

# 2018-2019 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including Summer Semester 2018, Fall Semester 2018 and Winter Semester 2019.

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:

- Universities Canada

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of GUELPH

CHANGING LIVES  
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# Disclaimer

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## University of Guelph-Humber

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The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including the Summer Semester 2018, the Fall Semester 2018, and the Winter Semester 2019.

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 Advanced Education and Skills Development, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

## Disclosure of Personal Information to the Ontario Ministry of Advanced Education and Skills Development

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The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Advanced Education and Skills Development under s. 15 of the Ministry of Advanced Education and Skills Development Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Advanced Education and Skills Development Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Advanced Education and Skills Development, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Advanced Education and Skills Development website: <https://www.ontario.ca/page/ministry-advanced-education-and-skills-development> (English) or <https://www.ontario.ca/fr/page/ministere-de-lenseignement-superieur-et-de-la-formation-professionnelle> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and Ministry of Advanced Education and Skills Development Act Notice of Disclosure Activities is posted at <https://www.ontario.ca/page/ministry-advanced-education-and-skills-development>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: <http://www.tcu.gov.on.ca/peps/publications/NoticeOfCollection.pdf>

### Authority to Disclose Personal Information to Statistics Canada

The Ministry of Advanced Education and Skills Development discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives Ministry of Advanced Education and Skills Development Act authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

## Notification of Disclosure of Personal Information to Statistics Canada

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

## Address for University Communication

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

### Email Address

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

### Home Address

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Enrolment Services.

## Name Changes

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

## Student Confidentiality and Release of Student Information Policy Excerpt

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

Complete policy at <https://uoguelph.civicweb.net/document/68892/ORSInfoReleasePolicy060610.pdf?handle=FF982F8A9AEA4076BE4F3D88147172B8>.



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## III. Schedule of Dates

The dates for the 2018-2019 academic year are listed by semester below as follows:

Summer Semester 2018

Fall Semester 2018

Winter Semester 2019

### Summer Semester 2018 (12 Week Format)

#### Monday, May 7

- Classes commence
- Deferred examinations for Winter 2018 courses commence

#### Friday, May 11

- Deferred examinations for Winter 2018 courses conclude

#### Tuesday, May 15

- Last day to add Summer 2018 courses

#### Monday, May 21

- Holiday--NO CLASSES SCHEDULED--Classes rescheduled to Tuesday, July 31

#### Monday, June 18

- Convocation

#### Monday, July 2

- Holiday--NO CLASSES SCHEDULED

#### Tuesday, July 3

- 40th class day--Last day to drop full semester course(s) without academic penalty

#### Tuesday, July 31

- Classes rescheduled from Monday, May 21. Monday schedule in effect
- Classes conclude

#### Saturday, August 4

- Holiday-- NO EXAMS SCHEDULED

#### Monday, August 6

- Holiday-- NO EXAMS SCHEDULED

#### Tuesday, August 7

- Final Examinations commence
- Fall 2018 Convocation Application opens

#### Wednesday, August 15

- Final Examinations conclude

### Summer Semester 2018- Session I - 6 week format

#### Monday, May 7

- Classes commence

#### Friday, May 11

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

#### Monday, May 21

- Holiday -- NO CLASSES SCHEDULED -- Classes rescheduled to Monday, June 18

#### Monday, June 4

- Last day to drop Summer Session I course(s) without academic penalty

#### Monday, June 18

- Classes rescheduled from Monday, May 21 -- Monday schedule in effect
- Classes conclude Summer Session I
- Convocation

#### Thursday, June 21

- Final examinations commence - Summer Session I

#### Saturday, June 23

- Final examinations scheduled

#### Thursday, June 28

- Final examinations conclude

### Summer Semester 2018 - Session II - 6 week format

#### Tuesday, July 3

- Classes commence

#### Friday, July 6

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

#### Monday, July 30

- Last day to drop Summer Session II course(s) without academic penalty

#### Monday, August 6

- Holiday--NO CLASSES SCHEDULED--Classes rescheduled to Tuesday, August 14

#### Tuesday, August 7

- • Fall 2018 Convocation Application opens

#### Tuesday, August 14

- Classes rescheduled from Monday, August 6 - Monday schedule in effect
- Classes conclude Summer Session II

#### Friday, August 17

- Final Examinations commence - Summer Session II

#### Saturday, August 18

- Final Examinations commence - Summer Session II

#### Thursday, August 23

- Final Examinations conclude

### Fall Semester 2018

#### Monday, September 3

- Holiday -- NO CLASSES SCHEDULED

#### Wednesday, September 5

- Classes commence

#### Monday, September 10

- Deferred examinations for Summer 2018 course(s) commence

#### Thursday, September 13

- Last day to add Fall 2018 course(s)
- Deferred examinations for Summer 2018 course(s) conclude

#### Friday, September 28

- Last day for applications to graduate at Fall 2018 Convocation

#### Monday, October 8

- Fall Break (Reading Week) begins – NO CLASSES SCHEDULED THIS WEEK
- Holiday--NO CLASSES SCHEDULED

#### Friday, October 12

- Fall Break (Reading Week) ends

#### Monday, October 15

- Classes resume

#### Saturday, October 27

- Fall 2018 Graduation - No Ceremony

#### Tuesday, November 6

- 40th class day -- last day to drop Fall 2018 course(s) without academic penalty

#### Tuesday, December 4

- Classes conclude

#### Friday, December 7

- Final Examinations commence

#### Saturday, December 8

- Final Examinations scheduled

#### Sunday, December 9

- Final Examinations scheduled

#### Saturday, December 15

- Final Examinations scheduled

#### Sunday, December 16

- Final Examinations scheduled
- Final Examinations conclude

### Winter Semester 2019

#### Monday, January 7

- Classes commence
- Summer 2019 Convocation Application opens

#### Friday, January 11

- Last day to add Winter 2019 course(s)
- Last day to drop two-semester course(s) (F/W) without academic penalty

#### Monday, January 14

- Deferred Examinations for Fall 2018 courses commence

#### Friday, January 18

- Deferred Examinations for Fall 2018 courses conclude

#### Monday, February 18

- Winter Break (Reading Week) begins – NO CLASSES SCHEDULED THIS WEEK
- Holiday

**Friday, February 22**

- Winter Break (Reading Week) ends

**Monday, February 25**

- Classes resume

**Friday, March 1**

- Last day for applications to graduate at Summer 2019 Convocation without application late fee

**Friday, March 8**

- 40th class day--Last day to drop Winter 2019 course(s) without academic penalty

**Friday, March 15**

- Last day to apply to graduate at Summer 2019 Convocation

**Friday, April 5**

- Classes conclude

**Monday, April 8**

- Final Examinations commence

**Saturday, April 13**

- Final Examinations scheduled

**Thursday, April 18**

- Final Examination conclude