

# 2012-2013 Undergraduate Calendar

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2012-2013 academic year, including the Summer Semester 2012, the Fall Semester 2012 and the Winter Semester 2013.

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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# Disclaimer

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## University of Guelph 2012

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The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2012-2013 academic year, including the Summer Semester 2012, the Fall Semester 2012 and the Winter Semester 2013.

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: Enrolment 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 Enrolment Services.

#### **Name Changes**

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

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

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

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



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## VI. Schedule of Fees

All fees for a semester are due and payable on or before the date scheduled for registration for that semester.

Provisional registration may be granted to students who make arrangements with the Associate Registrar, [Student Financial Services \(SFS\)](#), to defer payment of their University account. Deferred payment normally will be granted only to students who can show proof of financial assistance from O.S.A.P. or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Students should apply for O.S.A.P. two months in advance of the first class day of each semester, in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the deadline announced by SFS each semester. There is a \$200.00 reinstatement fee levied for full-time students and \$100.00 reinstatement fee levied for part-time students wishing to register after deregistration. Reinstatement will not be allowed after October 15<sup>th</sup> for the Fall semester, January 31<sup>st</sup> for the Winter semester and June 15<sup>th</sup> for the Summer semester.

### Fall Semester Only - Minimum Registration Deposit

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

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

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

### Changes in Fee Schedule

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

## University Fees

### Tuition Fees

The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Student Fees, in this section. **For information regarding Tuition fees, for Full-time, Part-time and Audit students, visit the Student Financial Services website at:** <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>.

**Note:** For tuition fees for the University of Guelph-Humber please check the University of Guelph-Humber website at: <http://www.guelphhumber.ca/>.

**Note:** *Special or Non-degree full-time students* pay the same tuition fee per program as indicated by programs for regular full-time students.

### Visa Student Fees

**For information regarding Tuition fees for Full-time and Part-time Visa students visit the Student Financial Services website at:** <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>.

### Health Insurance for International Students

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP) - participation is compulsory. Current UHIP fees are found at Student Financial Services' website at: <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>.

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Enrolment Services, Office of Registrar Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

- Canadian citizens, permanent residents, or their dependents.
- applicants for permanent residency who submit the appropriate letter.
- diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents.

- visitors, or their dependents, who are in Canada on an employment authorization.
- refugees (officially recognized).
- members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synopsized from the regulations of the Ministry of Training, Colleges and Universities. Final interpretation rests with the Office of Registrar Services and documentation must be acceptable to the Office of Registrar Services. The regulations are subject to change without notice.

### Other Tuition and Incidental Fees

#### Co-operative Education

For information on current Co-operative Education fees, visit the Student Financial Services website at: <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>

#### Exchange Program

Guelph students attending other institutions are required to pay the University of Guelph the cost of **full-time** tuition and compulsory fees (less the Bus Pass fee). These students are assessed a \$75.00 Administration Fee.

Foreign students attending the University of Guelph are required to pay the University Health Insurance premiums (UHIP) as well as the medical insurance premium, and Bus Pass fee.

#### Semester Abroad Program

Students are required to pay **full-time** tuition plus the compulsory medical insurance premium and dental plan premium.

#### Senior Citizens (Canadian Citizens & Permanent Residents only)

Senior citizens, aged 65 years and over as of the first day of the month in which registration for a semester occurs, who are admitted for registration, will be exempt from the payment of domestic tuition, student organization and other fees, with the exception of material costs required for Fine Art and Distance Education courses.

#### Summer Semester and Summer Session

For classification purposes, any combination of Summer Semester credits (13 week) and Summer Session credits (6 week) that total 2.00 credits or more will constitute **full-time** enrolment and tuition and other university fees will be charged accordingly.

### Other University Fees; Student Organization Fees; College Semester Fees

For information on Other University Fees, Student Organization Fees and College Semester Fees, please visit the Student Financial Services website at: <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>.

## Meal Plan Fees

The On-Campus Meal Plan is a mandatory meal plan for all students living in a traditional residence and optional for students living in the East Residence, the East Village Townhouses or off campus. The On-Campus Meal Plan is designed to cover both the Fall and Winter semesters. Hospitality Services offers five (5) different sizes of plans to accommodate a variety of eating habits. Each On-Campus Meal Plan is composed of 2 Plans in 1 - **The Basic Plan and the Flex Plan.**

**The Basic Plan** is used for all on-campus food purchases. These purchases are tax exempt when applicable.

**The Flex Plan** is used for vending machines, dining at select off-campus restaurants and delivery orders for pizza, subs and pitas. These purchases are taxable.

At the end of the Winter semester, so long as you are a University of Guelph student, Food Dollars remaining in your On-Campus Meal Plan will be transferred to the **Carryover Ultra Food Plan**. The transfer is subject to a \$50.00 Administration fee. This carryover plan enables you to continue spending your remaining Food Dollars when you return to school, whether you live on or off campus.

**Add the Textbook Plan to your Meal Plan!** For the ultimate in convenience and savings you can add a \$1000 Textbook Plan to any Meal Plan to be used exclusively in the University Bookstore to purchase all textbooks including used books, school supplies and U of G clothing for both the Fall and Winter semesters. Every time you make a purchase in the University Bookstore, you will be rewarded with a **10% REBATE** on your total purchase - **ADDED to your FLEX Plan** the next business day. *Any textbook money that has not been spent at the end of the school year can be refunded upon request or it will automatically be added to the Carryover Ultra Plan.*

Information on the On-Campus Meal Plan Fees is available at the Student Financial Services website <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>. For those students not required to purchase an On-Campus Meal Plan, Hospitality Services provides a convenient, money saving Ultra Food Plan. A Textbook Plan can also be added to the Ultra Food Plan.

For more information on Hospitality's meal plans visit the Hospitality Services website <http://www.hospitality.uoguelph.ca/mealplans.htm>.

## Parking Fees

For information regarding Parking Services visit the Parking Services website <http://www.uoguelph.ca/security/Parking/index.html>

## Prior Learning Assessment

### Fees for Prior Learning Assessment

Name of Fee and Description	Fee
<b>Application Fee</b> A fee will be charged for each application to challenge a course, irrespective of the number of courses specified in the application.	\$50.00
<b>Course Fee</b> Students who are permitted to challenge a course will be charged a fee for the course, regardless of whether or not the challenge is successful.	1/2 of the tuition fee for the course

## Refunds

### Withdrawal

A student who makes a request for Withdrawal from the University may apply to the Office of Registrarial Services for a refund of tuition fees provided the hiatus has been authorized (see also Withdrawal, Section VIII--Undergraduate Degree Regulations).

If the withdrawal or credit drop results in a credit balance in your fees account (i.e. payments are greater than charges) a refund cheque is produced for credit balances over \$500. Allow four to six weeks before refunds are available from Student Financial Services. **The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.** In Cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

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

#### Withdrawal and Refunds

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

**Fall Semester - The compulsory non-refundable Registration Deposit of \$200.00 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester including the first five class days. The above schedule will only come into effect once the first \$200.00 penalty has been used up.**

Refunds of Other University Fees (except Residence and Meal Plan Fees) and Student Organization Fees (except Bus Pass, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 15th class day of a semester. No refund of Other University Fees or Student Organization Fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal.

Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to section 4.3 of the Residence Contract Terms & Conditions for further information. The effective date for refund will be the date belongings are removed from the room, a room check made and the room key, post office key and university ID card returned; or, the authorized effective date for withdrawal, whichever is later. Students to whom a room assignment has been made and who withdraw and subsequently re-register up to and including the 5th class day will be liable for any penalties incurred through forfeiture of the residence contract.

Meal plan fees, excluding the Capital Fund Component, will be refunded on a pro rata basis for the operating expense portion, plus the unused food portion, for authorized cancellation of a contract. The effective date for refunds will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal, except if a student withdraws before or after the first day of classes and re-registers before or on the 5th day of classes, cancellation of the contract is not permitted.

### Bus Pass Fee

This fee is not refundable unless a student withdraws from the university within the first five class days of the semester. Please direct inquiries to the C.S.A. office.

## Classification Changes

Refunds of tuition fees for students changing from full-time to part-time will be calculated on the difference of tuition values at the same rates for withdrawals. Refunds of Other University Fees and Student Organization Fees (except Bus Pass, Dental Insurance premium and medical insurance premium) will be made in full up to and including the 15th class day of a semester. No refunds of Other University Fees and Student Organization Fees will be made after the 15th class day. The effective date for classification change will be the date such change is reported to the Office of Registrarial Services.

## Co-operative Education

Students must see the Policy Agreement for Student Involvement in Co-operative Education for withdrawal policies. If a student withdraws from co-op within the first 15 days of an Academic Semester, the student will receive a full refund of the co-op fee. Withdrawals after the 15th class day will not be eligible for a fee refund. Students who withdraw or are required to withdraw from a co-operative education program after accepting their second work term will be required to pay all remaining fees.

## Dental Insurance Premium

The Dental Plan has an opt-out option. Please contact the Student Benefits office for the opt-out deadline. The fee is not refundable past the deadline.

## Dropped Courses

Refunds of tuition fees for courses dropped by **part-time** students will be calculated at the same rates for withdrawals. The effective date for the drop action will be the date such information is reported to the Office of Registrarial Services.

## Equipment Fund for D.V.M. Students

The Equipment Fund Fee is refundable during the first 15 class days of the semester to those who do not wish to support the fund. Applications for refund are to be made at the office of the Assistant Dean O.V.C. Refunds and receipts for donations will be remitted before the end of the fall semester.

## Equipment Fund for Engineering Students

The Equipment Fund Fee is refundable during the first 15 class days of the semester to those who do not wish to support the fund. Applications for refund are to be made to the School of Engineering.

## Medical Insurance Premium

This premium is not refundable unless a student withdraws from the university within the first five class days of the semester. Please direct inquiries to the Student Benefits Office.

## Student Society Fee for Landscape Architecture Students

Please refer to the Student Society for refund information.

## Optional Fees

OPIRG-G is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to General Information Section of this Calendar. Applications for refund are to be made at the OPIRG-G offices. RADIO GRYPHON fee is refundable during the first 3 weeks of each semester to those who do not wish to support the activities. Applications for refund are to be made at the Radio Gryphon offices.

Food Bank Affordable Housing, must approach the CSA office for refund.

## Session Courses

In addition to the refund schedule quoted above, there will be a flat fee levied for each session course dropped after the first week of the course. The financial penalty is approximately double the regular course rate penalty.

## Residence Fee

Information on Residence Fees is available at the Student Financial Services website <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>.

A \$500 deposit is required to apply for residence. For more information regarding Student Housing Services visit the Student Housing Services website <http://www.housing.uoguelph.ca/page.cfm>.

## D.V.M. and Graduate Students in Single Student Residence

Due to the longer D.V.M. Winter semester, an increased Winter residence rate is applicable to D.V.M. students. Similarly, an increased rate is applicable to graduate students who must remain in residence after the end of the regular Winter semester. Students will be informed of the applicable dates, deadlines and charges late in the Fall semester or early in the Winter semester. A semester for residence purposes will terminate on the residence closing date indicated in the current Residence Contract. Section 6.2.8 of the Residence Contract requires that students vacate their rooms within 24 hours of completion of their final examination.

## Special University Fees

The following Special University Fees are charged on a user-fee basis as outlined below:

## Special University Fees

<b>Name of Fee and Description</b>	<b>Fee</b>
<b>Account Deferral Fee</b>	\$60.00 per occurrence
<b>B.L.A. Student Society Fee</b>	\$50.00 per semester
<b>Cheque Refusal Fee</b> For each cheque upon which payment is refused by the bank on which it is drawn.	\$60.00 per cheque in the amount of \$452.00 or greater upon which payment is refused (\$30.00 per cheque in the amount of less than \$452.00).
<b>Cheque Processing Fee</b> Applied to students receiving short term loans or OSAP advances.	\$20.00 per occurrence
<b>Distance Education Resource Fee</b> Non-refundable after the six-day add period.	\$75.00 per D.E. course
<b>Equipment Fund for D.V.M.</b> Charged to semester 1,3,5,7 students	\$50.00
<b>Equipment Fund for B.ENG.</b> Charged per full-time semester	\$40.00
<b>Graduation Late Graduation Fee</b> Payable at time of submission of a late application for graduation.	\$60.00
<b>Late Registration Fee</b> Payable at the time of late registration (fee payment). Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from WebAdvisor.	\$60.00 per occurrence
<b>Letter of Permission</b> Payable at time of submission of application.	\$50.00
<b>Official Transcript</b>	\$12.00 each copy
<b>OAC Lab Fee</b>	\$25.00 per semester
<b>Program Transfer Fee</b> For each applicant requesting a transfer from one degree program to another, or readmission.	\$40.00 per occurrence
<b>Registration Reinstatement Fee</b> Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the date announced by Student Financial Services each semester. There is a reinstatement fee levied for students wishing to register after the deadline announced by SFS each semester. Reinstatement will not be allowed after October 15 <sup>th</sup> for the Fall semester, January 31 <sup>st</sup> for the Winter semester and June 15 <sup>th</sup> for the Summer semester.	\$200.00 per occurrence for full-time students \$100.00 per occurrence for part-time students
<b>Supplemental Privilege</b> Notification of non-payment will result in the withholding of grades.	\$50.00 per occurrence

**Note:** If the student pays the fee for the supplemental privilege and subsequently chooses not to write it, a refund will be made if the request is submitted in writing at least 15 days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. *No refunds will be made for fees paid for examinations which were to be written at another university or college under the direction of the student.*