt, hope, shame, regret and anger, this course examines the role which desire and discontent play in motivating human behaviour and shaping personality.

*Prerequisite(s):* 7.50 credits

**AHSS\*3210 Betrayal in Contemporary Fiction W (3-0) [0.50]**

This course examines the representation of betrayal in selected contemporary novels and short stories. Students study not only themes of betrayal in fiction but also examine, through additional readings in literary criticism, how betrayal is also a characteristic and device of contemporary narrative form.

*Prerequisite(s):* 7.50 credits

**AHSS\*3220 Law and the Media F (3-0) [0.50]**

This course provides a thorough introduction to the relationship between media and the laws of Canada, beginning with the origin and development of Media Law. An understanding of media/communications law and its forms and applications is necessary to ensure the success of any endeavour in media/communications, especially with the ongoing and rapid development of electronic technology. Identification of legal issues is emphasized. This knowledge, in turn, assists the student to communicate ethically and responsibly to recognizing legal issues and consequences and handling effectively and professionally.

*Prerequisite(s):* 7.50 credits

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

**AHSS\*3230 Trends in Gender Issues W (3-0) [0.50]**

This interdisciplinary course explores contemporary issues and theoretical approaches concerning women and gender. Through an examination of popular cultural, literary and academic sources, this course will acquaint students with the main current trends in women's studies. The philosophical tensions concerning gender equality and difference, "Third World" feminism, "Black" feminism, rights-based feminism, and post-modernism provide context for consideration of specific issues such as violence against women, prostitution, and reproductive rights.

*Prerequisite(s):* 7.50 credits

**AHSS\*3260 Psychology and the Law S,F,W (3-0) [0.50]**

This course will examine a number of issues related to the interaction between psychology and law. The methods, theories, and findings of social psychology, cognitive psychology, and developmental psychology as applied to legal processes will be emphasized. Included among the issues to be examined are: theories of criminal behaviour; aggression and violence; the psychological foundations of police investigations; the psychology of eyewitness testimony; the psychological impact of victimization; legal issues related to mental health; and the role of psychological factors in the trial process. (Offered through Distance Education only.)

*Prerequisite(s):* 5.00 credits including: AHSS\*1110

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

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

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

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

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

*Prerequisite(s):* 10.00 credits including: AHSS\*1150, AHSS\*1160, AHSS\*2110

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

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

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

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

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

*Prerequisite(s):* 15.00 credits

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

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

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

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

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

*Prerequisite(s):* 10.00 credits

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

## Business Administration

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

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

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

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

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

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

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

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

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

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

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

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

*Prerequisite(s):* BADM\*1030

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

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

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

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

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

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

*Prerequisite(s):* BADM\*1060

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

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

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

*Prerequisite(s):* BADM\*1040

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

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

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

*Prerequisite(s):* 5.00 credits, BADM\*1040

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

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

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

*Prerequisite(s):* 5.00 credits, BADM\*1040

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

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

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

*Prerequisite(s):* 5.00 credits, including BADM\*1000

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

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

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

*Prerequisite(s):* 5.00 credits, SCMA\*1000

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

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

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

*Prerequisite(s):* 7.50 credits, BADM\*1030, BADM\*1060

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

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

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

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

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

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

**BADM\*3060 International Law F (3-0) [0.50]**

This course examines international business agreements and conduct, dispute resolution, the international sale of goods, and insurance issues. Emphasis is placed on legal issues pertinent to U.S. and Canadian Law.

*Prerequisite(s):* 7.50 credits including: BADM\*1010

**BADM\*3080 Professional Selling F (3-0) [0.50]**

This course details strategic selling principles and models. Students develop skills required for planning and making sales calls, and providing follow-up to clients. The course covers prospecting, conducting sales meetings, making sales presentations and negotiating. Emphasis is on developing confidence and professionalism in the selling interaction and enhancing communications, listening, team participation and problem solving skills.

*Prerequisite(s):* BADM\*1010, BADM\*1040

**BADM\*3090 Money, Banking & Finance W (3-0) [0.50]**

This course provides students with an understanding of the nature, operation and regulation of the Canadian financial system and its major components: the payments system, financial markets, key financial institutions, especially banks, and the Bank of Canada. Students examine about the development role and influence of Canadian banking institutions on the Canadian economy. This course also covers the supply of money and credit, domestic and international flows of funds, interest rates, foreign exchange rates, the rate of inflation, employment, and the production of goods and services.

*Prerequisite(s):* BADM\*1010, BADM\*3000

**BADM\*3110 Entrepreneurial Studies F (3-0) [0.50]**

This course examines the role and effect of small business in Canada, and serves as an introduction to self-employment, new venture creation and small business management. It focuses on an analysis of entrepreneurial skills and the development of the business plan. This course helps students appreciate the challenges involved in deciding to create a new venture and the steps involved in starting a new firm.

*Prerequisite(s):* 7.5 credits

**BADM\*3120 Intermediate Accounting I W (3-2) [0.50]**

This course provides a greater awareness of the accounting environment and conceptual framework for financial reporting that underlies generally accepted accounting principles, as well as an appreciation of the characteristics and limitations of accounting. Special emphasis is placed on accounting policy choices and the criteria by which such choices are made, as well as on analyzing financial statements that are prepared using different accounting policies. Students examine in-depth the effects of accounting concepts on income determination and on asset, liability and shareholders' equity valuation. Through problem solving and case analysis, students use technical knowledge to evaluate accounting policy choices, select appropriate policies, apply correct procedures, and perform financial analysis.

*Prerequisite(s):* BADM\*1060, BADM\*2010

**BADM\*3130 Intermediate Accounting II W (3-0) [0.50]**

This course continues and builds upon the study of financial accounting begun in Intermediate Accounting I. Using cases and problems, students critically evaluate accounting concepts, principles and practices, extending their knowledge, understanding and analytical skills through an in-depth examination of complex measurement issues and financial statement reporting in Canada.

*Prerequisite(s):* BADM\*3120

**BADM\*3140 International Trade W (3-0) [0.50]**

The ways in which a business enters new markets across borders, and the paradigms under which they operate and make decisions are critical to the potential success of the venture. This course surveys and assesses international trade theories and compares and contrasts these with actual practices of global business operations. Discussion of ethical issues is inherent within this course.

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

**BADM\*3150 Managerial Accounting II F (3-0) [0.50]**

This course emphasizes the use of accounting information in effective management. Students study the reports, statements and analytical tools used by management, and the manner in which they are applied in planning, controlling, decision-making and performance evaluation from the perspective of the ethical management accountant. Topics include capital investment analysis, an examination of uses and limitations of quantitative techniques, and the behavioural implications of internal financial systems. Costing systems and accumulation methods are emphasized.

*Prerequisite(s):* BADM\*2010, SCMA\*1000

**BADM\*3160 Corporate Finance W (3-0) [0.50]**

This course focuses on long-term corporate decisions. Topics include asset pricing, risk and return, capital asset pricing under uncertainty, the concept of efficient markets, an introduction to investing, and portfolio management. The course covers corporate decisions, including dividend policies, capital budgeting, and long-term financing and investing. Business valuation by firms and individuals is covered in the context of the investment decision.

*Prerequisite(s):* SCMA\*1000, BADM\*3000

**BADM\*3200 Business and Government F (3-0) [0.50]**

This course examines the leading economic and political theories regarding the appropriate role of government in business. Students will focus on public policy issues impinging the world of business, including economic fairness, macroeconomic stabilization, international trade, competition policy, public goods, industry regulation, labour market policies, and the environment.

*Prerequisite(s):* 7.50 credits including: AHSS\*1010

**BADM\*4000 Business Policy F (3-0) [0.50]**

In this course, students develop the ability to understand and apply strategic management concepts and tools to multiple organizations, in a variety of domestic and international contexts. The course uses a combination of lectures, electronic teaching technologies, case discussions and a group project to ensure that students develop both verbal and written abilities in strategic management.

*Prerequisite(s):* 13.0 credits

**BADM\*4030 Applied Business Project W (1-8) [0.50]**

In this course, students relate the knowledge and skills acquired through their course work in earlier semesters by participating in the workplace for a minimum of 100 hours. Students are required to evaluate both the employment element of their role and the application of business theories to the workplace through a series of assignments. An essential part of the course is for students to engage in the career development process and to direct their own learning. A pass/fail grade will be assigned upon completion of the course. Last offering Winter 2009.

*Prerequisite(s):* 15.00 credits

**BADM\*4040 E-Commerce W (3-0) [0.50]**

Students in this course analyze current business models developed for the Internet, and the characteristics of business to business and retail e-commerce sites. A variety of design and technology issues are explored, including servers and credit security. Students design the storefront for a proposed b2b or retail site, as well as implement site traffic analysis and community building strategies. Also offered through distance education format.

*Prerequisite(s):* 10.00 credits including: BADM\*1020, BADM\*1040

**BADM\*4050 Marketing Research Project F (3-0) [0.50]**

In this project-based course, students work in groups and identify, develop and complete an applied marketing research activity. Topics include marketing research process, research ethics, sampling design and design of survey instruments, execution of interrelated qualitative and quantitative research projects, and report writing.

*Prerequisite(s):* 10.00 credits including: BADM\*1040, SCMA\*3010

**BADM\*4060 Investment Finance F (3-0) [0.50]**

This course focuses on the operation of the stock market and the determination of security prices. Using current literature, problems, real world examples and a model stock portfolio, students examine the art and science needed to manage equity portfolios and critically evaluate their resulting performance. Topics studied include recent developments in portfolio theory, the principles needed for analysing common stock prices, portfolio management, evaluation of portfolio performance, and international investing.

*Prerequisite(s):* BADM\*3160, SCMA\*1000

**BADM\*4070 Personal Financial Planning F (3-0) [0.50]**

This course develops the knowledge and skills necessary to provide sound financial planning advice. This course also develops financial judgement, decision making and communication skills. The emphasis in this course is on personal investing. Simulations and case analysis are used extensively in this course. Offered through distance education format only.

*Prerequisite(s):* BADM\*3000

**BADM\*4080 Insurance & Risk Management W (3-0) [0.50]**

This course examines the fundamentals of risk management and the insurance industry in Canada. It includes a detailed examination of the variety of insurance products available to both businesses and individual consumers. Factors affecting pricing and distribution of products are studied.

*Prerequisite(s):* 10.00 credits



<b>BADM*4090 Portfolio Management W (3-0) [0.50]</b>
This course builds on BADM*3160 Corporate Finance and BADM*4060 Investment Finance. Topics include the CFA Institute standardised portfolio management process, the formation of capital market expectations, the concept of efficient markets, and the concept of portfolio diversification. Also, the concept of portfolio rebalancing, and portfolio performance evaluation with the CFA Institute's Global Investment Performance Standards are studied. The course includes an analysis of mutual fund performance. <i>Prerequisite(s):</i> BADM*3160, BADM*4060
<b>BADM*4100 Small Business Management F (3-0) [0.50]</b>
In this course, students study concepts specific to small business management and their application through analysis of an independent small business. In addition, case studies are discussed and evaluated. The goal of the course is to provide students with a realistic view of owning and operating a business as well as the experience of applying theory to practical applications. <i>Prerequisite(s):</i> BADM*3110
<b>BADM*4110 Planning a Small Business W (3-0) [0.50]</b>
This course builds on the BADM*3110 Entrepreneurial Studies course. Students are required to research and prepare a business plan for a new small business of the students' choice (subject to approval). The goal of the course is to give students a practical understanding of the process of creating a feasible business plan. The application of creative thinking skills is an integral component of this course. <i>Prerequisite(s):</i> BADM*3110
<b>BADM*4120 Business Consulting W (3-0) [0.50]</b>
This course helps students develop the skills needed to build and maintain a consulting business. Topics covered include presenting and promoting a consulting business to prospective clients, the bid process and pricing proposals, managing time and billing, the role of consultants as change agents and managing consulting staff. <i>Prerequisite(s):</i> 10.00 credits including BADM*1000
<b>BADM*4130 Board, Community &amp; Govt. Relations F (3-0) [0.50]</b>
This course provides an analysis of the various not-for-profit enterprises in Canada and internationally. Topics include governance models, organizational structures, funding, membership, participation, and goals and purposes. Working in groups, students will be required to complete an in-depth analysis of a not-for-profit enterprise. <i>Prerequisite(s):</i> AHSS*1030, BADM*1010, BADM*2050
<b>BADM*4140 Event Management I F,W (2-2) [0.50]</b>
Working in groups, students develop, implement, manage and evaluate a major special event activity. Examples of potential activities include a conference, a cultural program such as an art show or musical series, a fair or exhibition, or a publishing venture. This course includes a comprehensive study of academic and applied literature specific to event management. <i>Prerequisite(s):</i> BADM*1010, BADM*2030
<b>BADM*4150 Fundraising W (3-0) [0.50]</b>
This course examines the evolution of the Canadian philanthropic environment, and considers specific marketing, communications and proposal strategies for fundraising. Topics include annual giving, major gifts, capital campaigns, and project management specifically as it relates to fundraising. Case studies on actual campaigns are reviewed, and students are required to develop a detailed fundraising initiative in the form of a campaign outline or a foundation proposal. <i>Prerequisite(s):</i> 7.50 credits including: BADM*2030
<b>BADM*4160 Event Management II F,W (2-2) [0.50]</b>
Working in groups, students develop, implement, manage and evaluate a major special event activity. Examples of potential activities include a conference, a cultural program such as an art show or musical series, a fair or exhibition, or a publishing venture. This course includes a comprehensive study of academic and applied literature specific to event management. <i>Prerequisite(s):</i> BADM*1010, BADM*2030, BADM*4140
<b>BADM*4170 Asia Pacific - Regional W (3-0) [0.50]</b>
This course is designed to provide knowledge of the Asia Pacific region as it relates to business. A wide variety of issues ranging from general (consumer and business environment) to specific business and marketing strategies are covered. Students are provided with conceptual and practical knowledge related to conducting business in and with Asia. <i>Prerequisite(s):</i> 10.0 credits

<b>BADM*4180 Latin America - Regional W (3-0) [0.50]</b>
This course focuses on the important elements related to the recent economic evolution of Latin America at the macro-economic level, and also in terms of specific marketing issues such as consumer behaviour, competitive landscape, technology trends and infrastructure. Students develop a marketing plan from Canada to a specific country in the region, taking into consideration market trends, cultural and economic factors. Students are provided with practical knowledge related to conducting business in Latin America. <i>Prerequisite(s):</i> 10.0 credits
<b>BADM*4190 Europe - Regional F-W (3-0) [0.50]</b>
This course examines the cultural environment of Europe with a focus on the socio-political implications of the European integration and emerging markets for business opportunities in the region. The course includes case study analysis, market research and guest speakers. Students are provided with practical knowledge related to conducting business in Europe. <i>Prerequisite(s):</i> 10.0 credits
<b>BADM*4200 Project Management F (2-1) [0.50]</b>
This course combines theory and practice to teach the skills and knowledge required to plan, implement and document projects. Topics include planning the project, describing the project charter, identifying goals, phases and milestones, determining work breakdown structures, and documenting procedures. This course will employ project management software. <i>Prerequisite(s):</i> 13.00 credits including: BADM*2060
<b>BADM*4210 Advanced Financial Accounting F (3-0) [0.50]</b>
Students expand their knowledge of specialized accounting topics by studying accounting theory, principles and practice for corporations, business combinations, international activities, and other advanced topics. Integration of prerequisite accounting knowledge is emphasized, therefore cases and problems used include multiple topics and issues. <i>Prerequisite(s):</i> BADM*3130
<b>BADM*4220 Taxation I F (3-1) [0.50]</b>
Upon completion of this course, students have a basic understanding of the purpose and structure of the Canadian tax system, and its administration, along with related international application. Using problems, cases and tax preparation software, students apply basic knowledge and understanding of the principles and practices of income and commodity taxation for individuals and corporations. One of the major aims of this course is to ensure that the student achieves an understanding of the principles and concepts of the Canadian Income Tax Act, as commonly encountered by most professional accountants. <i>Prerequisite(s):</i> BADM*3120
<b>BADM*4230 Taxation II W (3-1) [0.50]</b>
This course builds on the knowledge of Canadian taxation that students acquired in Taxation I. In this course, students develop skills in tax planning involving individuals, corporations, trusts, estates and partnerships. This course also covers the planning of corporate reorganizations and the integration of tax concepts between corporations and their shareholders. Using problems, cases and tax planning software, students apply knowledge and understanding of taxation principles and practices. <i>Prerequisite(s):</i> BADM*4220
<b>BADM*4240 Auditing I W (3-1) [0.50]</b>
Students study the basic principles, theories and techniques of external and internal auditing and management control systems. Upon completion of this course, students understand the auditor's professional responsibilities, the rules of conduct and ethics, the objectives of assurance and other professional engagements, and management control systems. Using cases, problems and computer software, students develop and execute audit strategies, including identifying risks, gathering audit evidence, and documenting and reporting findings. <i>Prerequisite(s):</i> BADM*3130, SCMA*1000
<b>BADM*4250 Accounting Theory W (3-0) [0.50]</b>
This course examines various conceptual and theoretical approaches to accounting, including the implications of economics and finance on financial reporting. Focusing on current and/or controversial issues as well as contemporary cases, students examine the appropriateness of current accounting policies and practices in light of conceptual considerations. Research, analytical, writing, presentation and group skills are demonstrated through preparation of research papers and contribution to group discussions and presentations. <i>Prerequisite(s):</i> BADM*4210

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

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

*Prerequisite(s):* BADM\*4240

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

This course provides students with an understanding of how EDP Auditing is used in conjunction with current methods of gathering and analyzing audit evidence, supporting audit assertions and ultimately providing support for an audit opinion. In addition, students will have developed an understanding of the process of identifying internal control risks and EDP methods to document, analyze and report upon internal controls.

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

*Co-requisite(s):* BADM\*4250

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

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

*Prerequisite(s):* BADM\*3150

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

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

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

**BADM\*4360 Negotiation in Business W (2-1) [0.50]**

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

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

**BADM\*4370 History of Business F (3-0) [0.50]**

This course provides a historical overview of business practices, events, and trends from the medieval period, through the Industrial Revolution, to the present. Students will focus on the experiences of individual business persons, entrepreneurs, and companies, including those relating to Canada's business history.

*Prerequisite(s):* 7.50 credits

**BADM\*4380 Internal Controls W (3-0) [0.50]**

This course introduces students to advanced concepts, principles and practical applications of management controls. Practical applications, which will serve as a foundation for developing management skills, are emphasized.

*Prerequisite(s):* BADM\*3130

**BADM\*4390 Relationship Marketing F (3-0) [0.50]**

In this course students will explore the concept of relationship marketing as it relates to a philosophy adopted by organizations, focusing on satisfying customers' needs in order to gain their long-term trust and loyalty. Students will examine the strategic considerations including profit potential and customer retention, which are associated with the philosophy and why it is appropriate for many, although not necessarily all, organizations. In addition, ideas around management and commitment to cultural change in business will also be discussed from a relationship marketing perspective.

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

**BADM\*4400 Applied Business Study S,U (1-8) [0.50]**

In this course, students relate the knowledge and skills acquired through their coursework in earlier semesters by participating in the workplace for a minimum of 100 hours. Students are required to evaluate both the employment element of their role and the application of business theories to the workplace through a series of assignments. An essential part of the course, too, is for students to engage in the career development process.

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

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

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

*Restriction(s):* Instructor consent required.

## Early Childhood Studies

### ECS\*1000 Creating Nurturing Environments F (3-0) [0.50]

This course introduces the student to the importance of early childhood services on healthy development and learning for children. Consideration is given to the philosophical tenets, curriculum models, legal requirements, and research indicators that reflect high quality care and service. The concern in society for increasing the standards for early childhood services and developing innovative training profiles for a skilled workforce is gaining public recognition. This course provides an overview of occupational standards and personal career potential and opportunity.

*Restriction(s):* Registration in Early Childhood major or Instructor Consent.

### ECS\*1010 Infant Development F,W (3-0) [0.50]

Examines physical, neurological, motor, cognitive, language, social, and emotional development of young children from the prenatal period to early childhood (approximately ages 0-2). Emphasis is placed on integrating developmental theories relevant to infancy and toddlerhood with contemporary research findings for practical application purposes. Students achieve a knowledge base from which they can thoughtfully evaluate and respond to common issues and questions that face practitioners and researchers as they attempt to understand and describe infant development.

### ECS\*1020 Child and Family Nutrition W (3-0) [0.50]

Designed to provide a basic introduction to human nutrition with a particular emphasis on childhood nutrition in the context of the family. The course provides students with a framework for evaluating nutritional needs and food intake in this group of individuals. Also examining current issues related to nutrition and food intake in children and their significance in family and community health. Students achieve a knowledge base from which they can identify and respond to nutrition problems in order to support healthy child development.

### ECS\*1030 Field Placement I W (2-7) [0.50]

Students are introduced to the range of community services and career opportunities related to early childhood services. Through seminar discussions, tours to community agencies, and job shadowing in the workplace, students develop an understanding of the regulations and mandates of various programs in early childhood services and the components of quality programming associated with each. In addition, students examine standards for health and safety and for the reporting of child abuse. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* ECS\*1000

*Restriction(s):* Registration in the Bachelor of Applied Science - Early Childhood program with a minimum cumulative average of 60%.

### ECS\*2000 Parent-Child Relations F (3-0) [0.50]

This interdisciplinary course is designed to examine parent-child relationships in the context of several theoretical and applied social science perspectives onto the multitude of socio-cultural circumstances and factors in today's North-American/Canadian families. Introducing first year students to the possibilities of viewing parent-child relationships from multiple standpoints in a critical manner. Beyond this, students have the opportunity to examine and explore their own values, opinions and experiences in the context of parent-child relationships.

*Prerequisite(s):* AHSS\*2040, ECS\*1010

### ECS\*2010 Observing and Recording Children's Behaviour F (3-0) [0.50]

This course examines the philosophy behind the systematic use of observational methods and identifies the reasons for observing children and recording that information for future use. A variety of basic observational techniques used in the field of early childhood will be discussed, explored and evaluated. Observations will provide opportunities for practical application.

*Prerequisite(s):* AHSS\*2040

### ECS\*2020 Play and Programming for Early Childhood F (2-1) [0.50]

This course will focus on the value of play and its roles in the life of a young child. Play is central for the development of young children. It is through play that children consolidate their knowledge, learn social skills, express their emotions, and most of all have fun. Play allows for creativity and fantasy. Students evaluate play materials then design and implement materials they have created. These play materials must meet the developmental needs of the children. Students study the value of play and the need to advocate for play-based programmes for young children.

*Prerequisite(s):* AHSS\*2040

*Co-requisite(s):* ECS\*2040

*Restriction(s):* Registration in the Bachelor of Applied Science - Early Childhood program

### ECS\*2030 Development in Adolescence W (3-0) [0.50]

This course examines the biological, psychological and social changes associated with the adolescent stage of human development. Current research findings are presented to illustrate key developmental issues and to locate adolescent development historically as well as socially. Physical, cognitive, emotional and sexual development is explored within the context of family, peer and school relationships. Particular attention is paid to the application of theories and concepts to the lived experiences of adolescents.

*Prerequisite(s):* AHSS\*2040

### ECS\*2040 Field Placement II W (2-7) [0.50]

This course introduces students to pre-school children in a variety of early childhood settings where students will participate in all assigned activities. Through discussion in seminars, reflection in a journal and the creation of a portfolio, students gain insight into various dimensions of teaching and learning for self-improvement and growth. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* AHSS\*2040, ECS\*1030, ECS\*2050

*Restriction(s):* Registration in the Bachelor of Applied Science - Early Childhood program with a minimum cumulative average of 60%.

### ECS\*2050 Curriculum Development I F (3-0) [0.50]

This course focuses on the development of curriculum for children two to six years of age in an early childhood setting. The course is designed to help the student plan and implement appropriate stimulating activities. A wide variety of creative materials and resources are explored.

*Prerequisite(s):* AHSS\*2040, ECS\*1000, ECS\*1030

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

### ECS\*3000 Curriculum Development II F (2-1) [0.50]

This course focuses on the development of curriculum for children six to nine years of age in a school age setting. The course is designed to explore the role of educators in a school age setting and to help students examine, plan and implement responsive inclusive school age programs..

*Prerequisite(s):* AHSS\*2040, ECS\*1000, ECS\*2050

*Co-requisite(s):* ECS\*3030

### ECS\*3010 Children with Diverse Needs in Families F (3-0) [0.50]

This course provides an overview of the diversity of special needs in children and their families. Different causes, common characteristics, intervention approaches, and programming guidelines for creating a bias-free, inclusive, and family-centered learning environment will be explored. Issues for children, their families and supporting resource personnel will be highlighted.

*Prerequisite(s):* 7.50 credits

### ECS\*3020 Counselling and Communication in Family Consultation F (2-1) [0.50]

This course focuses on the development of interviewing and counselling skills that will enable effective communication with children and their families in a variety of professional settings in the fields of early childhood services. An examination and analysis of major theoretical approaches to working with children and their families will also be provided. This course will involve a skill lab component which requires students to practice skills demonstrated in the lectures.

*Prerequisite(s):* ECS\*2040

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

### ECS\*3030 Field Placement III F (2-7) [0.50]

This course will further enhance the students' breadth in the program and their experience in the range of early childhood services. This field placement will focus on the area of infant/toddler services. Seminars, written reflection and continued portfolio development will give students opportunity to think systematically about their practice and learn from experience. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* ECS\*2040

*Co-requisite(s):* ECS\*3000

*Restriction(s):* A minimum cumulative average of 60% is required to register.

### ECS\*3040 Administration of Programs W (3-0) [0.50]

Using resources found on the Internet, along with assigned readings from the text and other sources and on-line conferences, students study the important roles, responsibilities, skills and techniques available to administrators of high quality child care programs. Students consider the effective planning and utilization of resources (money, human energy, physical resources) and time to provide services to children and families while meeting the needs of the community. This course will draw on students' experiences in field placements to discuss concepts related to the operation of quality care and education programs for children up to school age. (Offered in Distance Education format only.)

*Prerequisite(s):* 10.00 credits including ECS\*3030

**ECS\*3060 Field Placement IV W (2-7) [0.50]**

In the continuing series of placements which increase the breadth of field experiences, students will be introduced to the area of diversity, family services, community and early years centres, therapeutic settings and/or elementary education in early childhood services. Students will be expected to share their experiences in journal, portfolio and seminar format. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* ECS\*3030

*Restriction(s):* A minimum cumulative average of 60% is required to register.

**ECS\*3070 Community Development in Early Childhood W (3-0) [0.50]**

This course examines the history, theory and practice of community development and participation in the field of early childhood. Students explore their own values and beliefs in relation to collaborative capacity building by experiencing community development work at the grassroots level.

*Prerequisite(s):* 10.00 credits

*Co-requisite(s):* AHSS\*3010

**ECS\*4000 Program Development and Evaluation F (3-0) [0.50]**

In this course, students study the underlying principles involved in the development and evaluation of programs for young children. Students first examine the philosophical roots of early childhood program design and evaluate the relevance for current early education. Students also become familiar with some of the approaches and strategies used in program evaluation. Research on published evaluation in the field are reviewed and students plan an evaluation related to a current early education program of their choice.

*Prerequisite(s):* 12.00 credits

*Co-requisite(s):* ECS\*4011 or ECS\*4070

*Restriction(s):* Registration in the Early Childhood Studies Program

**ECS\*4020 Child Care and Public Policy W (3-0) [0.50]**

This course focuses on public policies that influence the nature and effectiveness of programs and services for young children and their families. Students are exposed to the range of factors that influence social policy development and the respective roles of the federal, provincial/territorial and municipal governments. The course examines the history of policies affecting early childhood education and care and related services in Canada and in Ontario and provides students with the tools to critically examine how current policies and their implementation affect children, parents, women, child care professionals, and communities. The course includes both international and inter-provincial comparisons. Students are encouraged to consider how they can play a constructive role in policy change as professionals and as engaged citizens.

*Prerequisite(s):* 17.00 credits including ECS\*3060

**ECS\*4030 Professional Issues in EC W (3-0) [0.50]**

This course explores current issues and trends in professional practice. Through collaborative learning students acquire skills in best practices such as effective communication and conflict resolution. The importance of advocacy and empowerment in relation to marginalization and power are investigated. Students examine their personal and professional values, supporting the process of making ethical decisions related to Early Childhood Services

*Prerequisite(s):* 14.00 credits

*Co-requisite(s):* ECS\*4012 or ECS\*4080

**ECS\*4050 Assessment and Intervention with Children and Families F (2-2) [0.50]**

This course focuses on the assessment of atypical development in children ranging in age from birth through age 6. The course builds on the student's knowledge of principles of assessment and intervention with respect to individual children, children within their families, and children within larger organizational settings. A wide variety of assessment instruments and contexts are analyzed.

*Prerequisite(s):* 12.00 credits including SCMA\*3040

*Restriction(s):* Registration in the Early Childhood Studies Program

**ECS\*4070 Field Placement V F (2-7) [0.50]**

Students will choose a placement in an area of interest in the field of Early Childhood Services. This allows for an in-depth experience independently planning, implementing and evaluating programs for children and/or their families in collaboration with other professionals. In doing so, students will transform the course from an intellectual experience to an experience of human relationships. Students will be involved in various aspects of the placement agency to understand the role that the centre or agency fulfills in the broader community of supports. Through verbal and written reflective practice and the completion of their professional portfolios, students will consolidate and evaluate their competencies. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* 12.00 credits including ECS\*3060

*Restriction(s):* A minimum cumulative average of 60% is required to register.

**ECS\*4080 Field Placement VI W (2-7) [0.50]**

Students continue their placement at the same site they were placed for Field Placement V. In addition, they use the learning collective established in the previous semester to refine their reflective practice skills in a weekly integrative seminar and through on-line sharing of resources and support. Students will articulate a personal philosophy and guiding principles for working in programs that support children and/or their families. During the semester, the students will be engaged in an Independent Study that will vary depending on their interest and mandate of the placement agency. This project will demonstrate leadership and critical thinking in working with stakeholders to design a new program or address a policy change. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* ECS\*4070

*Restriction(s):* A minimum cumulative average of 60% is required to register.

**ECS\*4900 Independent Study in Early Childhood S,F,W (3-0) [0.50]**

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

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

*Restriction(s):* Instructor consent required.

## Family and Community Social Services

### FCSS\*1000 Social Work in Canada F (3-0) [0.50]

This interdisciplinary course examines the social welfare institutions in the context of professional values and ethics of the social service professions. This course introduces first year students to the purpose, value base, principles, settings, and methods of social work practice. Students have the opportunity to explore their own personal values in the context of social work and the broader society.

### FCSS\*1010 Social Issues and Social Environments W (3-0) [0.50]

This course provides students with the contexts necessary to see the presenting problems of clients within the larger social issues facing society and offers an overview of methodologies utilized by social service professionals in addressing both individual and social issues. It provides students with a basic framework in which to view and understand social problems, their causes, their relationship to particular groups and sub-populations, and potential solutions.

### FCSS\*1020 Interpersonal Communication Skills W (3-0) [0.50]

This course is designed to introduce students to the communication process that characterizes the human-services field: effective written, spoken, and non-verbal communications linked to efficiency and effectiveness in the context of social service work. This course analyzes the factors that influence the ways in which clients and workers send and receive verbal and non-verbal messages and the cause of ineffective communication. It also considers issues of power and language, including sexism, racism, homophobia, etc.

### FCSS\*1070 Couple and Family Relationships W (3-0) [0.50]

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

### FCSS\*2000 Counselling I: Theory and Practice F (3-0) [0.50]

This is the first of two courses designed to provide the student with the theory and skills to provide appropriate counselling services to clients. The course will provide students an opportunity to develop and practice counselling skills through the counselling seminars as well as introducing students to a number of counselling theories and their application in the field.

*Prerequisite(s):* FCSS\*1020 or 4.00 credits.

*Restriction(s):* Registration in the Family and Community Social Services, Justice Studies & Psychology program.

### FCSS\*2010 Working with High Risk Populations F (3-0) [0.50]

Disadvantaged people often face personal and structural issues that place them at high risk of harm, hospitalization, or death. Using an empowerment approach which emphasizes the perspective of clients, learners develop effective means of working with people with psychiatric labels, developmental disabilities, older adults, survivors of domestic violence and child abuse and early trauma, those struggling with addictions and eating disorders, and individuals labelled as having cognitive disabilities.

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

### FCSS\*2020 Introduction to Field Practicum F (3-0) [0.50]

This course prepares students for the expectations associated with field practica, including those of the program, the agencies and the professional college. Students will become familiar with the organization of the field practicum sequence and the documentation, policies and procedures connected to the evaluation and monitoring of field practice. This is a pre-requisite for Field Practicum.

*Prerequisite(s):* 3.00 credits from FCSS including: FCSS\*1020

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

### FCSS\*2040 Foundation Practicum I W (2-14) [0.75]

Seminar and supervised field placement where students have the opportunity to take part in the day-to-day operations of a social services agency. They will work under the direct supervision of a professional staff person, have the opportunity to observe social services procedures and practices, and take part in serving clients with direction from agency staff. Students will also be expected to maintain a record of their placement activities through the submission of a field contract, time sheets, and bi-weekly logs.

*Prerequisite(s):* FCSS\*2000, FCSS\*2020

*Co-requisite(s):* AHSS\*2080, FCSS\*3040

*Restriction(s):* A minimum cumulative average of 60% is required to register.

### FCSS\*2050 Human Sexuality F (3-0) [0.50]

This course examines the biological, cultural and psychological aspects of human sexuality. Current research findings are presented in the context of sexual problems facing individuals and society. A wide diversity of sexual attitudes and behaviours will be explored. Students will develop an understanding of how to apply theory and research in analyzing and counselling commonly presented sexual problems.

*Prerequisite(s):* FCSS\*1010

### FCSS\*3001 Intermediate Practicum F (2-14) [0.75]

First part of the two-semester course FCSS\*3001/2. Refer to FCSS\*3001/2 for course description.

*Prerequisite(s):* FCSS\*2040

*Restriction(s):* A minimum cumulative average of 60% is required to register.

### FCSS\*3001/2 Intermediate Practicum F (2-14) [1.50]

This is a two-semester course. Seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students develop work habits such as serving clients effectively, which make them an asset to the agency, and how to navigate moral, ethical, clinical, and political issues as they emerge in their placements. Students continue to work as part of a team, and deciphering how to effectively use supervision. Agency field supervisors and college field supervisors may raise professional, ethical, attitudinal, and practical issues which they consider to be important for students to address. A grade will not be assigned to FCSS 3001 until FCSS 3002 has been completed.

*Prerequisite(s):* FCSS\*2040

*Restriction(s):* Registration in the Family and Community Social Services program with a minimum cumulative average of 60%.

### FCSS\*3002 Intermediate Practicum F (2-14) [0.75]

Second part of the two-semester course FCSS\*3001/2. Refer to FCSS\*3001/2 for course description.

*Prerequisite(s):* FCSS\*2040

*Restriction(s):* A minimum cumulative average of 60% is required to register.

### FCSS\*3010 Working With Groups: Theory and Practice W (2-1) [0.50]

This course will provide the student with the opportunity to develop the self-awareness, knowledge and skills necessary to work effectively with small groups. The course will focus on the dynamics of group development and behaviours, and the facilitating role of workers in task, therapeutic and maintenance groups. Students will study a variety of theoretical approaches to group counselling, and will practice group facilitation skills through experiential exercises in the lab.

*Prerequisite(s):* 7.50 credits

### FCSS\*3020 Developing a Culturally Sensitive Practice W (3-0) [0.50]

This course evaluates the different theories relating to the provision of social services to culturally diverse populations. It offers students the opportunity to develop the knowledge, attitudes, and skills necessary in addition to delivering effective social services in a multi-cultural, multi-racial society.

*Prerequisite(s):* 7.50 credits

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

### FCSS\*3040 Counselling II: Theory and Practice W (3-0) [0.50]

This is the second of two courses designed to provide students with the theory and skills to allow them to provide appropriate counselling services to their clients. The course will focus on the role of race, ethnicity, sexual orientation, ability/disability, class and gender in the counselling relationship and how to integrate these multiple identities into counselling practice. This course will also allow students to continue to enhance their counselling skills through the counselling seminar section of the course.

*Prerequisite(s):* FCSS\*2000

*Restriction(s):* Registration in the Family and Community Social Services program & Psychology Program.

### FCSS\*3060 Crisis Intervention: Theory and Practice W (3-0) [0.50]

This course provides the student with the theory and practical skills that will be needed to effectively intervene with clients who are experiencing crisis. The course will focus on crisis theory and crisis intervention methods, with particular emphasis on crisis intervention in the context of families. A developmental-ecological perspective is employed in the discussion of course content.

*Prerequisite(s):* 7.50 credits including: FCSS\*3040

**FCSS\*4000 Family Theory and Therapy W (3-0) [0.50]**

This course examines the major theoretical frameworks and family therapy models guiding research and practice relating to families today. It prepares students to use theory as a tool for better understanding and explaining family process and develops the critical thinking skills necessary to critique, evaluate, and integrate these theoretical frameworks and therapy models. This course also places a heavy emphasis on integrating theory with practice and requires that students routinely apply and integrate major theoretical frameworks and family therapy models to specific and contemporary family issues.

*Prerequisite(s):* 12.50 credits including: AHSS\*2120

**FCSS\*4010 Agency Admin. & Community Relations F (3-0) [0.50]**

This course presents students with the information and skills to assume financial responsibility for an agency budget, administer an agency office, and develop and prepare a major grant proposal. The course also examines the agency's presence within the community. It also surveys the current funding structure in Canada, emphasizing access to corporate, government and foundation funders.

*Prerequisite(s):* 12.50 credits

**FCSS\*4021 Advanced Practicum F (2-18) [1.00]**

First part of the two-semester course FCSS\*4021/2. Refer to FCSS\*4021/2 for course description.

*Prerequisite(s):* 12.50 credits including AHSS\*2080, FCSS\*3001/2, FCSS\*3010, FCSS\*3020, FCSS\*3060

*Restriction(s):* Registration in the Family and Community Social Services program with a minimum average of 60% program.

**FCSS\*4021/2 Advanced Practicum F (2-18) [2.00]**

This is a two-semester course. Seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Agency field supervisors and course instructors may raise professional, ethical, attitudinal, and practical issues which they consider to be important for students to address. As a component of the advanced practicum students will submit a senior research paper relating to a critical aspect of their practicum which has been negotiated between the field supervisor and course instructor. A grade will not be assigned to FCSS\*4021 until FCSS\*4022 has been completed.

*Prerequisite(s):* 12.50 credits including AHSS\*2080, FCSS\*3001/2, FCSS\*3010, FCSS\*3020, FCSS\*3060

*Restriction(s):* Registration in the Family and Community Social Services program with a minimum average of 60% program.

**FCSS\*4022 Advanced Practicum F (2-18) [1.00]**

Second part of the two-semester course FCSS\*4021/2. Refer to FCSS\*4021/2 for course description.

*Prerequisite(s):* 15.00 credits including FCSS\*4021

*Restriction(s):* Registration in the Family and Community Social Services program with a minimum average of 60% program.

**FCSS\*4030 Social Work and the Law F (3-0) [0.50]**

Using a case study approach this course provides students with an understanding of the role of the law in social work practice, and is designed to equip them with sufficient knowledge of the law to assist them in their roles as advocates or case managers. The course will also cover specific legislation including the Mental Health Act, Youth Criminal Justice Act and Income Assistance Legislation. The course will outline the rights and obligations as defined by the Ontario College of Social Workers and Social Workers

*Prerequisite(s):* FCSS\*3001/2

**FCSS\*4040 Empowerment Oriented Case Management W (3-0) [0.50]**

This course provides students with the skills required to promote the effective integration of disadvantaged people into the mainstream of community life using an empowerment approach. Students learn about empowerment-oriented case management practice, risks of not practicing according to the empowerment model, key empowerment philosophies, and their applications to practice, and legal and ethical issues that have a direct impact on how case management is practiced.

*Prerequisite(s):* 10.00 credits

**FCSS\*4060 Family Mediation & Conflict Resolution W (3-0) [0.50]**

This course focuses on the theories, skills and techniques used to reach resolution in a variety of family conflict situations. Overviews of contemporary developments in the theory and practice of mediation are discussed. Students also examine different perspectives on conflict and strategies for resolving conflict, specifically within the family context. Through lectures, group work and role plays, students study the fundamental principles of negotiation, mediation and conflict resolution. Students have the opportunity to reflect on their own style of conflict resolution and the relevance of course material to their own lives.

*Prerequisite(s):* 12.50 credits including: FCSS\*2000, FCSS\*4000

**FCSS\*4900 Independent Study in Family & Community S,F,W (3-0) [0.50]**

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

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

*Restriction(s):* Instructor consent required

## Justice

### JUST\*1000 Health and Wellness I F (2-1) [0.50]

Students are introduced to concepts of wellness and total health for mind and body. Emphasis is placed on the benefits of physical activity. Students are given practical information necessary to make lifestyle changes. In addition, an effective and safe personal fitness program is designed, developed and implemented.

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

### JUST\*1010 Criminal Offences W (3-0) [0.50]

Students analyze specific elements of selected criminal code offences, including offences against the person, property and public order. Students research case law, assess its impact on criminal offences, and use case law to argue and defend decisions.

*Prerequisite(s):* AHSS\*1150

### JUST\*1020 Introduction to Police Powers W (3-0) [0.50]

Students examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian criminal procedure. Topics include citizen and police arrest and release authorities, police powers of search and seizure, with and without warrant, police discretion and its implications. Students become familiar with police terminology and apply the procedures required to effect arrest and release.

*Prerequisite(s):* AHSS\*1150

### JUST\*1030 Introduction to Community Service F (3-0) [0.50]

Students become increasingly familiar with the volunteer process and the various volunteer placement sites in the justice system. Also, concepts such as social privilege, volunteerism, and community involvement and their roles in the justice system are covered.

### JUST\*1040 Physical Fitness Practicum I W (0-2) [0.00]

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*1000

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

### JUST\*2000 Community Policing: Introduction F (3-0) [0.50]

Students examine the role of community policing acting in equal partnership with the diverse groups in contemporary society to identify and implement effective solutions for community problems. The course begins with an analysis of traditional policing and moves on to a discussion of community policing as the future of policing. Emphasis is placed on learning the skills – self-direction, tolerance, problem solving, critical thinking, conflict management, and mediation – needed for practicing effective community policing.

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

### JUST\*2010 Forensics Techniques F (2-1) [0.50]

Students examine the role of forensic science in criminal investigations. Emphasis is placed on using evidence such as fingerprints, hair, fibres, bullets and blood patterns to identify and link a suspect to a crime. Also, the identification, collection, packaging and protection of forensic evidence from a crime and presentation of evidence in court are studied.

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

### JUST\*2020 Federal Legislation F (3-0) [0.50]

Students critically analyse and interpret specific elements of selected criminal code and federal legislation having an impact on the administration of justice. These include federal statutes dealing with offences related to young persons, firearms, controlled drugs and substances, and various procedural statutes such as the Interpretation Act and the Canada Evidence Act. Emphasis is placed on researching case law and assessing its impact on the enforcement of federal statutes.

*Prerequisite(s):* AHSS\*1150, JUST\*1010

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

### JUST\*2030 Provincial Legislation W (3-0) [0.50]

Students analyze specific elements of selected Provincial legislation that have an impact on the administration of justice in Ontario. Specific statutes include the Highway Traffic Act, the Liquor Control Act, the Mental Health Act and the Family Law Act, among others. Also, the role of the Province in establishing laws and the interplay of various agencies and police in the enforcement of these statutes are examined.

*Prerequisite(s):* AHSS\*1160

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

### JUST\*2040 Police Governance and Accountability W (3-0) [0.50]

Students examine police governance and accountability issues related to the Police Services Act, police complaints, First Nations policy and management and labour issues. Topics include use of force and officer safety theory and related issues.

*Prerequisite(s):* JUST\*1020

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

### JUST\*2050 Community Service I W (1-9) [0.50]

Students have the opportunity to explore the structure and administration of community organizations and social services that operate within and adjacent to the Criminal Justice System by working on site. Students work under the direct supervision of a professional staff person and participate in the activities of the agency. Students are expected to maintain a record of their community service activities as demonstrated through the submission of weekly reports.

*Prerequisite(s):* JUST\*1030

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

### JUST\*2060 Physical Fitness Practicum II F (0-2) [0.00]

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*1040

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

### JUST\*2070 Physical Fitness Practicum III W (0-2) [0.00]

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*2060

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

### JUST\*2080 Correctional Institutions W (3-0) [0.50]

This course offers students a critical look at prison populations, treatment programs, progressive reforms, correctional officers, and an opportunity to analyze whether feasible alternatives to Correctional Institutions exist.

*Prerequisite(s):* AHSS\*1160

### JUST\*3000 Health and Wellness II F (3-0) [0.50]

Students are introduced to human anatomy and physiology. The course examines the practice of good nutrition and the body's nutritional requirements. In addition, the determinants of physical activity participation, motivation and adherence are presented. This course has been designed specifically for the Justice Program.

*Prerequisite(s):* JUST\*1000

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

**JUST\*3010 Conflict Resolution F (3-0) [0.50]**

This course takes an interdisciplinary approach to studying conflict analysis and resolution through theory, research and practice. Students consider conflict situations in a complex and in-depth manner and will demonstrate competence through the use of case studies, basic assumptions and theories, strategic planning, and mediation practice and problem solving. The relationship between reconciliation and justice is also explored.

*Prerequisite(s):* 5.00 credits including AHSS\*1110

**JUST\*3030 Investigative Techniques W (3-0) [0.50]**

This course presents students the various steps in the investigative process and how to strike a balance between the extraordinary powers of the State to search, seize, detain and interrogate, and individual rights and freedoms.

*Prerequisite(s):* AHSS\*1150, JUST\*1010, JUST\*1030, JUST\*2010

**JUST\*3040 Police and Society F,W (3-0) [0.50]**

This course examines the role of police in society, including theories of policing, the history of policing and such issues as police citizen interaction, relations with visible minorities, methods for controlling police behaviour, and the effectiveness of the police in carrying out specific policy directives.

*Prerequisite(s):* 5.00 credits including AHSS\*1160

**JUST\*3050 Community Service II W (1-8) [0.50]**

This course is builds on JUST 2050 Community Service I. Students will be required to seek and secure a placement with an agency, other than the one they experienced in JUST 2050. Students will have an opportunity to reflect on their previous community service experience, as well as compare the agencies, and the two experiences. Students will be expected to maintain a record of their community service activities as demonstrated through the submission of weekly reports. Students have the opportunity to apply the theoretical knowledge they have acquired through the Justice Program and to reflect in the current placement. In addition to comparing and contrasting the current placement with the previous placement.

*Prerequisite(s):* 5.00 credits including JUST\*2050

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

**JUST\*3060 Traffic Investigation and Analysis F (3-0) [0.50]**

This course examines various aspects of Federal and Provincial legislation as it relates to the use of motor vehicles. Emphasis is placed on police authority to enforce these laws and the social and moral consequences of this enforcement activity.

*Prerequisite(s):* 5.00 credits including JUST\*1020

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

**JUST\*3070 Physical Fitness Practicum IV F (0-2) [0.00]**

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*2070

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

**JUST\*3080 Physical Fitness Practicum V W (0-2) [0.00]**

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*3070

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

**JUST\*3090 Immigration Policy and Practices F (3-0) [0.50]**

This course begins with a broad exploration of historical, demographic and constitutional factors instrumental in shaping migration policies. This information, combined with an overview of the history of immigration in Canada, provides students with the necessary tools to engage in a comparative analysis of Canada's immigration policies within a global context. In addition, this course provides opportunities to engage critically in examining how social, economical and political factors shaped, and continue to shape Canadian immigration policies and how these factors are in turn, affected by immigration. Attention is given to the practical implications of Immigration Law and related legislation for the Immigration Officers.

*Prerequisite(s):* 10.00 credits

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

**JUST\*4000 Advanced Issues in Community Policing F (3-0) [0.50]**

This course challenges students to critically examine the role community policing plays in society. Students examine the shortcomings of current policing strategies by analysing these strategies using concepts such as sustainable crime reduction, evidence based crime prevention, fear management and the 'dark figure of crime'. Also, they study value-added policing services that support a transition towards a comprehensive, qualitative policing model.

*Prerequisite(s):* 10.00 credits including JUST\*2000

**JUST\*4010 Justice Senior Seminar W (3-0) [0.50]**

This course will be offered as a structured seminar on various topics depending on the interests of the faculty member teaching the course, substantive current topics in Justice studies or student interest. Topics will be announced and course outlines will be available at course selection.

*Prerequisite(s):* AHSS\*3060, SCMA\*2040, SCMA\*3040

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

**JUST\*4020 Justice Management F,W (3-0) [0.50]**

This course uses a systems approach to critically analyse the management practices utilized within the Canadian Justice System. Topics covered include restorative justice, collaborative justice, labour relations, administration and leadership practices and precesses, and community and stakeholder involvement in the administration of justice.

*Prerequisite(s):* 10.00 credits including: AHSS\*1140

**JUST\*4030 Physical Fitness Practicum VI F (0-2) [0.00]**

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

*Prerequisite(s):* JUST\*3080

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

**JUST\*4040 Private Security and Society W (3-0) [0.50]**

This course critically examines the role and function of private security in society. Private security practices and policies are compared to public policing and the implications for public policy are considered. Case studies will be used to discuss the development of effective risk management plans.

*Prerequisite(s):* 10.00 credits

**JUST\*4050 Customs Policy and Procedures F (3-0) [0.50]**

This course provides students with the theoretical knowledge and practical skills needed to engage in the administration of customs rules and regulations in Canada. The impact of various Canadian statutes on the roles and responsibilities of Customs officials are examined. Students engage in critical debate regarding the latest major structural changes within the Customs department and related practices as a result of global issues, challenges and priorities.

*Prerequisite(s):* 10.00 credits including: JUST\*3090

**JUST\*4060 Community Corrections: Theory and Practice W (3-0) [0.50]**

This course examines selected topics in community corrections in Canada and elsewhere. Topics studied include probation, parole, conditional release options, conditional sentencing and restorative justice practices. A theoretical analysis of community correctional practices is emphasized.

*Prerequisite(s):* AHSS\*3060, JUST\*2080



**JUST\*4900 Independent Study in Justice Studies S,F,W (3-0) [0.50]**

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

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

*Restriction(s):* Instructor consent required

## Kinesiology

### **KIN\*1010 Introduction to Health and Wellness F (3-0) [0.50]**

This course presents the dimensions and determinants of health and wellness, and encourages students towards adopting healthy lifestyle choices. Topics such as stress management, disease management, alcohol, tobacco and drug use, living in a healthy environment, and Canada's health care system are also discussed.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1030 Human Anatomy I F (3-2) [0.50]**

First part of a two-semester lecture- and laboratory-based course in human anatomy, studied using a regional approach. This course includes detailed study of the skeleton, upper and lower limbs, thorax, abdomen, pelvis, perineum, head neck and central nervous system.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1040 Human Anatomy II W (3-2) [0.50]**

Second part of a two-semester lecture- and laboratory-based course in human anatomy, studied using a regional approach. This course includes detailed study of the skeleton, upper and lower limbs, thorax, abdomen, pelvis, perineum, head neck and central nervous system.

*Prerequisite(s):* KIN\*1030

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1060 Human Physiology I W (3-0) [0.50]**

This course is the first of two courses to provide a scientific foundation for understanding the mechanisms by which the body functions. Topics covered include: overview of tissue organization, and physiology of the nervous, muscular and endocrine systems.

*Prerequisite(s):* SCMA\*1120

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1070 Biochemistry and Metabolism I W (4-2) [0.50]**

This two course sequence provides the biochemical foundation for the study of human nutrition, exercise and metabolism. This course covers aspects of general chemistry and organic chemistry that are critical to understanding the fundamentals of human biochemistry and metabolism.

*Prerequisite(s):* SCMA\*1120

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1310 Group Strength and Athletic Training W (0-2) [0.00]**

This physical activity practicum course develops the necessary skills required to plan and instruct a group exercise class. Topics covered include class formats, use of music, choreography, cueing, monitoring techniques and successful instruction techniques. Students will gain competencies in the instruction of group strength training, athletic training, and kick box classes. Students will learn the skills by practice teaching sessions and by peer and instructor evaluations. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1320 Step, Stability Ball and BOSU Ball Training W (0-2) [0.00]**

This physical activity practicum course develops the necessary skills required to plan and instruct a group exercise class. Students will gain competencies in the instruction of group warm-ups, step training, stability ball training and BOSU ball training. Students will learn the skills by practice teaching sessions and by peer and instructor evaluations. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1330 Traditional Group Exercise and Group Cycle Training W (0-2) [0.00]**

This physical activity practicum course develops the necessary skills required to plan and instruct a group exercise class. Students will gain competencies in the instruction of traditional group exercise and group cycle classes. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1340 Flexibility, Yoga and Pilates Training W (0-2) [0.00]**

This physical activity practicum course develops the necessary skills required to plan and instruct a group exercise class. Students will gain competencies in the instruction of flexibility training, yoga and Pilates classes. Students will learn the skills by practice teaching sessions and by peer and instructor evaluations. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1350 Athletic Bandaging and Taping Techniques W (0-2) [0.00]**

This physical activity practicum course will provide an introduction to the management of athletic injuries through athletic taping and bandaging techniques. This course will provide students with the opportunity to practice taping techniques for a variety of body parts and injuries. All course components must be fulfilled for successful completion of the course. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in B.A.Sc. Kinesiology.

### **KIN\*1410 Therapeutic Exercise of Musculoskeletal Disorders W (0-2) [0.00]**

This physical activity practicum course will introduce students to theories and guidelines for prescribing rehabilitation exercises for common musculoskeletal injuries. The focus of this course will be teaching students proper exercise technique and progression of rehabilitation programs. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1420 Therapeutic Exercise for Special Populations W (0-2) [0.00]**

This physical activity practicum course will discuss the basic guidelines for working with clients with special needs and/or health concerns. Students will learn to identify health conditions that will influence exercise program development and to analyze and modify fitness program variables in order to meet the particular needs of these special populations. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* 7.50 credits

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1430 Functional Ability Evaluation W (0-2) [0.00]**

In this physical activity practicum course students will learn to conduct perceived work capacity evaluations and functional capacity evaluations with human subjects. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* 7.50 credits

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1440 Ergonomic Assessment and Physical Demands Analysis W (0-2) [0.00]**

This physical activity practicum course will provide an introduction to musculoskeletal disorder hazards in the workplace; how to identify them and how to reduce their incidence. The course will provide students with the opportunity to perform physical demands and ergonomic assessment using appropriate assessment tools. A pass/fail grade will be assigned upon completion of the course.

*Prerequisite(s):* 7.50 credits

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1450 Occupational Health and Safety W (0-2) [0.00]**

In this physical activity practicum course students will learn the skills needed to identify common workplace hazards and develop and implement recommendations for solutions. All course components must be fulfilled for successful completion of the course. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*1460 Exercise Prescription for Older Adults W (0-2) [0.00]**

In this physical activity practicum course students will learn to design and conduct exercise programs for older adults. Students will develop a thorough theoretical and practical understanding of how to implement cardiorespiratory, strength, flexibility and balance training programs for the older adult. All course components must be fulfilled for successful completion of the course. A pass/fail grade will be assigned upon completion of the course.

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*2010 Health Promotion W (3-0) [0.50]**

This course reviews the concepts of health and well-being, as well as the determinants of health. An overview of the strategies used in the practice of health promotion will be presented. There will be a particular emphasis on providing students with the knowledge and skills in health promotion program planning, implementation and evaluation.

*Prerequisite(s):* AHSS\*1310, KIN\*1010

*Restriction(s):* Registration in Kinesiology B.A.Sc.

### **KIN\*2020 Fundamentals of Nutrition: Pharmacology and Toxicology W (3-0) [0.50]**

This course defines the principles of nutrition, pharmacology and toxicology as they relate to human health and fitness. The course goes beyond the role of foods as sources of essential nutrients and energy; the use of foods, nutritional supplements and natural health products as medicines is examined.

*Prerequisite(s):* KIN\*2060, KIN\*2070

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*2060 Human Physiology II F (3-0) [0.50]**

This course is the second of two courses to provide a scientific foundation for understanding the mechanisms by which the body functions. Topics covered include: physiology of the cardiovascular, respiratory, and urinary systems.

*Prerequisite(s):* KIN\*1060

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*2070 Biochemistry and Metabolism II F (4-2) [0.50]**

This two course sequence provides the biochemical foundation for the study of human nutrition, exercise and metabolism. This course covers aspects of biochemistry and metabolism that are critical to understanding human health and fitness.

*Prerequisite(s):* KIN\*1070

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*2100 Fitness/Lifestyle Assessment I F (3-2) [0.50]**

This course will introduce the student to fitness and lifestyle assessment methodologies and techniques. Components of fitness assessment addressed include body composition, muscular strength and endurance, cardiorespiratory abilities, flexibility, posture, and performance related components of fitness. Students will also explore occupational fitness testing protocols. The laboratory component of this course provides the student with significant opportunity to practice conducting these protocols.

*Prerequisite(s):* KIN\*1010, KIN\*1040, KIN\*1060

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*2200 Exercise Prescription I F (3-2) [0.50]**

This course will introduce the student to exercise prescription methodologies and techniques. Components of exercise prescription that will be addressed include: elements of effective workouts, factors that must be taken into consideration in the design of an exercise program, the training principles, prescribing safe aerobic, resistance and flexibility programs, proper resistance training form and knowledge of CSEP and ACSM training guidelines. The laboratory component of this course provides the student with significant opportunity to practice these exercise prescription skills and techniques.

*Prerequisite(s):* KIN\*1040

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*2210 Exercise Prescription II F (3-3) [0.50]**

This course is the second of four exercise prescription courses. Students will continue their study of exercise prescription methodologies and techniques. Components of exercise prescription that will be addressed include: ethics and professional conduct, the consultation process, recording and tracking client progress, an examination of advanced training techniques, weight management, assessing posture, low back health, overtraining, detraining, effective leadership skills, and effective learning strategies to be employed with clients. The laboratory component of this course provides the student with significant opportunity to practice these exercise prescription skills and techniques.

*Prerequisite(s):* KIN\*2200

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3010 Exercise Physiology F (3-2) [0.75]**

This course examines the physiological mechanisms during and as a result of physical activity. The adaptations and responses of the cardiovascular, respiratory, neuromuscular, metabolic, and endocrine systems will be explored.

*Prerequisite(s):* KIN\*2060

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3020 Injuries and Exercise Contraindications F (3-0) [0.50]**

In this course students study concepts specific to the prevention of acute and chronic activity-related injury. Strategies to prevent injury that will be examined include: anatomical variations that may predispose an individual to an injury, appropriate physical conditioning programs, proper technique and skill sets, and the use of protective equipment. This discussion will be followed by an examination of injuries that are common to fitness and sports programs. In addition, legal considerations affecting fitness professionals and the physiology of the injury process will be studied.

*Prerequisite(s):* KIN\*1040, KIN\*2200

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3030 Nutrition: Exercise and Metabolism W (3-0) [0.50]**

This course defines the principles of nutrition, exercise and metabolism as they relate to human health and fitness. In addition to covering the energy and nutrient requirements of exercising humans, the course covers the metabolic basis of muscle and whole body fatigue, muscle growth and repair and genetic and epigenetic factors which influence muscle metabolism and performance of physical activity.

*Prerequisite(s):* KIN\*2020, KIN\*2060

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3060 Human Development and Aging F (3-0) [0.50]**

This course will consider how an individual's capacity for exercise, as well as one's nutritional needs change during the growth, development and normal aging process.

*Prerequisite(s):* KIN\*3010, KIN\*3030

*Co-requisite(s):* KIN\*3250

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3090 Field Placement I W (2-6) [1.00]**

Field Placement I is the first of two field placements in the B.A.Sc. program. This first field placement will provide students with the opportunity to practice and develop their skills in the key elements of fitness assessment, exercise prescription and counseling. Students will also complete a one day per week internship in a community based setting such as a clinic, hospital, training/fitness facility, school or health promotion organization. The internship is based upon the individual interests of each student.

*Prerequisite(s):* KIN\*2210, KIN\*3100

*Restriction(s):* Registration in Kinesiology B.A.Sc. with a minimum cumulative average of 60%.

**KIN\*3100 Fitness/Lifestyle Assessment II F (3-2) [0.50]**

This course builds on the knowledge and skills acquired in KIN\*2100. The focus of this course is to provide students with the tools and skills required to assess a client's current fitness level according to the Canadian Physical Activity, Fitness and Lifestyle Appraisal. It covers a systematic approach for the appraisal and counselling of apparently healthy individuals, emphasizing the health benefits of physical activity. Students will administer a variety of fitness tests and health and lifestyle questionnaires and instruments. The laboratory component of this course provides the student with significant opportunity to practice conducting these protocols.

*Prerequisite(s):* AHSS\*1310, KIN\*2020, KIN\*2060, KIN\*2100, KIN\*2210

*Co-requisite(s):* KIN\*3010

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3110 Fitness/Lifestyle Assessment III F (3-2) [0.50]**

This course builds on the knowledge and skills acquired in KIN\*3100. The focus of this course is to provide students with the tools and skills required to select, administer, and interpret established testing protocols. It also covers screening for physical activity and exercise, proper use of testing equipment, fitness assessment outcomes, and normative data. The laboratory component of this course provides the student with significant opportunity to practice conducting these protocols.

*Prerequisite(s):* AHSS\*1310, KIN\*3100, KIN\*3200

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3190 Field Placement II F (2-14) [1.00]**

Field Placement II is the second of two field placements in the B.A.Sc. program. Students will complete a two day per week internship in a community based setting such as a clinic, hospital, training/fitness facility, school or health promotion organization. The internship is based upon the individual interests of each student. Additionally, students will participate in weekly seminars aimed at reviewing industry certification requirements and preparing them for their Independent Research Study course.

*Prerequisite(s):* KIN\*3090

*Restriction(s):* Registration in Kinesiology B.A.Sc. with a minimum cumulative average of 60%.

**KIN\*3200 Exercise Prescription III W (3-2) [0.50]**

Students will continue their study of exercise prescription methodologies and techniques. Components of exercise prescription that will be addressed include: periodization training, power training, plyometrics, speed training, agility training, balance training, sport specific demand analysis, the evaluation of scientific evidence documenting improvements in performance as a result of training, and an analysis of current training trends. The laboratory component of this course provides the student with significant opportunity to practice these exercise prescription skills and techniques.

*Prerequisite(s):* KIN\*2210

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*3250 Natural Health Products and Physical Activity F (3-0) [0.50]**

This course defines the beneficial physiological and psychological effects that can occur by the appropriate use of natural health products and regular physical activity throughout the life cycle. The course focuses on drug-free management of the risk of chronic degenerative diseases and on the enhancement of performance in daily living.

*Prerequisite(s):* KIN\*2060, KIN\*3030

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*4030 Motor Learning and Neural Control F (3-0) [0.50]**

This course introduces students to human motor control. The neural components and cognitive processes that underlie human movement will be examined. Additionally, the process of learning motor skills will be explored.

*Prerequisite(s):* KIN\*1040, KIN\*2060

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*4050 Special Populations: Understanding Disease W (3-0) [0.50]**

This course will provide students with a greater understanding of human disease processes including how the disease manifests and the progression of the primary and secondary effects. This course will assist the student in understanding injury/disease states. The course will focus on selected pathophysiological states that are commonly confronted in practice and is designed to promote an understanding of the decisions related to assessment and initiation of therapeutic treatments.

*Prerequisite(s):* KIN\*3060, KIN\*3250

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*4100 Fitness/Lifestyle Assessment IV W (3-2) [0.50]**

This is the capstone course in the series of fitness and lifestyle, and exercise prescription courses. The focus of this course is to provide students with the tools and skills required to select and perform fitness assessments and exercise prescriptions for individuals with medical conditions, chronic disease or disabilities. Students will continue their study of fitness assessment and exercise prescription progression, with emphasis on increasing physical activity/exercise for the purposes of improving health, function and activities of daily living. Students will continue to learn and apply their knowledge of physiology and biomechanics of exercise and knowledge of specific diseases towards the design, execution and monitoring of effective exercise prescription programs.

*Prerequisite(s):* AHSS\*1310, KIN\*2020, KIN\*3110

*Co-requisite(s):* KIN\*4200

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*4200 Exercise Prescription IV W (3-2) [0.50]**

This course will provide students with the tools and skills required to identify functional limitations and prescribe exercise from a therapeutic/corrective perspective. Students will learn to identify musculoskeletal limitations via manual muscle testing and the analysis of posture, gait and basic movement patterns. Building upon the assessment of functional limitations, students will learn appropriate corrective strategies and progressions. Students will also learn therapeutic exercise progressions for pre and post operative orthopaedic patients and strategies to transition clients from a rehabilitative program into a general fitness program.

*Prerequisite(s):* KIN\*3200

*Restriction(s):* Registration in Kinesiology B.A.Sc.

**KIN\*4400 Independent Research Study in Kinesiology W (3-0) [1.00]**

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

*Prerequisite(s):* 10.00 credits including SCMA\*2070

*Restriction(s):* Registration in Kinesiology B.A.Sc.

## Media Studies

### MDST\*1010 Internet Survey & Research F (3-0) [0.50]

This course is a hands-on overview of the world of online research. Students will be introduced to the variety of resources offered through the Internet for research purposes. They will also discover how to sort through the increasing amount of online material efficiently and productively. Spreadsheets and databases will be examined for use as tools for the media professional.

### MDST\*1030 Visual Communication and Design W (3-1) [0.50]

This course is an introduction to the theory and practice of visual design as a form of social communication in print and broadcast media. The course enables students to develop skills in visual design and to develop the critical tools necessary to apply those skills.

### MDST\*1050 Introduction to Media Writing F (3-0) [0.50]

This interdisciplinary course covers the theory and practice of writing and editing for media publications and public relations purposes. It examines the usefulness of these types of communication and analyzes the differences in journalistic and public relations intent. Students study and practice writing news stories, news releases, speeches, and other forms of media writing.

### MDST\*1070 Photography and Digital Imaging F (3-0) [0.50]

This course introduces students to the contexts necessary to understand the roles and purposes of photography and their impact on the mass media. It examines the evolution of photography in its historical context through to modern electronic image-making. Students combine practical photo-based projects with the art and vocabulary of image-making, critiquing and photographic communication.

### MDST\*1080 Introduction to Journalism & Public Relations W (3-0) [0.50]

In this course students will learn about the historical and social contexts of journalism. They will explore critical theories about the news media and examine the impact and implications of technological change. This course also will delve into the basic principles and theories of public relations in order for students to better understand the dynamics of the relationship between journalists and public relations practitioners.

*Prerequisite(s):* MDST\*1050

### MDST\*2000 News Gathering F (3-0) [0.50]

This course examines the role of the journalist in communicating public intelligence and the basic principles of news writing. Emphasis is placed on recognition of news values and on the development of clear, concise writing, research skills and effective interviewing techniques.

*Prerequisite(s):* MDST\*1010, MDST\*1050

### MDST\*2020 Media Structure and Policy F (3-0) [0.50]

Students study the diverse organizational and industrial structures of the press, electronic media and cultural industries and examine the ways in which those industries have been controlled by regulatory policies and agencies. With the emergence of the Internet and new information technologies in a globalizing world, students assess whether the traditional role of the state in regulating media continues to be relevant or even possible.

*Prerequisite(s):* AHSS\*1060

### MDST\*2030 News Editing and Writing F (3-0) [0.50]

Students focus on the fundamental elements of writing, style and copy editing which form the basis of all print journalism. Students identify and fix common spelling, grammar and syntax errors in their own and colleagues' writing and communicate the needed changes in a clear and positive manner using standard copy editing symbols. An understanding of news values aids in the selection and ranking of stories for front and inside pages. Assessment of audience and regional differences guides students in news judgment and selection. Newspaper design principles, headline and outline writing, and knowledge of the readability and legibility of typographic and design elements help students create complete newspaper pages.

*Prerequisite(s):* AHSS\*1060, MDST\*1030, MDST\*1050, MDST\*1070

### MDST\*2040 Media Relations F (3-0) [0.50]

Students examine the role and practices of the media as they relate to public relations. They learn how to develop targeted media relations strategies to achieve organizational goals, and learn the tools required by public relations practitioners to proactively and reactively work with the media. Using a combination of lectures and writing labs, students gain a theoretical understanding of media relations while creating relevant communication to targeted media.

*Prerequisite(s):* MDST\*1080

### MDST\*2050 Specialized Reporting W (3-0) [0.50]

This course introduces students to the concept and practices of specialized reporting. Students examine the structure of government in Canada, Ontario and municipalities. They learn how to cover Queen's Park, municipal councils, the police and the courts, using journalistic skills and research methods to get the information they need. The course also discusses how to cover business (including the business of sports and the arts) and labour news, and studies how economic forces create and shape such news stories. Students also begin studying opinion writing – both editorial and critical reviews.

*Prerequisite(s):* MDST\*2000, MDST\*2030

### MDST\*2060 Marketing Communications F,W (3-0) [0.50]

Students develop an understanding of marketing objectives as key elements of Public Relations. Students examine the marketing mix and analyze integrated marketing communication. Application of planning techniques and forecasting trends is covered.

*Prerequisite(s):* MDST\*1080

### MDST\*2070 Digital Design W (2-2) [0.50]

Introducing students to the current tools used in the development of visual design and develops skills in practical manipulation of these applications for both journalism and public relations. The course also develops skills in research and critical analysis related to culturally-based communication in local, national and international contexts.

*Prerequisite(s):* MDST\*1030

### MDST\*2100 Digital Photographic Imaging W (3-2) [0.50]

Using the current version of industry standard digital photographic imaging software and building on skills learned in MDST\*1070, this course expands the student's proficiency in a designated operating system. Students continue their study of visual perception by employing image retouching manipulation, and assembly strategies. Students are introduced to the concept and practice deployed in a digital studio as they explore its application in portraiture, commercial photography, and photo-based art practices through a range of assignments.

*Prerequisite(s):* MDST\*2140

*Restriction(s):* Registration in the Media Studies Image Arts Specialization.

### MDST\*2130 Photographic Practices: Theory and Printing F (3-2) [0.50]

This course introduces students to the theory of digital and chemical based materials and processes and the practical application of digital printing. Exposure, shooting and file management are examined in an effort to help students become proficient at producing quality images with their digital cameras. The densitometry of traditional media and digital file technologies are investigated and tested to understand the limitations and dynamic range of the associated materials. Digital inkjet output is explored, giving the student the necessary skill in producing correctly sized and tonally expressive prints.

*Prerequisite(s):* MDST\*1070

*Restriction(s):* Registration in Media Studies Image Arts Specialization.

### MDST\*2210 Image Processing: Capture and Manipulation F,W (3-2) [0.50]

This course will introduce students to historical photographic practices and image processing, theory, practice and technique using digital cameras. Students will learn to use manual controls of digital cameras to control exposure, movement and depth of field as well as learn basic techniques of file management, digital and historical printing procedures, image software use and lighting techniques. Design and composition will be emphasized. The course is designed to provide students with the skills to use image capture as a tool for self-expression and visual communication, to encourage visual literacy and creativity and to help students become proficient at producing quality digital images.

*Prerequisite(s):* MDST\*1070

*Restriction(s):* Registration in the Media Studies Image Arts Specialization.

### MDST\*2510 Studio Lighting Fundamentals F (3-2) [0.50]

In this course students cover the fundamentals of applied studio lighting, an essential component of photographic techniques. They are introduced to lighting controls and lighting patterns for the human anatomy and tabletop products. Students also study lighting in the contexts of history and issues related to business.

*Restriction(s):* Registration in the Media Studies Image Arts Specialization.

### MDST\*3000 Magazine Writing, Editing, and Research W (3-2) [0.50]

Students explore all aspects of magazine writing and editing in this course, including developing sources, leads, interviews, and research techniques. Students also analyze the current Canadian magazine market and the impact of the magazine industry in Canadian society. Theories of media and technology examined in previous courses are applied as students choose feature-writing topics, study audience analysis, and debate media ethics.

*Prerequisite(s):* MDST\*2000

**MDST\*3010 Fundraising Principles and Practice F (3-5) [0.75]**

In this course students demonstrate knowledge of communication strategies for work in various public relations sectors, including non-profit, corporate, foundation, and branches of government. Students study how to prepare grant proposals, sponsorship requests, relationship marketing initiatives, capital campaign strategies, and planned giving programs, and acquire practical skills associated with evaluating requests and proposals. They also analyze the historical and social contexts of fund raising. Assigned field placement activities are part of this course.

*Prerequisite(s):* MDST\*2010

**MDST\*3020 Television Broadcasting W (3-2) [0.50]**

This course introduces students to the particular styles of writing and gathering news for radio and television, and to the differences between writing for the ear and for the eye. Students also learn how to use cameras, sound, and editing equipment and will shoot and edit their own video. The course examines the work of professional reporters working at local television stations, and requires students to analyze and critically evaluate the effectiveness of newscasts.

*Prerequisite(s):* MDST\*2000

**MDST\*3030 Event Management W (3-1) [0.50]**

Special Events play a vital role in virtually every sector of public relations. In this course students develop their analytical, organizational, and creative thinking skills as they individually prepare detailed special event plans and, as a group, organize, execute, and evaluate an event on behalf of an external client. They develop event themes, select appropriate venues, prepare budgets, explore protocol and etiquette issues, and select appropriate evaluation techniques. Students also tour a facility to examine its administrative, catering and meeting/convention services facilities.

*Prerequisite(s):* MDST\*1080

**MDST\*3040 Perception, Power, and the Media F (3-0) [0.50]**

Using an interdisciplinary approach, this course critically examines how the media construct, reinforce, and maintain perceptions of the world and attitudes towards society. The link between media-constructed perception and social and political power is examined and critiqued. Students are encouraged to evaluate their own roles as both citizens and future media practitioners.

*Prerequisite(s):* 7.50 credits

**MDST\*3050 Advanced Magazine Production F (3-2) [0.50]**

In this advanced-level magazine course students create and produce a full-color glossy magazine and an online edition. They practice publication management skills by assuming editorial and production duties and by taking responsibility for the publication from concept through creation. This professional-level project includes examination and critique of award-winning Canadian publications and discussion of the current role of magazines in mass communication.

*Prerequisite(s):* MDST\*3000

**MDST\*3060 Public Affairs F (3-0) [0.50]**

In this course, students will acquire a working knowledge of the roles and functions of governments in governing Canada, from a public affairs perspective. Students will analyze the range of strategies and comprehensive communications tools that are utilized by the public affairs community to influence change in government, as part of a major research paper and in group presentations. On the government side, students will study how Canada's multi-party, three level political systems coincide with bureaucratic structures to drive major decision-making and the parliamentary legislative process.

*Prerequisite(s):* 10.00 credits

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

**MDST\*3070 Advanced Newspaper Production F,W (3-2) [0.50]**

This course reviews key elements of the newspaper industry in Canada and its role in the current media world. Students apply this knowledge to the production of a newspaper that meets professional standards by applying the writing, reporting, editing and design skills from previous semesters, students produce a newspaper with a designated target market. Students will rotate through positions as both editors and reporters, and take part in all aspects of production to publish multiple editions of the newspaper.

*Prerequisite(s):* MDST\*2030, MDST\*2070

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

**MDST\*3080 Writing for Public Relations I F (0-4) [0.50]**

This course concentrates on the development of the specific types of writing skills required of public relations professionals with an emphasis on work that is clear, concise, and complete. Students have the opportunity to analyze and write several public relations vehicles including news stories, features, public service announcements, biographies, brochures, newsletters and news releases.

*Prerequisite(s):* MDST\*1050, MDST\*1080

**MDST\*3090 Advanced Broadcasting: Television II W (3-2) [0.50]**

This practical course continues the learning from MDST\*3020. It consolidates and reinforces the skills of the previous semester and applies them in more complex ways. Students produce field reports that are used in television current affairs programs. The production of these shows simulates the workings of a real newsroom. Students rotate through various editorial and production positions and work as a team to produce live news magazine shows. Students also produce a major critical analysis of network news programs in Canada.

*Prerequisite(s):* MDST\*3020, MDST\*3080

**MDST\*3100 Corporations and Agencies F (3-0) [0.50]**

In this course students study about large corporations, public relations agencies and small business. Course material covers a wide variety of business concepts and terminology including accounting, finance, structure and legal considerations. Students expand their knowledge by reading the business section of the daily newspaper. Given parameters, students work in teams to develop and present a business plan for their own Public Relations agency.

*Prerequisite(s):* MDST\*1080

*Restriction(s):* Registration in Media Studies Public Relations Specialization

**MDST\*3110 Intermediate Theory and Location Photography W (3-3) [0.50]**

This course is designed to develop students' proficiency in professional portable and studio electronic flash photography. Exposure control through digital and traditional "Zone System" is also studied along with Digital colour management as it applies to analog and digital photography. Assignments require students to apply the principles and practices taught in this course.

*Prerequisite(s):* 7.50 credits, MDST\*2510

**MDST\*3130 Applied Commercial and Studio Portraiture F (3-2) [0.50]**

In this course students explore more advanced lighting and camera techniques as applied to both commercial catalogue and studio portraiture. The course also is designed to provide students with an understanding of the business side of both commercial and portrait photography and the evolution of styles in these fields. In addition, it offers insights into career opportunities.

*Prerequisite(s):* 7.50 credits, MDST\*2510

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

**MDST\*3140 Intermediate Commercial and Studio Portraiture W (3-3) [0.50]**

This course continues to examine the advanced lighting techniques used in advertising, commercial, and consumer portrait photography. Composition of photographs, layouts, business, history, projects and critiques challenge the student to enter into a professional level of production in these fields. Some location work with a professional photographer is included in this course.

*Prerequisite(s):* MDST\*3110, MDST\*3130

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

**MDST\*3150 Advanced Prepress and Digital Imaging F (3-3) [0.50]**

This advanced editing course is a continuation of earlier PhotoShop activities and is designed to add to the working proficiency of the student in this software. In addition, the student acquires in-depth knowledge of how the digital studio of today handles its production flow and prepress needs.

*Restriction(s):* Registration in Media Studies Image Arts Specialization

**MDST\*3160 Industrial Location Production W (3-3) [0.50]**

This course is designed to provide the advanced techniques associated with location photography. In addition, students are exposed to advanced location lighting associated with architecture, location fashion, editorial and interiors photography.

*Prerequisite(s):* MDST\*3110, MDST\*3130

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

**MDST\*3170 Writing for Public Relations II W (3-1) [0.50]**

Students build on the skills learned in MDST 3080 Writing for Public Relations I. Writing for both traditional and electronic public relations vehicles is examined. Students have the opportunity to analyze and write several public relations vehicles including news releases, pitch letters, feature articles, promotional brochures and on-line newsletters. In-depth research for assignments is required.

*Prerequisite(s):* MDST\*3080

**MDST\*3180 Radio Broadcasting F (3-2) [0.50]**

This course introduces students to the radio industry in Canada, and the unique characteristics of radio as an information medium. Students study the basic skills required to produce various forms of information radio, including broadcast writing, interviewing and the use of sound and clips. They also practice audio editing, using digital software. The course provides an overview of journalistic radio formats, compares private and public radio, and requires students to analyze and evaluate their differences.

*Restriction(s):* Registration in Media Studies Journalism Specialization.

**MDST\*3200 Photo-Based Practices W (3-2) [0.50]**

This course introduces students to a variety of historical and photo-based techniques, including staging and appropriation, through lectures and darkroom demonstrations. Creative cross-pollination and appropriation between the fine art and commercial photography markets are explored. Students experiment with alternative media and staged imagery through assigned projects.

*Prerequisite(s):* AHSS\*2170, MDST\*2510

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

**MDST\*3210 Videography I F (3-2) [0.50]**

This introductory, intensive hands-on course engages students in the techniques associated with planning, shooting and editing video for corporate communication purposes. Students will work with industry standard production equipment and software to produce technically proficient short documentary and dramatic projects in a variety of formats. In the process, they will learn the terminology, mechanics and aesthetics of planning, lighting, shooting, editing.

*Prerequisite(s):* 10.00 credits

**MDST\*3220 Client Relations & Project Management W (3-0) [0.50]**

In this course students will acquire the business planning and project management skills required for business. Topics include business planning, use of project management software, strategic thinking, project planning principles, conflict resolution, problem-solving and negotiation skills.

*Prerequisite(s):* 12.50 credits

**MDST\*3250 Web Design for Digital Communication I F (3-2) [0.50]**

In this course students will acquire the knowledge needed to respond to a requirements document and build a Web site, using Cascading Stylesheets (CSS), XHTML and JavaScript. Students will be required to write, edit, and create content.

*Prerequisite(s):* AHSS\*3080

**MDST\*3350 Web Design for Digital Communication II W (3-2) [0.50]**

Using Scalar Vector Graphics (SVG) and the software program Adobe Flash, students will learn how to make prepared video content available through Web sites. They will also study animation in Flash, scripted animation, and the programming language called ActionScript.

*Prerequisite(s):* MDST\*3250

**MDST\*4040 Multimedia Journalism F (3-2) [0.50]**

In this advanced level course, students build on previous print, radio, television and web skills to produce two multimedia projects. After reviewing the current theories about and various uses of multimedia communication in Canada, students select one topic for each project. Each student then develops a print, radio, or television item covering different aspects of the topic. Each student will have an opportunity to work in at least two different media.

*Prerequisite(s):* AHSS\*3080, MDST\*3180

**MDST\*4050 Examining Public Relations Sectors W (3-0) [0.50]**

In this course students have the opportunity to develop their organizational, analytical and critical thinking skills. Given parameters, students are responsible for selecting and briefing speakers, organizing and facilitating seminars, that address issues from a public relations perspective, and analyzing the merit of the information provided.

*Prerequisite(s):* MDST\*2010

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

**MDST\*4060 Journalism Internship W (1-16) [1.50]**

Students gain practical experience in their area of specialization by completing an eight-week internship during their final semester. During the seventh semester faculty meet with students to review the internship process and requirements. All internships require the completion of a portfolio including various written components that prepare students for the workplace and consolidate their understanding of their profession. Students must be enrolled as full-time during the semester they are completing the internship. A critical analysis of the workplace and a portfolio based on student's experience and acquired skills will be prepared.

*Prerequisite(s):* 17.00 credits

*Co-requisite(s):* MDST\*4022

*Restriction(s):* Registration in the Bachelor of Applied Arts program specialization in Journalism.

**MDST\*4070 Public Relations Internship W (1-16) [1.50]**

Graduating students gain practical experience in their area of specialization by completing an eight-week internship during their final semester. During the seventh semester faculty meet with students to review the internship process and requirements. All internships require the completion of a portfolio including various written components that prepare students for the workplace and consolidate their understanding of their profession. Students must be enrolled as full-time during the semester they are completing the internship. A critical analysis of the workplace and a portfolio based on student's experience and acquired skills will be prepared.

*Prerequisite(s):* 17.00 credits

*Co-requisite(s):* MDST\*4022

*Restriction(s):* Registration in the Bachelor of Applied Arts program specialization in Public Relations.

**MDST\*4080 Globalization and the Global Media F (3-0) [0.50]**

In this course students examine how contemporary "globalization" and international relations link with revolutionary transformations in the global media, communications technology, and cultural industries. The course surveys and critically evaluates the major debates, critical perspectives, and theories pertaining to the political economy, history, and social-cultural aspects of globalization, global communication and media culture. By doing so, the course equips students with skills, knowledge, and attitudes that are required to communicate in globalized work environments.

*Prerequisite(s):* 10.00 credits

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

**MDST\*4110 Advanced Editorial and Digital Editing F (3-3) [0.50]**

In this course students photograph interior spaces and people for professional publications and corporate annual reports. The business of location photography is studied as well as layout design for publication. The digital image-editing component of this course allows students to use various techniques and image-making strategies. Advanced techniques and colour management is also taught.

*Prerequisite(s):* MDST\*3140, MDST\*3150, MDST\*3160

*Co-requisite(s):* MDST\*4140

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

**MDST\*4130 Image Arts Internship W (1-16) [1.50]**

Graduating students gain practical experience in their area of specialization by completing an eight-week internship during their final semester. During the seventh semester faculty meet with students to review the internship process and requirements. All internships require the completion of a portfolio including various written components that prepare students for the workplace and consolidate their understanding of their profession. Students must be enrolled as full-time during the semester they are completing the internship. A critical analysis of the workplace and a portfolio based on student's experience and acquired skills will be prepared.

*Prerequisite(s):* 17.00 credits

*Co-requisite(s):* MDST\*4022

*Restriction(s):* Registration in the Bachelor of Applied Arts program specialization in Image Arts.

**MDST\*4140 Advanced Commercial and Corporate Photography F (3-3) [0.50]**

Illustrative commercial and corporate portraiture places an emphasis on photographing advertised product and business style portraits shot on location. A variety of illustrative photographic techniques and styles are studied and professional quality images produced.

*Prerequisite(s):* MDST\*3140, MDST\*3150, MDST\*3160

*Co-requisite(s):* MDST\*4110

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

**MDST\*4170 Videography II W (3-2) [0.50]**

In this course students build on skills and knowledge learned in Videography I to create a range of professional quality corporate communications videos. Working in production crews, students learn to create effective studio and location-based videos by writing proposals, scripts, storyboards and other planning documents for projects they will shoot and edit. Students learn to sweeten, edit, mix and output sound for their videos in a variety of new media channels such as DVD, internet, iPod, and mobile phones.

*Prerequisite(s):* MDST\*3210

**MDST\*4200 Digital Communication Internship W (1-16) [1.50]**

In this course students gain practical experience in their area of specialization by completing an eight-week internship during their final semester. During the seventh semester faculty meet with students to review the internship process and requirements. All internships require the completion of a portfolio including various written components that prepare students for the workplace and consolidate their understanding of their profession. Students must be enrolled as full-time during the semester they are completing the internship. A critical analysis of the workplace and a portfolio based on student's experience and acquired skills will be prepared.

*Prerequisite(s):* 17.00 credits

*Co-requisite(s):* MDST\*4022

*Restriction(s):* Registration in the B.A.A Media Studies Specialization in Digital Communications

**MDST\*4250 Web Design for Digital Communication III F (3-2) [0.50]**

In this course students will arrange, write and update blogs. They will also study how small-to-medium sized organizations operate sophisticated Web sites through open source content management systems (OSCMS). In addition, students will also learn to install, configure, and operate a Web site for a proposed organization using an OSCMS.

*Prerequisite(s):* MDST\*3350

**MDST\*4500 Applied Research Project F (3-0) [1.00]**

The fourth year capstone course in the Media Studies program provides students with the opportunity to explore an area of the field in an independent project. This course synthesizes both theoretical and practical learning acquired throughout the program and provides an opportunity for students to develop their portfolio in preparation for further studies or professional work.

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Registration in the Bachelor of Applied Arts in Media Studies program

**MDST\*4910 Independent Study in Journalism S,F,W (3-0) [0.50]**

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

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Instructor consent required. Registration in the Bachelor of Applied Arts program.

**MDST\*4920 Independent Study in Public Relations S,F,W (3-0) [0.50]**

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

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Instructor consent required. Registration in the Bachelor of Applied Arts program.

**MDST\*4930 Independent Study in Image Arts S,F,W (3-0) [0.50]**

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

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Instructor consent required. Registration in the Bachelor of Applied Arts program.



## Psychology

### PSYC\*1130 Developmental Psychology W (3-0) [0.50]

This course will provide an introduction to the major theories of developmental psychology. Emphasis will be placed on the processes of development including physical growth, perception, cognition, personality and interactions with the social environment. The application of developmental psychology to educational and social issues will be discussed.

*Prerequisite(s):* AHSS\*1110

*Co-requisite(s):* AHSS\*1120

### PSYC\*2120 Quantification In Psychology F (3-0) [0.50]

This course is an introduction to statistical methods and research.

*Prerequisite(s):* AHSS\*1110, AHSS\*1120

### PSYC\*2130 Social Psychology F (3-0) [0.50]

This course is an introduction to the content and methodology of social psychology. Content includes social perception, attraction, conflict, conformity, aggression, group dynamics, and attitude change. Methods include examples of important social psychological experiments and both surveys and correlation analysis which are the most common methods of investigation.

*Prerequisite(s):* AHSS\*1110, AHSS\*1120

### PSYC\*2140 Learning and Cognition F (3-0) [0.50]

This course introduces the theories, methods and applications of cognitive psychology. Included in the comprehensive coverage of human information processing and learning are topics such as pattern recognition, attention, memory, language, reasoning and problem solving.

*Prerequisite(s):* AHSS\*1110, AHSS\*1120

### PSYC\*2150 Personality W (3-0) [0.50]

This course reviews the major personality theories, their development and research findings and comparisons and criticism of each. Details of the theories lives and impact will be briefly reviewed. The status and future of personality research methodology will also be examined.

*Prerequisite(s):* AHSS\*1110, AHSS\*1120

### PSYC\*2160 Neuroscience W (3-0) [0.50]

This course is an introduction to the anatomical, physiological and neurochemical structure and function of the nervous system. The course emphasizes the link between brain mechanisms and behaviour. Of particular interest will be the acquisition of environmental signals, the control of movement, the regulation of food and water, sleep, sex and the psycho-physiological aspects of stress and emotion.

*Prerequisite(s):* AHSS\*1110, AHSS\*1120

### PSYC\*2170 Applied Study in Psychology F,W (1-6) [0.50]

In this course, students combine academic study with a minimum of 60 hours of workplace experience in a community-based setting. Students will be required to complete a paper that integrates relevant psychological theories and research with their workplace experiences. Workplace positions can be voluntary or paid placements that begin no later than week two of the semester and end no earlier than week twelve. Students are responsible for securing a workplace position in consultation with the University of Guelph-Humber Career Services Office prior to the start of classes.

*Prerequisite(s):* 4.00 credits including: AHSS\*1110 and AHSS\*1120

*Restriction(s):* PSYC\*4140, PSYC\*4150

### PSYC\*2180 Psychology of Exercise F,W (3-0) [0.50]

This course investigates the psychosocial influences and consequences of exercise. Students will examine exercise behaviour, explore intervention approaches aimed at modifying exercise behaviour, and study the impact of exercise on various mental health states such as stress, anxiety, depression, emotional well-being, self-concept/self-esteem, and health-related quality of life.

### PSYC\*3130 Psychological Measurement F (3-0) [0.50]

This course is an introduction to psychological measurement and the measurement procedures presently used in psychology. Coverage will include such topics as reliability, validity, test construction, and the measurement of ability, personality, attitudes, interest and achievement.

*Prerequisite(s):* PSYC\*2120, SCMA\*2040

### PSYC\*3140 Abnormal Psychology F (3-0) [0.50]

This course examines current theory and research in the field of abnormal psychology in terms of various models (biological, behavioural, social and psychodynamic). Selected topics may include: stress and anxiety, affective disorders, schizophrenia, personality disorders and mental health.

*Prerequisite(s):* PSYC\*2150

### PSYC\*3150 Drugs and Behaviour W (3-0) [0.50]

This course develops a critical understanding of contemporary psychological approaches to addiction. Students are introduced to psychological theories of addiction from the fields of biological, behavioural, social and cognitive psychology, and the research and clinical evidence that support them. Students consider the relative contribution of each approach to the understanding, treatment and prevention of both drug-related addictions and selected addictive behaviours, such as gambling and eating.

*Prerequisite(s):* PSYC\*2140 and 10.00 credits

### PSYC\*3160 Learning Difficulties and Disabilities W (3-0) [0.50]

The course covers applied and theoretical aspects of learning disabilities and other disabilities that interfere with learning and lays a foundation for work in the area of education and intervention with children and adolescents who have exceptional learning needs.

*Prerequisite(s):* PSYC\*1130, PSYC\*2140 and 10.00 credits

### PSYC\*3170 Persuasion and Facilitation W (3-0) [0.50]

This course will expose students to persuasion, and facilitation, which has been of interest to human beings through the ages. From the ancient Greeks to the executives on Madison Avenue, persuading and influencing others has been a primary concern. This course is designed to expose students to the theories, principles, and strategies relevant to persuasion and will help students become familiar with empirical investigations on persuasion and compliance-gaining. The course also focuses on how empirical findings and theory may be applied to our daily interactions.

*Prerequisite(s):* PSYC\*2130 and 10.00 credits

### PSYC\*3600 Field Study S (3-0) [1.00]

This field study option is designed to provide senior undergraduate students with an opportunity to pursue an applied course of study while engaging with an organization or local community. The topic selected will be determined in agreement between the student and the faculty member with expertise in the area. The projects will involve students, under the supervision of a faculty advisor, working with a community or industry partner. The course format and description of projects will depend on the type of organization and selected topic.

*Prerequisite(s):* 12.00 credits and 75% cumulative average

*Restriction(s):* This is a Priority Access course. Enrolment may be restricted to particular programs or specializations or semester levels during certain periods. Please see the Psychology website for more information.  
Instructor consent required

### PSYC\*3610 Organizational Psychology U (3-0) [0.50]

This course examines current theories and practices in organizational psychology. Selected topics may include motivation, turnover, absenteeism, leadership, job design, work attitudes, organizational justice, organizational development, and change.

*Prerequisite(s):* PSYC\*2130

### PSYC\*3620 The Psychology of Sport U (3-0) [0.50]

This course examines individual and group behaviour in physical activities and sports. Emphasis will be placed on understanding psychological concepts which are pertinent to sports, e.g., motivation, social and personality development, cognition, leadership and group dynamics.

*Prerequisite(s):* AHSS\*1110

### PSYC\*3630 Psychology and Education U (2-1) [0.50]

This course examines the theoretical and empirical bases for learning and teaching and their application to an array of contexts, particularly the fields of education and parenting. The content addressed includes various theories of teaching and learning, cognitive and moral development, and motivation, as well as instructional planning, classroom management, and assessment of student learning. The course focuses on the current, and sometimes controversial, issues which are at the forefront of research on the relationship between principles and educational practice.

*Prerequisite(s):* AHSS\*1170 or PSYC\*1130

### PSYC\*3640 The Psychology of Death and Dying U (3-0) [0.50]

This course is an examination of the theory, issues and research in the psychology of death and dying. Emphasis upon the cognitive operations used to process about death and the influence of death constructs in daily life. Topics include the development of death constructs throughout the life-span, death anxiety in society, the needs of a dying person, the psychology of grieving, and unexpected losses, such as death by suicide or miscarriage.

*Prerequisite(s):* 1 of : AHSS\*1110, PSYC\*1130, PSYC\*2130, PSYC\*2150

**PSYC\*4120 Culture and Diversity F (3-0) [0.50]**

This course evaluates theories of how people are influenced by their social environment and culture. It offers students the opportunity to develop the knowledge, attitudes, and skills necessary for effective applications of psychological science a multi-cultural, multi-racial society.

*Prerequisite(s):* 10.00 credits including PSYC\*2130

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

**PSYC\*4130 Applications of Psychology F (2-1) [0.50]**

This course will acquaint students with the ways in which psychological research and techniques can be applied to areas such as law, business, education, and the health sciences. This senior seminar course will offer students an opportunity to gain in-depth familiarity with research applications in their field of interest.

*Prerequisite(s):* 10.00 credits

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

**PSYC\*4140 Applied Research Project I F (2-1) [0.50]**

This course is an opportunity for students to gain first-hand experience in carrying out a piece of psychological research in an applied setting. In this first of two courses, the focus will be on designing an applied research project and conducting a review of the relevant literature. Under the supervision of a faculty member, small groups of students develop a research proposal and make a formal technology-based presentation to the class.

*Prerequisite(s):* PSYC\*2120, PSYC\*3130, SCMA\*2040

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

**PSYC\*4150 Applied Research Project II W (2-1) [1.00]**

This course focuses on implementing and completing the applied research project that was proposed in Applied Research Project I. Under the supervision of a faculty member, small groups of students conduct the approved project in the proposed setting, analyze the data collected and report on the progress of the project in a formal oral presentation.

*Prerequisite(s):* PSYC\*4140

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

**PSYC\*4160 Mediation and Conflict Resolution W (3-0) [0.50]**

This course focuses on the research and theories underlying the skills and techniques used to reach resolution in a variety of conflict situations. Through lectures, group work and role-playing, students study the fundamental principles of negotiation, mediation and conflict resolution. Students have the opportunity to reflect on their own style of conflict resolution and the relevance of course material to their own lives.

*Prerequisite(s):* 15.00 credits

*Restriction(s):* Restricted to the B.A.Sc.(PSYC) program.

## SCMA

### SCMA\*1000 Business Statistics W (3-0) [0.50]

This course provides an introduction to business and economic statistics to be used by persons employed in the fields of management, accounting, marketing, business and public administration. It examines descriptive and inferential techniques used in quantitative business research. Topics covered include sampling, data organization, hypothesis testing and measures of association to provide the student with skills needed to perform basic analyses and to understand research literature.

### SCMA\*1030 Biology of Aging F (3-0) [0.50]

This course familiarizes learners with basic concepts concerning the biological basis of aging and how it affects key body systems; interventions that may modify the rate of aging; developmental and treatment issues in old age; and the psychological, environmental, socio-economic, gender and cultural issues which may influence physiological aspects of aging. Included is an overview of the biological processes underlying aging at the molecular, cellular, organismal and population levels, presented in a comparative and evolutionary context. Distinctions between normal and abnormal processes are discussed using a body systems approach. Specific diseases common to advanced age are reviewed along with various treatment methods.

### SCMA\*1040 The Science of Everyday Life F (3-0) [0.50]

Students examine the basic sciences through presentations and demonstrations of every day items and issues. This includes familiar objects and areas of knowledge, such as automobiles, airplanes, computers, drugs, and the recently completed human genome project. The course also covers the representation of scientific issues in the mass media, and the ethical and political dimensions of forensic science, the environment, and food.

### SCMA\*1050 Astronomy: Discovering Our Place in the Universe W (3-0) [0.50]

Using both historical and contemporary data, students examine the planets, the life cycle of stars, the nature of galaxies, and the origin and future of the cosmos. An understanding of the scientific process, from raw data to the formulation of physical laws, provides an underlying thread to the course. Students describe and explain the evolution of astronomical knowledge, and apply their understanding through direct observation.

### SCMA\*1060 Calculus for Computing F (3-2) [0.50]

This course introduces students to the principles and applications of mathematical theories in computing. Topics will include basic symbolic computation with functions of a single variable, differentiation and integral calculus. Students are encouraged to use the symbolic mathematical packages for developing these skills.

### SCMA\*1090 Foundations of Social Science W (3-0) [0.50]

This course introduces students to the philosophical and historical foundations of the social sciences. Through class discussions and lectures students will be encouraged to question and analyze the "taken for granted" elements basic to the development of the social sciences. The theses of the course are that "social science" is one of many ways of "making sense" of our experience and that this "sense making" exercise must be based upon an understanding and integration of theories in all of the social sciences.

### SCMA\*1110 Discrete Math W (3-2) [0.50]

This course is an introduction to discrete structures and formal methodologies used in computer science, including Boolean algebra, propositional and predicate logic, finite set theory, functions, relations, graph theory and proof techniques.

### SCMA\*1120 Cell Biology F (4-2) [0.50]

This course provides the student with a basic understanding of cell biology. Topics include the chemistry of the cell, cell structure and function, membrane transport, cell cycle, gene structure and function, inheritance, gene expression, and nucleic acid replication.

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

### SCMA\*1500 Introductory Mathematics for Kinesiology F (3-1) [0.50]

This course reviews mathematical operations and applications. Topics to be covered include algebra, elementary functions and their graphs, trigonometry, vectors, and introductory calculus. Emphasis will be placed on modeling and applications arising in physics and basic biomechanics.

*Prerequisite(s):*

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

### SCMA\*2000 Quantitative Methods in Business F (3-0) [0.50]

Quantitative Methods provides a study of appropriate mathematical models that are applied to business situations including production, finance and marketing. Quantitative Methods to be examined include Decision Analysis, Linear Programming, Forecasting and Project Management. The course also provides an introduction to Statistical Process Control.

*Prerequisite(s):* SCMA\*1000

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

### SCMA\*2020 Basic Concepts of Anatomy and Physiology F (3-2) [0.50]

This course introduces the student to the study of human anatomy and physiology. An integrated and systemic approach provides the student with the background concepts to understand anatomical and physiological development for children and adolescents.

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

### SCMA\*2040 Research Methods for Social Science F (3-0) [0.50]

This course is a general introduction to the contemporary research methods that are employed in the social sciences. Emphasis will be placed on understanding the process of social research and how it relates to theory development and problem investigation. Qualitative and quantitative techniques and applications will be discussed. Other topics will include: ethics and politics of social research, the nature of causation, conceptualization, operationalization, development of hypotheses, and sampling techniques. Research examples will be a key aspect of the lectures and seminars.

*Prerequisite(s):* 3.00 credits

### SCMA\*2050 The Science of Healthy Living F (3-0) [0.50]

This course examines the scientific bases for practices that are consistent with improving, maintaining or enhancing healthy living. Evidence-based population health research is discussed as the mechanism for identifying factors that influence health in population or sub-population groups. The scientific method for developing hypotheses and theories is explored as it relates to recommendations for psychological wellness, healthy eating, active living and healthy weights. The evidence for lifestyle risk factors as contributors to the development of chronic disease is discussed. Assignments evaluate the scientific evidence for popular diets and alternative health care practices.

*Restriction(s):* KIN\*1010

### SCMA\*2070 Statistics and Research Concepts F (4-0) [0.75]

This course addresses research design, data collection, presentation, analysis and interpretation of data. Students will be shown how to analyze data using statistical software. The key focus of the course is to understand the process of scientific inquiry and statistical concepts underlying experimental research, and to develop the ability to design experiments and critically assess scientific literature.

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

### SCMA\*2080 Mathematics and Biophysics F (4-0) [0.50]

This course reviews mathematical operations and introduces concepts of physics that will be of value to students in the Fitness, Health and Human Kinetics Program. In particular, topics of physics that enable the description of motion and the forces that affect motion will be considered.

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

### SCMA\*3000 Probability & Statistics W (3-0) [0.50]

Probability, statistical inference and process control are presented, with a specific emphasis on the role of statistics and probability in computer and network performance modelling and monitoring, reliability and fault-tolerance. The course introduces elementary data analysis. Students are introduced to systematic methods for producing data: study design; the scientific method. Theoretical concepts are explored: normal distribution; the concept of independence, methods for calculating probabilities; conditional probabilities and Bayes' theorem; discrete distributions, including binomial; expected values; variances and covariances of random variables; continuous random variables. An understanding of statistical inference is developed: populations; samples; estimates; comparing means of two continuous variables; inference for count data; correlation and regression. Students are introduced to statistical process control: causes of variation; control charts for variables data.

*Prerequisite(s):* 4.00 credits, SCMA\*1010, SCMA\*1020

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

### SCMA\*3010 Research Methods in Business F (3-0) [0.50]

This course examines contemporary research methods employed in business. Emphasis is placed on understanding the process of business research and how it relates to theory development, problem investigation, and management questions. Qualitative and quantitative techniques and applications are discussed. Other topics include ethics and politics of research, the nature of causation, conceptualization, measurement, development of hypotheses, data description, statistical analysis, sampling techniques, and preparation of case studies. Research examples and case studies are key aspects of the lectures and seminars.

*Prerequisite(s):* 7.50 credits, SCMA\*1000

**SCMA\*3020 Statistics for Media Studies: Risk, Polling and Technical Reports W (3-1) [0.50]**

This course provides a well grounded introduction to statistical analysis as applied to media studies. It introduces such topics as descriptive statistics, frequency distributions, graphing, tabulation of data, variability, elementary probability, hypothesis testing, simple linear regression, and correlation.

*Prerequisite(s):* 7.50 credits

**SCMA\*3040 Quantitative Methods for Social Science F (3-1) [0.50]**

The course introduces descriptive and inferential techniques used in quantitative social research. Students will acquire the skills needed to perform statistical analyses and to read the research literature. A standard statistical computer package will be used to perform data analyses. Topics include: data organization, sample description, hypothesis testing and measures of association.

*Prerequisite(s):* SCMA\*2040

**SCMA\*3100 Biomechanics W (3-2) [0.50]**

This course integrates material established in KIN\*1040 and SCMA\*2080 to facilitate the study and understanding of human movement. Emphasis is on the mechanisms through which the components of the musculoskeletal system interact to create movement.

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

## XII. General Information

### Our Community

The University of Guelph-Humber community is made up of a diverse and vibrant student population with approachable and supportive faculty and staff. Our student population is 3,400 students. While the University of Guelph-Humber provides students with an intimate educational setting, University of Guelph-Humber students are also part of Humber's community made up of 11,000 students pursuing post-secondary education on Humber's North Campus.

### Bookstore

The Bookstore carries every textbook required for every course plus course packs, additional reading material and all the stationery supplies students need. They also provide as many used texts as possible to help students defray costs. In addition to academic material, the Bookstore offers a wide selection of University clothing and gifts, popular paperbacks and magazines.

### Child Care

Humber's Child Care Centre is designed to accommodate the child care needs of students, staff and community members on a full-time basis. Child care is provided by professional graduates of Early Childhood Education programs. Applications should be made early as the centre usually has a waiting list. They can be reached at: 416-675-6622 ext. 4484.

### Computing

The University of Guelph-Humber provides current technologies, including innovative learning spaces, broadcast and photo labs, multiple PC and MAC labs, the Learning Commons open access lab, printing and wireless including access to the internet. Students also have access to Humber's open computing labs on the North Campus. Even with multiple labs available, many students choose to purchase their own laptop or desk-top computers for personal use.

### International Students

University can be especially challenging if you are studying in a new country. The International Student Services Office can help international students make a smooth transition to the University of Guelph-Humber. They can assist in matters such as purchasing medical insurance, finding housing and linking new students with senior students. See page 14 for admissions information.

### Library Services

Library Services at the University of Guelph-Humber are provided to both faculty and students by a dedicated team of library professionals and in collaboration with its partner institutions. The UoGH book collection is located at the Humber North Campus Library and is complemented by access to the collections in the TriUniversity Group of Libraries (TUG includes University of Guelph, University of Waterloo, and Wilfrid Laurier University.) Book and document requests from TUG partner libraries will be delivered to the Humber North Campus Library within 2-4 days. Presentation of the non-transferable Student ID Card is required each time a book is borrowed from the Library. This card also provides University of Guelph-Humber students with access to many online databases and electronic books as well as borrowing privileges at other Ontario university libraries.

One-on-one research assistance for students is available from UoGH Library staff in the Writing Centre, conveniently located in the UoGH building. Library staff is available to assist in the use of a wide range of print and electronic information resources, both in-person and remotely through chat reference. The Library also provides research support through student leaders working as Research Support Peers in the Learning Commons. Other Learning Commons services located in the UoGH building include the Math Centre and Writing Centre, and Computer Support Assistants and Learning Support Peers. Orientation tours and classroom presentations in the use of the library resources, research databases, and citation styles are provided. Photocopiers and printers are located in the Learning Commons and the Humber Library. Individual and group study facilities, including the Practice Presentation Room, are available in the Learning Commons in the UoGH building and at Humber College.

### Residence

All students living in residence are required to purchase the Residence Dining Plan. The Res Café Dining Hall and Convenience Store is open from 7:00 am to midnight most days and provides nutritious and delicious menu items, quality foods and a friendly environment with exceptional service and flexibility. Students living in residence pay for meals using their Residence ID card, which is also their Dining Plan card and room key. The card works like a debit card against a declining balance account. There are three dining plan options available to students for the year, they are \$2,150, \$2,650 and \$3,200. Students also have the option of adding additional funds to their dining plans in increments of \$100 throughout the academic year.

### Safety and Security

As at any academic institution, the welfare and safety of students is of paramount importance. Security staff patrol the campus 24 hours a day, 7 days a week. In addition, the Humber Campus Watch program provides a safety escort program, strategically located emergency telephones and comprehensive information on personal safety and awareness. As well, the Humber Emergency Auto Response Team (HEART) is available to assist students who experience car troubles.

### Food Services

There is a wide-range of food service outlets available on-campus to cater to your dietary needs. Enjoy a complete campus dining experience that features popular national brands such as Harvey's, Pizza Pizza and Mr. Sub. In an open marketplace setting, the Rez Café Dining Hall and the Food Emporium offer a variety of culinary options at the Garden Emporium, Fresh Grille, Culinary Table, and Menutainment for your made-to-order entrees. This is just the beginning. Other North Campus eateries include: the Ackee Tree for Caribbean cuisine, Java Jazz coffeehouse, Second Cup, Booster Juice, Mucho Burrito and Teriyaki. In the University of Guelph-Humber building Williams Coffee Pub features freshly made salads, baguettes, soups, delicious desserts, gourmet coffees and teas, and other premium beverages. Be sure to check out the on-campus pub LinX that sells food and drinks, and also features many entertainment events throughout the year.

### Campus Dining Plan

The Campus Dining Plan is designed specifically for students living off-campus. This dining plan offers many practical and economical benefits for students. Most Campus Dining Plan purchases are also tax exempt, a guaranteed savings of 7-13% on meal purchases. The Campus Dining Plan is purchased by semester for \$500.00 or every two months at \$250.00 for mid-semester purchases. For more information, visit <http://residence.humber.ca/off-campus/dining.htm>.

### Residence Dining Plan

All students living in residence are required to purchase the Residence Dining Plan. The Res Café Dining Hall and Convenience Store is open from 7:00 am to midnight most days and provides nutritious and delicious menu items, quality foods and a friendly environment with exceptional service and flexibility. Students living in residence pay for meals using their Residence ID card, which is also their Dining Plan card, laundry card and room key. The card works like a debit card against a declining balance account. Depending on the plan, the cost ranges from \$2,150, \$2,650 and \$3,200 with the option of increasing the balance if required. The meal plans include a Flex Dollar component which allows students to use their Dining Plan cards at various vending machines on campus.

### Statistics Canada - Notification of Disclosure

Statistics Canada is the national statistics agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information being released in any way that would identify a student.

Students who do not wish to have their information released are able to ask Statistics Canada to remove their identification and contact information from the national database. For further information, please see Statistics Canada's web site at <http://www.statcan.ca> or write to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Ontario, K1A 0T6.

### Student Life

#### Student Government

Students at the University of Guelph-Humber are represented by both the Humber Students' Federation (HSF) & the Guelph-Humber Student Association (GHSA). The HSF is the campus-wide student government. The HSF provides a range of services including the health and dental plan, legal advice and extensive volunteer and employment opportunities. For more information on the HSF please visit <http://www.hsfweb.com/>. The GHSA advocates on behalf of University of Guelph-Humber students to administration and has representation at curriculum meetings. Both organizations plan activities to make campus life more enjoyable. Barbecues, live concerts, celebrity speakers, comedy nights and off-campus excursions are just some of the events that your student governments have in store for you.

## Clubs

There are many clubs available for you to join with various interests. Categories range from culture to program related initiatives. For a complete listing please visit <http://www.humberlife.com/clubs/> If you have an interest not covered by a club, the HSF can help you set one up. For more information on how to start a club please visit <http://www.hsfweb.com/servicesclubs.html>

## Athletics

As a student, you will have access to the Athletics Centre. The newly renovated facility includes:

- three gymnasiums where you can drop in on, a game of badminton, table tennis, volleyball or basketball,
- a weight and cardio fitness centre which has treadmills, cross trainers, step machines, weight machines and free weights,
- an aerobics studio with fitness classes such as step, yoga, kickboxing, jazz aerobics and spin
- access to the pool which includes a whirlpool and aqua-fit classes, and easily access the close-by Westwood arena and various local sports fields

## Varsity Teams

You are eligible to join University of Guelph or Humber Institute of Technology and Advanced Learning varsity teams as long as you declare which institution you would like to represent before the first try-out. To join a Humber team you should contact Humber's Athletic Director Mr. Doug Fox at 416-675-6622 ext. 4456. To join a Guelph team, you should contact the coaches directly. You can find their names and contact information at <http://www.athletics.uoguelph.ca/>. Please make contact as early as possible, as some sport training camps begin prior to start up.

## Varsity Teams Available

### Humber

- Men's and Women's Badminton
- Men's and Women's Basketball
- Men's and Women's Cross Country
- Men's and Women's Golf
- Men's and Women's Indoor & Outdoor Soccer
- Men's and Women's Volleyball
- Men's and Women's Rugby
- Men's and Women's Curling
- Men's Baseball
- Women's Fastball
- Cheerleading
- Humber Hype Dance Team

### University of Guelph

- Men's and Women's Basketball
- Men's and Women's Cross Country
- Men's and Women's Hockey
- Men's and Women's Lacrosse
- Men's and Women's Nordic Skiing
- Men's and Women's Rowing
- Men's and Women's Rugby
- Men's and Women's Soccer
- Men's and Women's Swimming
- Men's and Women's Indoor Track and Field
- Men's and Women's Volleyball
- Men's and Women's Wrestling
- Men's Baseball
- Men's Football
- Men's Golf
- Women's Field Hockey
- Women's Figure Skating
- Women's Indoor Hockey

## Intramural Teams and Campus Recreation

Floor hockey, ice hockey, volleyball, and outdoor soccer. These are all sports that are organized through open times in the gym, intramural leagues, and tournaments throughout the year. For more information visit [http://athletics.humber.ca/campus\\_rec/index.htm](http://athletics.humber.ca/campus_rec/index.htm).

## Orientation

Orientation is a one-day program filled with information to prepare new students for their classes and how to succeed as a University of Guelph-Humber student. They will meet other incoming students, START Leaders, staff and faculty. Orientation is the official introduction and welcome to the University of Guelph-Humber. For more information visit <http://www.guelphhumber.ca/orientation>.

## Student Transition and Resource Team (START) Program

Every first year student is assigned a Student Transition and Resource Team (START) Leader. A START Leader is a current University of Guelph-Humber student who is knowledgeable about the services and resources available on campus. They are the best people to offer new students a student perspective on what campus life is really like.

## Academic Counselling

Through the Counselling department at Humber College, you will have access to counsellors who are professionally trained to advise you in the areas of learning skills. By assisting you in identifying areas of difficulty, your counsellor will help you to develop strategies aimed to improve your academic performance. Learning skills workshops are available through Peer Tutoring, to students that need improvement in the areas of Time Management, Exam preparation, Presentation Skills, Reading and Notetaking and Stress Management. Visit <http://www.humber.ca/peertutoring/> for a schedule.

## Personal Counselling

Professional counselling is provided free of charge in a private and confidential setting through the Counselling department. The counsellors work with students to assist them in identifying and resolving problems and concerns. When necessary, counsellors will refer students to appropriate services in the community. Some of the concerns that are brought to counsellors include anger management, dealing with loss or death, school failure, depression and stress management. For more information visit <http://www.humber.ca/counselling>.

## Career Services

Career Services is ready to assist students in finding permanent, summer and part-time employment, as well as to support students through field placement and internship. They offer assistance in résumé-writing and interviewing techniques and can provide students with job search tips and resources. For more information visit <http://www.guelphhumber.ca/career>.

## Health Services

The Humber College Health Centres provide quality health care and education in a friendly and professional manner. Health Care service is available to all fulltime students of Humber Institute of Technology & Advanced Learning, and the University of Guelph-Humber. Registered nurses are on duty in the Health Centre five days a week. A physician and nurse practitioner are also available by appointment during the week. All full-time University of Guelph-Humber students are automatically covered by the Humber Students' Federation's accident, sickness, and dental insurance plan. Find out more at <http://www.hsfweb.com/serviceshealthdental.html>. International students studying at the University of Guelph-Humber are covered under the University Health Insurance Plan (UHIP). For more information on the Health Centre visit <http://www.humber.ca/health>.

## Interfaith Chaplaincy Services

An interfaith chaplain is available to assist in the spiritual needs of people of all faiths at the University of Guelph-Humber. An interfaith prayer room is also available for individual or group prayer. For more information visit <http://chaplain.humberc.on.ca/>.

## Peer Tutoring

Peer Tutors are available to provide one-on-one assistance to students having difficulties with a specific course. For more information visit <http://studentservices.humber.ca/peertutor/>.

## Services for Students with Disabilities

Disability Services is dedicated to meeting the needs of current and potential students who have a disabling condition. Students who want to access our services will need to provide adequate documentation from a Regulated Health Professional diagnosing a disability. We encourage students with disabilities to contact Disability Services to make an appointment so that we can determine their effects on your academic performance and designate reasonable accommodations. Academic accommodations and assistive technology are available to assist students to meet the educational challenges associated with the effects of their disabilities. Disability Services can be reached at: 416-675-6622 ext. 4151 or 4697. For more information visit <http://www.humber.ca/disabilityservices>.

## University ID cards

A University I.D. Card is issued to each student registered at the University. The following regulations apply:

1. The University of Guelph-Humber ID Card must have: the cardholder's surname and given name, identification number; a colour photograph of the cardholder; a bar code for Library check-out privileges; a magnetically encoded stripe on the back of the card; and a brief summary of the rules and regulations for use of the card.

2. The Card is the property of the University of Guelph-Humber and may only be used for identification purposes.
3. The Card is not transferable and the cardholder will be responsible for all use made of the Card unless and until written notice is received by Registrarial Services.
4. Presentation of the Card will be required before certain University services will be extended. University services may be denied to an individual who does not present a valid card.
5. The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.
6. A University Card will be issued to each new student. New students who do not obtain a card must contact Registrarial Services, Level 1, GH108.
7. Loss or finding of the University Card should be reported to Registrarial Services, GH108, during regular University office hours.
8. Replacement charge is \$20.00.

## XIII. Summary of Attendance

### November 1, 2010 Enrolment Statistics and Systems, Office of Registrarial Services

#### Guelph-Humber Undergraduate Programs (UGH) - Full-time Enrolment by Semester Level

Program	1	2	3	4	5	6	7	8+	Total
BAAG	0	0	0	0	1	0	0	0	1
BAC	0	0	0	0	0	0	0	15	15
BAMS	187	12	173	10	147	9	83	10	631
BASC	397	29	340	101	307	46	184	45	1,449
BBA	228	9	214	35	220	52	204	43	1,005
ND	1	0	0	1	0	0	0	0	2
<b>UGH Full-Time Enrolment</b>									<b>3,103</b>

#### Guelph-Humber Undergraduate Programs (UGH) - Part-time Enrolment by Semester Level

Program	1	2	3	4	5	6	7	8+	Total
BAAG	2	0	16	64	40	11	0	0	133
BAC	0	0	0	0	0	0	0	0	0
BAMS	1	2	1	0	6	2	4	5	21
BASC	12	2	6	9	43	18	9	32	131
BBA	5	7	15	11	9	12	14	30	103
ND	9	0	0	0	0	0	0	3	12
<b>UGH Part-Time Enrolment</b>									<b>400</b>

#### Total University Enrolment

Type of Enrolment	Total
UGH Full-time Enrolment	3,103
UGH Part-time Enrolment	400
<b>Total UGH Enrolment</b>	<b>3,503</b>



## XIV. Administration and Faculty

### Office of the Vice-Provost

**Dr. J. Walsh**, Vice-Provost and Chief Academic and Executive Officer

**G. Bernardi-Dengo**, Manager, Finance and Administration

**B. Di Memmo**, Finance & Administration Coordinator

**N. Vo**, Information Officer

**J. Gustavel**, Manager, Academic Services, Office of the Vice-Provost

**B. Dabrowska**, Administrative Coordinator: Office of the Vice-Provost

### Administrative Officers

### Library Services & Technology Services

#### Library Services

**N. Birch**, Manager, Library Services

**J. Easter**, Liaison Librarian

**D. Rooney**, Library Technician

**R. Vila**, Library Technician

#### Information Technology Services

**TBA**, Web Developer

**TBA**, Web Communications Specialist

**R. Pacanowski**, Media Technologies Specialist

**M. Shan**, Information Technology Specialist

**R. Thomson**, Information Technology Specialist

**R. Sharp**, Image Arts Technologist

**O. Naumenko**, Information Technology Coordinator

### Office of Registrarial Services

**J. DeDominicis**, Campus Registrar

### Academic Advising and Registration

**A. Ksiazek**, Academic Advisor, (Early Childhood, Family Studies, Psychology)

**J. Varamo**, Academic Advisor (Business)

**C. Nicholas**, Academic Advisor (BAA Justice, Computing, Early Childhood Degree Completion, Kinesiology)

**N. Corpuz**, Academic Advisor (Justice, Media)

**L. Manku**, Academic Advisor (All Programs)

**A. Annisi**, Scheduling & Records Coordinator

**M. Choudhry**, Registrarial & Financial Aid Coordinator

**L. Josephs**, Registrarial Services Associate

**M. Pryemska**, Admissions Associate

### Student Recruitment and Admission

**K. Zammit**, Manager, Student Admissions

**S. Scott**, Admissions Coordinator

**M. Melo**, Manager, Recruitment

**H. Lieu**, Liaison Coordinator

**A. Blinch**, Communications Coordinator

### Faculty Support Officers

**M. Arent**, Faculty Support Officer

**P. Belza**, Faculty Support Officer: Justice Studies, Kinesiology

**M. Klein**, Faculty Support Officer: Early Childhood, Family & Community Social Services

**J. Kukulska**, Faculty Support Officer, Media Studies

**S. Mahmood**, Faculty Support Officer, Business

**A. Sam**, Faculty Support Officer, Psychology

**S. Varteji**, Faculty Support Officer, General Electives

### Student Life Alumni and Career Services

**L. Murdock**, Manager, Student Life, Career & Alumni Services

**S. Thomas**, Manager, Career Services

**A. McGeorge**, Career Services Coordinator

**J. Miller**, Alumni Advancement Coordinator

**L. Acri**, Student Life Coordinator

**E. Cerro**, Student Life, Career and Alumni Office Coordinator

**S. Arora**, Student Life Coordinator

**D. Chang-Gardner**, Field Placement Coordinator

**L. Casimiri**, Field Placement Coordinator

**M. Patrizi**, Career Services Coordinator

## Program Heads

### Human Services

**P. Sherman**, Program Head

### Early Childhood

**G. Pitt**, Program Head

### Family & Community Social Services

**L. Smits**, Program Head

### Justice Studies BAA & BASc

**G. Ellis**, Program Head

### Kinesiology

**E. Popp**, Program Head

### Media Studies

**E. Wright**, Program Head

### Psychology

**R. Borovilos**, Program Head

# Glossary

## Academic Evaluation

The Academic Evaluation Report is a report of a student's academic progress towards the completion of a specified program and specialization.

## Academic Sanction

Academic sanction is the penalty applied to students who fail to make payment, or suitable arrangements for payment, of their University account. Students on academic sanction may not receive semester examination results or official transcripts; may not receive clearance to graduate; and/or may not be allowed to register for a subsequent semester.

## Academic Session

See Academic Term.

## Academic Term

An academic term is an independent academic period of 15 weeks, half of an academic year. Also referred to as a semester (see definition below).

## Academic Year

An academic year is two semesters; undergraduate traditionally classified as first year (freshman), second year (sophomore), third year (junior), or fourth year (senior). Under the semester system this classification has less meaning than under a whole year system but is occasionally used to indicate the level at which a student has arrived.

## Add Period

The add period takes place at the beginning of the semester where students are permitted to add courses for the current semester.

## Assigned Grade

An assigned grade is a numerical grade based on the instructor's recommendation and granted at the discretion of the Program Committee to students who have not completed course requirements.

## Audit

An audit is registration in a course for which degree or diploma credit is not sought. Audited courses are not reported on the official transcript or academic record.

## Baccalaureate

Baccalaureate refers to an undergraduate degree awarded by the University upon successful completion of the requirements of a program.

## Class Days

Class days are used to express deadlines. Class days are calculated from the start of the regular class schedule. (See Schedule of Dates).

## Class Level

Class level is a determination of a student's progression in an academic program by credit weights with increments of 2.50.

## Clearance to Graduate

Clearance to graduate denotes that an applicant for graduation has satisfied all program requirements and is recommended for graduation.

## Cohort Year

Cohort year refers to the academic calendar year for your first admission to the university OR the calendar year for subsequent readmission to the same program or a new program. Tuition fees are assessed based on this assigned year.

## Compassionate Grounds

Compassionate grounds are reasons of a serious personal nature which, subject to the approval of a committee or authorized person, justifies a variation of the rules in the case of a particular student.

## Concurrent Course

A concurrent course must be taken concurrently with (if not taken prior to) another specified course.

## Core course

A core course is one which is listed in a schedule of studies in the Undergraduate Calendar and identified as being a required course for a program.

## Corequisite

A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously.

## Course

A course is an organized unit of study extending over a semester, (e.g. Economics ECON\*1100).

## Course Attempt

A course attempt reflects the situation where a student has completed courses either satisfactorily or unsatisfactorily.

## Course Equate

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

## Course Level

Course level denotes the seniority of a course. 1000-level and 2000-level courses are considered first and second year courses. 3000-level and 4000-level courses are considered senior level courses.

## Course Load

Course load denotes the total weight of the credits in which a student is enrolled determining part-time or full-time status.

## Course Restriction

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

## Course Section

A course section is a subgroup of a course that denotes time and location.

## Course Selection

Course selection is the process by which students select course sections for the succeeding semesters.

## Credit

A credit is a unit of academic measurement equivalent to a single-weighted one-semester course.

## Credit Standing

Credit standing (CRD) denotes that the student has successfully completed a course, but was not assigned a numerical grade.

## Cumulative Average

Cumulative Average is calculated by dividing the weighted course total by the total credit attempts over all semesters.

## Deferred Privilege

A deferred privilege (DEF) is a temporary extension of time granted at the discretion of a Program Committee to a student for completion of the requirements of a course, normally for illness or compassionate reasons.

## Diploma Program Calendar

The Diploma Program Calendar is an annual publication containing official information about Associate Diploma Programs and regulations of the University of Guelph and its colleges at Alfred, Kemptville, and Ridgetown. Sometimes called the Diploma Catalogue or Bulletin.

## Double-weighted Course

A double-weighted course is a course that is taken in 1 semester, but counts as 2 course attempts for classification, continuation of study and calculation of fees. A double weighted course cannot be split. **Note valid for Academic Terms after Winter 1999.**

## Drop Period

The drop period for single semester courses starts at the beginning of the add period and extends to the 40th class day where students are permitted to drop a course for the current semester.

The drop period for two semester courses starts at the beginning of the add period in the first semester and extends to the last day of the add period in the second semester. See Two-Semester Courses.

## Elective

An elective is a course, acceptable within the program but chosen at the discretion of the student.

## Equate - see Course Equate

## Faculty Advisor

See Chapter VII - Academic Advising.

## Grade Report

A grade report is released by the Registrar to each student at the conclusion of a semester via WebAdvisor. It notes the courses attempted and the grades assigned (if applicable).

## Hiatus

See Withdrawal.

## In-course Student

In-course refers to a student enrolled in a program of study at the University.

## Instructor Notification

Courses that are declared instructor notification on the course outline require departmental approval to be dropped.

## Mailing Address

The mailing address is a temporary address used for mailing if one is recorded; otherwise the home address is used.

## New Student

New student refers to a student who has never before been registered at the University of Guelph.

## Prerequisite

A prerequisite is a prior requirement for entry into a course. Where a course is specified as a prerequisite, pass standing in the course is required.

## Priority Access

Priority Access is the process by which a department implements course restriction rules in order to limit registration in a course where enrolment demand habitually exceeds course capacity and where there is demonstrated need to restrict access to a particular cohort of students on a priority basis. In general, course restrictions are clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

## Program

A program is a structure of courses leading to a University degree (e.g. B.A.Sc. program).

## Program Counsellor

See Chapter VII - Academic Advising.

The program counsellor is someone who assists students in the development of educational plans which are realistic and compatible with their life goals by helping to identify and assess alternatives and consequences of decisions, and providing interpretation of regulations applying to the specific degree program.

## Registration

Registration is the official enrolment of students in the University for a particular semester, and includes the selection of course sections and the payment of tuition fees and, where appropriate, other University fees.

## Required to Withdraw (see Rustication)

## Restricted Elective

A restricted elective is a course which must be chosen from a stated group of courses to satisfy the program requirements.

## Restriction - see Course Restriction

## Rustication

A defined period of time during which the student is not eligible to register in their current academic program as a result of an academic review decision. After the period of rustication the student must apply for re-admission to the University of Guelph-Humber.

## Schedule of Dates

The schedule of dates is a list of significant dates at the University.

## Schedule of Studies

A schedule of studies is the requirements for specializations, majors, minors, and various levels of concentration of study within a degree program, including programs without specialization. Schedules of studies are completed within a specific degree program and must normally be declared by the start of semester 3. Students need to be aware that progress within a program and graduation with a degree from that program depends upon a) the degree program requirements, and b) the requirements for the declared schedule of studies.

## Semester

A semester is an independent academic period of 15 weeks, half of an academic year; similar to a term at other universities. Summer semester is from May to August. Fall semester is from September to December. Winter semester is from January to April.

## Semester Average

Semester Average is calculated by dividing the weighted course total by the total credit attempts in the semester.

## Semester Level

See Class Level.

## Session

A session is an academic period of 7 weeks within the Summer semester, including 6 weeks of classes and 1 week of examinations. Courses presented during a session will be equivalent to a regular semester offering.

## Specialization

For specialization see schedule of studies.

## Subject

A subject is a defined sector of study composed of 1 or more courses within a discipline.

## Summer Session

Summer Session is scheduled during May, June.

## Supplemental Privilege

Supplemental privileges are granted at the discretion of the Program Committee, affording a student who has received a failing grade on the original course attempt, the opportunity to obtain credit for the course while retaining the original failing grade.

## Transcript

A transcript is an official document prepared by the Registrar recording a student's courses and grades.

## Two-Semester Course

A two-semester course is a course that is taken over 2 continuous semesters and counts as 2 course attempts for classification, continuation of study and calculation of fees. Two semester courses cannot be split.

## Undergraduate Calendar

The undergraduate calendar is an annual publication containing official information about the undergraduate academic programs and regulations of the University.

## Weighted Course Total

Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.

## Withdrawal

Withdrawal of registration for an academic term after the start of classes.

## Withdrawal with Failure

Withdrawal with failure may be applied to a course or an academic term. The notation "WF" will appear against the course(s) in the grade field on the official transcript.

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## Revisions

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On the basis of information received from program committees, colleges or departments the 2011-2012 Guelph-Humber Calendar includes the following revisions:

### Note

Those who may have used the PDFs to download and print off these calendar sections are advised to re-print the revised sections accordingly. Please be aware sectioning, page numbering, table of contents may have changed.

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### May 2, 2011

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Initial publication of the 2011-2012 University of Guelph-Humber Calendar.

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### July 20, 2011

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This second publication includes the following revision(s):

#### **Chapter VII Undergraduate Degree Regulations and Procedures**

The addition Academic Accommodation for Students with Disabilities, Guidelines and Procedures

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### October 11, 2011

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This third publication includes the following revision(s):

#### **Chapter XI Course Descriptions**

Psychology -- the addition of PSYC\*2180

#### **Chapter XIV Administration and Faculty**

Changes and updates to various listings.

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### March 20, 2014

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Updates for AODA compliance.