

2016-2017 Undergraduate Calendar

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2016-2017 academic year, including the Summer Semester 2016, the Fall Semester 2016 and the Winter Semester 2017.

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 2016

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2016-2017 academic year, including the Summer Semester 2016, the Fall Semester 2016 and the Winter Semester 2017.

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

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

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

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Introduction

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 Registrar Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrar Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

Disclosure of Personal Information to the Ontario Ministry of Training, Colleges and Universities

The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the MTCU Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Training Colleges and Universities website: <http://www.tcu.gov.on.ca> (English) or <http://www.tcu.gov.on.ca/fre/> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and MTCU Notice of Disclosure Activities is posted at <http://www.tcu.gov.on.ca/pepg/publications/NoticeofCollection.pdf>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: <http://www.tcu.gov.on.ca/pepg/publications/FAQs.html>

Authority to Disclose Personal Information to Statistics Canada

The Ministry of Training, Colleges and Universities discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives MTCU authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

Notification of Disclosure of Personal Information to Statistics Canada

For further information, please see the 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 <https://uoguelph.civicweb.net/document/68892/ORSInfoReleasePolicy060610.pdf?handle=FF982F8A9AEA4076BE4F3D88147172B8>.

Learning Outcomes

On December 5, 2012, the University of Guelph Senate approved five University-wide Learning Outcomes as the basis from which to guide the development of undergraduate degree programs, specializations and courses:

1. Critical and Creative Thinking
2. Literacy
3. Global Understanding
4. Communicating
5. Professional and Ethical Behaviour

These learning outcomes are also intended to serve as a framework through which our educational expectations are clear to students and the broader public; and to inform the process of outcomes assessment through the quality assurance process (regular reviews) of programs and departments.

An on-line guide to the learning outcomes, links to the associated skills, and detailed rubrics designed to support the development and assessment of additional program and discipline-specific outcomes, are available for reference on the [Learning Outcomes website](#).

1. Critical and Creative Thinking

Critical and creative thinking is a concept in which one applies logical principles, after much inquiry and analysis, to solve problems in with a high degree of innovation, divergent thinking and risk taking. Those mastering this outcome show evidence of integrating knowledge and applying this knowledge across disciplinary boundaries. Depth and breadth of understanding of disciplines is essential to this outcome.

In addition, **Critical and Creative Thinking** includes, but is not limited to, the following outcomes: **Inquiry and Analysis; Problem Solving; Creativity; and Depth and Breadth of Understanding.**

2. Literacy

Literacy is the ability to extract information from a variety of resources, assess the quality and validity of the material, and use it to discover new knowledge. The comfort in using quantitative literacy also exists in this definition, as does using technology effectively and developing visual literacy.

In addition, **Literacy** includes, but is not limited to, the following outcomes: **Information Literacy, Quantitative Literacy, Technological Literacy, and Visual Literacy.**

3. Global Understanding:

Global understanding encompasses the knowledge of cultural similarities and differences, the context (historical, geographical, political and environmental) from which these arise, and how they are manifest in modern society. Global understanding is exercised as civic engagement, intercultural competence and the ability to understand an academic discipline outside of the domestic context.

In addition, **Global Understanding** includes, but is not limited to, the following outcomes: **Global Understanding, Sense of Historical Development, Civic Knowledge and Engagement, and Intercultural Competence.**

4. Communicating

Communicating is the ability to interact effectively with a variety of individuals and groups, and convey information successfully in a variety of formats including oral and written communication. Communicating also comprises attentiveness and listening, as well as reading comprehension. It includes the ability to communicate and synthesize information, arguments, and analyses accurately and reliably.

In addition, **Communicating** includes, but is not limited to, the following outcomes: **Oral Communication, Written Communication, Reading Comprehension, and Integrative Communication.**

5. Professional and Ethical Behaviour

Professional and ethical behaviour requires the ability to accomplish the tasks at hand with proficient skills in teamwork and leadership, while remembering ethical reasoning behind all decisions. The ability for organizational and time management skills is essential in bringing together all aspects of managing self and others. Academic integrity is central to mastery in this outcome.

In addition, **Professional and Ethical Behaviour** includes, but is not limited to, the following outcomes: **Teamwork, Ethical Reasoning, Leadership, and Personal Organization and Time Management**

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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 co-op position is developed and approved in collaboration with the employer and Co-operative Education Career Services (CECS). Students participate in a competitive employment process to secure an approved co-op position 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 co-op 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, which will include a site visit during the co-op work term and a review of the student's official Learning Goals. A Co-op Work Report is required for each co-op work term and is graded by an assigned Co-op Faculty Advisor. All evaluation grades will appear on the student's official transcript.

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

In Addition 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 refer to www.uoguelph.ca/admissions.

Some programs may admit a small number of in-course students after first or second semester. 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.

Co-op students are required to 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 co-op work 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 <https://www.recruitguelph.ca/cecs/sites/recruitguelph.ca/cecs/files/Co-opPolicyAgreement.pdf>.

* Students with an approved accommodation plan for a related disability may require additional semesters to complete this requirement.

Release of Academic Information

By applying to the Co-op program, students grant permission to the Office of Registrarial Services 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 Office of Registrarial Services.

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

Procedures for Work Semester Reports

A Co-op Work Report is required for each co-op work term in which the student is registered. Co-op 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 and a grade of "Required to Withdraw from Co-op" will be assigned to the student's official transcript. A student who receives an Unsatisfactory Co-op Work Report Evaluation will be given one opportunity to make revisions and resubmit the co-op report during the semester following the co-op 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 co-op work report evaluation remains Unsatisfactory, the student will be required to withdraw from Co-op and will be transferred to the regular program.

Confidential Co-op Work 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, co-op students must receive evaluations of Good or higher in all but one Work Performance Evaluations and an evaluation of Satisfactory or higher in all Co-op Work Report Evaluations. Students must also have paid all co-op fees, including eight academic semesters and all co-op work terms, prior to receiving co-op certification.

Students wanting to graduate with less than the required number of co-op work terms must submit a request in writing to CECScontact. 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

As determined by the University of Guelph Board of Governors, involvement in the Co-op Program requires Co-op students to pay a fee for a maximum of 8 academic semesters and all registered co-op work terms (see Section VI--Schedule of Fees). It is important to note that co-op fees are amortized over the entire program and not related to the specific services received in any one term.

Fees will be paid each academic and co-op work term semester and will be billed to the student's financial account. If registered for an academic course during a co-op work term both the academic and co-op work term semester fees will be billed. If registered in an academic course during an OFF semester the co-op academic fee will be charged. In both cases the co-op academic fee will count towards the maximum of 8 academic fees.

If a student does not follow the prescribed schedule in the Undergraduate Calendar, this may result in an under or over payment on the student's account. To resolve these issues, the student is required to contact CECS. Students are responsible for paying all other University Fees as outlined in the Undergraduate Calendar.

Withdrawing from Co-op after accepting a second co-op work term will result in the student being responsible for paying the balance of their remaining co-op academic fees at the time of withdrawal.

Withdrawing from Co-op after accepting an eight or twelve month co-op work term will result in the student being responsible for paying the balance of their remaining co-op academic fees at the time of withdrawal.

Schedule of Studies

Students are required to follow the schedule of studies as outlined in the Undergraduate Calendar. Where a program has two co-op stream options, students will be defaulted to an established "Stream A".

If, under exceptional circumstances, the schedule cannot be followed, the student must obtain written approval of an alternative Co-op Academic/ & Wwork Ssequence from the assigned Co-op Faculty Advisor and/or Program Counsellor and submit the form to Co-operative Education & Career Services for final approval.