

VIII—Undergraduate Degree Regulations and Procedures**General Information About Undergraduate Degree Regulations and Procedures**

The academic regulations outlined in VIII—Undergraduate Degree Regulations and Procedures are the basic regulations for undergraduate degree programs of the University as approved by the Senate. Terminology used to describe academic regulations is defined in the Glossary. In these regulations where the consent of the dean is required, the term “dean” is interpreted to mean the person responsible for the academic program, for example dean, director, chair of program committee, or the program counselor in a particular degree program.

VIII—Undergraduate Degree Regulations and Procedures

Academic Consideration and Appeals

Process for Academic Consideration and Appeals

Time of Semester	Type of Consideration	Consideration Granted By	Period of Consideration	Subsequent Appeal To
During the Semester Incomplete examination or assignment	Medical Psychological Compassionate	Instructor	Same semester	Academic Review Sub-Committee Submitted as soon as possible, not later than the end of the following semester
End of Semester Incomplete final examination or final assignment	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with program counselor)	Should be submitted as soon as possible	Petitions Committee 90 day deadline for appeals of academic review decisions
After the Semester	Grade Reassessment:			
	Calculation Error or omission	Instructor	10 class days of the following semester	No appeal
	Methods and Criteria	Department Chair	10 class days of the following semester	Petitions Committee 10 days after decision of chair
	Misapplication of an Academic Regulation	Instructor	Should be initiated as soon as possible	First Level: Department Chair Second Level: College Dean Third Level: Provost
	Academic Consideration:			
	Course Results: Compassionate Medical Psychological	Academic Review Sub-Committee (consult with program counselor)	No deadline, but a request should be submitted during or immediately after the semester	Petitions Committee 90 day deadline for appeals of academic review decisions
Request for Probationary Status	Academic Review Sub-Committee (consult with program counselor)	Should be submitted by the first deadline of the next semester	Petitions Committee 90 day deadline for appeals of academic review decisions	

General Information for Academic Consideration and Appeals

The University of Guelph is committed to supporting students in their learning experiences and responding to their individual needs. To this end a broad network of advising, counselling, 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 counselor, and immediate provision of any required documentation will facilitate a prompt, co-ordinated institutional response.

Academic Consideration

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 instructor, the program counselor or the Academic Review Sub-Committee of the program in which the student is registered.

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 resulting in a missed deadline can usually be resolved between the faculty member and the student, often without documentation. Circumstances which affect the student's ability to attend classes, write term tests or meet assignment deadlines for an extended period of time may require more formal documentation and consideration. Students are encouraged to seek documentation if the situation extends for a significant length of time. The program counselor, who is the dean's designate, should be contacted regarding appropriate procedures and documentation.

The program counselor is the student's advisor in all matters pertaining to academic consideration and can assist in defining an appropriate course of action (counselor names and locations can be found in Section VII—Academic Coun-

selling). **It is the student's responsibility to consult the program counselor as soon as extenuating circumstances affect academic performance, in order to initiate action, and provide any required documentation.**

All available evidence, including the student's performance during the semester, will be given careful consideration when making a decision. Procedures to follow in each case are outlined below. Questions about procedures and deadlines should be directed to the program counselor.

- [Grounds for Academic Consideration](#)
- [Incomplete Final Examinations/Final Assignments](#)
- [Incomplete Semester Work](#)
- [Co-operative Education Appeal Process](#)

Grounds for Academic Consideration

Where possible, requests for academic consideration are to be accompanied by supporting documentation. Students unsure of documentation requirements are encouraged to contact their program counselor.

1. Medical Grounds

For academic consideration based on medical grounds a student may be asked to provide documentation for the period of the illness. The necessity for documentation will depend in part upon the length of the illness and the amount of work missed during this time. If the medical situation results in missed semester work, the student should contact the instructor, presenting medical documentation where warranted. If the absence due to illness is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the program counselor for advice and consideration.

When the absence affects final examinations or final assignments the student should go to Student Health Services or a personal physician for documentation. The student must present the medical documentation to the program counselor.

2. Psychological Grounds

For academic consideration based on psychological grounds the student will be asked to provide documentation for the period affected. The necessity for documentation will depend in part upon the length of the problem and the amount of work missed during this time. The student should submit this documentation to the program counselor who will then advise the instructor of the need for consideration. When the psychological difficulty affects final examinations or final assignments, Counselling Services, upon receipt of student authorization, will send documentation to the program counselor. If the difficulty is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the program counselor for advice and consideration.

3. Compassionate Grounds

Unforeseen circumstances beyond the student's control in either their personal or family life may affect academic performance. The procedure to follow to request academic consideration based on compassionate grounds

depends upon the severity of the circumstance and the amount of work missed. Students may wish to contact the instructor for consideration for missed semester work resulting from a compassionate circumstance. If the circumstance is more significant, the student must consult with the program counselor. Generally, work commitments will not constitute grounds for academic consideration.

Incomplete Semester Work

Semester work consists of term assignments, tests or labs that must be completed before the last class day. Instructors are responsible for granting academic consideration for semester work. Types of consideration that may be granted by an instructor include the setting of a make-up test, transferring the weight of a missed assignment to the final, extending a deadline or allowing the resubmission of an assignment. Students should consult with their program counselor for advice on an appropriate course of action if:

- a) the student feels that appropriate consideration has not been granted by the instructor, or
- b) 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.

For missed final assignments, projects or tests, see Incomplete Final Examinations/Final Assignments.

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:

1. Inform the instructor-in-charge of the course in writing.
2. If the instructor requests it, supply documentation. If documentation is unavailable, consult your program counselor.
3. Complete and submit missed work by the new deadline established by the instructor before the last scheduled day of classes.
4. Consult with the program counselor if circumstances warrant (see a) and b) above).

If the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the final class day deadline, the program counselor should be consulted regarding an appropriate course of action.

Instructor'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.

The Board of Undergraduate Studies recommends that faculty make every effort to accommodate students representing the University in extracurricular activities when there is a conflict between those activities and the requirements of the course.

If the student does not submit all of the required work by the final mark deadline, the instructor shall refer the situation to the Academic Review Sub-Committee using the procedures outlined under Incomplete Final Examinations/Final Assignments. **The instructor cannot grant extensions beyond the final date for submission of grades.** When final work is incomplete, the instructor should advise the student to contact the program counselor.

Program Counselor's Responsibilities

If the student and the instructor cannot arrive at a mutually agreeable accommodation, the program counselor may act as a mediator. The program counselor may discuss the issue with the department chair if appropriate.

In the event that medical, psychological or compassionate circumstances are affecting the student's overall performance, the program counselor will ensure that the student's instructors are advised that academic consideration based on medical or compassionate grounds is warranted. In such cases the program counselor may be of assistance in co-ordinating instructors' responses to the request for consideration.

Incomplete Final Examinations/Final Assignments

If final examinations are not written or final term assignments, projects, or work term reports are not completed by the deadline date, academic consideration is not the responsibility of the faculty member but rather, the responsibility of the Academic Review Sub-Committee of the program in which the student is registered.

A request for academic consideration should be made to the Academic Review Sub-Committee during, or immediately after, the semester to which it refers. A request to change an earlier decision of the Academic Review Sub-Committee may be made only on the basis of relevant information not previously submitted. Students wishing to resubmit a "Request for Academic Consideration" form with additional supporting documentation should consult their program counselor. Students who believe that the decision of the Academic Review Sub-Committee is inappropriate may appeal the decision to the Senate Committee on Student Petitions within 90 days of the academic review decision (see Petitions). The Senate Committee will not normally consider any appeals submitted past this deadline.

Student's Responsibilities

If due to medical, psychological or compassionate circumstances the student is unable to complete a final requirement of the course and wishes academic consideration, the student should:

1. Consult with the program counselor for advice on the appropriate consideration that should be requested.
2. Submit a request for consideration on the "Request for Academic Consideration" form available from Undergraduate Program Services, Office of Registrarial Services or the program counselor. Deadlines for Academic Review Sub-Committee meetings can be found in Section III—Schedule of Dates.

Information on the academic review process is highlighted below under Academic Review.

Instructor's Responsibilities

In courses where a student has not written a required final examination or has not submitted a final assignment, the instructor shall complete the "Instructor's Recommendation" form recommending that the student be granted one of:

1. a passing grade
2. credit standing
3. a deferred privilege
4. a failing grade

1, 2, or 3 will only be granted by the Academic Review Sub-Committee if the medical evidence or compassionate reasons have been verified and accepted. 4 will be granted if the medical or compassionate circumstances presented are inadequate or insufficiently documented.

A student who receives credit standing will receive credit in the course without a numerical grade. This course will not be included in the student's overall average or specialization average.

A deferred privilege could be either approval to write an examination or to submit a final assignment. Both will normally be required to be completed early in the following semester, refer to Section III—Schedule of Dates. The Schedules Section, Office of Registrarial Services, will inform the student of the deadline for the deferred privilege (see Deferred Privilege).

If on the basis of acceptable medical, psychological or compassionate documentation a numerical passing grade or credit standing is granted rather than a deferred privilege, the student may request the deferred privilege. The request must be submitted in writing to Undergraduate Program Services, Office of Registrarial Services, by the end of the add period for the following semester.

Co-operative Education Appeal Process

The Co-operative Education program requires that a student achieve an overall average of 70 percent during first year in order to continue in the program. An appeal option is available to students who are removed from co-op for not meeting the requirement. The appeal must be taken to the Program Counsellor who will then take it to the Academic Review Committee for consideration.

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Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the graduate and undergraduate communities and that accommodation will be made to students who experience a conflict between a religious obligation and scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories. The type of accommodation granted will vary depending on the nature, weight and timing of the work for which accommodation is sought. Accordingly, the request for alternative arrangements normally must be submitted to the instructor in charge of the course within two weeks of the distribution of the course outline. A student requiring accommodation may submit the request to the instructor directly or through his/her program counsellor. 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 instructor should 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, he/she may appeal to the Department Chair, or Director of the School, who may grant alternative accommodation. A student who remains dissatisfied with the outcome of his/her request may seek the assistance of the [Human Rights and Equity Office](#) to facilitate a resolution.

For a current list of major holy days, please check the following website <http://www.uoguelph.ca/hre/HolyDaysList.html> or contact the [Human Rights and Equity Office](#).

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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. Students in programs other than D.V.M., B.Sc. (Eng.), and the Sports Injury Management Area of Emphasis in the B.Sc. Human Kinetics major may select up to 3.00 credits to accommodate their semester requirements. Additional credits may be added during the add period only with program approval.

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

Part-time

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

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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 academic dishonesty, misrepresentation of personal performance, restrictions of equal opportunities for access to scholarly resources, and damage to the integrity of scholarly exchanges. The Senate of the University has adopted a number of policies that govern such offences, including: the Student Academic Misconduct Policy, the Research Misconduct Policy, and the Student Rights and Responsibilities Regulations. These policies will be strictly enforced.

It is the responsibility of University of Guelph faculty, students, and staff to be aware of what constitutes academic misconduct and to do as much as possible to prevent such offences from occurring. Furthermore, all members of the community, students, faculty and staff have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes giving due consideration to the deterrent effect of reporting such offences when they do occur, making one's disapproval of such behaviour obvious, and helping to ensure that the university community does nothing to encourage or facilitate academic misconduct.

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Responsibilities

University of Guelph students have the responsibility of abiding by the University's policy on student academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of creating an environment that discourages misconduct.

Offences

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment. This would include, but is not limited to, the following examples:

1. Academic Dishonesty

- a) Copying from or using prohibited material including, but not limited to documentary, electronic equipment or other aids not approved by the instructor, in an assignment or examination.
- b) Copying another person's answer(s) to an examination question.
- c) Improper academic practices—this includes the falsification, fabrication or misrepresentation of material, including research results, that is part of academic evaluation, the learning process, or scholarly exchange. This offence would include the reference to resources that are known to not exist or the listing of others who have not contributed to the work.
- d) Plagiarism—in the broadest sense of misrepresenting the work of others as one's own. Plagiarism specifically can be understood as: the act of copying, reproducing or paraphrasing significant portions of someone else's published or unpublished material, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. These materials include: literary compositions and phrasing, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, and computer reports or software. Students have the responsibility to learn and use the conventions of documentation, and, if in any doubt, are encouraged to consult with the instructor of the course, the academic supervisor, or the department chair/director for clarification. Instructors have the responsibility of advising students in writing of any significant individual interpretations of plagiarism or of any aspects concerning paraphrasing limits or referencing formats unique to the instruction, the discipline, or the course material.

2. Misrepresentation of Personal Performance

- a) Submitting false or fraudulent or purchased assignments, research, or credentials; or the falsifying or withholding of records, transcripts, or other academic documents.
- b) Impersonation—involves having someone impersonate oneself, either in person or electronically, in class, in an examination, or in connection with any type of course assignment or material or availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to

a penalty. In this context, plagiarism is simply another form of impersonation that misrepresents personal performance.

- c) Submitting a false medical or compassionate certificate, or presenting other such documentation under false pretences.
 - d) Improperly obtaining, through theft, bribery, collusion or otherwise, access to privileged information, or examination paper or set of questions.
 - e) Submitting the same course work, research, or assignment for credit on more than one occasion in two or more courses without the prior written permission of the instructors in all of the courses involved.
 - f) The above provisions are institutional requirements that apply to all graduate and undergraduate courses, and to the presentation of all work, including graduate theses submitted for academic evaluation and undergraduate or graduate credit. In addition to these provisions, an instructor may require that other constraints apply in the context of a particular course. Such constraints may include, but are not necessarily restricted to, for example, a ban on the use of writing or editorial services, or the use of a research survey service. In such cases, it is the responsibility of the instructor in charge of the course to inform the students of these additional constraints in writing on the course outline, and it is the responsibility of the students in the course to abide by these constraints.
3. **Damage to the Integrity of Scholarly Exchanges**
- a) Altering, destroying, hiding, or generally restricting the access to academic materials intended for general use.
 - b) The unauthorized removal, destruction, or theft of library and other university academic resources.
 - c) Inappropriate distribution of restricted material.
 - d) Obstructing the academic activities of others. This involves interfering with the scholarly activities of another or altering or falsifying the work of others, in order to harass or gain unfair academic advantage. This includes, but is not limited to, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (example, a painting, sculpture, film), with a chemical used for research, or with any other object of study.
 - e) Aiding or abetting academic misconduct. Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct. This may include, but is not limited to, offering for sale essays or other assignments with the intention that these works be subsequently submitted for assessment.

Note: Many of these offences could also be viewed as a violation of the Research Misconduct Policy, or the Student Rights and Responsibilities regulation. Students may also, therefore, be subject to procedures and penalties outlined in those policies.

Penalties

If a student is found guilty of academic misconduct, one or more of the following penalties may be assessed:

1. Requirement for submission of a new piece of work; partial or total loss of marks on the exam/assignment; partial or total loss of marks for the course in which the offence occurred;
2. An official warning that the penalty for a subsequent offence will be suspension from the University for a period of up to two years or expulsion.
3. The rescinding of University-funded scholarships or bursaries.
4. Suspension from the University for a period of between two and six consecutive semesters. A student who wishes to be considered for readmission after this period 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;
5. A recommendation for expulsion from the University. A student who has been expelled from the University of Guelph 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 President to have the expulsion status removed. The President 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. 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.

Note: The guidelines that deans consider when determining the appropriate penalty are available on request from any dean.

Note: On December 19, 1995, the University Senate approved the current policy for the granting of credit while on rustication. With regard to students who have been debarred for academic misconduct, the policy states that no

credit will be given for courses taken during the debarment period (see Chapter VIII—Undergraduate Degree Regulations and Procedures, Readmission for complete policy). This policy applies to any university credit course taken during the debarment period, be it distance or on-campus, taken in open learning programs from either the University of Guelph or at another university.

Procedures

Note: The word “dean” in any of the following procedures means “dean or designated associate dean”.

Detection and Documentation

1. Examinations.

The responsibility for preventing and detecting academic misconduct in an examination lies with the invigilators, although they may make use of reports from others to assist them in detection. In cases of suspected impersonation, the chief invigilator shall require the student concerned to remain after the examination until the student is satisfactorily identified. In other cases of suspected academic misconduct, the chief invigilator shall allow the student to complete the examination, but may take action by either:

- requesting that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption to those taking the examination; or
- confiscating the suspect material and requesting that the student make contact with the instructor once the examination period is over.

In any case, 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. In instances of open learning courses, the material will be submitted to the Director of Open Learning. This documentation is used in consultation with the chair/director when preparing a formal complaint.

2. Term assignments, including research and thesis work.

The responsibility for detecting academic misconduct on term assignments, etc., lies with the person responsible for evaluation and discussion of the student’s work (marker), although that person may make use of reports from others to assist in detection. Where academic misconduct is suspected, the marker:

- shall retain possession of suspect material; and
- may seek to interview the student to allay suspicion or to confirm it.

In any case, the marker shall give a full report in writing together with any confiscated material to the instructor-in-charge of the course, or to the advisor of the student’s work, if the instructor/advisor is not the marker. This documentation is used in consultation with the chair/director when preparing a formal complaint.

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 must rest 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 attempt to contact either the chair of the student’s department, the student’s program counselor, or the student’s college dean. If the suspected offence appears to be related to a specific course, then the instructor of the course should be contacted.

Response to Academic Misconduct

1. Suspected Academic Misconduct.

Where there is evidence of suspected academic misconduct associated with a specific course, the instructor-in-charge of the course should consult with the chair/director to help determine whether the offence and the associated evidence/documentation merit a formal complaint. At this stage, the student is likely to be interviewed, but there is no obligation to do so.

When it is determined that a formal complaint is appropriate, the chair/director shall make the complaint in writing to the dean of the college offering the course. The complaint shall include copies of all relevant material including a description of the method of evaluation as described in the course outline. A copy of the complaint shall be forwarded to Undergraduate Program Services. The dean of the college offering the course will take the initiative in determining whether to proceed with a complaint.

The complaint shall refer to how the offence is or is not directly related to the assessment format (for example, “plagiarism on the 50 percent term assignment”). If the formal complaint involves a final examination or final assignment, the grade submission for the student shall be delayed. In those cases where the suspected misconduct is not directly related to a specific course, the complaint may be made directly to the dean of the student’s college.

2. Formal Complaint Procedures for Academic Misconduct.

The responsibility in all cases for deciding whether to process the formal complaint, deem a student guilty or not, and for determining any penalty, lies jointly with the dean of the college offering the course and with the dean of the student’s college (or the Director of Open Learning, where appropriate), acting in consultation with the Provost and Vice-President (Academic), and where appropriate, the Dean of Graduate Studies. Either

dean concerned may seek further information concerning any reported incident from the instructor or from any other person involved.

Should the dean(s) decide that the evidence/documentation or the offence does not merit any further action on behalf of the formal complaint, the dean(s) will return the formal complaint to its source and indicate the reasons for the return. A formal complaint not processed as an accusation of academic misconduct by the dean(s) has no official status as an accusation and no record of the complaint shall be maintained.

Once the decision is made to process the formal complaint as an accusation of academic misconduct, the dean of the college offering the course shall interview the student, unless the student is unavailable or unwilling.

The dean(s) may, after the appropriate inquiry and a guilty verdict, impose one or more of the penalties previously listed. The dean of the college offering the course shall contact Undergraduate Program Services, or the Dean of Graduate Studies, to ascertain if any record of previous academic offences exist.

The penalty is assessed by the dean(s) concerned (acting jointly) in consultation with the Provost and Vice-President (Academic), and where appropriate, the Dean of Graduate Studies.

If the student is deemed not guilty by the dean(s), no penalties will be assessed, no record of the suspected offence or formal complaint will be kept, and all parties will be informed of the final decision by the dean(s).

A student charged with academic misconduct in a particular course or courses will not be allowed to drop the course(s) in question during the period of the investigation. If the student is found to be innocent of the charge, or in the event the student is found guilty of academic misconduct and the penalty selected is an official warning, the student may drop the course(s) (subject to normal deadlines for dropping courses). If the student is found guilty of academic misconduct and is assessed a penalty other than an official warning, the student will not be allowed to drop the course(s).

3. Penalty Assessment for Academic Misconduct.

a) Cases where Expulsion *is not* recommended – the dean of the college offering the course (or the Director of Open Learning in the case of Open Learning Program Students) shall inform the student in writing whether he/she has been found guilty, what penalty if any has been assessed, the effective date(s) of the penalty, and of his/her right to appeal.

The dean shall also notify the instructor, the instructor’s chair, Undergraduate Program Services, the dean of the student’s college, the Dean of Graduate Studies, and the Provost and Vice-President (Academic). The penalty assessed shall stand unless the student appeals within 15 calendar days of notification.

The student may appeal against the dean’s finding of guilt or the assessed penalty. The appeal procedure is described in the Regulations of the Senate Committee on Student Petitions.

b) Cases where Expulsion *is* recommended – the dean of the college offering the course (or the Director of Open Learning in the case of Open Learning Program Students) shall inform the student in writing and forward the matter to the Senate Committee on Student Petitions for disposition.

At that time the student may request a hearing of the Senate Committee on Student Petitions.

Whether or not a hearing is requested, the Senate Committee on Student Petitions will proceed with the case and inform the parties involved of its decision. The Senate Committee on Student Petitions may decide to uphold the recommendation to expel, in which case the recommendation will be forwarded to the President for final decision. Alternatively, the Senate Committee on Student Petitions may decide to impose a lesser penalty, in which case the President’s assent is not required. When a recommendation is referred to the President, the President may: uphold the recommendation to expel, impose a lesser penalty, or refer the case back to the Senate Committee on Student Petitions for consideration of a lesser penalty.

c) Cases where Revocation/Rescinding of a degree is recommended – the dean of the student’s (or former student’s) college or the Director of Open Learning shall inform the student (or former student) in writing and forward the matter to the Senate Committee on Student Petitions for disposition.

At that time, the student (or former student) may request a hearing of the Senate Committee on Student Petitions.

Whether or not a hearing is requested, the Senate Committee on Student Petitions will proceed with the case and inform the parties involved of its decision. If the Committee confirms the recommendation of rescinding/revocation of a degree, the recommendation will be forwarded to the President. If the President does not confirm the recommendation of rescinding/revocation of a degree, the President may impose a lesser penalty which will be final. If the President confirms the recommendation, the recommendation will be forwarded to the Senate for final decision with respect to revocation/rescinding. If the

Senate does not confirm the recommendation of revocation/rescinding, the matter will be returned to the President for a final decision with respect to a lesser penalty.

4. *Appeal Process*

If a student is charged with academic misconduct resulting in the dean's assignment of a penalty that consists of the loss of marks only, the student has the right to appeal first to the dean of his or her college. This right need not be exercised, and the student may appeal such a penalty directly to the Senate Committee on Student Petitions.

If a mark only appeal is not submitted to the dean within 15 calendar days of receipt of the notification, the mark penalty as assessed shall stand unless it is appealed directly to the Senate Committee on Student Petitions and changed as a result of such an appeal.

If the student is charged with academic misconduct, the student may submit a petition to the Senate Committee on Student Petitions. When there is no appeal of a mark penalty made to the dean, or when the penalties go beyond mark penalties, then the submission of a petition is to be made within 15 calendar days of the receipt of the initial penalty assessment. In the case of a mark only penalty, this petition may be made within 15 calendar days of receipt of an appeal decision by the dean. At the time of submitting the petition, the student may request a hearing for the next scheduled meeting of the Senate Committee on Student Petitions.

A review by the Senate Committee on Student Petitions involves an examination of all relevant documents to determine the appropriateness of a dean's finding of guilt or of the assessed penalty. In the case where a petition is received after the 15 day limit and a mark penalty is the only penalty assigned, the committee will seek to determine whether the penalty was first appealed to the dean. The procedures for conducting a review and for holding a hearing are set out in the Regulations of the Senate Committee on Student Petitions.

Following a review or hearing, the Senate Committee on Student Petitions may take one or more of the following courses of action:

- a) confirm a finding of guilt
- b) reverse a finding of guilt (in which case no penalty shall apply)
- c) confirm a penalty
- d) assess a different penalty

Record of Academic Misconduct

Undergraduate Program Services, or the Dean of Graduate Studies (or the Director of Open Learning in the case of Open Learning Program Students) shall place in the student's file a record of all academic misconduct for which the student is penalized. Students in the Associate Diploma Program who are found guilty of academic misconduct in an Independent Study course taken through OAC Access towards their Associate Diploma will have the record of the finding of guilt placed against the appropriate term. This record shall be expunged from the student's file upon graduation, or completion of a certificate or diploma for open learners. Students who do not graduate from the University of Guelph or another university may submit an appeal to the [Senate Committee on Student Petitions](#) to have the record expunged no sooner than 5 years after the date of last registration. Students who have graduated at another accredited university may submit verification of graduation to Undergraduate Program Services, Office of Registrar Services and have their record expunged. The record for expulsion is permanent, unless removed by petition to the President.

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. It is normally assumed that the penalties for repeat offenders will be more severe than those assigned for first offences.

VIII—Undergraduate Degree Regulations and Procedures

Academic Review

The Academic Review Sub-Committee of each program committee meets three times each semester as follows:

- after the third day of the add period.
- after the twentieth class day.
- after the last day of exams.

Refer to Section III—Schedule of Dates, for the submission deadlines for each of these meetings.

A request for academic consideration should be made 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 by the first deadline of the next semester.

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

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

All requests are to be made in writing, preferably type-written, on the “Request for Academic Consideration” form available from Undergraduate Program Services, Office of Registrarial Services, or the program counselor. 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 the program counselor for advice on the preparation and submission of requests for academic consideration. When the form is complete, the student should retain the third copy along with copies of all documentation submitted. The form, with the original documentation attached, should be submitted to the student’s program counselor or to Undergraduate Program Services, Office of Registrarial Services.

The Associate Registrar, Undergraduate Program Services, or designate, shall prepare the agenda for each meeting of the Academic Review Sub-Committee, maintain a record of the sub-committee’s decisions and 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 Senate Committee on Student Petitions within 90 days of the decision (see PETITIONS). Students who are appealing the decision of an Academic Review Sub-Committee for denial of probationary status will not be allowed to attend classes.

VIII—Undergraduate Degree Regulations and Procedures

Academic Standing

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.

Readmission to a program at the University of Guelph 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.

VIII—Undergraduate Degree Regulations and Procedures

Notes on Academic Structure

Senate

Under the University of Guelph Act the Senate is the ultimate academic authority in the University. Senate Bylaws may be consulted in the office of the Secretary of Senate. Undergraduate student senators are elected by the undergraduate students. The meetings of Senate are open to visitors who have tickets. Tickets are available from the Secretary of Senate, 4th Floor, University Centre. Senate directs the academic life of the University assisted by its boards and committees which report regularly to Senate.

Board of Undergraduate Studies

The Board of Undergraduate Studies, which meets regularly from the beginning of September to the end of June, controls all undergraduate degree programs under the authority of Senate. The Board comprises the Associate Vice-President (Academic), the University Registrar, the Associate Vice-President (Student Affairs), the Co-ordinator of Undergraduate Curriculum, the Chief Librarian, the Director of Open Learning, the Director of Agri-Food Education Programs, one College Dean, five faculty, and four undergraduate students.

Program Committee

For each undergraduate degree program there is a program committee which consists of faculty representatives, student members, staff from the Office of Registrarial Services, and a program counselor. Committees examine the general regulations relating to their program and also the particular regulations proposed for specializations within that program. Admissions policy is recommended by these committees to the Board of Undergraduate Studies and is approved by Senate. Each program committee has an Academic Review Sub-Committee which reviews grades as reported to the Registrar and determines the academic standing of each student in the program.

Senate Committee on Student Petitions

This committee assesses and disposes of academic appeals from students registered at the University of Guelph. The Senate Committee on Student Petitions consists of ten members of Senate and a chair, who is named by Senate and who may be either a student or a faculty Senator who has had previous experience on the Committee. Of the ten members of Senate, five are students and five are faculty members. The members of the committee are appointed annually by Senate on the recommendation of the Senate Committee on Bylaws and Membership.

VIII—Undergraduate Degree Regulations and Procedures

Adding Courses

All course additions to a student's program for a particular semester are to be completed by the end of the six-day add period.

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 counselor of the program in which the student is enrolled. The program counselor'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.

Course Requisite(s)

A student wishing to enrol in a course for which he/she does not have credit for the stated course requisite(s) may seek permission from the instructor to have the requisite(s) waived. The student seeking the waiver must obtain a "Course Requisite/Restriction Waiver" and have it completed by the instructor. The student must then present the completed form to Undergraduate Program Services for processing. Waiver forms are available from Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre.

Distance Education Courses

Distance Education courses may be added up to the end of the six-day add period, with the permission of the Office of Open Learning.

Program Approval

Program Approval is required to add courses if the student's category is special or probationary or if the student is adding more than the normal course load.

Regular Courses

Regular courses may be added without permission of the department. Regular courses are those courses that are not designated as Priority Access in Chapter XII.

Two-Semester Courses

When adding a two-semester course, students must complete the course selection process for each part of the course during the appropriate course selection period. (e.g. AGR*2351 in the Fall semester and AGR*2352 in the Winter semester). These courses must be taken in consecutive semesters as outlined in the course description.

Caution: Students granted permission to add a course after the end of the six-day 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.

VIII—Undergraduate Degree Regulations and Procedures

Address for University Communication

Email Address

The University issued email address is considered an official address 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 Undergraduate Program Services.

VIII—Undergraduate Degree Regulations and Procedures

Admissions

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

Application forms must be submitted to Admission Services by the deadline date established for each semester. An application fee is payable at the time the application is submitted (refer to Section VI—Schedule of Fees).

Application deadline dates are published in Section IV—Admission Information.

VIII—Undergraduate Degree Regulations and Procedures

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 X—Degree Programs in the schedule of studies for each appropriate area of study.

VIII—Undergraduate Degree Regulations and Procedures

Attendance at Class

Instructors will inform students of the attendance requirements for individual courses in accordance with the policy of the department or school. **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 the program counselor for academic counselling upon return to classes.

VIII—Undergraduate Degree Regulations and Procedures

Auditing Courses

A student may audit a course upon approval of the department offering the course and payment of a fee. The department 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 (refer to Section VI—Schedule of Fees) 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.

Permission to audit must be obtained from the instructor for the course, the chair of the department offering the course, and the student's program counselor.

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.

VIII—Undergraduate Degree Regulations and Procedures

Class Level Calculation

Programs with highly structured Schedules of Studies (Associate Diploma and D.V.M.) have class levels as indicated in the Section X—Undergraduate Degree Programs. All other programs determine class level on the basis of successfully completed courses plus the number of courses in progress. To determine class level for course selection in a future semester, the number of selected courses must also be included. As courses are dropped and added, or grades are received, the class level must be adjusted accordingly. Class Level is determined as follows:

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

VIII—Undergraduate Degree Regulations and Procedures

Continuation of Study

For continuation of study within a degree program, Open Learning or General Studies, 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 3 is outlined in the Diploma Program Calendar and is only applicable to students registered in a Diploma program.

Schedule 4 is outlined in the Degree Programs section of this calendar ([Section X—Doctor of Veterinary Medicine](#)) and is only applicable to students registered in the Doctor of Veterinary Medicine program.

[Schedule 1](#)

[Schedule 2](#)

Schedule 1

Students will follow Schedule 1 if:

- they have registered for the first time at the University of Guelph with no previous registration in another college or university; or
- they are registered at Guelph in the Open Learning Program and taking credit courses; or
- they have been registered in a program at this University, are eligible to continue study in that program and subsequently transfer to another degree program (including students transferring from Open Learning to a degree program); or
- they have transferred from another university or college and have been admitted to semester 1 at this University; or
- 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
- they have registered at the University of Guelph as an exchange student.

Schedule 1 Regulations

All degree programs, Open Learning and General Studies 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 Academic Standing—[Probationary](#)). 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 are based on the principle that students must maintain a minimum average of 60%. To allow for transition issues, some leniency has been built into the minimum average requirement during the first 5.00 credit attempts. The student's cumulative average will be reviewed first. If the student's cumulative average does not meet the minimum required, the student will either be required to withdraw or placed on probation. When a student is placed on probation he/she will be required to obtain a minimum semester average. In subsequent semesters the student will either be required to withdraw, allowed to continue on probation, or be placed back on regular status. Students will be taken off probation once their cumulative average is greater than, or equal to 60%.

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

Number of Credit Attempts: between 0.25 and 2.50

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

Number of Credit Attempts: between 2.75 and 5.00

If Eligible to Continue

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

If on Probation

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

Number of Credit Attempts: more than 5.00

If Eligible to Continue

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

If on Probation

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

Schedule 2

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

Schedule 2 Regulations

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

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

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

If Eligible to Continue

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

If on Probation

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

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

VIII—Undergraduate Degree Regulations and Procedures

Course Sections

Students are advised of their section assignments when they receive their individual course schedules (WebAdvisor) at the beginning of the semester. Section assignments indicate the meeting times and rooms for each course.

Students must stay in assigned course sections. 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.

Department Chair's Responsibilities

The department chair will designate the responsibility for the approving of section changes during the add period. The approval of section changes may be done by the department or the responsibility may be assigned to individual instructors.

Registrar's Responsibilities

Undergraduate Program Services confirms with the students on their individual course schedules (WebAdvisor) the course section in which they are enrolled.

Student's Responsibilities

Students must stay in assigned course sections. In the event that a section change is desired the department and/or instructor offering the course must be consulted.

VIII—Undergraduate Degree Regulations and Procedures

Course Selection

This is the procedure by which students indicate their course requests, including the appropriate course section for upcoming semesters. Program approval may be required as outlined in Section VII—Academic Counselling. Subject to the availability of a published timetable, students may select courses for more than one semester. Students are cautioned that courses may be subject to listed enrolment restrictions. In such cases, priority in the selection of students to receive the course will be given to those who have selected courses prior to the start of the semester. For further information, refer to Priority Access Courses in this section of the calendar.

[New Students](#)

[In-Course Students](#)

New Students

A booklet including course selection material will be forwarded to new students by the Office of Registrarial Services. Consult this booklet to determine the procedures for course selection that pertain to the program to which you have applied. Students who are unable to return their course selection prior to the published deadline date have an opportunity to make their selection on the day of registration for new students.

In-Course Students

Course selection material for upcoming semesters will be available during the semester to all registered students. Students who are not currently registered may receive the course selection material by contacting Undergraduate Program Services, Office of Registrarial Services, prior to the deadline date for submission of course selection requests (refer to Section III—Schedule of Dates). Course selection requests received after the deadline date will not be processed.

There is a scheduled course selection period each semester where students can select courses for upcoming semesters (refer to Section III—Schedule of Dates for the exact dates).

Course selection is important for a number of reasons:

- a billing is generated by Student Financial Services on the basis of the course selection.
- course sections may be full after the course selection period and those who have not selected courses may not be able to enrol in them.
- individual course approvals are not required whereas they may be during the add period and lineups during the add period can be avoided.

Students are encouraged to select courses for more than one semester at a time, subject to the availability of an Undergraduate Course Timetable.

Students are encouraged to select their courses using WebAdvisor, however, they may choose to complete an “Undergraduate Course Request” form. A separate “Undergraduate Course Request” form must be completed for each semester. “Undergraduate Course Request” forms must be submitted by the course selection deadline date for the applicable semester. Students who miss the course selection deadline must add their courses at the start of the semester (see Adding Courses and Dropping Courses in this section of the Undergraduate Calendar).

Detailed Instructions

Normally, course selection on WebAdvisor results in a class schedule indicating lecture and laboratory sections, room locations and examination schedules, as applicable.

A copy of a student’s Academic Evaluation will be available after the first week of classes in a semester to each registered student. Students are encouraged to select their courses early and for more than one semester at a time.

Student’s Responsibilities

1. Complete the Course Selection process.
2. Obtain program approvals if necessary (refer Section VII—Academic Counselling)
3. Submit the request using WebAdvisor. If a student is required to submit a form to Undergraduate Program Services he/she should complete the General section (Section A) of the Undergraduate Course Request form.

When a **two-semester course** is selected, students must complete the course selection process for each term during the appropriate course selection period. These courses must be taken in consecutive semesters as outlined in the course description.

All inquiries regarding **distance education courses** should be directed to the Office of Open Learning.

To change your specialization, please use the “Undergraduate Schedule of Studies Change Request” form and submit it to Undergraduate Program Services.

It is the student’s responsibility to ensure that the prerequisites have been satisfied for any course selected. Failure to do so will result in registration in the course being denied unless a “Course Requisite/Restriction Waiver” form, showing instructor approval, is presented to Undergraduate Program Services along with the “Undergraduate Course Request” form. **NOTE:** Students who select a course for a future semester and who fail or drop the prerequisite(s) for the course

in the current semester must drop the course. A replacement may be added during the add period.

A student may not register for a course in which pass standing (or higher) has been achieved on a previous course attempt unless so directed by the appropriate Academic Review Sub-Committee.

Diploma courses are available only to students registered in one of the Associate Diploma programs. Degree students who register in Associate Diploma courses will have the courses dropped from their record.

Students enrolled in the D.V.M. program are not normally sent an “Undergraduate Course Request” form. However, where changes to the required schedule of studies are necessary, students must indicate the course changes on an individual basis with their program counselor and submit the change to Undergraduate Program Services, Office of Registrarial Services.

Students not currently registered must contact Undergraduate Program Services prior to the deadline dates if course selection is to be possible. Students missing the deadline dates will have to add their courses during the add period.

Departmental Advisor’s Responsibilities

All advisors should be familiar with any course restrictions that apply to courses in their department.

Advisors should be prepared to help students plan a course program with emphasis on meeting specialization and program requirements for graduation.

Advisors should approve the overall course program where appropriate.

Program Counselor’s Responsibilities

A counselor may withhold program approval if any of the following applies:

1. the student has not taken the necessary prerequisites or has not selected the necessary corequisites;
2. the program requirements stated as such in the Undergraduate Calendar are not observed;
3. the selection does not conform with decisions concerning the student that have been reached by the Admissions and Academic Review Sub-Committees.

A student wishing to take more than the normal number of credits must have the approval of the appropriate dean or designate.

Registrar’s Responsibilities

To coordinate and prepare all course selection kits for distribution to all in-course students and to receive all completed “Undergraduate Course Request” forms.

To produce course counts based on the course selection material received and distribute the information to the appropriate department chair for his/her recommendations, regarding enrolment management.

VIII—Undergraduate Degree Regulations and Procedures

Dean's Honours List

Effective Spring 1986, the University established a Dean's Honours List for full-time students which is recognized on students' transcripts. (Prior to Spring 1986 colleges used different criteria and the designation was not recognized on transcripts.) In Fall 1996 the Dean's Honours List procedures were revised to include all undergraduate programs.

Effective Spring 1991 the Dean's Honours List procedures were extended to accommodate part-time study (see 2. below). Part-time students must contact their College Dean's Office to formally request that the Dean's Honours List designation be applied to their official transcript. As part of the request, the student must identify the semester to be considered for the listing (e.g. Fall 2000). Approved requests will be forwarded by the Dean's Office to the Associate Registrar, Undergraduate Program Services. The Dean's 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 Dean's Honours List Designation.
3. a student with a deferred condition, or a mark not received, or the first part of a two semester course in progress, will not be evaluated for placement on the Dean's Honours List until the academic record for that semester has been completed.
4. a part-time student who transfers from program to program within the University should consult the appropriate dean's office about the eligibility for the Dean's Honours List.

Students who have consistently maintained a high average, but for whom a change in program, in part-time status in the graduating semester, or other anomalies have prevented placement on the Dean's Honours List, should consult the appropriate dean's office about eligibility for the Dean's Honours List.

Students with a high level of academic achievement on exchange programs will be considered for the Dean's Honours List based on a recommendation to the appropriate Dean from the exchange co-ordinator.

Note: The calculation of full-time and part-time status for students includes courses with credit (CRD) standing or pass (P) standing. These courses do not affect the calculation of the averages used to determine Dean's Honours. Within each period of consideration there must be at least one course with a numeric grade for a student to qualify for Dean's Honours List unless the student has been on exchange for that period.

VIII—Undergraduate Degree Regulations and Procedures

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 is 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 Academic Review Sub-Committee grants deferred privileges on the basis of medical, psychological, or compassionate consideration (see Academic Consideration and Appeals). **Deferred privileges are normally completed early in the semester immediately following the semester in which the course was taken.**

If the Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate consideration, a student may request a deferred privilege instead. The student must make the request in writing to Undergraduate Program Services, Office of Registrarial Services within 10 days of the release of the grades. The grade resulting from the deferred privilege will become part of the student's official academic record.

Instructors do not grant deferred privileges. They can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond their deadline for submission of final grades. The instructor should note on the “Instructor’s Recommendation” form any special circumstances relating either to the student or to the way the course was conducted (see Final Grades).

Undergraduate Program Services 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 Academic Review Sub-Committee will revise the student's academic standing.

[Deferred Condition](#)
[Deferred Examination](#)
[Procedures](#)

Deferred Condition

The instructor and/or the department determines 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 completion of the deferred condition are documented on the “Terms of Supplemental/Deferred Condition” form and a copy of the form is retained by the instructor and the student. The department notifies the Schedules Section of the results of a deferred condition, normally within 4 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 Schedules Section, Office of Registrarial Services, advises students in writing of the deadline for the completion of a condition. In addition, the Schedules Section sends the student a “Terms of Supplemental/Deferred Condition” form. It is the student's responsibility to contact the instructor and make arrangements for the details of the condition.

The Schedules Section advises departments in writing of the students who have been granted deferred conditions. The memorandum specifies the date for completion of the deferred condition, and the deadline for the submission of final grades to Undergraduate Program Services. It is the responsibility of the department to advise the appropriate instructors of the deferred conditions that have been granted.

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 “Instructor’s Recommendation” form. Students may be considered for an extension, or the assignment of a grade based on incomplete work, if medical or compassionate reasons prevail at the time of the scheduled condition. In this case, the student should consult with their program counselor and may submit a “Request for Academic Consideration” form with documentation to Undergraduate Program Services, Office of Registrarial Services.

Deferred Examination

The Schedules Section, Office of Registrarial Services, schedules and supervises deferred examinations that are two hours in length. The Schedules Section notifies departments of the deferred examination schedule and advises the students of the date, time and location of their deferred examinations. The Academic Review Sub-Committees expect students to write deferred examinations during the deferred examination period that follows the end of the semester (refer to Section III—Schedule of Dates).

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. In this case, the student must submit a Request for Academic Consideration with documentation to Undergraduate Program Services, Office of Registrarial Services. When a deferred examination is scheduled, the department must send one paper for each student granted a deferred examination in the

course, plus one extra paper for the course to the Schedules Section, Office of Registrarial Services.

Procedures

Department Chair’s Responsibilities

To request a deferred examination from the individual instructor upon request from the Schedules Section, Office of Registrarial Services and to inform instructors of students who have been granted deferred conditions.

To forward the examination papers to the Schedules Section by the date indicated in the request letter.

To distribute the completed examination booklets to the appropriate instructor for marking.

In the case where the student is unable to make contact with the instructor to determine the nature of a deferred condition, take necessary steps to assist the student in determining the requirements for the condition.

To initial all grades submitted by instructors and forward them to the Examinations Clerk, Scheduling Section, Office of Registrarial Services, by the date indicated in the request letter.

Instructor’s Responsibilities

In the case of a deferred condition, the instructor is to complete the “Terms of Supplemental/Deferred Condition” form, provide the student with a copy and keep a copy. The instructor must adhere to the deadlines for the completion of the condition and the submission of the final grades to the Schedules Section, Office of Registrarial Services.

Registrar’s Responsibilities

Undergraduate Program Services informs the student and the Schedules Section of the academic review decisions; evaluates the continuation of study status when the deferred grades have been recorded; and updates the academic standing on the file with the decision of the Academic Review Sub-Committee.

The Schedules Section informs the department that the Academic Review Sub-Committee has granted a deferred condition or examination; informs students who have been granted a deferred condition that it is their responsibility to contact the instructor to arrange the condition; specifies a deadline for completion of deferred conditions; prepares a deferred examination timetable and notifies all students who have been granted a deferred examination; requests the deferred examination papers from the chair of the department; invigilates the deferred examinations; forwards the completed examination papers to the chair of the department; and collects the final grades.

Student’s Responsibilities

When the Academic Review Sub-Committee grants a deferred condition, it is the student's responsibility to contact the instructor and present the “Terms of Supplemental/Deferred Condition” form upon notification. The student must contact the instructor immediately in order to be able to complete the condition prior to the deadline specified by the Schedules Section, Undergraduate Program Services. The deadline is normally within 15 class days of the start of the semester immediately following the completion of the course. The student should have the instructor complete the form stating the exact nature of the deferred condition. If the student cannot contact the instructor, he/she must contact the chair of the department offering the course. If the student does not make the required contact within the deadline specified by the Schedules Section, the University will assume that the student does not intend to complete the condition, and cancel the deferred privilege.

When a deferred examination is granted, it is the student's responsibility to appear for the deferred examination on the date and time designated on the deferred examination timetable.

VIII—Undergraduate Degree Regulations and Procedures

Dropping Courses

All course drops from a student's program for a particular semester are to be completed by the dates specified in the Schedule of Dates (refer to Section III). Courses that are one semester long must be dropped by the end of the fortieth class day; two-semester courses must be dropped by the last day of the add period in the second semester. The dropping of a course after the deadline is allowed only in exceptional circumstances and requires the approval of the program counselor or Academic Review Committee of the program in which the student is registered.

Deadline Dates

In all cases, if course changes are made, using WebAdvisor or the "Undergraduate Course Request" form, the changes must be made by the drop deadline (refer to [Section VI—Schedule of Fees](#) for the refund schedule).

The deadline dates for dropping courses (i.e. the fortieth class day) are noted in [Section III—Schedule of Dates](#).

Instructor Notification

In some cases the instructor must be notified when a student is dropping a course, for example, where students care for laboratory animals, 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.

Refunds

Refer to [Section VI—Schedule of Fees](#) for refund schedule. Normally, changes to the effective date of dropped courses are only allowed for documented medical or compassionate reasons and require the approval of the program counselor.

Regular Courses

Regular courses may be dropped from the start of the add period to the fortieth class day without approval except where instructor notification is required (see Instructor Notification above).

Two-Semester Courses

When dropping two-semester courses, both semesters of the course must be dropped. Students who wish to re-take a two-semester course must re-take both parts of the course. The drop deadline for a two-semester course is the last day of the add period in the second semester.

VIII—Undergraduate Degree Regulations and Procedures

Examinations

During the examination period, Saturday is considered a regular day. Examinations may be scheduled on public holidays. Students are advised to note [Section III—Schedule of Dates](#). Students who encounter a conflict between a scheduled mid-term or final examination and a religious obligation (see Academic Accommodation of Religious Obligations) must contact the instructor-in-charge or the program counselor to request that alternate arrangements be made. A listing of major religious holidays is available from the Office of Student Affairs.

[Final Examinations](#)

[Mid-Term Examinations](#)

[Policy on Student Access to Final Examination Materials](#)

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 Dean (or designates) for practical evaluations such as Laboratory or Studio tests, with the scheduling of such tests 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.

Departments are urged by the Board of Undergraduate Studies to make every effort to schedule term tests and examinations in regularly scheduled class time. The Board recommends that faculty make every effort to accommodate students representing the University in extra-curricular activities when there is a conflict between those activities and scheduled tests or examinations held outside regularly scheduled classes.

The directors of schools and department chairs must apply the policy having due regard to the special needs of courses over which they have jurisdiction.

The Board of Undergraduate Studies has reaffirmed the commitment to maintain the 17:20 to 19:00 time slot free of academic activities as much as possible. However, from time to time approval may be given to scheduling classes or labs in that time slot. Requests for scheduling out-of-class mid-term examinations should also be restricted as much as possible to regular academic hours (8:30–17:20 and 19:00–22:00). In the event that appropriate space is not available during regular hours, the use of the 17:20–19:00 time slot may be approved. Instructors are cautioned that if there is a scheduling conflict between a scheduled class for another course and the proposed time for the mid-term examination, the scheduled class takes priority and students with such a conflict must be accommodated.

All rooms for mid-term examinations are to be booked through the Reservations Clerk, Schedules Section, Undergraduate Program Services.

Department Chair's Responsibilities

Department chairs shall:

- be responsible for the conduct of all term examinations.
- appoint an adequate number of invigilators to assist the instructor-in-charge.

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 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 should 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.

Term tests must not be scheduled during the last five class days prior to the final examination period. Exceptions may be granted by the Dean (or designates) for practical evaluations such as Laboratory or Studio tests, with the scheduling of such tests 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.

Final Examinations (Regular, Take-Home and Other Format) and Final Assignments

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 for conducting final examinations have been approved by Senate.

1. Departments should indicate to ORS whether a final examination time slot is required for a course. Departments will indicate whether:
 - (a) the examination will be a regular, sit-down examination for which a room is required;
 - (b) the examination will be a take-home examination; or
 - (c) the examination will be in some other format (orals; computer exams; juried performance exams, etc.).

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

2. 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.
3. The final examination period consists of eleven days, except in the Summer semester, where it is eight days.
4. The periods scheduled for final examinations which are to be written in examination halls shall be all of two hours in duration. No regular examination held during the final dates scheduled for final examination periods shall be longer than two hours. (Note: Some DVM courses are exempted from this rule and require three hour exams.)
5. Where final examinations in either regular, take-home or other format are to be given they must be given or due during the final examination period.
6. The Office of Registrarial Services has determined the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as 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, departments will inform the Office of Registrarial Services whether they are using the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the due date, or whether they are using an earlier date. This information must be provided to ORS before the beginning of the semester, and the due date must be noted on the course outline distributed at the first class meeting.
7. Faculty using take-home examinations will determine when the examination paper will be made available to students, but 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 its due date must be included in the course outline distributed at the first class meeting. If the examination 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. Final assignments or papers may be due either during the final examination period or in the last week of classes. In either case, the assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes and the due date and date of issue of the assignment must be included in the course outline distributed at the first class meeting. The Office of Registrarial Services has determined the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period as the final due date that may be assigned for final assignments due in the examination period. When a final assignment used in lieu of a final examination is to be due in the examination period, the department will inform the Office of Registrarial Services whether they are using the 9th day (6th day in the 12-week format summer semester; 4th day in the 6-week format summer semester) of the examination period, or whether they are using an earlier date. This information must be provided to O.R.S. before the beginning of the semester and must be included on the course outline distributed at the first class meeting. Instructors who opt for an assignment to be due during the examination period, may not also include a final examination in their courses.

The Office of Registrarial Services of the University is the final arbiter of the manner of conducting examinations and receives general directives on policy from the Provost and Vice President (Academic), and the Board of Undergraduate Studies.

The Office of Registrarial Services will, 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 of the disability.

Student's Responsibilities

1. Students who drop and add courses are required to consult the examination timetable in order to avoid conflicts in examination times. Written approval must be obtained from the dean or director and the instructor-in-charge of the course to register in courses that have conflicting examination times.
2. **ACADEMIC CONSIDERATION IS NOT GIVEN TO STUDENTS WHO MISREAD PUBLISHED TIMETABLES.**
3. Students must consult the "Final Examination Seating Plan", which is posted in various locations throughout the University and available on the

web via WebAdvisor one week prior to the commencement of final examinations, for seating locations.

4. Students must be seated on entering the examination hall. Until at least 1 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.
5. No person shall be allowed in the examination hall during the course of examination except the candidates concerned and those supervising the examination.
6. 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 beneath their chairs, and any books not classified as permissible aids shall be placed along the sides of the room.
7. If provided, students must complete the examination attendance card at the beginning of the examination and place it beside their University of Guelph identification card at the front of the table. The card will be signed at the time of collection.
8. 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 co-ordinator in the Athletic Centre.
9. No smoking shall be allowed in the examination hall.
10. When more than one book is handed in, students shall number each book and indicate on the cover of the first book the total number of books used.
11. 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.
12. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.

Department Chair's Responsibilities

Responsible for the security of the examinations printed in the department for the instructor.

Printing the required number of copies for each examination.

Responsible for distributing the copies of the examination to the instructor on the date set for the examination.

Distributing a copy of the "Final Examination Seating Plan" to each instructor concerned. The timetable is sent from the Office of Registrarial Services in course number sequence approximately one week prior to the final examinations. Responsible for the conduct of all examinations held in their department by their faculty. They shall be responsible for appointing invigilators. 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.

To distribute the examination attendance records provided by the Office of Registrarial Services.

To appoint invigilators for examinations under the direction of the Office of Registrarial Services (2 invigilators for a class of 20–25 students and 1 additional invigilator for each additional 50 students in a class, thus a class of 125 students should have 4 invigilators).

Completing the examination information sheets by the requested deadline dates, and informing the Schedules Section, Office of Registrarial Services, regarding any requests for changes.

Instructor's Responsibilities

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.

If it becomes necessary to change an examination time or to add a final examination, the instructor-in-charge of the course is required to contact the Schedules Section, Office of Registrarial Services, and once a time is set, obtain the written approval of all students.

To advise the Schedules Section, Office of Registrarial Services, prior to the examination if an "open book" examination is to be written; otherwise, it will be considered "closed book".

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.

To be responsible for the taking of attendance during the first hour of the examination period. (Attendance cards are used in the Athletic Centre and class lists in other locations.)

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 department for a period of one semester.

To ensure all examination books are securely packaged.

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.

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. **No verbal instructions can be made at the examination hall with the exception of corrections to printed instructions and material.**

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.

The instructors who wish to hold formal oral examinations should discuss procedures with their department chair. The latter may, of course, refer to the Registrar for guidance on University regulations.

Registrar's Responsibilities

A "Departmental Final Examination" form is distributed by the Schedules Section, Office of Registrarial Services, to all department chairs approximately six weeks prior to the semester to which it applies.

The Final Examination Timetable is computer prepared and is based on student course selections made during the course selection period. The Final Examination Timetable is available to the students at least 2 days prior to the start of classes. Approximately 6 weeks prior to the start of final examinations, a Final Examination Seating Plan Information Sheet is distributed by the Schedules Section, Office of Registrarial Services, to the department chair. The department chair is asked to have the form completed by the deadline date in order that a seating plan can be arranged. **It is most important that all information sheets be returned by the deadline date.**

Under normal circumstances, changes to the published examination timetable are not allowed.

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 Athletic Centre.

Examinations held in the Athletic Centre shall be under the direction of the Office of Registrarial Services or designate who shall be the co-ordinator responsible for the conduct of examinations during the final examination period.

The co-ordinator will start and end the examination.

The co-ordinator 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.

The Office of Registrarial Services shall prepare a set of guidelines for the instructor-in-charge and invigilators which will assist them in carrying out their duties in the examination rooms.

Students in distance education courses who live further than 170 km from campus will write their final examination at a selected off-campus examination site close to where they live. For further information please contact the Office of Open Learning at (519) 767-5000.

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 department chair. 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. The department chair 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 department chair to delay access and make special arrangements, e.g., 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.

VIII—Undergraduate Degree Regulations and Procedures

Exchange Programs

Exchange programs between the University of Guelph and other institutions are defined by the terms of formal exchange agreements. A copy of each agreement must be approved by the Associate Vice-President (Academic) and registered with the Associate Registrar, Undergraduate Program Services.

Students participating in exchange programs pay full-time tuition fees at their home university, but select their courses at the university they will be visiting.

The grades are recorded there and forwarded to the home institution at the end of the semester or academic year. Each institution participating in an exchange program designates a co-ordinator who will be responsible for arranging the details of the exchange. Students are advised not to leave on exchange without the written approval of the receiving university.

Students must pay their full-time fees and select their courses prior to leaving on exchange. “Exchange Program Course Selection Request” forms are available at the Centre for International Programs (C.I.P.) Office or from Undergraduate Program Services, Office of Registrarial Services. Details on specific exchange programs can be found in [Section V—International Study](#).

Courses taken on exchange will appear on the transcript as non-specific University of Guelph courses and will be graded using the Outstanding/Pass/Fail format. Grades will be determined by the Study Abroad Manager using an official transcript submitted by the host institution.

Informal exchange programs where a formal agreement does not exist must be conducted by means of a letter of permission and tuition fees will be paid to the receiving institution (refer to [Section VI—Schedule of Fees](#)).

VIII—Undergraduate Degree Regulations and Procedures

Failed Courses

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 standing in 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 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).

Multiple Failure Limitations

Students should note that some programs limit the number of times a student may repeat failed courses. A student may not be permitted to continue in his/her major and/or program should they fail the same course, or its equivalent, multiple times. Multiple failure limitations are noted in Program Requirements by Degree Program in [Chapter X—Degree Programs](#).

VIII—Undergraduate Degree Regulations and Procedures

Grades

Grading Procedures
Grading System
Release of Final Grades
Submission of Final Grades

Grading System

Two-semester courses constitute two course attempts and will appear as such on the student academic record. These courses are indivisible and the same grade will apply for each attempt. A refined grading system was approved by Senate on May 21, 1991 effective Spring 1992 as follows:

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

Courses taken on exchange are graded using the Outstanding /Pass /Fail alternate grading system (refer to Exchanges, Section V—Special Study Opportunities; Exchanges). In addition, selected University of Guelph courses, approved by the Board of Undergraduate Studies, will use this alternate grading system.

Alternate Grading System

OP	Outstanding (Pass)
P	Pass
F	Fail

Other Grade Notations

AUD	Audit
CRD	Credit
DEF	Deferred Privilege
INC	Incomplete
INP	In Progress
MNR	Mark Not Received
WF	Withdrawn with Failure
WNP	Withdrawn No Penalty
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 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 some feedback prior to the 40th class day.

Resolution 1

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

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

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

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

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

0 – 49 (F) Fail. An inadequate performance.

Resolution 2

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

Resolution 3

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

Resolution 4

Part A

That, by the start of the course selection period for the semester in which the course will be offered, instructors will provide a course description for posting to the department 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 chair of the department 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 departments must coordinate multiple section courses in terms of course content, evaluation procedures and final grades.

Department also refers to schools and to colleges (where multiple section courses are offered by, or coordinated by the Office of a College Dean).

Resolution 8

That each department 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 Chair of the Department.

The Board of Undergraduate Studies has by formal resolution undertaken to do as follows:

- to specify clearly the administrative responsibility of chairs 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 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

Senate resolved on June 21, 1977 that 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

Senate resolved on March 21, 1978 that the chair 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 chair disagrees with the faculty member's intention or subsequently with the implementation of the stated intentions, the chair will discuss his/her concerns with the faculty member. If agreement cannot be reached, the matter will be referred to an appropriate depart-

ment committee which will advise the chair in reaching his/her decision. The advice may include a recommendation on examination procedures.

Submission of Final Grades

General Information

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

Instructor's Responsibilities

The instructor (department) 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 Undergraduate Program Services, Office of Registrarial Services, will carry the due date for grades for each course section. The due dates are established in accordance with the regulations of the Senate. Grades must be submitted to Undergraduate Program 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 printing of student grade reports are reported as "MNR" (mark not received). Class lists are updated regularly on the Class List Web-site for departmental download. 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. Instructors should 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 chair of the department. Departments must submit the "Instructor's Recommendation" form(s) along with the "Grade Report" form to Undergraduate Program Services, Office of Registrarial Services. The Academic Review Sub-Committee will contact the faculty and/or department chairs 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).

Department Chair's Responsibilities

The chair of the department signs student grades in the designated area on the "Grade Report" form. The department chair's signature indicates that he/she believes that the grades for that course adhere to the academic regulations of Senate.

If the chair has reason to believe that the academic regulations of Senate have not been adhered to, he/she will consult with the faculty member and, if necessary, the college dean. If the chair, after such consultation, still believes that the academic regulations of Senate have not been adhered to, he/she must submit the grades without approval through the college dean to the Provost and Vice-President (Academic). The grades must be accompanied by a complete report. The Provost and Vice-President (Academic) will act to ensure that the academic regulations of Senate are adhered to.

The department chair should be available for consultation during the meetings of the Academic Review Sub-Committees.

The Board of Undergraduate Studies strongly encourages each chair, at his/her discretion, to conduct a periodic review of the methods of assessment, class averages, distribution of grades and failure rates in courses offered by that department to ensure that grade abuse does not occur (refer to Final Grades).

Program Counselor's Responsibilities

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

Registrar's Responsibilities

Undergraduate Program Services records the examination results; notifies students of their grades; notifies program counselors of incomplete grades; and records deferred privilege decisions (refer to Deferred Privileges).

Release of Final Grades

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

Grade reports for students who have been advised by Student Financial Services, Office of Registrarial Services, that they are on academic sanction will not be released by Undergraduate Program Services 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.

VIII—Undergraduate Degree Regulations and Procedures

Grade Reassessment

Calculation Errors or Omissions

Methods or Criteria Used in Establishing Final Grades

Misapplication of an Academic Regulation or Procedure

Grade re-assessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grades 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 the end of the semester (see [Academic Consideration and Appeals](#))
- 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 chair of the department offering the course 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 chair shall forward the student's request to the instructor and the instructor shall respond to the chair within five class days. The instructor has the responsibility of ensuring that the calculation and totalling of marks is accurate. The instructor must reply to the chair, in writing, giving assurance that the review is complete.

Where there is a change in the grade, the chair signs the "Grade Reassessment" form and forwards it to Undergraduate Program Services, Office of Registrarial Services. The Office of Registrarial Services will advise the student in writing of the change of grade. If there is no change to the grade, it is the chair's responsibility to inform the student in writing.

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 established by Senate and be continually reviewed by the department (see [Final Grades](#)).

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

If both parties are able to come to an agreement, the chair 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 chair shall inform Undergraduate Program Services, Office of Registrarial Services.

If at any time the chair 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 chair will advise the student to make an appeal to the Senate Committee on Student Petitions. The student must appeal to the committee within 10 days of being advised of the termination of the chair'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 chair of the department offering the course.

If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate (see [Final Grades](#)) or other academic regulations of Senate, the chair should consult with the faculty member and, if necessary, the college dean. Ultimately, the Provost and Vice President (Academic) may have to take the necessary action to ensure compliance with the academic regulations of Senate.

VIII—Undergraduate Degree Regulations and Procedures

Graduate Courses

Graduate courses taken by undergraduate students will not normally be credited to a graduate program at the University of Guelph.

If the graduate course is used for credit toward any undergraduate program requirement, it cannot be considered subsequently for credit toward a graduate degree at the University.

Undergraduate courses taken while registered in the Faculty of Graduate Studies cannot be used toward a baccalaureate degree program.

VIII—Undergraduate Degree Regulations and Procedures

Graduation

[Academic Residence Requirements](#)
[Conditions for Graduation](#)
[Calendar](#)
[Certificates and Diplomas](#)
[Graduation Fee](#)
[Granting of Baccalaureate](#)
[Honours Equivalent](#)
[Procedures](#)
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[Specializations](#)
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Academic Residence Requirements

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

University of Guelph courses include courses taken on exchange and on study abroad programs. Letter of permission courses are not included.

Calendar

Students must satisfy the schedule of studies requirements for the calendar (http://www.uoguelph.ca/undergrad_calendar/) in effect at the time of their last admission to the program or at the time of any subsequent change in the following declared specializations: specialized honours, majors, or areas of concentration. Where students select minors or areas of emphasis, the calendar used to determine the schedule of studies is the same as the calendar used for the major. Changes in minors or 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.

Certificates and Diplomas

To be granted a Certificate or Diploma, the conditions outlined in Section XI—Certificates and Diplomas must be satisfied using the calendar that is in effect at the time of admission to the General Studies program or the Non–Degree category, or at the time of declaration of the Certificate or Diploma. Students who are granted a Certificate or Diploma do not convocate, but have the designation shown on their transcript.

Conditions for Graduation

The conditions for graduation are regulated by the degree programs. Program specific conditions for graduation are outlined in Section X—Undergraduate Degree Programs.

Graduation Fee

A degree and graduation fee is assessed to students in the following manner:

- Associate Diploma: upon first registration in semester 4
- B.A. and B.Sc.: upon first registration in semester 6
- All other programs: upon first registration in semester 8

Students who receive more than one degree are assessed a graduation fee for each degree awarded at convocation. The fee in effect at the time of the application is the amount assessed.

Student's Responsibilities

A student must submit a formal application in order to be considered as a candidate for a degree or diploma at a specific convocation ceremony. Convocation ceremonies are held on three occasions throughout the year—early October, mid–February, and early June. Applications for a ceremony must be submitted by the student no later than the deadline for that ceremony as specified in Section III—Schedule of Dates (see [Applications for Graduation](#)).

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 changes are requested by the student after the deadline date as this will affect the printing of the degree/diploma parchment.

Although the Office of Registrarial Services will attempt to provide an “Application for Graduation” form to every potential graduate, it is the student's responsibility to ensure that an “Application for Graduation” form is completed and returned to Undergraduate Program Services, Office of Registrarial Services by the published deadline dates in Section III—Schedule of Dates.

Chair's Responsibilities

The department chair receives both the Academic Progress Reports for all students who have applied for a degree with a specialization administered by that department and a listing of those students. The department chair (or designate) must review these records to determine if each student has satisfied:

- general University requirements,
- overall program requirements and

- specialization requirements.

Each check is to be reported on the form supplied, and the form is to be forwarded to the program counselor by the date specified on the accompanying memorandum. If an applicant satisfies the requirements for the degree, or diploma sought, Registrarial Services will report the name of the student to the Board of Undergraduate Studies. If an applicant fails to satisfy any requirement(s), Registrarial Services will inform the student of that decision.

Registrar's Responsibilities

Undergraduate Program Services, Office of Registrarial Services prepares an “Application for Graduation” form for the appropriate group of regular and special students.

Undergraduate Program Services processes those applications received prior to the deadline and forwards a confirmation of both the receipt of the application and the information supplied by the student and advises students of the date and time of the convocation ceremonies and the procedures to obtain guest tickets. Undergraduate Program Services forwards Academic Progress Reports and check sheets to department chairs to obtain decisions on eligibility of the applicants. Undergraduate Program Services informs students not approved by the departments of the rejection and the reasons for it.

The Registrar will present a list of all recommended graduands to the Provost and Vice–President (Academic) for approval.

Granting of Baccalaureate

A student normally must be registered as a degree student in the program for the degree being awarded. However, a student registered in an honours program may apply to graduate from a general program in the same degree or a different degree, provided that all of the conditions for graduation for that degree have been satisfied using the calendar that is in effect at the time of application. A student with a non–degree program type is not considered for graduation; however, the student should check with his/her program counselor for information.

Up to 50% of the requirements for a degree–credit certificate can be applied towards a degree program specialization in order to hold both a degree with a specialization and a specialized certificate.

Honours Equivalent

Students from the University of Guelph or another university may upgrade a degree from the general program to the honours program to obtain an Honours Equivalent recognition. Students may also upgrade a degree from the honours program by the completion of an additional specialization to qualify for the Honours Equivalent recognition. These students are categorized as continuing students and must be readmitted to the program. All previous University of Guelph credits may be utilized toward the equivalent degree from the honours program.

To be granted an Honours Equivalent, students must satisfy the University of Guelph residence requirements. In addition, students must satisfy the conditions for graduation for the specified honours program using the calendar that is in effect at the time of admission into the continuing category.

The students who are granted the Honours Equivalent designation do not receive a second degree parchment and do not participate in a convocation program, but have the designation shown on their transcript. Graduation standing is not assigned for the Honours Equivalent designation.

Procedures

Application for a Certificate or Diploma

A student who is registered in the General Studies program or the Non–Degree category and who expects to complete the requirements as set down in Section XI of the calendar for one of the certificate or diploma programs, should submit an “Application for Completion of Certificate or Diploma” form available from the Convocation Clerk, Undergraduate Program Services, Office of Registrarial Services.

Application for Graduation from Degree Programs

An “Application for Graduation” form will be sent to each student registered at the University in the sixth semester of general degree programs, the eighth semester of honours degree programs. All other students who wish to apply for graduation must contact the Convocation Clerk, Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre to request the appropriate application.

Applications for each convocation ceremony must be submitted by the deadline dates specified in Section III—Schedule of Dates. Late applications will be accepted with the submission of a late fee (refer to Section VI—Schedule of Fees).

Students who have not received an “Application for Graduation” form one week before the final date for submission of applications should contact the Convocation Clerk. It is the responsibility of the student to submit the completed form prior to the deadline date.

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

Application for Honours Equivalent

A student who is registered as a Continuing student and who expects to complete the requirements as set down in the calendar for one of the honours programs, should submit an “Application for Completion of Honours Equivalent” form available from the Convocation Clerk, Undergraduate Program Services, Office

of Registrarial Services. The same deadlines for applications to graduate apply to the applications for honours equivalent.

Second Degrees

Students from the University of Guelph or from another university may graduate with a second undergraduate degree from the University of Guelph. 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 from that of the first. If University of Guelph 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 specializations are in different subject areas as listed in Section XII—Course Descriptions; or
- the schedule of studies requirements are substantially different (no more than 25% overlap).

Specializations

In order for a student to graduate with a specialization in a program, the specialization must be completed as listed in the calendar specified for graduation.

Standing on Graduation

Standing on graduation is noted only 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 on graduation is based on the average of the marks received for those courses completed after admission to the program. Standing is only based on the internal University of Guelph academic record.

Time Limitations

Students who do not register in a program of study for six or more consecutive semesters are required to apply for readmission. Students who are studying on exchange programs, study abroad, or work terms are considered to be registered at the University.

VIII—Undergraduate Degree Regulations and Procedures**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 Undergraduate Program Services, Office of Registrarial Services.

VIII—Undergraduate Degree Regulations and Procedures

Letters of Confirmation of Graduation

A student who requires a letter confirming graduation from the University should make this request to the Convocation Clerk, Undergraduate Program Services, Office of Registrarial Services.

VIII—Undergraduate Degree Regulations and Procedures

Letters of Permission

A student at the University of Guelph 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 degree, must complete a “Request for Letter of Permission” form, available from the program counselor, and obtain the appropriate approvals as indicated on the request form, prior to applying for admission to the other institution.

Credit for successful completion of such courses will be granted at the University of Guelph 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 Undergraduate Program Services, Office of Registrarial Services. If the transcript for the course 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 “000” 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 semester(s) specified on the “Letter of Permission”. If the student registers in additional semesters or courses that are not approved by the University of Guelph, the student must apply for readmission.

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

All courses for which letters of permission have been granted (and the grades attained), will be included in all internal academic records, but not in the official transcript of the University of Guelph. 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 program.

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

VIII—Undergraduate Degree Regulations and Procedures

Petitions

The Senate Committee on Student Petitions is comprised of students, faculty and a representative of the Office of Registrarial Services. It is responsible for assessing and disposing of cases submitted to it by any undergraduate or graduate student of the University. The Senate Committee on Student Petitions will consider petitions and conduct hearings on requests which fall under one of the following:

1. Appeals of decisions of Academic Review Sub-Committees involving medical, psychological or compassionate grounds. Petitions has the same options for consideration available to it as the Academic Review Sub-Committee (see Academic Consideration).
2. Appeals of academic misconduct decisions.
3. Petitions concerning the methods and criteria used by an instructor in assigning a grade. The Committee does not consider appeals for grade reassessment unless the request concerns the methods and criteria used by the instructor.
4. Appeals of an Admissions Committee decision regarding readmission to a program. The Committee will consider appeals concerning readmission provided the appeal is on the grounds of procedural unfairness or bias on the part of the Admissions Committee.

Petitions Concerning a Course Grade(s) Involving Medical, Psychological or Compassionate Grounds

A student may appeal any decision of the Academic Review Sub-Committee to Petitions. The appeal must be submitted to the Office of the Judicial Officer within 90 days of receiving notification of the decision. Requests submitted after this deadline will not normally be considered.

Students should speak to the Judicial Officer before submitting a petition to ensure proper completion of the form.

The Committee will not normally consider a petition concerning an illness or incident that occurred at some time in the past unless there is a reasonable explanation for the delay in submitting the petition.

Petitions Concerning Methods and Criteria Used by an Instructor in Assigning a Course Grade

Before submitting such a petition the student must have submitted a written appeal to the chair of the department of the instructor assigning the course grade and have received from the chair of the department a written statement that every effort has been made at the department level to resolve the issue. The student must provide the Judicial Officer with a clear and concise statement of the allegations.

VIII—Undergraduate Degree Regulations and Procedures

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, departments 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 department may override the restriction by authorizing entry to the course with a signature on a “Course Requisite/Restriction Waiver” form.

Departmental requests for course restriction rules must be directed to the Co-ordinator of Undergraduate Curriculum who will determine if the request is acceptable and will then work with the department or school 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.**

VIII—Undergraduate Degree Regulations and Procedures

Prior Learning Assessment

Prior Learning Assessment (P.L.A.) is a mechanism whereby students who have acquired substantial experience in a non-traditional environment have an opportunity to challenge whether such learning is equivalent to a course(s) offered at the University. **Note:** P.L.A. will only be available to a student if sufficient evidence is provided that the course material was acquired outside a degree program at a University. A request to challenge a course that has already been attempted at university will not normally be granted.

P.L.A. is not open to students who simply wish to challenge a course. Students will be required to sign a contract stating that the learning occurred other than in a university course. Not all courses are appropriate for challenge. Each department has the responsibility of determining which of its courses may be subject to a P.L.A. challenge. The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessment. All these assessments require that the individual demonstrate, to a qualified faculty member(s), that pre-determined knowledge and skills have been acquired.

The maximum number of credits a student can challenge is 5.00 for degree programs, or 30% of the certificate requirement for open learners. Credits acquired through P.L.A. will be assigned credit status (CRD) and will be on the official transcript.

Students wishing to challenge a course(s) should contact Undergraduate Program Services to obtain an application form. A request must include a clear statement as to the course(s) the student wishes to challenge, an explanation of how the knowledge necessary for the course was gained, and any relevant supporting documentation to validate the claim. Requests will be forwarded to the appropriate department(s) for evaluation. Upon receipt of the response from all the departments concerned, Undergraduate Program Services will inform the student which, if any, courses have been approved for challenge.

If a challenge has been granted, the department will determine the nature of the assessment and the deadline by which time the work must be complete. It is the student's responsibility to contact the department with respect to the details of the assessment within three weeks of being informed by Undergraduate Program Services of being granted the privilege. Upon completion of the assigned task(s), the department will inform the Office of Registrarial Services as to the student's success or failure of the challenge.

Those students (a) whose application for a challenge is reviewed by the faculty members of the department concerned, and who are subsequently denied the opportunity to challenge, or (b) who fail a challenge examination, may appeal the decision first to the chair of the department, and subsequently, if necessary, to the dean of the college.

VIII—Undergraduate Degree Regulations and Procedures

Readmission

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

1. If they were required to withdraw from their program for a period of 2 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.
5. If they have not registered at the University of Guelph for 6 or more consecutive semesters.
6. If they are attending the University of Guelph 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 is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Section IV – Admission Information regarding appropriate admission requirements and deadline dates. Applications for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate program counselor regarding procedures and criteria for readmission to that program.

Students requiring readmission must apply to Admission Services, Office of Registrarial Services, University Centre, Level 3. Applications for readmission must be submitted by the deadline date established for each semester (see Section III—Schedule of Dates). An application fee is payable at the time the application is submitted (see Section VI—Schedule of Fees).

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.

VIII—Undergraduate Degree Regulations and Procedures

Registration

A student is considered as registered for a particular semester only when courses to be attempted for that semester have been reported to the Registrar no later than the third class day and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees. Coincident with the registration process, students may complete other business arrangements with the University such as reporting of address information, receipt of post office box keys, residence payments, meal card contracts, parking permits, and receipt of identification cards.

[New Students](#)

[In–Course Students](#)

New Students

A day is set aside for the registration of new students prior to the commencement of classes, and it is the student's responsibility to attend at the appropriate time as required. The schedule for "New Student Registration" is published in the Course Selection booklet.

In–Course Students

All in–course students must complete the registration procedures prior to the deadline dates as published in Section III—Schedule of Dates.

While advance billings will be forwarded, or available on WebAdvisor, to students who have indicated an intention to register in a particular semester, it is the responsibility of all in–course and returning students to ensure that satisfactory arrangements are made with Student Financial Services prior to the deadline. Students who have not received the advance billing should contact Student Financial Services in order to make payment. Arrangements for registration 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 Undergraduate Program Services.

Note: In–course students who complete the registration procedures are advised that this registration is conditional on their eligibility for continuation of study into that semester. A student who is required to withdraw will not be allowed to attend classes, the registration will be cancelled and an appropriate adjustment automatically will be applied to the student's account (see also—Withdrawal). The procedure is as follows:

1. Approximately 2–3 weeks before the deadline, a billing statement is forwarded, or available on WebAdvisor, to students who have selected courses.
2. Students must make payment to Student Financial Services by the deadline. Payments received after the deadline will be assessed a late registration fee.

Students who are on campus are advised to use the designated campus mail drop-off boxes.

General System In–course Students (Fees)

The registration procedure is conducted by 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 email account, the on–campus P.O. Box, and/or the mailing/home address per the University's [student address policy](#).

Registration is conditional on being eligible to continue in your program of study. Students who are required to withdraw will not be allowed to attend classes as their registration will be cancelled immediately and a full refund of fees will be made as soon as possible. **Students required to withdraw who subsequently are re–admitted or who transfer to another program or who become eligible to proceed through appeal must report to Undergraduate Program Services, Office of Registrarial Services to have their registration status confirmed and add their courses.**

Registration may be completed by one of the following methods:

- On receipt of payment. **DO NOT SEND CASH IN THE MAIL**
- An approved "Staff Registration and Tuition Waiver Request" form (for qualified full–time University employees only).

PAYMENTS RECEIVED THROUGH THE MAIL MUST BE POST–MARKED ON THE DEADLINE DATE OR EARLIER TO AVOID THE ASSESSMENT OF A LATE REGISTRATION FEE.

Parking Payments

Students wishing to pay for a parking permit are asked to include the appropriate payment in accordance with the schedule in Section VI—Schedule of Fees with their total payment submission. Students who comply with this procedure will receive their parking decals in the mail prior to the commencement of classes.

Changes to Preprinted Calculations

Students who have changed their mind concerning the number of credits they wish to take are advised to write the correct amount on the billing form. Please refer to the fee schedule included with your billing form.

Changes to residences calculation, including meal plans, must be cleared through the Student Housing Services or Hospitality Services.

Cancellation/Withdrawal Procedure

If you have paid and wish to cancel your registration *before classes begin* please call the Academic Records Section, Office of Registrarial Services and a full refund will be arranged. Students are advised that there is a withdrawal procedure as of the first day of classes (see Withdrawal).

Once the payment has been submitted, **please do not put a stop payment on your cheque**. This does not constitute cancellation and will only result in a cheque refusal fine being charged.

Hospitality Services, OSAP, Parking

Each of these departments have information which will be distributed to students for the semester in question under separate cover, e.g. location for picking up meal cards, location to pick up OSAP grant/loan cheques, procedure to use for payment of parking decals.

Return Mail Box Locations (Internal Mail)

The University has on–campus mail boxes which may be used to return registration payments. All mail is picked up daily and is post–marked by Mail Services.

Late Registration

Students who do not register by the time designated as the registration deadline for the semester in question are subject to additional fee adjustments. Exceptions will only be made for acceptable reasons with documented evidence. **The fee schedule for late registration is published in Section VI—Schedule of Fees.** A student will not normally be allowed to register after the Friday prior to the start of regular classes. Appeals against the additional fee adjustments must be made in writing to the Secretary of the Appeals Committee, by contacting the Undergraduate Program Services, Office of Registrarial Services within 10 class days of the commencement of classes. Appeal forms are available from Undergraduate Program Services.

Department Chair's and Dean's Responsibilities (New Student Registration Only)

In the event that new students will be delayed for registration because of University sponsored trips or courses the department chair concerned should forward a list of participating students to the dean/director of the college/school for approval. The approval list should then be forwarded to the Associate Registrar, Undergraduate Program Services, and specific procedures for late registration will be arranged.

VIII—Undergraduate Degree Regulations and Procedures

Schedule of Studies

If students have not done so upon entering a degree program, they must declare a major by entry into semester 3 of their degree program. The University monitors the student's progress toward a degree using both the degree program requirements and the schedule of studies requirements. Students must satisfy the requirements in effect at the time of the initial declaration of a schedule of studies or at the time of any subsequent change in declarations. When degree 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 degree program, or its equivalent, or a subsequent schedule within a degree program. Students wishing to alter the schedule used to monitor their progress should seek assistance from a program counselor (refer to Section VII—Academic Counseling).

VIII—Undergraduate Degree Regulations and Procedures

Scheduling

[Changes to the Published Undergraduate Course Timetable Undergraduate Course Timetable](#)

Undergraduate Course Timetable

The scheduling of all undergraduate courses is the responsibility of the Associate Registrar, Undergraduate Program Services.

The preliminary edition of the Undergraduate Course Timetable lists the courses scheduled for the full academic year (Summer, Fall and Winter Semesters). The preliminary edition of the Undergraduate Course Timetable along with the Undergraduate Calendar is available to all students in early March through WebAdvisor.

Chair's Responsibilities

The chair, through the designated department timetable advisor, is responsible for the following:

- Notifying the Associate Registrar, Undergraduate Program Services, no later than the published deadline, of the details regarding the department's course offerings in the subsequent academic year.
- Approving the department's course schedule before publication. This involves checking to ensure that no conflicts exist in faculty or student schedules.

Instructor's Responsibilities

Instructors are responsible for communicating to the department timetable advisor prior to the published deadline any information relevant to the scheduling of courses in the subsequent academic year.

Registrar's Responsibilities

The Associate Registrar, Undergraduate Program Services, uses the following criteria when creating the course timetable:

- No course conflicts exist in core courses as published in the schedule of studies in the Undergraduate Calendar.
- The number of requested elective courses available to students is optimized.
- Classroom space is allocated to all scheduled courses on the basis of expected enrolments.
- No instructor conflicts exist based on department information.
- Departmental requirements requested by the chair or timetable advisor are met, when possible.

Changes to the Published Undergraduate Course Timetable Course Offerings

If additions or deletions are required to the courses listed in the published Undergraduate Course Timetable, the dean is responsible for obtaining the approval of the Associate Vice-President (Academic), who will consider written requests and if approved, will notify the appropriate dean and the Associate Registrar, Undergraduate Program Services.

Approval must also be obtained to replace a regular 12-week Summer Semester course with a 6-week session course.

Scheduled Meeting Times

Prior to the commencement of classes changes in scheduled meeting times are approved only for conflicts in student or instructor schedules. Any requests for time changes are to be submitted by the departmental timetable advisor to the Associate Registrar, Undergraduate Program Services. These changes will appear in either the course selection edition of the Timetable or in the final edition of the Course Timetable depending on the date of receipt.

After the commencement of classes changes in class meeting times are normally not made during the first 10 class days unless the change is to accommodate students who would otherwise be unable to register in the course. Requests for time changes and room allocation are to be submitted through the chair, timetable advisor or secretary responsible for coordinating the department schedule, to the Scheduling Co-ordinator, Office of Registrarial Services. The instructor is responsible for ensuring that all students can attend during the new meeting time(s) and for informing the students of the new time(s) and room allocation.

Additional Hours/Sections

Prior to the Commencement of Classes if it becomes necessary to schedule additional sections, either lecture, laboratory or seminar, based on the course selection numbers of students in a course, the request is to be initiated by the chair or timetable advisor to the Associate Registrar, Undergraduate Program Services.

After the commencement of classes if additional sections become necessary the instructor is responsible for

1. requesting through the chair, timetable advisor or secretary responsible for co-ordinating the department's schedule, the appropriate classroom space and
2. assigning the students into the newly created sections. Under no circumstances should this result in:
 - a) making it impossible for students with courses selected to attend classes because of a conflict with another selected course and/or
 - b) requesting students to change section assignments in other courses.

Classroom Changes

Prior to the commencement of classes the Associate Registrar, Undergraduate Program Services, automatically re-assigns classroom space for all courses assigned insufficient space based on the course selection figures. Notification to both students and faculty is sent out in the final edition of the Undergraduate Course Timetable available through WebAdvisor prior to the start of classes. The chair is responsible for informing instructors of these changes.

Instructors desiring room changes are to forward the request through the chair, timetable advisor or secretary responsible for co-ordinating the department schedule to the Scheduling Co-ordinator.

After the commencement of classes instructors desiring room changes are to forward the request through the chair, timetable advisor or secretary responsible for co-ordinating the department schedule to the scheduling co-ordinator.

Cancellation – if classroom space assigned to a course is no longer required instructors are requested to inform the scheduling co-ordinator, Office of Registrarial Services, as soon as possible. Please do not hold space to be used on an occasional basis. Rather, make temporary bookings through the Reservations Clerk as required.

Classroom bookings, for non-regularly-scheduled classes – faculty, staff and students desiring classroom space for meetings, conferences, tests, etc. are to request space from the Reservations Clerk, Schedules Section, Office of Registrarial Services.

Section Changes

Students desiring to **change a section** within a course must do so using the add/drop process.

VIII—Undergraduate Degree Regulations and Procedures

Semester Abroad

Students participating in semester abroad programs are subject to the normal rules and regulations of the University of Guelph. This includes dates and procedures associated with registration, academic conduct, academic consideration, and grades. Students who are contemplating participation in a semester abroad program should contact the co-ordinator for the program. The co-ordinator will arrange to enrol the participating students through Undergraduate Program Services, Office of Registrarial Services.

Students must pay their fees to the University of Guelph and select their courses prior to leaving for the semester abroad program. Details on specific study abroad programs can be found in Section V—International Study.

VIII—Undergraduate Degree Regulations and Procedures

Staff Registration and Tuition Waiver

Those staff who are eligible for tuition waiver must complete a “Staff Registration and Tuition Waiver Request” form and submit it to Human Resources.

It is essential that staff follow the normal procedures for contacting Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre, regarding their selection of courses.

If the “Staff Registration and Tuition Waiver Request” form is not submitted and approved by Human Resources you will not be officially registered for the term. In addition to completing the “Staff Registration and Tuition Waiver Request” form, you also must add your courses using WebAdvisor or submit an “Undergraduate Course Request” form outlining the course(s) you wish to take. The “Undergraduate Course Request” form can be submitted during the official course selection periods or during the “Add” process at the beginning of each semester.

VIII—Undergraduate Degree Regulations and Procedures

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 deficiencies necessary to proceed under the “Regular” student category.

VIII—Undergraduate Degree Regulations and Procedures

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 department (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.

Note: Students in the B.Sc.(Eng.) Program should refer to the B.Sc.(Eng.) Program regulations under Conditions for Continuation of Study in Section X.

Note: Students in the D.V.M. Program should refer to the D.V.M. Program regulations under Conditions for Continuation of Study in Section X.

Student's Responsibilities

The student must request a supplemental privilege by submitting the request to the Academic Review Sub-Committee and the fee for the privilege (refer to [Section VI—Schedule of Fees](#)) no later than the fifth class day. 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 5 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 chair of the department 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, Undergraduate Program Services, Office of Registrarial Services, will inform both the student and the instructor. When a supplemental privilege has been requested and granted, Undergraduate Program Services will advise the Schedules Section, Office of Registrarial Services, of the decision along with the instructor's recommendation concerning the nature of the supplemental privilege. The Schedules Section will inform the instructor that the supplemental privilege has been granted, and will also inform the student, clearly indicating the nature of the supplemental privilege.

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 Office of Registrarial Services. Upon request from the Academic Review Sub-Committee, the instructor will provide the performance record of the student for the course, make a recommendation as to the appropriateness and feasibility of a supplemental privilege, and indicate clearly the conditions that would be necessary to ensure that the requirements for the course are fulfilled (see also reference to examinations, immediately below).

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 supervised by the Schedules Section, the instructor will have indicated this on the recommendation to the Academic Review Sub-Committee, and by the Wednesday of the third week of classes shall send to the Schedules Section, Office of Registrarial Services an examination for each student granted such a privilege, plus one extra copy per course. 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 ten days of completion of the supplemental privilege requirements, the instructor will forward to the Department Chair 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.

Department Chair'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 chair should take the necessary steps to assist in determining the requirements for completing the supplemental privilege.

The department chair 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 Examinations Clerk, Schedules Section, Office of Registrarial Services, by the thirty-sixth class day of the semester following the failure.

Registrar's Responsibilities

The Schedules Section, Office of Registrarial Services will prepare an examination timetable for those students granted a privilege that includes, or takes the form of, a two-hour examination to be supervised by the Schedules Section. The Schedules Section will inform the student and instructor of the date, time, and location of any examination to be supervised by them. Examinations supervised by the Schedules Section as part of the supplemental privilege process are normally scheduled during the fourth week of classes (refer to [Section III—Schedule of Dates](#)). The Schedules Section is also responsible for invigilating these examinations and forwarding the examinations to the instructor for evaluation. Undergraduate Program Services, Office of Registrarial Services, will inform students of the results of the completion of the supplemental privilege and update the student's record where appropriate.

VIII—Undergraduate Degree Regulations and Procedures

Transcripts

An official transcript may be ordered by submitting the “Request for Transcript” form along with payment to Undergraduate Program Services, Office of Registrarial Services. The order can be placed by mail, by facsimile or in person:

Mail (cheque or money order): Undergraduate Transcripts, Undergraduate Program Services, U.C. Level 3, University of Guelph, Guelph ON N1G 2W1

Facsimile (credit card number with expiry date): 1-519-763-6809 Attn. Undergraduate Transcripts

The transcript fee is listed in Section VI—Schedule of Fees. Students must have met all financial obligation to the University before official transcripts can be released for any purpose.

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 ten days.

Official transcripts from the University of Guelph will show that a degree has been conferred **only after** the convocation ceremony.

NOTE: Graduate Program transcripts (e.g. Master of Science) must be ordered by submitting the “Request for Transcript” form along with payment to Graduate Program Services. The order can be placed by mail, facsimile or in person.

NOTE: Official Open Learning program transcripts must be ordered by submitting the “Request for Transcript” form along with payment to the Office of Open Learning. The order can be placed by mail, facsimile or in person.

VIII—Undergraduate Degree Regulations and Procedures

Transfer of Program

University of Guelph students wishing to transfer from one degree program to another (e.g. from B.Sc. to B.Sc. (Eng.) or from B.A. to B.Comm.) are required to submit an application form to Admission Services. Forms are available from Admission Services, third floor of the University Centre.

To clarify possible conditions or requirements for transfer, students are encouraged to consult with the admission counselor 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.

1. Procedures for Currently Registered Students

Course selection should be completed for the new program. The admission decision will be made after grades from the current semester are available and after the deadline date for course selection. The drop and add procedure must be used if the application is submitted after the course selection deadline date and if course selection has been completed for the current program.

Fee changes necessitated by the change of program will be calculated automatically by Student Financial Services.

The admission decision will be sent to the student's Campus Post Office Box during the first week of the following semester.

Students who have received an offer of admission which they wish to decline must contact Admission Services within the first 10 class days and complete the Cancellation of Program Transfer form. Students who fail to decline the offer will remain registered in the new program. All students must verify their course selection with their departmental advisor to ensure compatibility with their program of study.

2. Procedures for Students who are Not Currently Registered

An admission decision will be reached as soon as possible after receipt of the application and any supporting documentation.

Admission decisions will be mailed to the mailing address, if in effect, or to the permanent address. Information on mail registration and instructions concerning course selection will be sent under separate cover by Undergraduate Program Services.

Note: Students who wish to transfer from one specialization to another in the same program (e.g. from Biological Science to Chemistry in the B.Sc. Program or from Drama to Sociology in the B.A. Program) are not required to apply to Admission Services. Such students should contact the departmental advisor for the specialization in which they wish to register. Students wishing to change specializations within the B.A.Sc. or B.Comm. Programs should consult with their program counselor.

VIII—Undergraduate Degree Regulations and Procedures

Verification Notice

During the second week of classes Undergraduate Program Services, Office of Registrarial Services, will send to each student registered at the University a copy of his/her current academic record. This will indicate the personal and program information that is currently on file in Undergraduate Program Services, Office of Registrarial Services. This report is to be used to advise students of their current status and to correct any errors in reported information. Corrections or amendments to that information may be made upon presentation of appropriate documentation to Undergraduate Program Services, Office of Registrarial Services as follows:

- Changes to specialization information or course information must be substantiated with your copy of either the class schedule or the “Undergraduate Change of Studies Request” form.
- Changes to personal information may require presentation of appropriate documentation.

Note: Report missing or corrected items only.

Student hardcopy files are destroyed after 7 years of inactivity (e.g. no registrations) or one (1) semester after a student has graduated. In these cases the transcript is the only official file available from the Office of Registrarial Services that can be referenced during an appeal.

Students should familiarize themselves with the procedures regarding Academic Consideration, Grade Reassessment and Petitions.

VIII—Undergraduate Degree Regulations and Procedures

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 by mail and who subsequently decide not to attend that semester may cancel their registration by notifying Student Financial Services up to but not including the first class day. Student Financial Services will arrange for the appropriate refund of fees paid. 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 Undergraduate Program Services, Office of Registrarial Services in writing and complete the Notice of Withdrawal procedure. Students contemplating withdrawal are urged to meet with their program counsellor to discuss the implications of withdrawal. A student receiving financial assistance through the Ontario Student Assistance Program is strongly advised also to contact Student Financial Services 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 VI—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 Undergraduate Program Services, Office of Registrarial Services, within thirty days of the withdrawal.

Do not put a stop payment on any cheque that has been presented to Student Financial Services as settlement for tuition fees. This does not constitute notification of your intention to cancel/withdraw from the semester and results in the assessment of a cheque refusal fee (refer to Section VI—Schedule of Fees).

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 chapter). Depending on the timing and circumstances students may be able to obtain a fee refund after the fortieth class day. Students should consult with Undergraduate Program Services or their program counsellor.

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. Students who are studying on exchange programs, study abroad, or work terms are considered to be registered at the University (see Time Limitations in this chapter).

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)

A student whose cumulative or semester average is below the level for probationary status at the end of the fall semester has two options:

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

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

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 dean responsible for the case.
- (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 Subcommittee, and subsequently the Senate Petitions 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 Senate Petitions Committee with respect to either the appropriateness of the penalty or the finding of guilt.

Readmission (refer also to the section on Readmission, earlier in Chapter VIII)

Students who meet one of the following 3 criteria must apply to Admission Services for readmission:

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

Readmission to a program at the University of Guelph is not automatic. Students should consult Section IV—Admission information regarding appropriate admission requirements and deadline dates. Applicants for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate program counselor regarding procedures and criteria for readmission to that program.

Students who withdraw without academic penalty after the termination of the official drop period for medical or psychological reasons must clear their re-entry in a subsequent semester through the dean of the college concerned. Students who withdraw on more than two occasions may be required to meet with the dean in order to clear their re-entry into a subsequent semester. At the discretion of the dean, the condition of re-entry may be a recommendation of either Student Health Services or the Counseling Unit of the Counseling and Student Resource Centre that re-entry is advisable. Students who wish to appeal the decision of the dean have recourse to the Senate Committee on Student Petitions.

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 President to have the expulsion status removed (please refer to the Academic Misconduct Policy for detailed procedures).

Granting of Credit while on Rustication

Senate's Policy on granting of credit for work done while on rustication is outlined below. It applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either this university or another university.

- a) Students who have been required to withdraw for reasons of academic performance and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.
- b) Students who take university courses after the two-semester rustication period or after a period of suspension may transfer all these credits, provided the student meets the criteria for readmission and the criteria for the transfer of credit.
- c) Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.