

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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Disclaimer

University of Guelph 2014

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.

Published by: Enrolment Services

Introduction

Collection, Use and Disclosure of Personal Information

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

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

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

Home Address

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

Name Changes

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

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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Co-operative Education Programs

Co-operative Education (Co-op), delivered in concert with employer partners, constitutes part of the student's formal education and is available in over 35 majors for students. A form of work integrated learning, Co-op is a model of education that integrates a student's academic learning with periods of paid workplace learning in fields relevant to the student's academic and personal/professional goals. The academic and work schedules will vary with degree program and major. The first co-op work term is scheduled after the third or fourth academic semester, providing an academic foundation on which to build the work experience.

Each work term is developed in collaboration with the employer and is approved by the institution as a suitable learning environment. Students participate in a competitive employment process to secure an approved co-op work term that is relevant to the student's area of academic study. COOP*1100 – Introduction to Co-operative Education, a mandatory, non-credit course, is a prerequisite for the first work term and prepares the student for the employment process.

The student's performance in the workplace is supervised and evaluated by the student's employer using the Work Performance Evaluation tool. The student's progress during the work term is also monitored by Co-operative Education & Career Services, including an official site visit during the co-op work term and a review of the student's official Learning Goals. A Co-op Work Term Report is required for each work term and is graded by an assigned Co-op Faculty Advisor. All evaluation grades will appear on the student's official transcript.

The University of Guelph Co-operative Education program is accredited by the Canadian Association for Co-operative Education (CAFCE), therefore standardized guidelines regarding co-op work terms will be followed at all times.

Co-operative Education & Career Services (CECS) supports, trains and leads students and alumni as they make career and further education planning decisions. Successful students connect with CECS early in their academic career and take full advantage of the career planning and job search services offered. CECS will help students to discern "what to do with their degree". As well, the CECS job posting service, Recruit Guelph, provides online job postings including full-time, part-time, contract, seasonal, summer and internships. Job & Career Fairs and employer networking events also provide exposure to the working world. Please refer to www.recruitguelph.ca for more information.

Admission Information

Normally students are admitted to a Co-operative Education program directly from high school in the Fall semester through Admission Services. For a complete listing of University of Guelph admission requirements please refer to www.uoguelph.ca/admissions. Some programs may admit a small number of in-course students after first or second semester. Please refer to the schedule of dates in the Undergraduate Calendar for in-course application deadlines. The decision to admit an in-course student is **dependent upon space in the program**, the grades of the student, the approved Academic & Work Sequence Agreement, and any other information relevant to the program.

Eligibility

High school students must have a minimum average of 80% to apply to the co-op program. Once accepted to the University of Guelph, the student must maintain a 70% cumulative average in the first 2 semesters (full-time study) in order to continue in the co-op program. Transfer students must meet normal admission requirements, as well as complete one academic semester at Guelph and achieve a minimum 70% cumulative average prior to participating in the co-op employment process. An academic and work schedule must also be approved prior to the student being accepted into the co-op program.

Continuation of Study

Students are required to meet a continuation requirement at the end of semester two. Students will be allowed to continue in the co-op program if their cumulative average, over 4.0 credits, is 70% or higher after two full-time academic semesters. Students are also required to meet the conditions for continuation of study for their degree program as listed in the Undergraduate Calendar. In addition, all students must satisfactorily complete COOP*1100 - Introduction to Co-operative Education in the semester scheduled.

It is mandatory that co-op students be registered full-time for the duration of their program as outlined in the schedule of studies listed in the Undergraduate Calendar. Co-op students are also required to meet other conditions, (e.g. satisfactory work term reports, work performance evaluations and Learning Goals) in order to continue in the co-op program. Complete conditions for continuation of study for a co-op program are outlined in the Policy Agreement for Student Involvement in Co-operative Education. The complete policy can be viewed at <http://www.recruitguelph.ca/cecs/co-op/co-op-policy-agreement>.

Release of Academic Information

By applying to the Co-op program, students grant permission to the Registrar's Office to release to Co-operative Education & Career Services their University of Guelph transcript and any transcript from other post-secondary institutions that may be part of the Academic Record held by the Registrar's Office.

Students also grant permission to Co-operative Education & Career Services to release their resumes, cover letters and any transcripts released by the Registrar's Office to prospective employers to whom the students are applying. Employment information, the Co-op Work Term Performance Evaluation grade, and the Co-op Work Term Report Evaluation grade will appear on the student's official academic transcript.

Procedures for Work Semester Reports

A Work Report is required for each Co-op Work Term in which the student is registered. Work Reports are graded by the Co-op Faculty Advisor and must be submitted to the Co-op Faculty Advisor according to the deadline indicated in the Undergraduate Calendar. Students completing two consecutive Co-op Work Terms with the same employer should consult with their Co-op Faculty Advisor regarding Co-op Work Report requirements for eight-month Co-op Work Terms. A grade of Outstanding, Very Good, Good, Satisfactory, or Unsatisfactory will appear on the student's Academic Record.

A student who does not submit a Co-op Work Report will be required to withdraw from Co-op. A student who receives an Unsatisfactory Co-op Work Report Evaluation will be given one opportunity to make revisions and resubmit the report during the semester following the work term. Students who are resubmitting a Co-op Work Report within the prescribed timeline will not be eligible to proceed to the next employment process until receiving a grade of Satisfactory or higher on the report. If, upon resubmission, the Work Report Evaluation is still Unsatisfactory, the student will be required to withdraw from Co-op and may continue in the regular program if available.

Confidential Work Term Reports are not permitted.

Conditions for Graduation

In order to graduate, co-op students must follow the conditions for graduation for their degree program as outlined in the Undergraduate Calendar. In addition, students must receive evaluations of Good or higher in all but one Work Performance Evaluations and an evaluation of Satisfactory or higher in all Work Report Evaluations. Students must also have all co-op fees, including eight full-time academic semesters and all work terms, paid prior to receiving co-op certification.

Students wanting to graduate with less than the required number of co-op work terms must contact their Co-op Co-ordinator with the request. As the University of Guelph co-op program is accredited by the The Canadian Association for Co-operative Education (CAFCE), standardized guidelines regarding co-op work terms will be followed at all times.

Co-op Fees

Students in Co-op are required to pay a co-op fee for eight academic semesters and all co-op work terms (see Section VI--Schedule of Fees). Students who enter Co-op in-course will have an altered payment schedule to be discussed upon admission. There is no application fee.

Upon accepting a second work term the student is required to pay fees for the balance of their remaining academic semesters as outlined on their Academic & Work Sequence Agreement regardless of continuance in Co-op.

Schedule of Studies

Students entering the co-op program are advised to carefully review the schedule of studies for the degree programs offering a Co-operative Education program. Normally students must follow the prescribed academic/work sequence. If, under exceptional circumstances, the schedule cannot be followed, the student must obtain written approval of an alternative academic/work sequence from the assigned Co-op Faculty Advisor and/or Program Counsellor and submit the form to Co-operative Education & Career Services for final approval. In unusual circumstances the Director of CECS may be involved in the approval process.