

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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XV. General Information

Centres and Institutes

Centre For International Programs

The Centre for International Programs, the first of its kind in Canada, aims to facilitate, stimulate and support a continuously growing range of University involvement in international activities. This goal is accomplished by developing and maintaining contacts with university partners around the world, supporting study abroad programs, and providing liaison with government agencies, private sector companies and non-governmental organizations. The Centre provides information on international opportunities and resources to students and faculty, and manages the University's student exchange programs. The Centre contributes to university policy on internationalization and serves as a focal point for links with other universities, government agencies, and private sector firms wishing to cooperate with the university in international activities.

Computing and Communications Services

Students are encouraged to purchase or arrange access to a computer for general computing needs, including word processing and spreadsheet applications. The computing environment on campus is primarily Windows. Laser printing facilities are available in several areas on campus.

Whether you are off campus or in residence, Computing and Communications Services (CCS) can help you. Central computing accounts provide access to the Internet and instructional software. You will enjoy access to e-mail and the Web, increasingly important educational tools. All residence rooms are connected to the campus fibre-optic network, providing you with Internet access.

You can access your account from many of the over 1,000 campus microcomputers or via your own computer. Training seminars are available to introduce you to the major software packages and applications. CCS offers phone support through their Help Centre as well as walk-in support at their Help Desk in the Library. To get started, you can access the CCS web site at www.uoguelph.ca/ccs for information and help.

Child Care

The University of Guelph is consciously striving to provide equal opportunity for academically qualified students who are pregnant or have child care responsibilities, and to overcome barriers to full participation by such students in the University community. To this end, the University faculty and administration are sensitive to the need to assist students who are pregnant, or are parents, when unforeseen family responsibilities interfere with their educational endeavours. Students who require special consideration due to pregnancy or child care responsibilities are encouraged to speak to their course instructors or academic counsellors.

Campus Child Care Co-operative of Guelph

The Campus Child Care Co-operative of Guelph is a registered charitable organization incorporated as a co-operative non-profit day care. The centre is located on the edge of the University campus and offers care for 62 children between the ages of 3 months and 6 years. There are full-time and part-time programs offered weekly from 07:30 - 17:30. The child care centre is a family-supportive setting governed by a Board of Directors who are elected by the parent body. Parents are welcome to visit and participate in the program. The facility is open to children of OMAF employees, faculty, staff and students of the University and to the Guelph community. Subsidy is available for families that qualify for assistance. For further information contact Dori Cross, Director at 519-826-6927.

University of Guelph Child Care and Learning Centre

The University of Guelph Child Care and Learning Centre (CCLC) is located on campus at the corner of East Ring Road and Arboretum Road. The CCLC is a Department in the Student Affairs Division and operates in collaboration with the Department of Family Relations and Applied Nutrition, within the College of Social and Applied Human Sciences. The CCLC has three primary goals:

- to provide family-sensitive, family-centred, play based programs for children while their parents work or study
- to provide a resource for the academic community in which observation of children, research and practical experiences can take place
- to demonstrate excellence in child care, education and student training

The CCLC offers 126 child care spaces for 34 toddlers, 72 preschoolers and 20 kindergarteners. Early learning and care is available for children from 18 months to 5 or 6 years of age on a full or part-time basis, Mondays through Fridays from 07:30 to 17:30. Parents may get involved in several ways, including membership on the Parent Advisory Council, attending parent information meetings, observing their children at play by using the specially designed observation facilities, or by visiting their child at any point during the day. Spaces are open to faculty, staff and students of the University of Guelph and to the Guelph community. Fee subsidy is available for families that qualify for financial assistance with the County of Wellington. Contact: Lorna Reid, Director, or Rachelle Campbell, Supervisor, at 519-824-4120 x 52682 or email ccle@uoguelph.ca. For more information please visit: <http://www.uoguelph.ca/studentaffairs/childcare/home/>.

Counselling & Disability Services (CSD)

The University of Guelph is committed to creating a barrier-free environment. We feel that providing services for students with disabilities is a shared responsibility among students, faculty and administration. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open, supportive learning environment.

The CSD is staffed with disability advisors, strategists, specialists and administrative support. Our services are complemented by Peer Helpers and volunteers who provide one-to-one assistance. When necessary, referrals are made to other services such as personal counselling, career counselling and Student Health Services.

The CSD provides support by implementing appropriate exam and classroom accommodations, advising students on academic, personal, and disability issues, and educating students on how to develop effective learning strategies. The staff and volunteers of the CSD also develop workshops, events and educational campaigns designed to promote greater awareness and understanding of disability issues in the University community.

Admission Procedures

The University of Guelph is committed to ensuring equal access for students with disabilities. The University encourages applications from students with disabilities and will provide admission information to applicants in alternate formats (Braille, audio tape) upon request.

If you need assistance with the admission process or your marks do not reflect your ability because of your disability, contact the Centre for Students with Disabilities or Admission Services (extension 58721) for further information.

All information that you provide is held in confidence and the disclosure of a disability will in no way jeopardize your chance of admission.

Upon admission, students requiring services and accommodations related to their disability must forward supportive documentation of their disability to the Centre for Students with Disabilities. In the case of students with learning disabilities, documentation should include a recent and valid psycho-educational assessment.

Services

The Centre for Students with Disabilities (CSD) works with students who have hearing, visual, learning, medical, physical or psychological disabilities. The Centre has a variety of resources providing support and resources that will facilitate success in the academic process. Resources such as alternate format texts, writing tutors, computer assisted technology, photocopy services, notetakers, interpreters and library assistance are available. Counselling is provided in the academic, financial, residential and personal areas. Advisors will also liaise with faculty to ensure that the proper classroom and exam accommodations are available to the student. A learning disabilities strategist is available to provide learning strategy instruction and counselling related to their disability. The CSD is located on the 3rd Floor, University Centre, extension 56208.

Cultural Affairs

The University of Guelph promotes a wide range of activities in fine art, music and drama. These activities, some of which are integral to the teaching program of the College of Arts, are administered by the appropriate departments and schools of the College and by the Curator of Art.

Guelph Campus Cooperative

The Guelph Campus Co-op was started in 1913 by students who knew they couldn't count on others to look out for their interests. So they organized their buying power. Their biggest concerns: the availability and cost of textbooks and finding a decent place to live. Sound familiar? Obviously a lot has changed since then. But not the principles behind the co-op. First and foremost, we're still by students for students. Students still dictate Co-op policy and our services are still focused squarely on making student life better. Perhaps most relevant to you is that we are not a profit-centred corporation. Getting more of your money is not our mandate. Saving you money is.

Annual memberships are available for \$10 and entitle you to a 5 per cent discount at the Bookstore, use of Co-op resources, the right to apply for Co-op housing, and the right to vote and run for the Board of Directors. For more information call 824-4950 or email info@guelphcampus.coop.

Guelph Campus Co-op Housing

Affordable and close to campus, the Co-op operates shared houses and apartments at below market rates. It's a better deal because our mandate is to serve students, not make big profits. Another reason it's affordable is that the deal includes your participation in the upkeep and running of your place. Sound reasonable? Apply early: only a limited number of units become available each term, and the waiting list can get pretty long. Application forms are available at the Co-op office at 17 College Avenue West (across from OVC) or our website at <http://www.guelphcampus.coop/>.

Co-op Bookstore

There are two bookstores on campus - only one of them is owned by students. You get the lowest possible prices, and we'll always substitute good used texts when they are in stock. We'll also buy back your texts for cash any time throughout the year. When ordering, all you have to do is give us your order - in person, over the phone, or by email - and we'll get everything ready for you. We know textbooks, and we know the courses you're taking. So if you need help reviewing your course list needs, talk to us. That's part of our service. To check your course lists online, visit our web site at <http://www.guelphcampus.coop/>. Where you spend your money counts.

Health and Performance Centre

The Health and Performance Centre is located on the second floor of the John T. Powell Building. It is easily accessed off of East Ring Road and is located near the Twin Pad Arena, Athletics and Student Health Services. The Centre provides service to all students and their families, staff and the general community.

The Health and Performance Centre specializes in the diagnosis, treatment and rehabilitation of acute and chronic orthopedic, musculoskeletal, sport and activity related injuries. The Centre also provides a variety of health promotion services including fitness and nutrition expertise. The Centre's multi-disciplinary team includes: sports medicine physicians, physiotherapists, athletic therapists, massage therapists, dietitians, pedorthist, chiropractor, fitness consultant and professional bike fit technician.

Services are offered on a fee for service basis. Many of the services are eligible for coverage by provincial and international health plans, the University of Guelph student health plan and other extended health plans. Students are encouraged to investigate their health coverage.

The Health and Performance Centre is open from 8:00 a.m. to 8:00 p.m. Monday to Thursday and 8:00 a.m. to 6:00 p.m. Friday. For general enquiries and appointments, please visit the website at <http://www.uoguelph.ca/hpc> or call 519-767-5011 or ext. 53039.

Human Rights and Equity Office

The HREO is located at the north side of the campus at Fielding House, 15 University Avenue East. All enquiries are confidential. Office hours are Monday-Friday: 8:45a.m.-4:45p.m. Phone: 824-4120, ext. 53000; TTY: 767-0615; Website: <http://www.uoguelph.ca/hre>.

"The University of Guelph Human Rights and Equity Office (HREO) is dedicated to the removal of all systemic barriers, discrimination and harassment and will engage in advocacy within the university community towards this end."

(Mission Statement, Human Rights and Equity Office)

The University of Guelph prohibits harassment or discrimination in work, study, residential and university life on the basis of: **race, colour, ancestry, place of origin (where you were born), ethnic background, citizenship, creed (religion), sex, disability, sexual orientation, age, marital status, and family status.** In some cases, discrimination includes unfair treatment on the basis of the receipt of public assistance or a pardoned criminal offense.

The Ontario Human Rights Code and the Canadian Human Rights Act, as well as the University's Sexual and Gender Harassment Policy and Procedure and Interim Human Rights Procedure, prohibit harassment or discrimination on the basis of these grounds. The University of Guelph is currently developing a comprehensive human rights policy and complaints procedure to integrate and replace these existing policies and procedures.

The University's human rights policies and complaint procedures are available on the HREO Web Page at <http://www.uoguelph.ca/hre/>.

Definitions

Harassment is defined as any attention or conduct (oral, written, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating.

Discrimination is defined as the denial of equal treatment, civil liberties, and/or opportunity to a group or member of the group on the basis of: race, colour, ancestry, place of origin, ethnic background, citizenship, creed (religion), sex, disability, sexual orientation, age, marital status, family status and, in some cases, receipt of public assistance or a pardoned criminal offense. Discrimination may be systemic wherein the policies and practices that have become standard in established institutions appear to be neutral but result in the exclusion of certain groups.

Inquiries and Complaints

Members of the University community (including students, staff and faculty) have the right to seek confidential advice and information about concerns or complaints regarding harassment or discrimination. The HREO may assist individuals to resolve complaints by serving as a resource to the parties involved, providing mediation, or facilitating the University's human rights concern and complaint resolution procedures.

In addition, any party may consult with the HREO regarding an administrative, managerial or curriculum decision which may relate to a human rights or equity issue. The HREO also provides human rights education and training and works in partnership with the University constituents on matters of educational and employment equity.

Services

The HREO provides the following services to members of the University: information and advice regarding discrimination and harassment; facilitation of an internal human rights complaint procedure; mediation to resolve complaints; resource information on human rights and equity issues; training and education; participation on university committees; and research development and evaluation of equity initiatives.

Information on Teaching Certificates

Students considering a teaching career are advised to contact the appropriate Faculty of Education to determine the subjects, credits, and grades required for admission. For the Ontario Faculties of Education can be found at <http://www.recruit.on.ca/teas>, along with the web links to each Ontario Faculty of Education. For more information email Co-operative Education & Career Services at: recruit@uoguelph.ca.

Brock University

Faculty of Education
St. Catharines ON L2S 3A1
(905)685-5550 ext.3591
<http://www.brocku.ca>

Lakehead University

Thunder Bay ON P7B 5E1
(807)343-8520
<http://www.lakeheadu.ca>
Fax: (807)344-6807

Laurentian University

School of Education
Ramsey Lake Road
Sudbury ON P3E 2C6
(705)474-3450 ext. 5004
<http://www.laurentian.ca>

Nipissing University

Faculty of Education
P.O. Box 5002
North Bay ON P1B 8L7
(705)474-3450
Fax: (705)474-1947
<http://www.nipissingu.ca>

Queen's University

Faculty of Education
Duncan McArthur Hall
Kingston ON K7L 3N6
(613)533-6210
Fax: (613)-533-6584
<http://educ.queensu.ca>

The Ontario Institute for Studies In Education/University of Toronto

252 Bloor Street West
Toronto, ON M5S 1V6
(416)923-6641
Fax: (416)926-4725
<http://www.oise.utoronto.ca>

Trent University

(Co-operative Concurrent Teacher Education Program with Queen's University)
Otanabee College
Peterborough, ON K9J 7B8
(705) 748-1464
Fax: (705)748-1625
<http://www.trentu.ca>

University of Ontario Institute of Technology

2000 Simcoe Street North
Oshawa, ON L1H 7K4
(905) 721-3181
<http://www.oise.utoronto.ca>

University of Ottawa

Faculty of Education

145 Jean-Jacques Lussie
Ottawa ON K1N 6N5
(613)562-5804 ext.4057
<http://www.uottawa.ca>

University of Western Ontario

Faculty of Education
1137 Western Road
London ON N6G 1G7
(519)661-2080
Fax: (519)661-3833
<http://www.edu.uwo.ca>

University of Windsor

Faculty of Education
401 Sunset
Windsor ON N9B 3P4
(519)253-4232 ext.3800
<http://www.uwindsor.ca>

Wilfrid Laurier University

Faculty of Education
75 University Ave. W.
Waterloo ON N2L 3C5
(519) 884-0710
Fax: (519) 884-8826
<http://www.wlu.ca/education>

York University

Faculty of Education
4700 Keele Street
Toronto ON M3J 1P3
(416)736-5002
Fax: (416)736-5613
<http://www.edu.yorku.ca>

International Students

The University of Guelph invites international students to apply for admission to our undergraduate and graduate programs. Financial awards and research grants are available to both undergraduate and graduate students.

The University supports the presence, and values the contribution, of international students in the cross-cultural learning and global understanding of the academic community and the City of Guelph.

Library and Learning Commons

Collection

The University's collection of books, journals, documents, maps, microforms, films, video and audio materials is administered in the McLaughlin Library building, located in the centre of the campus, and in a branch in the Ontario Veterinary College. The collection consists of more than 2.1 million equivalent volumes and is increasing at the rate of 50-60,000 per year. The majority of our collection of approximately 14,000 journal titles is available electronically. In addition, the Library has over 12,000 audio-visual holdings and over 70,000 maps. Access to these materials and the collections the University of Waterloo and Wilfrid Laurier University is available through the TRELLIS system.

Services

Your university ID card is your Library card and can also be used to sign out books from most other Ontario university libraries. The Library shares a catalogue of books and other resources with the University of Waterloo and Wilfrid Laurier Libraries. Books are delivered between the three campuses to fill patron requests on a daily basis.

The Learning Commons, located on the first floor of the McLaughlin Library, brings together in one location services that enhance learning, writing, research, numeracy, data and technology at the University of Guelph.

The Ask Us Desk is the first point of contact for Library users—the starting point for your information and research needs. Research help is available in person, by email, phone or online chat.

Library Accessibility Services (LAS) provides access to space, software, technology and training that enable students with disabilities to read, write and study more effectively.

Learning Services provides support to undergraduate and graduate students and faculty concerned with enhancing student learning and academic performance. Services include workshops, print and online resources, and individual assistance, as well as specialized services for faculty.

Writing Services provides support to help students of all levels develop stronger academic writing skills. Services include appointments, drop-ins, and workshops, as well as print and online handouts. Specialized programs and services are available for English-as-an-additional language students.

Supported Learning Group Program (SLG) uses peer-led study sessions to enrich the learning experience of students enrolled in historically challenging courses including first year History, Chemistry, Economics, Mathematics, and Psychology among others.

The Data Resource Centre (DRC) is the central repository on campus for numeric/statistical and geospatial data, providing Geographic Information System (GIS), data analysis, and web surveys support.

Library IT and IT Help Desk provides assistance to students, faculty and staff with IT related questions or problems. The Library provides wireless internet access and has laptops available for short-term loan, in addition to its public workstations. Public printers, photocopiers, and scanners are provided.

Group Study rooms are available on a check-out basis. Room keys can be charged out on your Library account at the Circulation & Interlibrary Services Desk, 1st floor. Rooms are checked out on a first come first served basis and there are no advanced bookings.

Archival and Special Collections is the central resource for archival materials and rare books across a wide variety of disciplines. Staff provide archival literacy instruction in classes and are committed to assisting students find the primary sources they need to complete assignments.

Centre for Students with Disabilities (CSD) Exam Centre is located on the Library's second floor and contains private and small group rooms for tests and exams. A number of computers are equipped with adaptive technology. Scribes and readers can be arranged for individual student needs.

The Science Commons, located on the Library's third floor, is a learning and resource centre for students in mathematics, statistics, physics, and chemistry, providing one-on-one help, group and individual study space.

The Library: Your Academic Town Square. <http://www.lib.uoguelph.ca/>.

OPIRG-Guelph

OPIRG-Guelph (Ontario Public Interest Research Group - Guelph) is a part of a provincial network of "PIRGs" that engage in research, education, and action on a variety of environmental and social justice issues. We often act as a bridge between the campus and community. Recent projects include a permaculture garden on campus, creation of an annual Environment Week pull-out in the Guelph Tribune. We continually host events and workshops on a range of topics. Working groups of OPIRG raise awareness of such issues as political prisoners worldwide, sustainable food growing practices, and unfair international labour practices.

OPIRG-Guelph maintains an alternative library with books, documents, periodicals, videos and DVDs that students and OPIRG members can access. The Research for Credit program allows students to apply their course work to community projects. Volunteer opportunities include being involved with or starting working groups, helping in the library or office, and sitting on the board of directors. Core funding (supplemented by grants and donations) is provided per semester through full-time graduate and undergraduate student fees. The fee is refundable in the first three weeks if requested. OPIRG (ext. 52129 or 824-2091) is located at 1 Trent Lane. OPIRG-Guelph can be reached by email at opirg@uoguelph.ca.

Policy On Intellectual Property

The University of Guelph (the "University") is one of the most research intensive universities in Canada, and has a long history of high-quality, innovative research that changes lives and improves life. The University is committed to enabling and supporting the people and partnerships that advance the quality, pre-eminence and societal value of the University's research and creative endeavors.

It is recognized that in the course of research, new Intellectual Property will be created that may be commercially valuable and that may require patent or other protection in order to reach its full potential. Accordingly, the goal of this Policy is to encourage the creation of Intellectual Property and to facilitate its development and commercialization, while preserving the principles of academic and intellectual freedom.

No Personnel will be obliged to engage in the commercial exploitation of the results of their University Activities or to provide commercial justification for it, except as required in any grant application, award, or Contract.

The fundamental principle of this Policy is that, subject to the specific exceptions set out herein, Intellectual Property is owned by those who create it.

This Policy replaces the Inventions Policy (1991), the Copyright Policy (1989) and the Software Creation Policy (1989). It does not replace or supersede any other policy or collective agreement.

This Policy is effective as of May 1, 2014 and is not retroactive. This Policy applies to all Personnel.

Section 1: Definitions

1. "Commercialization" means the patenting, marketing, manufacturing, sale, distribution, licensing, sublicensing, transferring, granting of rights of use or leasing of Intellectual Property or products or services covered by, claimed by, or incorporating Intellectual Property.

2. "Contract" means a written agreement between the University and a Personnel and/or a third party. Contract shall also mean the terms or conditions under which funding is provided to the University to support the Personnel's University Activities.
3. which funding is provided to the University to support the Personnel's University Activities.
4. "Copyright" means the rights granted under the Copyright Act, RSC 1985, c-42, as amended from time to time.
5. "Creator" means the person or persons who creates, conceives, designs, discovers, develops, invents or authors Intellectual Property.
6. "Intellectual Property" means any result of intellectual or artistic activity and includes, but is not limited to Works, Tangible Research Property, software, databases and database layouts, Inventions, industrial or artistic designs, trade-marks, trade names, domain names, integrated circuit topographies, know-how and trade secrets, whether or not registerable or registered or protected under the law.
7. "Invention" means the rights associated with any patentable or potentially patentable idea, discovery or know-how and any associated or supporting technology that is required for development or application of the idea, discovery or know-how.
8. "Moral Rights" means the Canadian statutory rights of an author of a work in which Copyright subsists to be associated with the work and to prevent the distortion, mutilation or modification of the work to the prejudice of the honour and reputation of the author.
9. "Net Revenue" equal those gross receipts that the University is entitled to retain from Commercialization activity, less: (i) the University's out-of-pocket costs and fees associated with securing, maintaining and enforcing intellectual property protection such as patenting and litigation expenses, (ii) out-of-pocket costs incurred by the University in the licensing of the intellectual property and (iii) any out-of-pocket expenses in making, shipping or otherwise distributing Tangible Research Property.
10. "Personnel" means one or more individuals carrying on the University Activities, paid or unpaid and who is/are not a Member as defined in the Collective Agreement between the University of Guelph and the University of Guelph Faculty Association. Personnel include but are not limited to, Professor Emeriti, staff, students, sessional lecturers, post-doctoral fellows, volunteers and adjunct faculty. In the absence of a Contract governing new Intellectual Property created during their visit, visiting scientists and visiting students are considered Personnel for the purpose of this Policy.
11. "Principal Investigator" means the Personnel who is identified as principally responsible for the performance and supervision of research associated with a Contract.
12. "Tangible Research Property" means plant germplasm, cell lines, organisms, proteins, plasmids, DNA/RNA, chemical compounds, transgenic animals and other materials useful for research or for commercial purposes for which patent applications are not filed or, if filed, do not issue.
13. "University Activities" means activities which are carried on by Personnel in the course of their employment or association with the University, or using University funds, facilities, equipment or other resources.
14. "Work" means original literary, dramatic, musical and artistic work and includes every original production in the literary, scientific or artistic domain, whatever may be the mode or form of its expression such as websites, books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, course work delivered on the Internet, including distance education, multimedia instructional packages, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, choreographic works, performers' performances, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs, and other works of art.

Section 2: Copyright

1. Copyright belongs to Personnel who create Work, even if it is produced during the course of their University Activities, except in those cases where:
 - a. there is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or
 - b. the Work is produced according to Section 2.2.
2. No Personnel shall claim any rights, and the University reserves to itself the ownership rights in any Works that are:
 - a. encompassed within section 2.1(a) above;
 - b. produced by Personnel at the specific request or direction of the University;
 - c. produced by Personnel employed for the express purpose of creating or producing Works, or where there is an explicit requirement in a Personnel's job description for this responsibility;
 - d. an assessment, grading, report or correspondence produced pursuant to Personnel's University Activities;
 - e. Works provided to a Personnel to assist him/her in carrying out his/her duties and modified by the Personnel, such as a laboratory manual; or

- f. produced and designed to assist in the day-to-day administration of the University's affairs.
3. Personnel shall not be required to waive their Moral Rights.
4. In the event that Work is the creation of more than one Personnel, the provisions of this Policy shall apply on a pro rata basis to all the Creators of the Work, unless a written agreement among the Creators, or a Contract states otherwise.
5. Where a Work is owned by a Personnel, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, marketing and negotiation of licenses. The Creator(s) will be entitled to receive seventy-five percent (75%) of Net Revenues received by the University as a result of successful commercialization of a Work owned by a Personnel.
6. The University may, at any time, elect to terminate or relinquish its rights in any Work. In the event that the University or assignee relinquishes its rights in any Work, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.
7. All Personnel who own Copyright pursuant to this Policy hereby grant to the University:
 - a. a nonexclusive, royalty-free, irrevocable and non-transferable license to use such works in other, non-commercial teaching and/or scholarly, research or creative activities of the University, subject to copyright requirements of academic journals and other vehicles of scholarly publication; and
 - b. in the case of written works submitted as partial fulfillment of the requirements for completing a degree at the University, the non-exclusive right to reproduce, translate, and/or distribute the written work worldwide in print and electronic format and in any medium, including but not limited to audio or video.

This license shall not apply to a Personnel's personal documents, including unpublished lecture notes, course notes, lab notes or any work-in-progress.

Section 3: Inventions and Tangible Research Property

1. Inventions and Tangible Research Property belong to Personnel who create the Invention or Tangible Research Property, even if it is produced during the course of their University Activities, except in those cases where:
 - a. there is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or
 - b. the Invention or Tangible Research Property is created according to Section 3.2.
2. No Personnel shall claim any ownership, and Personnel hereby assign ownership to the University in any Inventions or Tangible Research Property that is:
 - a. encompassed within section 3.1(a) above;
 - b. produced by Personnel at the specific request or direction of the University; or
 - c. produced by Personnel employed for the express purpose of creating or producing Inventions or Tangible Research Property, or where there is an explicit requirement in a Personnel's job description for this responsibility.
3. Prior to proceeding with a patent application or Commercialization activity, Personnel shall provide written disclosure to the University of any Invention made by him/her. Such disclosure shall assert whether ownership of the Invention is claimed by Personnel according to this Policy and the Personnel's intention to pursue Commercialization independently or with the assistance of the University. If the University fails to challenge in writing the assertions of the Personnel within three (3) months of the receipt of disclosure of the Invention, the University shall be deemed to have accepted as accurate the assertions set out in the disclosure. Failure by a Personnel to disclose an Invention shall not terminate or waive any potential claim by the University regarding Intellectual Property rights.
4. Subject to section 3.3, where Personnel own an Invention or Tangible Research Property according to this Policy, they may, at their sole discretion, make arrangements for protection and Commercialization at their sole expense and benefit.
5. Where an Invention or Tangible Research Property is owned by Personnel, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of commercialization of an Invention or Tangible Research Property by the University.
6. Where an Invention is owned by the University, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of Commercialization of an Invention by University.
7. Where Tangible Research Property is owned by the University according to Section 2, University reserves to itself all ownership rights and revenues.
8. The University reserves to itself and Personnel shall grant a fully paid-up, non-exclusive, royalty-free, irrevocable and non-transferable license to use any Personnel-owned Invention or Tangible Research Property made, discovered or developed using the University's facilities, support personnel, support services, equipment or materials, for academic and research purposes.

9. In the event that an Invention or Tangible Research Property is the creation of more than one Personnel, the provisions of this article apply on a pro rata basis to all the Creators unless a written agreement or Contract states otherwise.
10. The University may, at any time, elect to terminate or relinquish its rights in any Invention or Tangible Research Property. In the event that the University or any other assignee relinquishes its rights in any Invention, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.

Section 4: Additional Items

1. The Principal Investigator has the duty to inform any collaborators or co-investigators, including all Personnel involved in the research, of the terms of any Contract governing the research, including terms related to ownership or Commercialization of Intellectual Property.
2. The name "University of Guelph" and abbreviations thereof, and the logos of the University of Guelph and their component parts, are trademarks and service marks of the University and are owned by the University. Personnel will take all reasonable and practicable steps to ensure that the name of the University and such other trade-marks and service marks are not used in connection with Intellectual Property without the prior written agreement of the University. No statement made by a Personnel with respect to Intellectual Property may, in any way, imply approval, promotion or use of such Intellectual Property by the University without the prior written agreement of the University. Notwithstanding the foregoing, nothing shall prevent Personnel from stating his/her employment, rank and title in connection with Intellectual Property.
3. This Policy is effective as of its implementation, and all Contracts between a Personnel and the University made prior to this date will be governed under the terms of those Contracts and the applicable policies in place at the time of the Contract.
4. Subject to Section 5, the Vice-President (Research) is responsible for making such determinations as are necessary under this Policy.

Section 5: Dispute Resolution

1. It is recognized that disputes may arise between the University and Personnel with respect to Intellectual Property and the implementation of this Policy. When disputes arise, every effort shall be made by all parties acting in good faith to resolve disputes at the lowest possible level.
2. If a dispute cannot be resolved informally, the matter will be referred to the Vice President (Research) (or his/her delegate), who will consult with others as appropriate and issue a written decision.

Section 6: Policy Review and Procedures

1. The Vice President (Research) is authorized to develop and up-date procedures to aid implementation of the Policy.
2. Amendments to the Policy require the approval of the Board.
3. The Board of Governors will review this Policy at least every five (5) years.

Purpose and Jurisdiction

1. The University of Guelph is an environment that develops the person, scholar & citizen. This Policy sets out the University's expectations regarding student conduct as members of the University of Guelph community.
2. In this Policy, a "student" is any person registered in a diploma, undergraduate or graduate program at the University of Guelph or otherwise taking credit or non-credit courses offered by the University of Guelph, or any person who was a student at the time the alleged breach occurred. "Campus" means the physical grounds of either the University's main campus or the regional campuses. This Policy does not apply to students registered at University of Guelph-Humber programs and attending Humber College.
3. Except as noted in paragraph 4 and 5, this Policy applies to all student non-academic behaviour on campus and to students who are engaged in University programs off campus. Allegations regarding other off campus conduct may be brought forward under this Policy if the violation in question materially affects the safety, integrity or educational interests of the University community or as provided under the **Community Standards Protocol**.
4. Alleged breaches of this Policy which arise within University residences may in the discretion of Student Housing Services, proceed under the **Residence Community Living Standards**.
5. Alleged breaches of this Policy which arise at the regional campuses will be subject to the process and procedures specific to the regional campuses.

University Community Values

6. The University of Guelph's core value is the pursuit of truth. It is animated by a spirit of free and open enquiry, collaboration, and mutual respect. It asserts the fundamental equality of all human beings and is committed to creating for all members of its community, an environment that is hospitable, safe, supportive, equitable, pleasurable, and above all, intellectually challenging (*University of Guelph Act, 1964*). It is expected that all members of the University community will support and enrich these values by interacting with each other in a manner that is respectful, civil and consistent with the following responsibilities. Failure to abide by these responsibilities may result in penalties.

Diversity

7. Students have a responsibility to help create and uphold an environment that respects the diversity and differences of members of our campus, and allows all members to be treated with dignity, worth and respect. An example of this type of responsibility is the requirement to abide by the University's commitment to the Ontario Human Rights Code and the **Human Rights at the University of Guelph Policy**¹.

¹ *Allegations of breach may be pursued either under this Policy or the applicable human rights policy or legislation*

Integrity

8. Students have a **responsibility** to help maintain the integrity of the University as a community for learning. An example of this type of responsibility is the requirement to abide by all Federal, Provincial and Municipal laws² and University policies including but not limited to:

- a. **Drugs and Drug Paraphernalia** - to not possess, use, supply or traffic illegal drugs, drug paraphernalia or controlled substances.
- b. **Alcohol** -to possess, purchase, and/or use of liquor by those under the age of 19 is prohibited. The sale or provision of alcohol to anyone under the age of 19 is prohibited. Consumption or open possession of liquor is prohibited on campus other than in those areas where it has been specifically permitted.
- c. **Smoking** -to abide by the **University's policy, Smoking in the Workplace**, which includes not smoking inside any University building or vehicle, or within nine metres of any building entrance or exit.
- d. **Information Technology (IT)** -to use computer login codes or passwords and University IT resources (e.g., computing account or workstation) in accordance with the **University's Acceptable Use Policy**.
- e. **Permits and Identification** - to not acquire, use, loan or disseminate University identification, express plans, building access cards, bus passes or parking permits that are stolen, borrowed, cancelled, lost, false, altered or expired. To not loan any of your identification to others nor alter or produce fake identification

² *Allegations of criminal or other offences may be addressed off-campus under the applicable legislation. The University may also initiate charges under this Policy with respect to the same incident(s) if the allegation in question materially affects the safety, integrity and/or educational interests of the University community.*

Learning

9. Students have a **responsibility** to help support community members' access to the tools they need to engage in their learning and development, both in and outside of the classroom. An example of this type of responsibility is the requirement to abide by the following:

- a. **University Property** - to respect posted hours and limits on entry where such conditions exist and not destroy, tamper with, deface or vandalize, monopolize, unlawfully access, remove or possess property not your own.
- b. **Disruption** - to not interfere with the normal functioning of the University, nor to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes, or to hinder other members of the University community from being able to carry on their legitimate activities, including their ability to speak or associate with others.

Safety

10. Students have a **responsibility** to support an environment that enables students to be safe and free from harm. An example of this type of responsibility is the requirement to abide by the following:

- a. **Harassment** - to treat all members of the University community with respect and without harassment. Harassment is defined as any attention or conduct (oral, written, virtual, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating. Examples include but are not limited to bullying, hazing, sexual harassment, or unwanted sexual attention.
- b. **Sexual Assault** - to not assault any person sexually or threaten any person with sexual assault.
- c. **Bodily Harm** - to not engage in activities that are likely to endanger the health or safety of yourself or another person, or to assault or threaten to assault another person or to knowingly cause another person to fear bodily harm.

- d. **Firearms and Other Weapons** - to not bring onto campus any firearms or weapons (examples include but not limited to: BB guns, slingshots, paintball guns, firecrackers, gunpowder or any other forms of unauthorized hazardous materials). Students are not allowed to use any objects to injure, threaten or intimidate a person.
- e. **Fire and Life Safety Equipment** - to not tamper or interfere with, discharge or activate any life safety or fire equipment on campus unless for the purposes of responding to an emergency. Life safety equipment includes but is not limited to defibrillators, fire extinguishers, fire alarms and emergency phones.
- f. **Guests** - to take reasonable steps to ensure your guests comply with this Policy. Students may be held responsible for any breach of the rules committed by your guests on campus.

Interim Suspension

11. If a student has been charged with a breach under this Policy and a student's conduct raises a reasonable apprehension of harm to the student or to others at the University, or the normal functioning of the University, the President or designate may, in his or her discretion, implement an interim suspension order. A Judicial Hearing will be undertaken as soon as possible and, in any event, no longer than fourteen working days from the laying of the charge.

Process - Main Campus(3)

12. Students who do not comply with these responsibilities may be charged with a breach of this Policy in two ways:

- a. a ticket issued by Campus Community Police (**a University of Guelph Offence Notice or "UGON"**) or
- b. a charge laid by an individual or by the University.

13. The hearing process under this Policy is carried out by the Judicial Committee based on the principles of fairness, participation and efficiency.

14. The Judicial Committee has authority to issue orders and penalties as outlined in its Terms of Reference. If a student has been found guilty of previous breaches of this Policy or the Residence Community Living Standards, that information is made available to the Judicial Committee for penalty consideration

Information on the Judicial procedures or common penalties may be obtained from the Judicial Website, or by calling the Judicial Officer, University Centre, at extension 52464 or from the Director's Office at each regional campus.

(3) *Process and Procedures for the regional campuses are available at:* <http://www.uoguelph.ca/registrar/calendars/diploma/current/>

Peropdoc Review Process

15. This Policy will be reviewed no less than every five years by the Student Rights & Responsibilities Committee. Comments and specific suggestions for amendments or additions to the Policy are welcome at any time and should be referred to the Office of Student Affairs at: st_affs@uoguelph.ca.

Policy On Non-Academic Misconduct

The University of Guelph's core value is the pursuit of truth. It is animated by a spirit of free and open enquiry, collaboration, and mutual respect. It asserts the fundamental equality of all human beings and is committed to creating for all members of its community, an environment that is hospitable, safe, supportive, equitable, pleasurable, and above all, intellectually challenging (University of Guelph Act, 1964). It is expected that all members of the University community will support and enrich these values by interacting with each other in a manner that is respectful, civil and consistent with the following responsibilities. Failure to abide by these responsibilities may result in penalties. The University of Guelph has developed a policy that sets out the University's expectations regarding conduct as members of the University of Guelph community. Please click onto the following URL to view the Policy on Non-Academic Misconduct: <http://www.uoguelph.ca/studentaffairs/home/documents/2013PolicyonNon-AcademicMisconductFINAL.pdf>

Purpose and Jurisdiction

- 1. The University of Guelph is an environment that develops the person, scholar & citizen. This Policy sets out the University's expectations regarding student conduct as members of the University of Guelph community.
- 2. In this Policy, a "student" is any person registered in a diploma, undergraduate or graduate program at the University of Guelph or otherwise taking credit or non-credit courses offered by the University of Guelph, or any person who was a student at the time the alleged breach occurred. "Campus" means the physical grounds of either the University's main campus or the regional campuses. This Policy does not apply to students registered at University of Guelph-Humber programs and attending Humber College.
- 3. Except as noted in paragraph 4 and 5, this Policy applies to all student non-academic behaviour on campus and to students who are engaged in University programs off campus. Allegations regarding other off campus conduct may be brought forward under this Policy if the violation in question materially affects the safety, integrity or educational interests of the University community or as provided under the **Community Standards Protocol**.

4. Alleged breaches of this Policy which arise within University residences may in the discretion of Student Housing Services, proceed under the **Residence Community Living Standards**.

5. Alleged breaches of this Policy which arise at the regional campuses will be subject to the process and procedures specific to the regional campuses.

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- c. **Smoking** -to abide by the **University's policy, Smoking in the Workplace**, which includes not smoking inside any University building or vehicle, or within nine metres of any building entrance or exit.
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Peropdoc Review Process

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Regular Officer Training Plan (ROTP)

Under the ROTP, undergraduates who are successful applicants are enrolled as Officer Cadets in the Canadian Forces. Applicants must be Canadian citizens and pass pre-enrolment tests. Application may be made prior to entrance, or at any time prior to the last year of university studies. Applications are processed through Canadian Forces Recruiting Centres. For more information contact the local Recruiting Centre at 1-800-856-8488.

Statistics Canada - Notification of Disclosure

Statistics Canada is the national statistics agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information being released in any way that would identify a student.

Students who do not wish to have their information released are able to ask Statistics Canada to remove their identification and contact information from the national database. For further information, please see Statistics Canada's web site at <http://www.statcan.ca> or write to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Ontario, K1A 0T6.

Student Computing

Students are encouraged to purchase or arrange access to a computer for general computing needs, including word processing and spreadsheet applications. The computing environment on campus is primarily Windows. Laser printing facilities are available in several areas on campus.

Whether you are off campus or in residence, Computing and Communications Services (CCS) can help you. Central computing accounts provide access to the Internet and instructional software. You will enjoy access to e-mail and the Web, increasingly important educational tools. All residence rooms are connected to the campus fibre-optic network, providing you with Internet access.

You can access your account from over 1,000 campus microcomputers or your own computer. Training seminars are available to introduce you to the major software packages and applications. CCS offers phone support through their Help Centre and as a partner in the Learning Commons, we provide walk-in support at the IT Help Desk in the Library. To get started, you can access the CCS web site at <http://www.uoguelph.ca/ccs> for information and help.

Student Services

Athletics

The University of Guelph offers students an excellent opportunity to combine academic pursuits with an athletics program of their choice. A quality athletics program is available to complement any student's leisure hours.

For skilled and competitive student athletes, dedicated to the pursuit of excellence, men's and women's intercollegiate programs are offered. The men's and women's teams compete in 17 team and individual sports at the provincial (OUA - Ontario University Athletics) and/or national levels (CIS - Canadian Interuniversity Sport). Prospective Intercollegiate athletes are urged to contact the coach by writing, phoning or emailing. For a full list of the intercollegiate sports and coach contact information, browse "Varsity Sport" on our web site at <http://www.gryphons.ca>.

The Department of Athletics offers a multitude of on-campus recreational opportunities to all members of the University community. These on campus programs cover four general areas: intramurals, interest classes, sports groups and clubs and recreational activities. They are geared to all levels of skill and interest. All on-campus programs begin early each semester. Students should consult the "Gryph Guide" brochure, or the Department of Athletics website for detailed information.

Intramural sports involve more than 8,000 people at various levels of competition. The intramural programs encourage groups of students: men, women and co-ed to "get together" in an enjoyable "competitive" or "fun" setting at their own skill level. Soccer, ultimate frisbee, hockey, volleyball and basketball are very popular while the newest addition is badminton. Several one-day tournament activities are also offered. For a full list of sports, click on "Intramurals" on the athletics website.

More than forty different activities are offered in the interest class framework. Most of these programs are introductory in nature, providing participants with a foundation to continue these activities in future years. They range from CPR, dance, martial arts and aquatics to other various sports activities. In addition, there are a multitude of fitness programs that include both land and water classes operating throughout the day. For more information, consult the "Fitness and Recreation" section of our website.

Sports Groups and Clubs provide another format for students to share their interest and enthusiasm through activity. The level and intensity of the activity will be determined by the demonstrated interest. Anyone interested in pushing themselves to new limits should definitely look into the Climbing Club. For a full list of sports groups or clubs, visit "Clubs" on our website.

The University of Guelph has a wide range of indoor and outdoor facilities to service our varied, broad-based athletic programs. We have a stadium, lighted soccer, rugby, fastball and multi-purpose fields, four ball diamonds and four additional multi-purpose fields. The W.F. Mitchell Building has three gymnasiums, two pools, five squash courts, three dance/multi-purpose rooms, a weight room, circuit room, cardio theatre, combatives room and two climbing walls. The Gryphon Centre houses a twin pad arena and our Gryphon Dome has a 200 m running track and (163' by 116') indoor turf field. For facility hours of operation, click on the "Facilities" section of our website.

The Department of Athletics also offers employment opportunities to students in a variety of capacities including lifeguards, fitness and lifestyle instructors, intramural referees, interest class instructors, event management staff, weight and circuit room staff, client service centre staff, camp staff as well as many other areas within athletics. Browse the "Facility" and "Fitness and Recreation" pages on our website to see a list of employment opportunities in Athletics.

Co-operative Education & Career Services

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.

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.

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.

Course requirements and academic/work sequences for specific majors are listed under the appropriate degree program in Section X--Degree Programs Section X--Degree Programs.

Counselling & Disability Services

Counselling & Disability Services fosters academic success and personal development by providing students with academic and psychological counselling and support. The department consists of two separate units- Counselling and the centre for Students with Disabilities (CSD). Each of these programs offer distinct services and supports to facilitate student growth and enhance their academic performance.

Because learning takes place both inside and outside of the classroom, we encourage students to take part in the following programs and services:

Counselling Services offers professional short term counselling to help support students with psychological and mental health issues in order to foster personal and academic growth. Both individual and group counselling therapy are provided.

The Centre for Students With Disabilities The University of Guelph is committed to creating a barrier-free environment. The CSD is staffed with disability advisors who provide support by implementing appropriate exam and classroom accommodations, advising students on academic, personal, and disability issues, and educating students on how to develop effective learning strategies. The staff and volunteers of the CSD also develop workshops, events and educational campaigns designed to promote greater awareness and understanding of disability issues in the University community.

Student Support Network (SSN) is a welcoming, supportive and safe place for students to come when they need a listening ear or referrals to resources. Service is offered in the Fall and Winter semester on a drop-in basis in Raithby House from 12:00 pm - 10:00 pm while classes are in session and 12:00 pm - 8:00 pm during exams. The drop-in can also be reached by phone during these times at extension 55002. Drop-in and phone service are provided by a team of dedicated student volunteers who complete extensive training in active listening and support skills.

Office of the Associate Vice-President, Student Affairs

The Associate Vice President, Student Affairs, is responsible for student services programs at the University of Guelph. This includes addressing the needs of individual students through specific student services programs and working to create an environment that is conducive to intellectual and personal growth.

The Office of Student Affairs is located in the University Centre, Level 4. The Associate V.P. (Student Affairs) is responsible for overall management of the Departments of Athletics, Student Health Services, Student Housing Services, Co-operative Education and Career Services, Student Life, Counselling & Disability Services, Child Care and Learning Centre, Health and Performance Centre.

Student Affairs' Units provide learning opportunities and support services to help students achieve their goals in the context of the University's learning objectives and to be effective contributors in society. Student Affairs staff are committed to helping students by promoting a sense of personal responsibility and self-reliance in addition to assisting in specific problem-solving activities.

Student Government

Student government at the University of Guelph includes the following organizations:

- Central Student Association
- Canadian Federation of Students
- Canadian Federation of Students-Ontario
- Other Student Groups

Central Student Association

The more than 17,000 full-time and part-time undergraduate students at the University of Guelph are represented by the Central Student Association -- the official student association which is elected by all undergraduate students every year. When you pay your student fee (\$14.00 which is collected when you pay your tuition, and which also happens to be the lowest in Canada), you become a voting member of your student association. The C.S.A. receives its direction from a 32-member Board of Directors which is comprised of:

- representatives from each of the 7 colleges (two elected, one appointed);
- 5 executive members elected at large from the student body;
- representatives from various student organizations (Interhall, the Board of Governors, the Guelph Campus Co-op, OPIRG, and the Student Senate Caucus).

The C.S.A. has a three-fold purpose:

Lobbying

The Central Student Association, in conjunction with the Canadian Federation of Students, and the Canadian Federation of Students-Ontario, works to ensure that the rights of students are heard at all levels. Everyone knows that there is strength in numbers. That's why the C.S.A. is the voice for all undergraduate students at the University of Guelph. The C.S.A. works to provide change when the rights of students are being infringed upon.

Representation

The Central Student Association represents all University of Guelph undergraduate students to the provincial and federal governments, the University Administration, the Board of Governors, the Senate, City Council, the Guelph Transit Commission, and various standing committees, task forces, and commissions, as they arise. This is done to ensure that all of the rights of students are maintained in all decision-making bodies.

Services

Entertainment and Activities: movies, speakers, concerts, student academic appeals, orientation, faxing, photocopying, and over 70 clubs to join. The C.S.A. provides opportunities for you to expand beyond the world of formal academics by providing services that make student life at this University less cumbersome and a lot more fun!

The Central Student Association is located on the 2nd floor of the University Centre, Room 274. The phone extension is 56748, the email address is csatalk@uoguelph.ca and the website is located at <http://www.csa.uoguelph.ca>. The day-to-day operations of the Central Student Association are coordinated by the 5 executive and 3 staff members. Executive members can be contacted at the following on-campus extensions and email addresses:

Academic Commissioner - csaacad@uoguelph.ca - x56742

External Commissioner - csaext@uoguelph.ca - x58328

Local Affairs Commissioner - csalocal@uoguelph.ca - x54407

Finance and Human Resources Commissioner - csaadmin@uoguelph.ca - x54408

Communications Commissioner - csatalk@uoguelph.ca - x56376

Canadian Federation of Students

The C.F.S. is the national voice of students, representing more than 400,000 students across the country. The C.F.S. lobbies the federal government for changes which are aimed at making post-secondary education more accessible to all students. They provide research documents, campaigns, and services for all members across the country.

Canadian Federation of Students-Ontario

The C.F.S.-O. is the provincial voice of students, representing more than 200,000 students across the province. The C.F.S.-O. lobbies the provincial government for changes which are aimed at making post-secondary education more accessible to all students. They provide research documents, campaigns, and services for all members across the province.

Other Student Groups

Other important groups on campus include College Student Governments, Interhall Council, the Guelph Campus Co-operative, and the Ontario Public Interest Research Group. All of the above organizations combine to make Guelph one of the most active campuses in the country. We hope that you continue in that tradition, and come on up to the C.S.A. office (University Centre 274) or give us a call at extension 56748. Remember that your education does not end when class is over. So make a difference in your university experience by getting involved with your student association.

Student Health Services

Student Health Services, located in the John T. Powell Building, provides comprehensive medical and healthcare services to all students and their immediate families.

Student Health Services provides acute care intervention and continuing care for any health related problems. Health Services has a multi-disciplinary team that includes family physicians, psychiatrist, nurses, dietitians, and health educators. In addition to appointment clinics, specialty programs include the Wellness Centre, Walk-in Clinic, a dispensary and immunization clinics.

Students are required to bring their OHIP card, other provincial health plan information or UHIP card when attending Health Services for care.

To make an appointment, for general enquiries, hours of operations or for after-hour care information call extension 52131.

Wellness Centre

It is a student-run resource centre providing information on alcohol consumption, body image, eating disorders, drugs, smoking, human rights, LGBTQ issues, mental health, sexual health, physical health, nutrition and spirituality. The Wellness Centre is located on the second floor of the J.T. Powell building and is open to drop-ins Monday-Friday from 8:30am to 4:30pm. The centre is staffed by trained Peer Helpers and volunteers and guarantees confidentiality. More information can be found at The Wellness Centre website <http://www.wellnesscentre.uoguelph.ca/index.html>.

Students can reach The Wellness Centre regarding questions or concerns by calling 519-824-4120 ex 53327, or by email at wellness@uoguelph.ca. To contact the Wellness Educator, Melanie Bowman, please call 519-824-4120 x 56046 or email at mbowman@uoguelph.ca

Student Housing Services

Living on Campus

Student Housing Services wants you to feel that residence is your home; a place where you can study, develop lasting friendships, become involved in University activities, or just relax. Each building has a professional Residence Manager and Residence Life Staff comprised of students. They are there to meet you in September, introduce you to others in the building, and act as a support resource throughout the year.

Residence living is convenient. A full range of services are provided to residence students. Each room is completely furnished and includes a telephone with voicemail and high speed internet access. Residence buildings are equipped with laundry facilities, study rooms, lounges, and other common spaces. Renowned for its excellence in food service, Guelph provides 14 different on-campus food facilities including dining halls that cater mainly to residence students.

A variety of living accommodation styles are available: study intensive areas, substance-free areas, co-educational and all-female residence halls including traditional residence halls, a building of self-contained suites, modern townhouses and two sites for students with families. Buildings range in size and character: from a small living environment for 50 students, to a unique modern residence complex which houses almost 1,800 students.

The University of Guelph has several residence learning communities including La Maison Française, Arts House, International House, Eco House, Themed Living Communities and Academic Clusters. Clusters are small groups of first-year students in the same academic program, who share classes, living space and friendships.

Family Housing

Accommodation for couples and students with families is available in apartment and townhouse units located on two sites near the west end of campus. With close proximity to campus and a strong sense of community, these facilities are in very high demand. If you are considering applying for Family Housing, please contact the Family Housing Office (ext. 52551) or email famrent@uoguelph.ca.

Further Information

For further information on individual residences and application procedures, please refer to the University of Guelph Admissions Handbook or contact:

Student Housing Services,
University of Guelph,
Guelph, Ontario, N1G 2W1
Telephone: (519) 824-4120, extension 58701
Fax: (519) 767-1670
E-mail: housing@uoguelph.ca
Web site: <http://www.housing.uoguelph.ca/page.cfm>

Student Life

Student Life cultivates learning that has a lasting and transformative impact on students and communities. The department offers a range of programs and services that help students make a successful transition to, through and from university life and study. We help students explore their leadership capacity, make lasting connections on campus and beyond, and develop skills that are critical to success beyond university. Whether attending a workshop, participating in a community-engaged learning placement or helping other students to navigate their way through the university system there are many opportunities for students to contribute to campus life and to gain new knowledge and experiences.

For further information, please visit <http://www.studentlife.uoguelph.ca> The department's main offices are located on the south side of the third floor in the University Centre.

Aboriginal Resource Centre, provides a warm and caring environment – a home away from home – for all Aboriginal students (First Nations status and non-status, Inuit and Métis) and the campus community. Programs and services include: advising and support such as the Visiting Elder Program; programs to help with the transition to university life and study including START Aboriginal; cultural and traditional workshops including Learning Circles, Learning on the Land and Aboriginal Awareness Week; study support and tutoring assistance; bursary and scholarship information; and research support.

Centre for New Students assists incoming students with the transition to university life with particular attention to those who experience greater challenges. Programs and services include: a continuum of orientation programs including STAROnline.ca and Orientation Week; as well as on-going supports that promote integration into the campus community, optimal use of campus resources and mentoring by upper year students, such as through Off Campus Connection, Back on Track, Bounce Back and the Pursuit Project.

Community Engagement & Global Citizenship fosters leadership, community engagement and social change through active collaboration and meaningful learning experiences. This unit challenges students to imagine what is possible, to seize opportunities to deepen their learning, and to effect individual and collective transformation as active, global citizens. Programs and services promote involvement through on campus, in the community, nationally and abroad. The Peer Helper Program promotes peer-to-peer mentorship, and support to University-wide programs and services. Project Serve programs provide students with opportunities to engage in and learn about critical social issues while volunteering locally, nationally and internationally. YoU in Guelph programs allow students the opportunity to build relationships with the greater Guelph community and engage students in conversations about critical issues and innovative ways they can actively participate in democratic processes.

The Information Desk, is located at the South Entrance to the 1st floor of the University Centre and provides campus and community based information including where to locate university programs and services; sells tickets for GO Transit (Preston); Greyhound, AbouTown, and Guelph Transit.

The Office of Intercultural Affairs (OIA) serves the campus community by fostering an environment of intercultural competency and celebrating spiritual, religious and cultural diversity. At the intersection of academic and co-curricular learning we offer intentionally designed programming and services that foster leadership and community development within intercultural, international and multi-faith contexts. There are three main functional areas within OIA that support the growth, development and learning needs of students from diverse ethnic and cultural backgrounds, undergraduate and graduate International students, and students with spiritual and religious beliefs.

Off Campus Living maintains listings of various types of accommodation in the Guelph area. The office provides resources on tenant and landlord rights, assists students with finding housing, promotes active student involvement in the larger Guelph community, and works to strengthen local neighbourhoods through off-campus programs.

OUTline is a resource and support service specializing in topics relating to sexual orientation and gender identity/expression. Services include a support phone line, a question-and-answer blog, educational workshops, awareness events and online resources.

University Bookstore

The University Bookstore located in the MacNaughton Building, stocks every text book required for all your courses. To help you save money, the University Bookstore also carries the largest selection of used text books on campus. Students can find everything they need for school right here! It's your on campus "one-stop shop" for text books, additional reading material and school supplies. In addition the University Bookstore is the only place you can buy official University clothing and giftware. For additional information, please visit the University Bookstore website at: <http://bookstore.uoguelph.ca/home.htm>

Pages Coffeehouse located on the second floor of the University Bookstore, features a full service Tim Hortons. Students can relax in the comfortable surroundings and enjoy the full line of Tim Hortons products including hot and cold beverages, baked goods, sandwiches, soups and chili. Pages is open Monday through Friday.

University Centre

The University Centre exists both as a service and community centre. The University Centre is governed by a Board composed of representatives from the University Centre user groups, including undergraduate and graduate students, faculty, administration, staff and alumni. This group of people, appointed on a two-year basis, is charged with the responsibility of ensuring the University Centre's goals are met through policy and planning. Within the Centre, numerous administrative departments, commercial services, student organizations and programming facilities exist for the convenience and enjoyment of all members of the University Community. A wide variety of shops and services are located on the first floor of the University Centre surrounding an open courtyard.

University Centre Food Court opens early and closes late, offering a wide array of specialty shops including Nature's Best Vegetarian, Needa Pita, Mom's Home Cooking and the Wokathon. Enhancing the variety are several popular brands: Subway, Starbucks, Made in Japan, Tim Horton's, KFC and Yogen Fruz.

U.C. Variety Store with Ah So Sushi is located in the University Centre beside the Food Court. Earthworks also carries greeting cards, office supplies, phone cards, snack items – including gluten free, bottled beverages and U of G giftware.

The Daily Grind with Booster Juice is a casual coffeehouse serving Williams Coffee and baked goods, toasted sandwiches, gourmet pizza plus an extensive selection of grab'n go sandwiches and salads. This is a great place to meet with friends, study, read or watch your favourite TV shows.

The **Brass Taps** (level 2), with its relaxed atmosphere and excellent weekly entertainment line-up (never a cover!), is a favourite campus meeting spot. The Taps kitchen offers a wide range of daily specials and a menu geared to the many diverse appetites found on campus. Meal Plans accepted.

The **Programming Department** offers a wide selection of entertainment and cultural events to the University Community. As well, this department offers students, staff and faculty assistance in setting up their own entertainment programs on campus. The Performance Season features concerts and plays held both on and off campus at such locations as the River Run Centre, War Memorial Hall and Peter Clark Hall.

The Programming Office presents a number of weekend fairs of interest to students, faculty and staff. The most successful and popular of these has proven to be Fair November, our annual fall Craft Show.

On Level 0 the facilities include the Music Practice Room, the Off Campus Student Lounge, Mail Services, and Loading Dock with courier pick up and delivery service. Peter Clark Hall, meeting rooms 004 and 005 are located on this level and can be booked through the University Centre Administration Office.

Level 1 houses many businesses including a travel agency, a dentist, a chiropractor/massage therapist, U. C. Vision, Student Insurance Office, a hair salon, a sign making shop, a photographer and bank machines. Also located on Level 1 is the Guelph Resource Centre for Gender empowerment and Diversity, an information desk, the 103 meeting room and the various courtyard activities and sales.

On Level 2 of the University Centre, office space and operational facilities are provided for the University Centre Building Administration and the Central Student Association. Space and operational facilities are also provided for the various clubs and organizations of the Central Student Association, the *Ontarion* (a weekly campus tabloid newspaper) and CFRU-FM or Radio Gryphon. The CUPE 3913 office is also located on this level.

Levels 3 holds many meeting rooms which can be booked through the University Centre Administration office. The CUPE 1334 office is also located on this level. Administrative offices are located on this level and include the Office of Registrarial Services, Student Life, Undergraduate Academic Information Centre, Counselling and The Centre for Student's with Disabilities.

Level 4 North houses meeting rooms and the Steelworkers Union Office and Catering and Conference Services for the University.

Level 4 South houses the University's Administrative Offices.

Level 5 North houses the University Club (formerly the Faculty Club), the Graduate Students' Association and the Older-Than-Average Students Lounges. Other facilities include the Graduate Students' Association Administrative Office, the Chapel and the Professional Staff Association.

Level 5 South houses the University's Financial Services, Purchasing and Human Resources Departments.

The University Club (formerly the Faculty Club), the Graduate Students' Association and the Older-Than-Average Students have lounges on Level 5 of the University Centre. Administrative offices are located on Levels 3, 4 and 5 of the University Centre including the Office of Registrarial Services, Office of Student Affairs, Cooperative Education & Career Services, Student Life and Counselling Services and Financial Services.

The University Centre is a meeting place for people engaged in a wide spectrum of activities. It is the focal point or "living room" for the University Community and was built for the benefit of its many user groups.

University ID Cards

A University ID Card is issued to each student registered at the University. The following regulations apply:

1. The University of Guelph Card must have: the University of Guelph logo; the cardholder's surname, initials and identification number; a colour photograph of the cardholder; the cardholder's signature; a bar code for Library check-out privileges; a magnetically encoded stripe on the back of the card; and a brief summary of the rules and regulations for use of the card.
2. The Card is the property of the University of Guelph and may only be used for identification purposes.
3. The Card is not transferable and the cardholder will be responsible for all use made of the Card unless and until written notice is received by Enrolment Services, Office of Registrarial Services.
4. Presentation of the Card will be required before certain University services will be extended. University services may be denied to an individual who does not present a valid card.
5. The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.
6. A University Card will be issued to each new student. New students who do not obtain a card must contact the ID Card Centre at Enrolment Services, level 3, University Centre for assistance.
7. Loss or finding of the University Card should be reported to the ID Card Centre at Enrolment Services.

8. A service charge will be levied for replacement cards.