

# 2010-2011 Undergraduate Calendar

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2010-2011 academic year, including the Summer Semester 2010, the Fall Semester 2010 and the Winter Semester 2011.

For your convenience the Undergraduate Calendar is available in PDF format.

If you wish to link to the Undergraduate Calendar please refer to the [Linking Guidelines](#).

The University is a full member of:

- The Association of Universities and Colleges of Canada

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

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# Disclaimer

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## University of Guelph 2010

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The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2010-2011 academic year, including the Summer Semester 2010, the Fall Semester 2010 and the Winter Semester 2011.

The University reserves the right to change without notice any information contained in this calendar, including fees, any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, public health emergencies, or any other cause of any kind beyond the reasonable control of the University.

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

Published by: Undergraduate Program Services

## **Introduction**

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

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

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

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

### **Address for University Communication**

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

#### **Email Address**

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

#### **Home Address**

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

#### **Name Changes**

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

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

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

Complete policy at <http://www.uoguelph.ca/policies/pdf/ORSInfoReleasePolicy060610.pdf>.



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## VIII. Undergraduate Degree Regulations and Procedures

### General Information

The academic regulations outlined in VIII--Undergraduate Degree Regulations and

### Academic Consideration, Appeals and Petitions

#### Process for Academic Consideration and Appeals

Time of Semester	Type of Consideration	Consideration Granted By	Period of Consideration	Subsequent Appeal To
<b>During the Semester (up to course grade submission deadline)</b>	Medical Psychological Compassionate	Instructor	Same semester	Academic Review Sub-Committee Submitted as soon as possible, not later than the end of the following semester
<b>End of Semester (following course grade submission deadline)</b>	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with program counsellor)	Should be submitted as soon as possible	Petitions Committee 90 day deadline for appeals of academic review decisions
<b>After the Semester</b>	<b>Grade Reassessment:</b>			
	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
	<b>Academic Consideration:</b>			
	Course Results: Compassionate Medical Psychological	Academic Review Sub-Committee (consult with program counsellor)	No deadline, but a request should be submitted during or immediately after the semester	Petitions Committee 90 day deadline for appeals of academic review decisions
Request for Probationary Status	Academic Review Sub-Committee (consult with program counsellor)	Should be submitted by the first deadline of the next semester	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 counsellor, 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 counsellor 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 counsellor, who is the dean's designate, should be contacted regarding appropriate procedures and documentation.

The program counsellor is the student's advisor in all matters pertaining to academic consideration and can assist in defining an appropriate course of action (counsellor names

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, associate dean, director, chair of program committee, or the program counsellor in a particular degree program.

and locations can be found in Section VII - Academic Advising). **It is the student's responsibility to consult the program counsellor 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 counsellor.

#### 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 counsellor.

##### 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. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course. 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 counsellor 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 counsellor.

##### 2. Psychological Grounds

For academic consideration based on psychological grounds the student may 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. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course. The student should submit this documentation to the program counsellor who will then advise the instructor of the need for consideration. 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 counsellor for advice and consideration.

### 3. Compassionate Grounds

Unforeseen circumstances beyond the student's control in either his/her 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 work resulting from a compassionate circumstance. If the circumstance is more significant, or if the consideration sought will go beyond the grade submission deadline for the course, the student must consult with the program counsellor. Generally, work commitments will not constitute grounds for academic consideration.

#### Incomplete Course Work

Instructors are responsible for granting academic consideration, if applicable, for course work up to the grade submission deadline for the course. Types of consideration that may be granted by an instructor include the setting of a make-up test, re-weighting the value of course assignments, extending a deadline or allowing the resubmission of an assignment (up to the grade submission deadline for the course). Students should consult with their program counsellor 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 course grade submission deadline.

#### Student's Responsibilities

If due to medical, psychological or compassionate circumstances a student is unable to complete any portion of the course'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 counsellor.
3. Complete and submit missed work by the new deadline established by the instructor.
4. Consult with the program counsellor 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 course grade submission deadline, the program counsellor 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 course grade submission deadline, the instructor shall refer the situation to the Academic Review Sub-Committee.

**The instructor cannot grant extensions beyond the final date for submission of grades for the course.**

#### Program Counsellor's Responsibilities

If the student and the instructor cannot arrive at a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline, the program counsellor may act as a mediator. The program counsellor 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 counsellor 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 counsellor may be of assistance in co-ordinating instructors' responses to the request for consideration.

#### Academic Review

If final examinations, term assignments, projects, work term reports or other course requirements are not completed by the course grade submission deadline, 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 counsellor. 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 by the course grade submission deadline and wishes academic consideration, the student should:

1. Consult with the program counsellor 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 counsellor. Deadlines for Academic Review Sub-Committee meetings can be found in Section III--Schedule of Dates.

#### Instructor's Responsibilities

In a case where a student has not completed course requirements by the course grade submission deadline, 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 grade reflective of work completed to date

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. The instructor should include with the Instructor's Recommendation Form any documentation provided to the instructor by the student in support of the academic consideration request.

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 approval to write an examination and/or to submit an assignment(s). Deferred privileges are normally 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.

#### 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.

## Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the graduate and undergraduate communities. 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/hr/hrholydays.shtml> or contact the Human Rights and Equity Office.

## Academic Load

### Full-time

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

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

### Part-time

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

## Academic Misconduct

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University's exercise of its responsibility to evaluate students' academic achievements, or restricts the University's ability to accomplish its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty of offences associated with misappropriation of others' work, misrepresentation of personal performance and fraud, improper access to scholarly resources, and obstructing others in pursuit of their academic endeavours. In addition to this policy, the University has adopted a number of policies that govern such offences, including the policies on Misconduct in Research and Scholarship and the Student Rights and Responsibilities regulations. These policies will be strictly enforced.

It is the responsibility of the University, its faculty, students and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive procedures to limit the likelihood of offences occurring. Furthermore, individual members of the University community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes reporting such offences when they occur and making one's disapproval of such behaviour obvious.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students should also be aware that if they find their academic performance affected by medical, psychological or compassionate circumstances, they should inform the appropriate individuals (instructors, program counsellors, graduate advisors) and follow the available procedures for academic consideration outlined in the University's calendars.

## Education and Remediation

Education and remediation are key to promoting an environment in which academic integrity will flourish. It should not be possible for a student to claim that he/she was not warned about the University's academic misconduct regulations, what constitutes academic misconduct and the potential consequences of transgressing. The need to educate students

about academic integrity places a particular responsibility on faculty, especially with respect to discipline-specific issues.

The University's Strategic Directions place high value on collaboration and co-operation in the learning process, across disciplines and between institutions. Further, the strategic plan recognizes the importance of students learning to work with others in group projects and situations as key to developing skills as self-reliant learners. This is reflected in the large number of courses at this University which involve group work and encourage co-operation in completing assignments. However, there may be need to limit the amount of collaboration or co-operation. Students need to be aware of, and instructors need to be clear about assignments for which discussing or completing the work with others is not appropriate and where the expectation is that students will work separately. Instructors should be very explicit about expectations with respect to academic integrity, and information with respect to academic misconduct should be presented to students as part of the course outline, academic program orientation materials and other materials posted and distributed to students. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

In addition, in the case of examinations, students should be sure that they read and understand the regulations with respect to conduct in examinations printed on the cover of each examination booklet, and should pay particular attention to any additional instructions from the examination invigilators.

In support of remediation, students convicted of an academic offence may be required to successfully complete an academic integrity remediation process.

*Note: In this policy, the word "dean" means "dean or designated associate dean." The word "chair" means "chair of a department or director of a school." The word "department" means "department or school."*

## Offences

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment.

Below are descriptions of academic offences. It is important to note that, while the University has attempted to present as comprehensive a list as possible, this list of potential academic offences should not be considered exhaustive. Students are responsible for knowing what constitutes an academic offence and faculty members have a responsibility to provide students, early in their course or program, with information about academic integrity that might be particular to their discipline. An offence may be deemed to have been committed whether the student knew a particular action was an offence or ought reasonably to have known. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

It is the responsibility of students working in a group to take all reasonable steps to ensure that work submitted to the group by individual members has not been completed in a way that violates this policy.

Further, as some academic offences may also be viewed as violations of policies on Misconduct in Research and Scholarship, the Student Rights and Responsibilities regulations, the criminal code and/or civil statutes, students may also be subject to procedures and penalties outlined in those policies at the University's discretion, and to criminal prosecution or civil action.

A graduate of the University may be charged with an academic offence committed while he/she was a registered student when, in the opinion of the dean, the offense, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

## 1. Misappropriation of Other's Work

### 1. Plagiarism

Plagiarism is misrepresenting the ideas, expression of ideas or work of others as one's own. It includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. In addition to books, articles, papers and other written works, material may include (but is not limited to): literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. Some examples of plagiarism include:

- submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- buying or selling term papers or assignments;

- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;

Students have the responsibility to learn and use the conventions of documentation suitable to the discipline, and are encouraged to consult with the instructor of the course, the academic supervisor, or the department chair for clarification if needed. Instructors should include in the materials they provide to students about academic integrity, information about any unique, discipline-specific understandings with respect to what must be acknowledged or cited<sup>1</sup>.

## 2. Copying

Copying is similar to plagiarism in that it involves the appropriation of others' work as one's own. It includes copying in whole or in part another's test or examination answer(s), laboratory report, essay, or other assignment.

Copying also includes submitting the same work, research or assignment for credit on more than one occasion in two or more courses, or in the same course, without the prior written permission of the instructor(s) in all courses involved (including courses taken at other post-secondary institutions).

## 3. Unauthorized Co-operation or Collaboration

It is an offence to co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.

<sup>1</sup> In addition to being concerned about appropriate citation, students who wish to use the work of others, from any source, should be aware of copyright laws and other conventions governing intellectual property. See the Office of Research website, <http://www.uoguelph.ca/research/1>, for links to the University's intellectual property policies.

## 2. Misrepresentation and Fraud

This category of offences covers a range of unacceptable activities, including the following:

### 1. Impersonation

Impersonation involves having someone impersonate oneself, either in person or electronically, in class, in an examination or in connection with any type of academic requirement, course assignment or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

### 2. Falsification

It is an offence to submit or present false or fraudulent assignments, research, credentials, or other documents for any academic purpose. This includes, but is not limited to:

- falsified research or lab results and data;
- concocting facts or reference;
- false medical or compassionate certificates;
- false letters of support or other letters of reference;
- falsified academic records, transcripts or other registrarial records;
- fraudulent submission practices (e.g., altering date stamps);
- altering graded work for re-submission.

It is also falsification to misrepresent the amount of work an individual has contributed to a group assignment or activity. Both the individual to whom work is falsely attributed and those who acquiesce in its attribution commit an academic offence.

### 3. Withholding

It is an offence to withhold records, transcripts or other academic documents with the intent to mislead or gain unfair academic advantage.

### 4. Unauthorized Aids and Assistance

It is an offence to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or term test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services). Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the instructor or invigilator. Note that unauthorized assistance does not include student support services offered by the University, such as the Learning Commons.

## 3. Improper Access and Obstruction

### 1. Preventing Access to Materials

It is an offence to alter, destroy, hide, remove without authorization, or in any other way improperly restrict access to library, electronic or other materials intended for general academic use.

### 2. Obstruction and Interference

It is an offence to obstruct or otherwise interfere with the scholarly activities of another, or to alter or falsify the work of others, in order to gain unfair academic advantage. This includes, but is not limited to, deleting data or files, interfering or tampering with experimental data, with a human or animal subject, with a written or

other creation (for example, a painting, a sculpture, a film), with a chemical used for research, or with any other object of study or research device.

### 3. Improper Access

It is an offence to improperly obtain through theft, bribery, collusion, or otherwise access to confidential information, examinations or test questions or to gain undue academic advantage as a result of such behaviour.

### 4. Improper Dissemination

It is an offence to publish, disseminate or otherwise make public to a third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with a reasonable expectation of confidentiality.

## 4. Aiding and Abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy.

## Penalties

### A. Range of Penalties That May be Assessed

If a student is found guilty of academic misconduct, an Official Warning will be given that an offence is now noted in the student's record and that a subsequent offence will attract a more severe penalty. In addition, one or more of the following penalties may be assessed:

1. A requirement for submission of a new or alternative piece of work.
2. The rescinding of University-funded scholarships or bursaries.
3. Partial or total loss of marks on the examination or assignment in which the offence occurred.
4. Partial or total loss of marks for the course in which the offence occurred.
5. Suspension from the University for a period of between one and six consecutive semesters. For the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or services.
6. A recommendation for expulsion from the University.
7. A recommendation for revocation/rescinding of a degree. A person who is found guilty of academic misconduct after having been approved for graduation, or after having a degree conferred, may have the degree rescinded or revoked when, in the opinion of the dean, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

### B. Notes with Respect to Penalties

The following should be noted with respect to penalties:

1. Senate has approved a set of Guidelines for the Assessment of Penalties for Academic Misconduct. These guidelines are used by chairs/directors and deans to assist them in determining appropriate penalties for individual cases. A copy of the guidelines can be found at [http://www.uoguelph.ca/undergrad\\_calendar/c08/c08-amisconduct.shtml](http://www.uoguelph.ca/undergrad_calendar/c08/c08-amisconduct.shtml), or may be obtained from the Senate Office or the office of any chair or dean.
2. Students who have been found guilty of a course-based offence and who have been assessed a penalty in addition to an Official Warning will not be permitted to drop the course or to withdraw with failure. A student who has dropped the course prior to the offence(s) being detected will have his/her enrolment in the course reinstated if found guilty and if the penalty assessed is other than an Official Warning.
3. Students who have been suspended for academic misconduct will not receive credit for any courses taken while under suspension. This policy applies to any credit course taken during the suspension period, be it distance, or non-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded.
4. A student who wishes to be considered for readmission after a suspension must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirement will normally be required to serve the associated penalties consecutively.
5. A student who has been expelled from the University of Guelph 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. Penalties may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

## Procedures

### A. Notes Re: Procedures and Authority to Act

- Deans may delegate their authority under this policy to an appropriate designate(s). Such delegation may be full (for example, all cases are delegated to an Associate Dean), or partial (for example, authority with respect to offences related to course work may be delegated to departmental chairs). Deans must provide the University's Judicial Officer with the name(s) of individual(s) to whom authority has been delegated under this policy.
- For offences related to course work (including examinations):
  - The designate or the Director of Open Learning will carry out the role of the chair in cases where the offence has been committed in an Open Learning, non-degree credit course. Degree credit courses offered through distance are within the authority of the chair of the department offering the course. The role of the dean in the case of non-degree credit courses offered through the Open Learning program is carried out by the Director of Open Learning.
  - For undergraduate students and open learners, the relevant dean is the dean of the college in which the course is offered, and the dean of the college in which the student is enrolled (if different) should receive a copy of the decision. In the event that an offence is committed in a degree credit course by an open learner, the Director of Open Learning should receive a copy of the decision.
  - For graduate students, the relevant deans are the dean of the college in which the course is offered and the Dean of Graduate Studies acting jointly. The dean of the college in which the student is enrolled (if different) should receive a copy of the decision.
- For offences not related to courses, or for course offences involving students not enrolled in the course, for undergraduate students the dean of the college in which the student is enrolled is responsible for administering the policy. For graduate students, the policy is administered jointly by the Dean of Graduate Studies and the dean of the college in which the student is enrolled.
- In the event that a chair/director has a conflict of interest in dealing with a case, the dean will appoint another faculty member to deal with the case. In the event that a dean's designate has a conflict of interest in dealing with a case, the dean may appoint an alternate designate or choose to deal with the case himself/herself. In the case of a conflict of interest on the part of a dean, the Provost will appoint a designate to deal with the case.
- Wherever in this policy it states that a student is to be contacted, the normal expectation is that such contact will be made using the student's University of Guelph email account, with a copy of any correspondence being sent to the home address provided to the University by the student.

### B. Detection and Documentation

#### 1. Examinations

The responsibility for preventing and detecting academic misconduct in an examination lies with the invigilators, although they 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 require that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption of those taking the examination; and
- shall confiscate any suspect material (including those portions of the examination completed to that point) and give it, along with the student's other examination booklet(s) (collected at the end of the exam) to the instructor immediately following the examination.

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. The student is required to contact the instructor no later than the end of the examination period.

#### 2. Term assignments, including research and thesis work

The initial responsibility for detecting academic misconduct on term assignments, etc., necessarily lies with the person(s) responsible for evaluation and discussion of the student's work, although that person may make use of reports from others to assist in detection, and may make use of electronic means of detection appropriate to the discipline. Where academic misconduct is suspected, the evaluator/marker shall retain possession of any suspect material and give a full report in writing together with any confiscated material to the instructor-in-charge of the course, or to the student's advisor, if the instructor/advisor is not the evaluator/marker. At this stage, the student will be informed by the instructor/advisor that a suspicion of academic misconduct is being investigated.

#### 3. Cases outside the domain of examinations or assignments

The responsibility for detecting academic misconduct in the context of an academic environment that is not part of the formal examination or assignment process rests

with the entire University community. Where academic misconduct is suspected, but where it is unclear whether it is directly related to a specific course, or where the specific course is unknown, those with knowledge of an offence should contact the dean of the college in which the student is enrolled and the Dean of Graduate Studies in the case of a graduate student. If the suspected offence appears to be related to a specific course, then the instructor of the course should be contacted.

### C. Investigation and Judgment

#### 1. Offences Related to Course Work, Research, Thesis Work or Examinations

- When an instructor or an advisor suspects that an academic offence has been committed, he/she is responsible for gathering evidence to support or allay the suspicion and may invite the student to meet with him/her to discuss the concerns. The instructor/advisor should pursue the gathering of evidence in a timely way. The normal expectation for assignments due within the semester is that instructors/advisors will complete their evidence gathering within ten working days of the due date for the assignment. For assignments submitted at the end of the semester or during the examination period, the instructor has until the tenth day of the subsequent semester to collect the evidence and determine whether to pursue a case. In a case where an instructor/advisor requires substantial additional time to collect and review the evidence, he/she may seek an extension of time from the chair.
- If after reviewing the available evidence the instructor/advisor believes an offence may have been committed, he/she shall refer the case to the chair of the department responsible for the course or graduate program. The referral document will include all evidentially material collected by the instructor/advisor along with the transmittal form on which the instructor/advisor may include a recommendation with respect to penalty should the allegation be upheld. A copy of the first page of the transmittal form shall be sent to Undergraduate Program Services/Graduate Program Services by the chair.
- If the chair believes that there is sufficient evidence to support a charge of academic misconduct, he/she will forward the transmittal form and all evidentiary material to the dean/dean's designate, normally within ten working days of receipt of the allegation from the instructor/advisor.
- Normally within ten working days of receipt of the case from the chair, the dean will invite the student to meet with him/her to discuss the allegation(s). If the student does not respond within ten working days to the request for an interview, or if the student refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may consult with any individuals he/she believes pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, the dean may engage in further consultation with any individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.
- If after weighing the available evidence the dean finds an offence has been committed, the dean will contact Undergraduate Program Services/Graduate Program Services as appropriate to determine whether this is a first offence.
- In determining the appropriate penalty, the dean will consult the Guidelines for Penalties for Academic Misconduct, will take into consideration the recommendation from the instructor/advisor, and consider such factors as the relative weight of the assignment, the semester level of the student, any record of previous offences, the seriousness of the offence (e.g. the amount of work plagiarized), and any mitigating circumstances presented by the student. For graduate students, attention will also be paid to whether the work in which the offence has been committed is one of the major milestones of the graduate program (e.g., qualifying examination, thesis).
- Normally within ten working days of the meeting with the student, or ten days from the date of the final communication with the student with respect to any additional evidence, the dean will inform the student in writing of the disposition of the case. In a case where the dean requires substantial additional time to review the evidence and come to a judgment, she/he may seek an extension of time from the Provost.

Should the dean determine that an academic offence has not been committed he/she shall so inform the student, the instructor/advisor and the chair in writing. A copy of the letter will be forwarded to Undergraduate Program Services/Graduate Program Services as appropriate. Thereafter, the complaint shall have no official status as an accusation of academic misconduct and no record of the complaint shall be maintained on the student's record.<sup>2</sup>

Should the dean determine that an academic offence has been committed, he/she shall inform the student in writing. The written notification should include the offence for which the student has been found guilty and information with respect to penalty. Copies of the written notification should be sent to any other relevant dean(s) office(s), to the instructor/advisor, the department chair, the program counsellor and to Undergraduate Program Services/Graduate Program Services (as appropriate).

- h. In a case where the dean believes suspension or a recommendation for expulsion/revocation is warranted, he/she should consult with the Provost and Vice-President Academic before making a final determination with respect to penalty.
- i. Should the dean recommend expulsion or revocation/rescinding of a degree, he/she shall so inform the student in writing and forward the matter to the Senate Committee on Student Petitions.

At that time, the student may appeal the recommendation of expulsion/revocation and 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.

In the case of an expulsion, 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 or impose a lesser penalty, which will be final.

In the case of revocation/rescinding of a degree, if the Senate Committee on Student Petitions 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 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.

<sup>2</sup> A statistical record will be kept by the Office of the Dean for annual reporting purposes.

## 2. Other Offences

- a. Cases involving offences that are not course-related or are not related to graduate program work are dealt with by the relevant dean (see Procedures A. Notes Re: Procedures and Authority to Act). Examples of such offences include, but are not limited to falsification of credentials for admission purposes, damaging of library materials, abetting the cheating of another in a course in which the abettor is not enrolled, and obstructing or interfering with the academic activities of others.
- b. When a case is brought to the attention of the dean, the dean shall inform the student that an allegation has been made and invite the student to meet to discuss the allegation. The dean will also inform Undergraduate Program Services/Graduate Program Services (as appropriate). If the student does not respond within ten working days to the request for an interview or refuses to attend an interview, the dean may proceed with the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the dean may meet with any individuals or collect evidence as he/she deems pertinent to the case. At the meeting, the student will be presented with the evidence collected by the dean to that point. Based on the student's response to the evidence, if necessary the dean may consult with any other individuals he/she deems pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the dean's reaching a decision on the case.
- c. If after weighing the available evidence the dean finds that an offence has been committed, the dean will contact Undergraduate Program Services/Graduate Program Services as appropriate to determine whether this is a first offence. The dean may impose penalties in accordance with Penalties A. and B., above. In the event that the dean believes suspension, expulsion or revocation is warranted, he/she shall proceed as in Procedures C.1. (h) and (i).
- d. Normally within ten days of meeting with the student, or of the final communication with the student with respect to evidence, the dean shall inform the student in writing of his/her decision in the case, and copy the letter to the relevant university officials, including Undergraduate Program Services/Graduate Program Services (as appropriate). In a case where the dean requires substantial additional time to gather evidence and make a judgment, he/she may seek an extension from the Provost and Vice-President Academic.

## Appeals

- Students may appeal either the finding, the penalty, or both to the Senate Student Petitions Committee.
- Appeals must be submitted to the Senate Student Petitions Committee within 15 working days of receipt of the decision. If the decision is mailed, it will be deemed to have been received by the student the fifth day after it has been mailed. If the decision is sent by courier, fax or email it shall be deemed to have been received one day after it has been sent.
- An appeal to the Senate Committee on Student Petitions involves an examination of all relevant documents and evidence to determine the appropriateness of a finding of

guilt or of the assessed penalty. The procedures for conducting an appeal and for holding a hearing are set out in the Regulations of the Senate Committee on Student Petitions. Following an appeal or hearing, the Senate Committee on Student Petitions may take one or more of the following courses of action:

- confirm a finding of guilt;
- reverse a finding of guilt (in which case no penalty shall apply);
- confirm a penalty;
- assess a different penalty.

## Record of Academic Misconduct

Undergraduate Program Services, or the Dean of Graduate Studies, or the Director of Open Learning as appropriate, 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.

The record of academic misconduct shall be expunged from the student's file upon graduation, or for open learners, upon completion of a certificate or diploma. Students who do not graduate from the University of Guelph or another university may submit an application to the Senate Committee on Student Petitions to have the record expunged no sooner than five years after the date of last registration. Students who have graduated at another accredited university may submit verification of graduation to Undergraduate Program Services/Graduate Program 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.

*Note: Template letters to students, forms for Undergraduate Program Services and Graduate Program Services, and suggested wording for course outlines are available from the Judicial Office.*

## Guidelines for Penalties for Academic Misconduct

With the finding of academic misconduct, there is a mandatory penalty of **Official Warning** which will stay on the student's record until graduation. In addition, one or more other penalties may be assessed. Following are guidelines used by chairs/directors and deans in determining the appropriate additional penalties. Users need to be aware that these are guidelines and that not all cases will fit neatly into the categories.

The guidelines below provide a range of penalties (minima and maxima) for the various offences identified in the Policy on Academic Misconduct as well as indicate what penalty is deemed to be the "norm" for the offence in the case of a first or second year student. It should be noted that "subsequent offence" means any subsequent offence, not only a subsequent offence in the same category.

For a course-based offence, the chair/director may assign penalties up to and including loss of grades if the offence is a first offence. If there is a previous offence on the student's record, or if the chair/director believes a stronger penalty is merited, the case is forwarded to the dean for penalty assessment.

In cases where the dean is of the opinion that there is cause for a penalty different from those indicated in the guidelines (either higher or lower), she/he will review the penalty with the Provost and Vice-President Academic. The dean will also consult with the Provost in cases where the contemplated penalty is suspension or expulsion.

In a case where the dean is of the opinion that the finding of guilt is not supported by the evidence, the dean will review the case with the chair/director. If the chair/director and dean are unable to reach an agreement on the case, the dean will consult with the Provost before making final determinations as to the finding of guilt and any penalty to be applied in the event that dean upholds the finding of guilt.

In determining the appropriate penalty the chair/director or dean will take into consideration these guidelines, the recommendation from the instructor, the recommendation from the chair/director (in the case of a dean assigning a penalty), and any other relevant factors such as the relative weight of the assignment, the semester level of the student, the seriousness or extent of the offence (e.g. the amount of work plagiarized), any record of previous offences, and any mitigating circumstances presented by the student.

## Guidelines for Penalties for Academic Misconduct in Addition to Official Warning

Offences	First Offence	Subsequent Offences
<b>A. Misappropriation of Other's Work</b>		
1. Plagiarism		
Minor	Resubmission of new work <b>Loss of grades<sup>3</sup></b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension

Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
2. Copying		
Minor	Resubmission of new work <b>Loss of grades</b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
3. Unauthorized Collaboration		
Minor	Resubmission of work <b>Loss of grades</b> Zero on the assignment	Loss of grades <b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension
Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
<b>B. Misrepresentation and Fraud</b>		
1. Impersonation		
Minor	<b>Zero on the assignment</b> Zero in the course Loss of scholarship/bursary Suspension	<b>Zero in the course</b> Loss of scholarship/bursary Suspension
Major	Zero in the course Loss of scholarship/bursary <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
2. Falsification		
In addition to any penalty that may be applied, if a document is discovered to have been falsified, the document is null and void and the action permitted by the document is reversed.	Resubmission of work Loss of grades Zero on the assignment <b>Zero in the course</b> <sup>4</sup> Loss of scholarship/bursary Suspension/revocation of admission offer	Zero in the course Loss of scholarship/bursary <b>Suspension/revocation of admission offer</b> Expulsion/Revocation
3. Withholding of documents		
Minor	<b>Official warning</b> Loss of grades Resubmission of work Zero on the assignment	<b>Zero in the course</b> <sup>5</sup> Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation of degree or admission offer
Major	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation of degree or admission offer</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation of degree or admission offer</b>
4. Unauthorized Aids		
	Resubmission of work Loss of grades <b>Zero on the assignment/exam</b>	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
<b>C. Improper Access and Obstruction</b> <sup>6</sup>		
1. Preventing Access		
Minor	<b>Official warning</b> Resubmission of work Loss of grades Zero on the assignment	<b>Zero in the course</b> Loss of scholarship/bursary Suspension

Major	<b>Zero in the course</b> Loss of scholarship/bursary Suspension	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation
2. Obstruction and Interference	Loss of grades Zero on the assignment Zero in the course Loss of scholarship/bursary <b>Suspension</b>	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
3. Improper Access	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation	Zero in the course Loss of scholarship/bursary Suspension <b>Expulsion/Revocation</b>
4. Improper Dissemination	Zero in the course (if applicable) <b>Suspension</b>	Zero in the course Loss of scholarship/bursary <b>Suspension</b> Expulsion/Revocation

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

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

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

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

## Academic Review Sub-Committee Procedures

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 by the student to the Academic Review Sub-Committee during, or immediately after, the semester to which it refers. If a student is appealing a required to withdraw decision, the student should submit the "Request for Academic Consideration" form 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 counsellor. 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 counsellor for advice on the preparation and submission of requests for academic consideration.

When the form is complete, the student should retain a copy along with copies of all documentation submitted. The form, with the original documentation attached, should be submitted to the student's program counsellor 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. Students who are appealing the decision of an Academic Review Sub-Committee for denial of probationary status will not be allowed to attend classes pending the outcome of the petition.**

## Academic Standing

### 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.

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

## Adding Courses

All course additions to a student's program for a particular semester are to be completed by the end of the add period. On the last day of the add period, students will be able to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with a signature from the program counsellor, under exceptional circumstances a student will be able to enrol in more than 2.75 credits earlier in the process.

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

## Course Requisite(s)

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

## Distance Education Courses

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

## Program Approval

Program Approval is required to add courses 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 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.

## Address for University Communication

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

## Email Address

**The University issued email address is considered an official 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.

## Admissions

University of Guelph students may, at some point, be required to complete and submit an application form 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 III--Schedule of Dates.).

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

## Associated Program Requirements

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

## Attendance at Class

Instructors will inform students of the attendance requirements for individual courses in accordance with the policy 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 counsellor for academic counselling upon return to classes.

## 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 counsellor.

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.

## Class Level Calculation

All programs determine class level on the basis of successfully completed credits plus the number of credits in progress. As courses are dropped and added, or grades are received, the class level may 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

## 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 5 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:

1. they have registered for the first time at the University of Guelph with no previous registration in another college or university; or
2. they are registered at Guelph in the Open Learning Program and taking credit courses; or
3. 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
4. they have transferred from another university or college and have been admitted to semester 1 at this University; or
5. 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
6. 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 < 50%	Required to Withdraw
S ≥ 50% but C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

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

##### If Eligible to Continue

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

##### If on Probation

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

### Schedule 2

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

### Schedule 2 Regulations

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

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

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

##### If Eligible to Continue

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

##### If on Probation

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

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

## Course Sections

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

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

## 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.

## 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 Advising. 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.

Students are normally restricted to selecting 2.75 credits during course selection and up to the last day of the add period. A number of programs have Senate-approved schedules of study that require students to register in more than 2.75 credits for particular semesters. As a result, these programs are exempted from the 2.75 restriction as required.

On the last day of the add period, students are allowed to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with approval from the program counsellor, under exceptional circumstances, a student can enrol in more than 2.75 credits earlier in the process.

## 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 during the extended add period.

## 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 via WebAdvisor 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.

**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 second 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 Advising).
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. <http://www.open.uoguelph.ca/>

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 counsellor 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. Refer to Section VII - Academic Advising.

## Program Counsellor's Responsibilities

A counsellor 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. Refer to Section VII - Academic Advising

## Registrar's Responsibilities

To coordinate and prepare all course selection information 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.

## 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.

## 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 in the semester immediately following the semester in which the course was taken (refer to Section III--Schedule of Dates). 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 the Program Coordinator, 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.

### Deferred Condition

The instructor and/or Chair/Director determine the requirements and conduct of the deferred condition. The deferred condition may be a written test, an oral test, an assignment, a laboratory practical, or any other method of evaluation. The requirements for completion of the deferred condition are documented on the "Terms of Supplemental/Deferred Condition" form <https://webadvisor.uoguelph.ca/st/index.shtml> and a copy of the form is retained by the instructor and the student. The department notifies Undergraduate Program Services of the results of a deferred condition, normally within 7 days of its completion.

Students must normally complete a deferred condition by the end of the deferred examination schedule in the semester immediately following the completion of the course (refer to Section III--Schedule of Dates). Scheduling, Office of Registrarial Services advises students in writing of the deadline for the completion of a condition. In addition, Scheduling directs the student to the "Terms of Supplemental/Deferred Condition" form <https://webadvisor.uoguelph.ca/st/index.shtml>. It is the student's responsibility to contact the instructor and make arrangements for the details of the condition.

Scheduling 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 Chair/Director or designate 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 counsellor and may submit a "Request for Academic Consideration" form with documentation to Undergraduate Program Services, Office of Registrarial Services.

### Deferred Examination

Scheduling, Office of Registrarial Services schedules and supervises deferred examinations that are two hours in length. Scheduling 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 in which the course was taken (refer to Section III--Schedule of Dates).

When conflicts arise between a student's deferred final examination and a midterm examination, the deferred examination takes precedence. The instructor for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable the student and instructor, for the student to make up the missed midterm examination. If the student and instructor are not able to come to an agreement, they will refer the matter to the Chair/Director responsible for the course. 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 deferred examination. In this case, the student should consult with their program counsellor and may submit a "Request for Academic Consideration" form with documentation to Undergraduate Program Services, Office of Registrarial Services.

## Procedures for Deferred Privileges

### Chair/Director's Responsibilities

The Chair/Director or designated department/school examination coordinator is responsible for the following:

1. Requesting a deferred examination from the appropriate instructor upon request from Scheduling, Office of Registrarial Services and informing the instructors of students who have been granted deferred privileges.
2. When a deferred examination is scheduled, forwarding one examination paper from the instructor for each student granted a deferred examination in the course, plus one extra paper per course to Scheduling, Office of Registrarial Services.
3. Where the instructor is unavailable, providing the required examination papers to Scheduling, Office of Registrarial Services.
4. At the end of the Deferred Examination period, collecting completed examination papers from Scheduling.
5. Immediately distributing the completed examination papers to the appropriate instructor for marking.
6. In the case where a student is unable to make contact with the instructor to determine the nature of a deferred condition, taking necessary steps to assist the student in determining the requirements for the condition.
7. (Chair/Director only) initialing all grades submitted by instructors and forwarding them to the Undergraduate Program Services, Office of Registrarial Services, by the date indicated in the request letter.

### Instructor's Responsibilities

The course instructor is responsible for the following:

1. In the case of a deferred condition, completing the "Terms of Supplemental/Deferred Condition" form, providing student with a copy of the form, and keeping a copy. The instructor must adhere to the deadlines for the completion of the condition and the submission of the final grades to Undergraduate Program Services, Office of Registrarial Services.
2. In the case of a deferred examination, providing examination papers to the Chair/Director and indicating what exam aids the student in writing the examination may use.
3. Prompt marking of deferred course materials and submission of grades to the Chair/Director or designate.

### Student's Responsibilities

1. When the Academic Review Sub-Committee grants a deferred condition, contacting the instructor of the course and presenting the "Terms of Supplemental/Deferred Condition" form upon notification. Students must contact the instructor of the course immediately, in order to complete the condition prior to the deadline specified by Scheduling. The deadline is normally the last day of the deferred examination period for the semester in which the course was taken (which falls in the semester immediately following the semester in which the course was taken, refer to Section III--Schedule of Dates). The student and instructor must complete the form, indicating the exact nature of the deferred condition. If the student cannot contact the instructor, he/she must contact the Chair/Director of the offering department/school. If the student does not make the required contact within the deadline specified by Scheduling, the University will assume that the student does not intend to complete the condition, and a grade will be assigned based on term work completed, as indicated on the original Instructor's Recommendation form.
2. When a deferred examination is granted, appearing for the deferred examination according to the date, time and location designated on the deferred examination timetable.
3. Students identified by Scheduling as residing outside a 150 km (approx) radius of Guelph are permitted to write deferred examinations at an academic institution (high school, college or university) within their own vicinity. Students choosing this option must have the Off-Site Invigilator Form completed by an employee at one of the above type of institutions and forward it by fax to Scheduling. For more information, form and deadline see : [http://www.uoguelph.ca/registrar/undergraduate/files/invigilator\\_form.pdf](http://www.uoguelph.ca/registrar/undergraduate/files/invigilator_form.pdf).

## Registrar's Responsibilities

1. Undergraduate Program Services informs the student and Scheduling of academic review decisions, collects grades, and evaluates the continuation of study status when deferred grades have been recorded.
2. The Examination Coordinator, Scheduling, informs the Chair/Director/designate 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; identifies students residing 150 km (approx) from Guelph, and coordinates examinations with approved off-site invigilators (see Student's Responsibilities above); requests the deferred examination papers from the Chair/Director/designate; invigilates the deferred examinations; at completion of the deferred examination period, prepares completed examination packages for each department/school, attaching a grade reporting sheet for each examination and noting which students did not write and which have been granted extensions by Program Counsellors; notifies department Chair/Director/designate that examination packages are ready for pickup in Scheduling.

## Dropping Courses

All course drops from a student's program for a particular semester are to be completed by the dates specified in the Section III--Schedule of Dates.. 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 counsellor or Academic Review Sub-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 courses, 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 counsellor.

### 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.

## 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 their program counsellor to request that alternate arrangements be made. A listing of major religious holidays is available from the Office of Student Affairs.

### 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.

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

**All additional rooms for mid-term examinations are to be booked through the Reservations Clerk, Scheduling, Office of Registrarial Services.**

### Chair/Director's Responsibilities

1. The conduct of all term examinations.
2. Appointing an adequate number of invigilators to assist the instructor-in charge.

### Instructor's Responsibilities

1. Taking attendance record at each term examination. The attendance record is for the department's use and is not submitted to Registrarial Services.
2. Exercising discretion when requiring certification of illness. In particular, instructors 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.

## 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:
  - the examination will be a regular, sit-down examination for which a room is required;
  - the examination will be a take-home examination;
  - the examination will be in some other format (orals; computer exams; juried performance exams, etc.).
2. Unless approved by the Department Chair, examinations for 1000 level courses will be in regular, sit-down format only.
3. 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.
4. The final examination period consists of eleven days, except in the Summer semester, where it is eight days.
5. 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.)
6. Under normal circumstances, changes to the published examination timetable are not permitted.
7. 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.

8. 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.
9. 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 the due date must be included in the course outline distributed at the first class meeting. If a student's time to complete a take-home examination is significantly lessened because of the number and timing of regularly scheduled sit-down examinations, the instructor may grant an extension, provided the new due date is not beyond the grade submission deadline for the course. The student must initiate such a request no later than the end of the second week of classes. The length of the extension will be at the instructor's discretion and instructors are advised to give the student the new due date in writing. The date of issue of the examination and its due date must be included in the course outline distributed at the first class meeting.
10. 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.
11. 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.

#### Chair/Director's Responsibilities

1. Completing the "Final Exam Request Form" by the deadline date set by Scheduling
2. Completing the "Final Exam Location Request" by the deadline set by Scheduling.
3. Printing the required number of examination papers for each examination.
4. Providing for the security of examination papers printed in the department for the instructor.
5. Providing examination location information to instructors when the information is received from Scheduling, one week prior to the commencement of the final examination period.
6. Distributing the copies of the examination to the instructor on the date set for the examination.
7. The conduct of all final examinations for courses taught by the faculty of their department/school. The Chair/Director must identify an alternate instructor-in-charge for final examinations where the course instructor is not available.
8. Providing examination attendance records to the instructor-in-charge for examinations not under the direction of the Office of Registrarial Services.
9. Appointing 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).

#### Instructor's Responsibilities

Instructors who wish to hold examinations in other than sit-down, regular formats should discuss procedures with their Chair/Director.

The faculty member(s) responsible for the course and the setting of the examination, or a designate, shall be the instructor(s)-in-charge for final examinations in that course. They are responsible for the following.

1. Including the time of the final examination on the course outline distributed to students at the commencement of the semester. Note that under normal circumstances, once established, the date, time and location of final examinations may not be changed (see Grading, Resolution 5), and that where a course is taught in multiple sections the final examination date and time will be the same for all sections regardless of location (see Grading, Resolution 7).
2. If it becomes necessary to change an examination time or to add a final examination, contacting Scheduling, Office of Registrarial Services, and once a time is set, obtaining the written approval of all students.
3. Advising Scheduling, Office of Registrarial Services, prior to the examination if an "open book" examination is to be written; otherwise, it will be considered "closed book".
4. Arriving at the examination room thirty minutes prior to the commencement of the examination and distributing examination papers, attendance cards, if used, and other authorized materials.
5. Taking attendance during the first hour of the examination period. (Attendance cards are used in the Athletic Centre and class lists in other locations.)
6. Arranging the collection of completed examination 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.
7. With his/her invigilators, ensuring that students do not enter the examination room after the first 60 minutes or leave during the first 60 or last 15 minutes of the examination period.
8. Including 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.**
9. Where a student does not write the final examination, following the procedures outlined under Academic Consideration in this section of the calendar.

#### Student's Responsibilities

1. Students are advised that the Final Examination schedules are available for Fall Semester by mid-August, for Winter Semester by mid-December, and for Summer Semester by mid-April. Students are required to consult the final examination timetable in order to avoid conflicts in examination times when adding courses in subsequent Add periods. Students may not remain registered in courses with conflicting final examinations unless written approval is obtained from the dean or director and the instructors-in-charge of the courses. (Note that three examinations in 24 hours does not constitute an examination conflict. A conflict exists only where two examinations are scheduled into the same timeslot.)
2. **ACADEMIC CONSIDERATION IS NOT GIVEN TO STUDENTS WHO MISREAD PUBLISHED TIMETABLES.**
3. One week prior to the commencement of Final Examinations, the Final Examination location information will be posted in the Library, Athletic Centre, Office of Registrarial Services and on WebAdvisor. Students may also check their personal examination schedule on WebAdvisor by selecting "Class Schedule", the current Term, and then "Exam Schedule Grid".
4. Students in Distance Education courses who live more than 170 km from campus will write their final examinations at a selected off-campus examination site close to where they live. For further information, please contact Office of Open Learning, 519-767-5000.
5. 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.
6. No person shall be allowed in the examination hall during the course of examination except the candidates concerned and those supervising the examination.
7. 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.
8. Cell phones and pagers must be switched off and stored out of sight.
9. 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 attendance card will be signed at the time of collection.
10. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.
11. 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, in the Athletic Centre, the Chief Invigilator.

12. 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.
13. No writing within the answer book or completion of computer answer sheets 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.

### Registrar's Responsibilities

The Final Examination Timetable, prepared by the Examination Coordinator, Scheduling, Office of Registrarial Services is based on student course selections on file at the end of October (for Winter), March (for Summer), and July (for Fall). Approximately 75,000 registration records per semester (Fall and Winter), one record for each student in each course ("Student #1 in Course A"; "Student #1 in Course B"; etc.) are downloaded into a computer program designed to schedule the approx. 700 final examinations held each semester into 44 timeslots, across 11 days. This process ensures that in most semesters no conflicts are created for students. (Please note that for courses in which no students have registered by the time the data is downloaded, examinations cannot be centrally scheduled.) In the unusual circumstance that scheduling of final examinations by the Office of Registrarial Services results in an examination conflict for a student, the Examinations Coordinator in Scheduling, ORS, will contact the student, the course instructors on record, the relevant departmental examination coordinators and Program Counselor by electronic mail. Instructors will be asked to schedule an alternate examination time within the examination period for the student. Program Counselors and Scheduling will provide support to the instructors in determining an appropriate time for the re-scheduled examination. Resolution of the conflict will take place before the end of the Add period for the semester.

Final Examination Timetables are made available for Fall Semester by mid-August, for Winter Semester by mid-December, and for Summer Semester by mid-April. Once Examination Timetables are published, students must ensure that they do not create examination conflicts for themselves when adding courses in subsequent Add periods. For further information, see Student's Responsibilities above. Other responsibilities of the Examinations Coordinator include:

1. Distributing the "Final Exam Request Form" from Scheduling, to Chairs/Directors or designate approximately six weeks prior to the semester to which it applies and specifying a due date.
2. Approximately 6 weeks prior to the start of final examinations, distributing to Chair/Director or designate a request for final examination room requirement information.
3. For Examinations held in the Athletic Centre shall be under the direction of the Office of Registrarial Services. The Examinations Coordinator or designate will act as Chief Invigilator for all Examinations held in the Athletic Centre and is responsible for the conduct of all such examinations.
4. In the event of a dispute over procedures during Final Examinations in the Athletic Centre, the Chief Invigilator shall have final authority.
5. The Examination Coordinator as Chief Invigilator in the Athletic Centre is responsible for:
  - providing each instructor-in-charge with attendance cards
  - starting and ending examinations
  - assisting 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
  - preparing, distributing to Chairs/Directors and making available to instructors-in-charge in the Athletic Centre, a set of guidelines for the instructor-in-charge and invigilators which will assist them in carrying out their duties in the examination rooms

### Policy on Student Access to Final Examination Materials

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

Printed or written materials directly related to examinations conducted in the final examination time period published in the Undergraduate Calendar, or related to final assignments shall be made available to a student, upon submission of a written request to the 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.

## 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).

## 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 for a failed course by granting a supplemental privilege. It is unlikely that any student with a final grade of less than 40% would meet the requirements of the granting of a supplemental privilege. The decision to grant the privilege will normally be made in consultation with the instructor and a review of the student's course performance during the semester. The student must submit a Request For Academic Consideration form to request a supplemental privilege.

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

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

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

## 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.

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

#### Resolution 3

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

#### Resolution 4

##### Part A

That, by the start of the course selection period for the semester in which the course will be offered, instructors will provide a course description for posting to the 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. The course outline may be distributed either a) in class or b) electronically via the official course website on CourseLink and must include 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

It is recognized that multiple sections of the same course may differ in terms of texts and other academic resource materials, teaching methods and formats, and evaluation procedures used. However, the department is responsible for ensuring that the different sections are achieving common learning objectives with a common set of academic standards and expectations. The department chair is responsible for ensuring the consistency of final grade distribution across sections over time. Where a course has more than one section writing a final examination, the examination date and time will be the same for all sections.

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 department 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 release of student grades 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 for that course. Instructors must report students who do not satisfy course requirements by assigning a grade of "INC" and noting incomplete work on an "Instructor's Recommendation" form.**

### Instructor's Recommendation Form

Instructors should only submit grades for students who have completed their final work for a course. **If a student does not complete a final examination or final assignment, the instructor must enter "INC" (incomplete) on the "Grade Report" form and complete an "Instructor's Recommendation" form for the student.** The "Instructor's Recommendation" form is available from the 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 Counsellor's Responsibilities

The program counsellor reviews the list of "INC" (incomplete) courses, matching medical documentation, requests for academic consideration, and counselling files (refer to Deferred Privileges). The program counsellor 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 via WebAdvisor; notifies program counsellors 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.

Grades 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.

## Grade Reassessment

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 course grade submission deadline (see Academic Consideration, Appeals and Petitions)
- 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.

## 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.

## Graduation

### A. Baccalaureate Programs

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 counsellor 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.

### 1. Program and Calendar Requirements

The conditions for graduation are regulated by the degree programs. Program specific conditions for graduation are outlined in Section X--Undergraduate Degree Programs. Students must satisfy the schedule of studies requirements for the calendar ([http://www.uoguelph.ca/undergrad\\_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 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.

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

### 2. Academic Residence Requirements

- i. At least 5.00 of the credits required for graduation by the student's program must be taken at the University of Guelph.
- ii. 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, and Open Learning program courses (degree credit weight). Letter of permission courses are not included.

### 3. 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 must be readmitted to an honours equivalent program. All previous University of Guelph credits are eligible for consideration 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 honours equivalent program. Normally, all degree program regulations will apply to the Honours Equivalent specialization.

The students who are granted the Honours Equivalent designation do not participate in a convocation program, but have the designation shown on their transcript and may receive a new degree parchment upon application, subject to surrender of the original degree parchment and payment of the appropriate fee. Note, parchment replacement applies to Guelph graduates only.

## 4. Second Degrees

Students from the University of Guelph or from another university may graduate with a second undergraduate degree from the University of Guelph, under the following conditions:

- a. Students who have graduated with their first degree must apply to the University of Guelph for admission to the second degree program. A maximum of 10.00 credits may be transferred from the initial degree program.
- b. In-course University of Guelph students may apply to graduate with two degrees at the same convocation. A maximum of 10.00 credits may be transferred from the declared program to the undeclared program.

In a) and b), the course content of the second degree program must be substantially different from that of the first. 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). This rule is also applicable to different subject areas within the same degree program, allowing, for example, a second B.A. or B.Sc. degree to be awarded as long as the criteria are met.

## B. Certificate and Diploma Programs

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.

## C. Procedures

### Graduation Fee

A degree and graduation fee is assessed to students at the time of application for graduation. Students who apply for 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. There are three convocation periods throughout the year-- early October, mid-February, and early June. Formal convocation ceremonies, however, are held only in mid-February, and early June. An application for graduation must be submitted by the student no later than the deadline for the specific convocation period as 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).

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 send an e-mail to every potential graduate inviting them to apply to graduate via WebAdvisor for Students (My Application for Graduation), it is the student's responsibility to ensure that they submit their application for graduation by the published deadline dates in Section III - Schedule of Dates. Specific applications details are as follows:

### Application for a Certificate or Diploma

A student who is registered in the General Studies program or the non-degree program 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 e-mail inviting students to apply to graduate via Web-Advisor for students (My Application for Graduation) will be sent to each student registered in a general degree program when his/her completed plus inprogress credits equal 15.00 credits or more; and to students registered in an honours degree program when their completed plus inprogress credits equal 20.00 credits or more. All other students with an active academic program who wish to apply to graduate may access 'My Application for Graduation' on WebAdvisor for Students.

Students who are not currently active students must submit a hard-copy Application for Graduation form, accompanied by the appropriate fee. This application form and instructions for the completion of the application are available at <http://www.uoguelph.ca/regweb/publications/index.shtml>.

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

### Application for Honours Equivalent

A student who is registered in an honours equivalent program 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.

### Chair's Responsibilities

The department chair receives both the Academic Evaluations 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:

1. general University requirements,
2. overall program requirements and
3. specialization requirements.

Each check is to be reported on the form supplied, and the form is to be forwarded to the program counsellor 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 Provost and Vice-President Academic. 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 initiates an "Application for Graduation" process 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.

Undergraduate Program Services forwards Academic Evaluation 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.

### D. 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 is only based on the internal University of Guelph academic record. For the DVM Program standing on graduation is based on the average of the marks received for those courses completed after admission to the program.

### E. Notation on Transcript

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

## 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.

## 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.

## 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 counsellor, 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 "F" will be entered on the student's internal academic record.

Students are required to complete the courses specified on the "Letter of Permission" during the 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, 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 counsellor 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.*

## 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 Waiver Request" form using the "Course Restriction Waiver" box.

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.**

## 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.

Chapter VI Schedule of Fees - outlines the applicable fees for Prior Learning Assessment.



## 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 two or more semesters.
2. If they were suspended from the University for academic misconduct.
3. If they have graduated from this University and wish to register in order to take additional courses.
4. If they registered in a program at another post-secondary institution and wish to return to the University of Guelph.
5. If they have not registered at the University of Guelph for six 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 counsellor 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 provided they meet the criteria for readmission and the criteria for the transfer of credit. Students registered for courses through the Open Learning Program, are not permitted to attend courses on campus.
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.

## 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 end of the add period and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees. Coincident with the registration process, students may complete other business arrangements with the University such as reporting of address information, residence payments, meal card contracts, parking permits, and receipt of identification cards.

### 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 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 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.

## General System In-course Students (Fees)

The registration procedure is conducted through WebAdvisor. The registration procedure will allow all in course students to complete their financial arrangements with Student Financial Services before the upcoming semester. The billing form will reflect the course selection data, also your accommodation and meal plan status if available, and is to be returned with suitable arrangement to Student Financial Services. The deadline for payment is indicated in Section III--Schedule of Dates., of this calendar. Failure to meet the deadlines will result in an additional fee adjustment. Mailings by the University will be made to the University 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 Undergraduate Program Services, 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 end of the Add period. 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.

## 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 counsellor (refer to Section VII - Academic Advising).

## Scheduling

### Undergraduate Course Timetable

The scheduling of all undergraduate courses is the responsibility of the Assistant Registrar, Scheduling.

The scheduling cycle for each Fall and Winter semester commences approximately one year in advance. Since returning students select Summer courses in March, at the same time they select Fall courses, the Summer scheduling cycle is contemporaneous with the Fall cycle. Course scheduling request data is due in Scheduling for Summer and Fall semesters at the end of the preceding September, for Winter semesters at the end of the preceding March; specific dates to be established in Scheduling each year. The official timetable for each semester is published on WebAdvisor two weeks prior to the commencement of the initial Course Selection period for that semester (for Summer and Fall in mid-February, for Winter in mid-September.)

All courses are scheduled according to the Senate approved slot system which allows for 3 x 1 hour slots meeting at the same time on Monday, Wednesday and Friday, 2 x 1.5 hour slots meeting at the same time on Tuesday and Thursday and 3-hour evening slots M-F. This basic grid is overlaid with 1x 3 hour slots and slots for other approved class formats (e.g. 1 x 4 hr) in such a way as to minimize course conflicts and maximize efficient use of teaching space. Courses may also be published with time "TBA". In these cases it is the responsibility of the department/school to communicate first meeting information to registered students prior to the commencement of classes. **Prior to the commencement of classes, regular class meeting times may not be assigned to classes published as "TBA".** If a department/school wishes to assign times for regular class meetings after the commencement of classes, registered and (within the Add period) interested students must be consulted. The times selected for regular class meetings must be unanimously supported by students in a secret ballot, and comply with all scheduling regulations.

The University scheduling day runs from 0830-1730 and 1900-2200; Senate has approved the 1730-1900 "University Time" as a period which shall be free of all regular class meetings, labs, and seminars.

### Chair/Director's Responsibilities

The Chair/Director or the designated Department/School Timetable Coordinator is responsible for the following:

1. Submitting to the Assistant Registrar, Scheduling, no later than the established deadline, and as per Scheduling instructions, complete requests for courses to be offered in the subsequent academic year.
2. Acting as liaison between instructors and Scheduling on all aspects of scheduling, including collecting information relevant to course scheduling from instructors, submitting it appropriately.
3. Ensuring all courses are offered in the semester and format indicated in Section XII of the Undergraduate Calendar.
4. Approving the department's course schedule before publication. This involves checking that no conflicts exist in instructor or program schedules.
5. Calculating projected enrollments for the subsequent academic year and monitoring enrollments through course selection periods, making adjustments to course capacities and the availability of sections as necessary.
6. Advising Scheduling immediately of changes to instructor assignments. Where late instructor assignments are necessary, assigning instructors in such a way as to avoid conflicts.

### Instructor's Responsibilities

1. Instructors are responsible for communicating to the Chair/Director or Department Timetable Coordinator, prior to the deadlines established within their department/school, any information relevant to the scheduling of courses in the subsequent academic year.
2. Instructors are expected to familiarize themselves with rooms assigned to their courses in advance of the commencement of classes.

### Registrar's Responsibilities

The Assistant Registrar, Scheduling, taking into account requests from academic units for preferred class times, creates the university timetable according to the following priorities:

- i. No course conflicts exist in core courses as published in the schedule of studies in the Undergraduate Calendar.
- ii. The number of elective courses available to students is optimized.
- iii. Classroom space is allocated to courses on the basis of projected enrolments provided by the offering departments, and in such a way as to maximize the effective and efficient use of teaching space.
- iv. No instructor conflicts exist.
- v. Departmental requirements, requested by the Chair/Director or Department Timetable Coordinator, are met where possible.

## Changes to the Published Undergraduate Course Timetable

### Additional Hours/Sections

If it becomes necessary to schedule additional sections by adding lectures/labs/seminars based on course selection numbers, the request for scheduling is to be initiated by the Chair/Director or Department Timetable Coordinator and made to the Assistant Registrar, Scheduling.

### Cancellations and Time Changes

Once the course timetable has been published on WebAdvisor, requests for changes to class meeting times cannot be processed except in emergency circumstances and as approved by the Office of the Associate Vice-President (Academic). To obtain the approval of the AVPA in such circumstances, to change a class meeting time or to cancel a course, the Chair/Director should write via electronic mail, providing reasons for the request, to the Coordinator of the Undergraduate Curriculum (CUC), the appropriate Dean, and the Assistant Registrar, Scheduling. After the commencement of Course Selection, the Chair/Director is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict-free for all registered students, and communicating via electronic mail to all students the details of any change affecting their schedules.

- **Time changes after the publication of the timetable, prior to the commencement of classes.** Changes in scheduled meeting times are approved only in emergency circumstances (see above).
- **Time changes after the commencement of classes.** After the commencement of classes, changes to scheduled meeting times are permitted. Changes may be initiated by the instructor with his/her class, but are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students as determined by a secret ballot. New times must comply with University scheduling regulations and the academic unit offering the course should keep a record of student approval on file. Once approval is obtained, a request for the time change and new room assignment should be submitted by the Chair/Director or Department Timetable Coordinator to the Scheduling Coordinator so that the time and room can be updated on WebAdvisor. The instructor is responsible for ensuring that all registered students can attend during the new meeting times and for informing students of new times and room assignments.

### Classroom Assignment

The Assistant Registrar, Scheduling assigns classrooms for regularly scheduled classes in such a way as to maximize the accommodation of enrollment numbers, access to presentation technology and other classroom attributes as requested by the offering department, accommodation of instructor or student disability, and the effective and efficient use of the central classroom inventory.

The Chair/Director or Department Timetable Coordinator should send requests for the assignment of alternate teaching space to Scheduling as required by changing enrollment numbers. Scheduling reassigns classroom space as necessary and as availability permits. Course enrollment must not exceed the capacity of rooms assigned to courses. Until additional classroom space can be assigned, additional students are not registered. (In special circumstances, approval may be granted by the Assistant Registrar, Scheduling for small classroom overloads as part of an overall enrollment management strategy.)

Instructors requesting classroom changes for other reasons should forward their request through their Chair/Director or Department Timetable Coordinator to the Scheduling Reservations Clerk via electronic mail. Note that to ensure that highest priority needs are met first, and to reduce confusion on campus at the beginning of the semester, Scheduling cannot accommodate requests for classroom changes in the week preceding the commencement of classes or the first two weeks of classes. Exceptions are made for 1) enrollment changes 2) student/instructor disability 3) exceptional circumstances as approved by the Assistant Registrar, Scheduling. Requests made for other reasons will be neither accepted nor accommodated during this three-week period.

If classroom space assigned to a course is not required, instructors should inform their Chair/Director or Department Timetable Coordinator, as soon as possible so that Scheduling can be advised to free the space for other uses.

If rooms are required only occasionally for classes, they should not be held for full semesters, rather one-time or temporary bookings should be made through the Scheduling Reservations Clerk, as below.

## Other Classroom Bookings

For non-regularly scheduled classes, meetings, academic conferences, tests, etc. classroom bookings may be made through the Scheduling Reservations Clerk by University of Guelph faculty, staff and students. Please send requests by electronic mail to classroomreservations@registrar.uoguelph.ca.

## 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.

## Student Type

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

### Regular

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

### Special

A student with student type "Special" is admitted to a program and is required to complete course or program deficiencies necessary to proceed under the "Regular" student category. Note: It is the Program Counsellor's responsibility to change a student from "Special" to "Regular" student type.

## Supplemental Privilege

A Supplemental Privilege is the opportunity for a student to obtain credit for a course he/she has failed by completing additional course requirements as determined by the instructor. 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 Failed Courses in this section).

**Note:** Students in the B.Eng. Program should refer to the B.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.

## Procedures for Supplemental Privileges

### Academic Review Sub-Committee's Responsibilities

The Academic Review Sub-Committee, upon receiving a request from the student, 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. Undergraduate Program Services will inform student and instructor of the Sub-committee's decision.

### Chair/Director's Responsibilities

1. 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, taking necessary steps to assist in determining the requirements for completing the supplemental privilege.
2. Initialing 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 Undergraduate Program Services, Office of Registrarial Services, by the thirty-sixth class day of the semester following the failure.
3. In the case of Supplemental Privileges which take the form of an examination written with the Examination Coordinator, Scheduling, collecting completed examination papers from Scheduling when notified; immediately distributing the completed examination papers to the appropriate instructor for marking.

### 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.**

1. 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
  - indicate clearly the conditions that would be necessary to ensure that the requirements for the course are fulfilled
2. 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.
  3. If the requirement includes, or takes the form of, the satisfactory completion of a two-hour examination to be supervised by Scheduling, the instructor will indicate this on the recommendation to the Academic Review Sub-Committee. By the Wednesday of the third week of classes, the instructor shall send to Scheduling, 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 must be communicated to the student at the time the supplemental privilege is granted.
  4. Within ten days of completion of the supplemental privilege requirements, the instructor will forward to the Chair/Director 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.

## Student's Responsibilities

1. 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
2. If the student is unable to make contact with the instructor, the Chair/Director of the department/school 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.
3. 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.
4. 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 Scheduling, the Office of Registrarial Services Section III--Schedule of Dates..

## Registrar's Responsibilities

1. When a supplemental privilege has been requested, but not granted by the Academic Review Sub-Committee, Undergraduate Program Services will inform both the student and the instructor. Similarly, when a supplemental privilege has been requested and granted Undergraduate Program Services will advise the student and the instructor of the decision.
2. Scheduling, 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 Scheduling. Scheduling will inform the student and instructor of the date, time, and location of any examination to be supervised by them. Examinations supervised by Scheduling as part of the supplemental privilege process are normally scheduled during the deferred examination period (refer to Section III--Schedule of Dates). The Examination Coordinator, Scheduling is also responsible for invigilating these examinations and will prepare the completed examinations for pickup, notifying the Chair/Director or designate when they are available.
3. 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.

## 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 date of convocation.

**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.

## Transfer of Program

University of Guelph students wishing to transfer from one degree program to another (e.g. from B.Sc. to B.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 counsellor 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 counsellor.

## Verification Notice

During the third 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 evaluation that also is available through WebAdvisor. 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.**

## Withdrawal

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

### Voluntary Withdrawal

Students who complete the procedure for registration (selection of courses and payment of fees) and who subsequently decide not to attend that semester may cancel their registration by notifying Student Financial Services up to but not including the first class day. Student Financial Services will arrange for the appropriate refund of fees paid. For the Fall semester the required minimum registration deposit will automatically be forfeited. Please refer to "Refunds" in section VI - Schedule of Fees for specific details. 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.

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)

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

At the end of the fall semester a student 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 being required to withdraw. In this case, the two-semester rustication period will begin effective the summer semester. Note: If a student registers and subsequently withdraws from the winter semester, the required to withdraw status will apply immediately.

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

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

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

consecutive semesters. The effective date of such a suspension is determined by the 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 Sub-Committee, 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 counsellor 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 Counselling Unit of the Counselling 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.

- 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 provided they meet the criteria for readmission and the criteria for the transfer of credit. Students registered for courses through the Open Learning Program, are not permitted to attend courses on campus.
- 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.