

# 2014-2015 Undergraduate Calendar

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2014-2015 academic year, including the Summer Semester 2014, the Fall Semester 2014 and the Winter Semester 2015.

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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UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Disclaimer

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## University of Guelph 2014

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The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2014-2015 academic year, including the Summer Semester 2014, the Fall Semester 2014 and the Winter Semester 2015.

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

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

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

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## **Introduction**

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

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

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

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For further information, please see Statistics Canada's web site at <http://www.statcan.ca> 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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## Other Forms of Financial Assistance

### Independent Study - O.A.C.

#### Vera Bezerey Memorial Prize in Communications

Established by the Ontario Diploma in Horticulture Graduates Association in memory of Vera Bezerey, the first female ODH graduate. Apply to Independent Study/O.A.C. ACCESS by letter on or before April 1.

*Qualification(s):* Graduating adult learner in the ODH program who, during the course of her or his studies, has demonstrably contributed to the public profile and understanding of horticulture and landscaping, and has a minimum "A" standing (average) at graduation. The prize recognizes skills in independent business communications - including public relations, marketing, and services/product promotion via new media/multimedia creation, public speaking, or print, audio and video publicity/communication.

*Amount:* One award of \$450

### Centre for Open Learning and Educational Support Awards

#### Open Learning Bursaries

Established by faculty, staff and friends of Open Learning. These funds are intended to provide support for non-degree students that are enrolled in an Open Learning Program (courses, certificates, and diplomas) in need of financial assistance. Apply, online, through the Office of Open Learning web site at [www.open.uoguelph.ca/bursary](http://www.open.uoguelph.ca/bursary) by June 30 for consideration for Fall, Winter, and/or Spring semesters of study.

*Qualification(s):* Canadian citizens or permanent residents with the greatest financial need

#### Bruce Christie Entrance Scholarship in Agricultural Communications

In honour of his retirement, friends and colleagues of Bruce E. Christie P.Ag (Hon.)(OAC 1958A) provided donations to establish this \$1,500 scholarship. This award will further his long-time and dedicated interest in developing better communications between the agri-food industry and its various constituents, especially urban and rural populaces. Students entering the Diploma in Agricultural Communications program directly after graduating with a minimum 70% average from any undergraduate program in OAC are eligible. Selection will be based on the level of interest in agricultural communications career as demonstrated by the application materials. Financial need will also be considered. Apply to Open Learning Bursary Committee by April 1 with a one-page letter outlining your achievements in various communications/journalism/public relations activities as well as citing the communications courses taken during your undergraduate program and information regarding any financial need.

#### Equine Science Certificate Scholarship

This scholarship provides the value of tuition for one course in the Equine Science Certificate program. The scholarship is available to Open Learning students who have completed two courses in the Equine Science Certificate Program with a minimum cumulative average of 80%. Apply to Senior Manager, Equine Guelph by February 12 with an essay of no more than two pages on the value of the program and its impact on the well-being of the student's horse. This award may be held only once.

#### Virginia L. Gray Memorial Bursary

Family, friends and colleagues of Virginia Gray, former Director, Office of Open Learning have established and contributed to the Virginia L. Gray Memorial Bursary as a tribute to her exemplary work in continuing and distance education over 38 years at the University of Guelph. Students interested in enrolling in continuing education and/or distance education courses are eligible to apply. Applicants must be Canadian citizens or Permanent residents and must not be enrolled in a degree program. Apply to the Office of Open Learning by January 30th or July 30th for the following Fall, Winter and/or Summer semesters of study with a letter of application outlining financial need with pertinent supporting documentation. Students may receive the bursary only once.

#### Prof. H.J. Malik Statistics Prize

This \$150 prize is provided in honour of H.J. Malik, Professor Emeritus in the Department of Mathematics and Statistics, by family, colleagues and friends. Application not required. Open Learning program distance education student who has completed the courses STAT\*2060, Statistics for Business Decisions, with the highest attained grade over 80% in the previous year. All open Learning program students who complete this course in the previous spring, fall or winter semesters will automatically be considered the following May.

#### Stan Young Memorial Entrance Scholarship in Agricultural Communications

The family, friends, and colleagues of the late Dr. Stan Young (BSA '49) have established this \$1,300 scholarship as a tribute to Stan's accomplishments in the area of agricultural communications and to further his vision for a more proactive and focused education for people interested in promoting agricultural and food related issues. Students entering the Diploma in Agricultural Communications program directly after graduating with a minimum 70% average from any undergraduate program in OAC are eligible. Selection will be based on the level of interest in agricultural communications career as demonstrated by the application materials. Financial need will also be considered. Apply to Open Learning Bursary Committee by April 1 with a one-page letter outlining your achievements in various communications/journalism/public relations activities as well as citing the communications courses taken during your undergraduate program and information regarding any financial need.

#### Ontario Student Assistance Program (OSAP)

Students who meet the Ontario residence requirements and who require financial assistance to attend the University, should consider applying for the Ontario Student Assistance Program (OSAP) online at <http://osap.gov.on.ca>. Students should refer to the OSAP website to review the OSAP Program Information Guide for details on program policies and procedures. Students who are bona fide residents of other provinces should apply to their home province for financial assistance.

#### Loans - All Colleges

##### Uniroyal Ltd. Fund

A fund was established by Uniroyal Limited in 1972 to provide for loans to students who have successfully completed one year of post-secondary education and who have a demonstrated interest in a career in either industry or education.

##### University of Guelph Fund

The Board of Governors established in 1980 a loan fund of \$25,000 to assist needy students to meet academic expenses not covered from normal financial resources. Enquiries should be made at Student Financial Services, Level 3, University Centre. Loans may be interest free to the due date which is not to exceed 30 days beyond conclusion of the semester. Interest will be charged on any balance which remains outstanding beyond the maturity date, at the rate of interest in effect for the year in which the loan is made. The rate will be established at the time the loan is issued and will agree with the Canadian Chartered Banks' prime lending rate in effect at that time.