



UNIVERSITY OF GUELPH ACADEMIC CALENDARS

STYLE GUIDE

Table of Contents

INTRODUCTION	2
COURSE LABELLING	3
CALENDAR DESCRIPTIONS	3
PREREQUISITES	4
CO-REQUISITES.....	5
EQUATES	6
RESTRICTIONS	6
OFFERINGS	7
SCHEDULE OF STUDIES.....	8
Format.....	8
Specialization Information	9
Electives and Restricted Electives	11
ALTERNATIVES/RECOMMENDATIONS	12
NUMBERS.....	13
MISCELLANEOUS GUIDELINES and SPELLING	13

INTRODUCTION

This guide is designed to assist with the drafting of proposals for curriculum changes, including course additions, course changes, and changes to programs and specializations. Further details about the approval process, templates for submissions, deadlines and FAQs are available on the Office of Quality Assurance website at: <https://www.uoguelph.ca/vpacademic/iqap/director-academic-programs-and-policy>

The following contacts provide valuable assistance during the proposal, proofreading and implementation stages of curriculum and calendar changes.

Enrolment Services

For questions and issues associated with the B.Sc., B.Sc. (Env.), B.Sc. (Agr.), B.B.R.M., B.Comp. and B.Eng. degree programs:

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For questions related to proofreading errors in the current calendar, minor edits once the calendar is published and issues associated with the B.A., B.A.Sc., B.Comm., B.L.A. and D.V.M. degree programs:

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For questions related to course renumbering, new course numbers or prefixes, or questions regarding Colleague rules, restrictions, the use of the PIMS screen and other Colleague screens, and priority access during the semester:

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For additional calendar, curriculum and enrolment management policy questions:

Office of Quality Assurance

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COURSE LABELLING

Course labels provide critical information to students for program planning and course selection. Accuracy is essential to ensure that schedules of studies provide timely student progression through the program, in terms of level of content, semester offerings, and course load.

1. Each course is identified by a two-part code indicating subject area and level, which identifies the target student audience. For example, PSYC*3030 is a Psychology course at the 3000 level, aimed at students in third year.
2. The letters S (Summer), F (Fall), and W (Winter) indicate the planned semester offering and must fit with schedules of studies. The letter U indicates that no specific semester has been assigned. The U designation is only assigned in special circumstances. Consult the ORS representative for your Program Committee or the Curriculum Manager, Office of Quality Assurance for more information.
3. The numbers in parentheses () following the semester designation provide a guide for lecture (first number) and laboratory contact hours (second number) per week. The lab hours portion of the Lec/Lab hours is reserved for laboratory hours only. Labs require specialized facilities and/or equipment. Seminar and tutorial hours should be included with lecture hours. If you are unsure if the offering qualifies as a having a lab contact the Curriculum Manager, Office of Quality Assurance.
4. For two-semester courses, lec-lab hours appear on the semester course listings (e.g. HK*3401 and HK*3402) but NOT on the main course listing (e.g. HK*3401/2).
5. The credit weight for each course appears in brackets []. Credit weight always appears as two (2) decimal places.

CALENDAR DESCRIPTIONS

Calendar descriptions provide a brief synopsis of the course to assist students with their course selection. Detailed course descriptions are maintained in the department offering the course.

1. Calendar descriptions should be three to four sentences maximum and must be written in complete sentences. Typically course descriptions do not start with general statements (i.e. In Canada, demographers predict...)
2. Calendar descriptions should use gender neutral language (i.e. student or they/them instead of he/she).
3. Standard language for calendar description does not include:
 - references to external agencies
 - course numbers or course titles
 - details of course assessments
 - learning outcomes
4. Course titles greater than 30 characters (including spaces and punctuation) will be shortened in Colleague and therefore on the student transcript. If necessary, provide a shortened transcript title. Symbols (i.e. &) are permitted in shortening the transcript title.

5. For two-semester courses, the calendar description must include the standard wording as in the following example:
 - HK*3401/2
 This is a two-semester course offered over consecutive semesters. When you select it you must select HK*3401 in the Fall semester and HK*3402 in the Winter semester. A grade will not be assigned to HK*3401 until HK*3402 has been completed.
6. When a course is graded using Pass/Fail, the following statement must be included at the end of the calendar description:
 - A pass/fail grade will be assigned upon completion of the course.

PREREQUISITES

A prerequisite is a prior requirement for entry into a course. Where a course is specified as a prerequisite, successful completion of the course is required.

****Note that prerequisites can only be monitored by ORS through Colleague if they are listed as prerequisites. A "recommended" course cannot be added to the prerequisite listing. Students who enter the course not having the recommended courses may be disadvantaged over those who do. If it's important that students have the knowledge gained from taking the recommended course, that the learning outcomes for the course are based on students having obtained the prior knowledge the recommended course would provide, then it should be listed as a required prerequisite.**

1. Prerequisites are listed in alphabetical and ascending numerical order:
 - *Prerequisite(s)*: ECON*2310, (1 of ECON*2740, PSYC*2010, STAT*2040, STAT*2050, STAT*2060, STAT*2080, STAT*2090, STAT*2100, STAT*2120)
2. For prerequisites indicating required course combinations (denoted by "and"), use a comma to separate the courses as follows:
 - *Prerequisite(s)*: BIOL*1070, BIOL*1090
3. For prerequisites including options between two required courses (denoted by "or"), use the word "or" as follows:
 - *Prerequisite(s)*: CIS*3750 or CIS*3760
4. For more than two course options, use the following format:
 - *Prerequisite(s)*: 2 of BIOL*1070, BIOL*1080, BIOL*1090
5. For prerequisites indicating multiple combinations of and/or alternatives, use parentheses to indicate the logic of the separate groupings. Individual courses are listed first followed by bracketed sequences ("or" before "one of"). For example:
 - *Prerequisite(s)*: BIOL*2060, (STAT*2040 or STAT*2230)
 - *Prerequisite(s)*: (FARE*1040 or ECON*1050), (FARE*1300 or ECON*1100)
 - *Prerequisite(s)*: MCB*2050, PSYC*3270, (NEUR*2000 or PSYC*2410), (1 of BIOM*3200, HK*2810, ZOO*3600)

6. Where the prerequisite lists a specific number of credits, this includes successfully completed credits plus those in progress. When designating a number of credits as a prerequisite, consider reducing the number by 0.50 to accommodate students who may have dropped or failed a course and will therefore have fewer than the normal number of credits for the intended semester level. (This will reduce the need for waivers.) For example, instead of 10.00 credits, indicate 9.50 as follows:
 - *Prerequisite(s):* 1.50 credits in Philosophy or 7.50 credits

2.00 credits should be listed as the prerequisite for all 2000 level courses that do not have specific course prerequisites:

 - *Prerequisite(s):* 2.00 credits
7. Where specific courses are to be included in the stated number of credits, use the following formats. In the first example (HIST*3600), the 7.50 credit total MUST include either of the courses in (). In the second example (FRHD*3040), the 9.50 credits must include FRHD*1020 AND one of the courses in ().
 - HIST*3600
Prerequisite(s):
7.50 credits including (1 of HIST*2100, HIST*2600, HIST*2601/2)
 - FRHD*3040
Prerequisite(s): 9.50 credits including FRHD*1020, (1 of FRHD*1100, FRHD*2060, FRHD*2260, FRHD*2270, FRHD*2280, PSYC*2450)
8. “Instructor consent required” is used as a Restriction (see Restrictions for more details) not as a prerequisite. If the consent is an absolute requirement, the phrase must be included in the restriction line. Proposed course changes or additions which include this in the prerequisite string as an "or" (i.e., UNIV*1200 or Instructor Consent) will not be accepted. As stated at the beginning of Chapter XII under Course Prerequisites, any student who does not have the required prerequisites may approach the instructor for consent to register in the course and thus there is no need to include this as an option in the prerequisite listing.
9. The prerequisite line in calendar description cannot indicate that the course is “designed for”, “primarily for”, or “recommended to”. If the course is a prerequisite, it should be designated as such.
10. When a course is deleted, it should not be removed as a prerequisite to other courses for five years. Normally, this would be sufficient time for students to complete their schedule of studies. At the end of the five years, the department should submit a curriculum change form removing the deleted course from the prerequisite.

CO-REQUISITES

A co-requisite is a course where the content is integrated with that of another course so that the courses must be taken simultaneously. A listed co-requisite may also be satisfied if completed successfully in a previous semester.

The course description should avoid indicating that the course is “designed for”, “primarily for”, or “recommended to”. If the course is a co-requisite, it should be identified as such.

- An example of a co-requisite for CHEM*4720 is:
Co-requisite(s): CHEM*3760
- An example of a co-requisite including an “or” option is:
Co-requisite(s): ZOO*3210 or ZOO*3620

EQUATES

An equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be offered in two subject areas. Students are not permitted to register in both equated courses. Courses of different weights or levels cannot be considered as equates; these should be listed as Restrictions.

****Note that equated courses will satisfy prerequisite and schedule of studies requirements.**

1. An example of equate for ARTH*2150 is:
 - *Equate(s)*: CLAS*2150
2. When a prefix change occurs, all current courses with the deleted prefix will now become equates. For example, SPAN*1100 is equated to HISP*1100
 - *Equate(s)*: HISP*1100
3. While rare, if the content of two courses is merged into a single course, there may be two equates, as in the case of HROB*3010:
 - *Equate(s)*: BUS*3010, PSYC*3010

If the new course does not retain sufficient content from the merged courses, the deleted courses should be listed as restrictions.

RESTRICTIONS

A restriction is a means of identifying which student cohorts are permitted to register in a course. The restriction may be based on a particular degree program or specialization (major/minor), and students outside the designated group(s) will not be permitted to register in the course. The course may be restricted because of overlap in content with another course so that students cannot take both courses for credit. A course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. The restriction may also reflect a "Priority Access" designation for enrolment management purposes.

****Note that restrictions will be monitored through Colleague only if they are listed as restrictions in the calendar description.**

1. A course restriction indicates that there is sufficient overlap in content such that the course under which it is listed may not be taken if the student has successfully completed or has in progress the course identified as the restriction. For example, the restriction for CHEM*2820 is:
 - *Restriction(s)*: CHEM*2880, PHYS*2240
2. If the course is only offered to students in specific degree programs or specializations, these must be listed as restrictions. For example:
 - *Restriction(s)*: Restricted to students in B.A.Sc.
 - *Restriction(s)*: Restricted to students in BSCH.WBC and Ecology majors/minors.

3. When a course excludes a group of students from registering and cannot count as a credit for that group, this must be stated as a restriction. For example:
 - *Restriction(s)*: Not available to students registered in BBRM.EQM program.
 - *Restriction(s)*: MATH*1080, MATH*1200 Not available to students registered in the BSC program.
4. Priority Access is the process by which a department implements course restriction rules in order to limit registration in a course where enrolment demand habitually exceeds course capacity and where there is demonstrated need to restrict access to a particular cohort of students on a priority basis. In general, course restrictions are clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course. For example, the restriction for POLS*4030 is:
 - *Restriction(s)*: This is a Priority Access course. Enrolment may be restricted to particular programs or specializations or semester levels during certain periods. See the departmental website for more information.
5. When instructor consent is required, the restriction is worded as follows:
 - *Restriction(s)*: Instructor consent required.
 - *Restriction(s)*: Course Coordinator consent required.
 - *Restriction(s)*: Instructor consent and approval of the Director required.
6. A restriction may also be based on the cumulative average of course attempts:
 - *Restriction(s)*: A minimum cumulative average of 70% in all European Studies course attempts. Instructor consent required.

OFFERINGS

An offering is used to indicate when the course will be first offered if it is beyond the current curriculum change cycle, to specify alternate year offerings or to indicate if it will be offered through Distance Education.

1. On the course addition template indicate Distance Education (DE) offering by selecting one of:
 - Also offered through Distance Education format.
 - Offered through Distance Education format only.
 - Not offered through Distance Education.
2. On the course addition template indicate when a course is offered by selecting one of:
 - Annually
 - Even-numbered years.
 - Odd-numbered years.
3. On the course addition template Indicate when a course it to be offered for the first time in the First Offering field. Course change forms are not required to remove first offering lines. They will be automatically deleted in the next cycle.
4. On the course deletion form indicate when the course will be last offered in the Last Offering field.

SCHEDULE OF STUDIES

A schedule of studies is the list of requirements for specializations, majors, minors, and various levels of concentration of study within a degree program. A schedule of studies may be listed semester by semester (See B.Sc. Animal Biology) or by grouping the requirements (see B.A. Anthropology.) Accuracy and clarity in a schedule of studies are key, not just for curriculum development but for a variety of audiences: students and their program planning, faculty advisors and program counsellors working with students, and staff who build the program of study in the calendars and schedule courses in Colleague.

Format

1. As a guideline for students, the Department(s)/Schools(s) and Colleges(s) responsible for the specialization must be identified in the schedule of studies directly under the specialization heading. This is particularly important for interdepartmental offerings, as noted in the second example:

- Psychology (PSYC)
Department of Psychology, College of Social and Applied Human Sciences
- Neuroscience (NEUR)
Departments of Biomedical Sciences (Ontario Veterinary College), Human Health and Nutritional Sciences (College of Biological Science), Molecular & Cellular Biology (College of Biological Science), and Psychology (College of Social and Applied Human Science).

2. If your schedule of studies is listed in the semester format, ensure that all the courses are offered in the semesters indicated by the S, F, W notation.

3. When listing courses by semester in the schedule of studies, ensure that courses are listed in alphabetic and ascending numerical order. "One of" lists should appear after single course requirements and in alpha numerical order.

- Example 1:

BIOL*1090	[0.50]	Introduction to Molecular and Cellular Biology
CHEM*1040	[0.50]	General Chemistry I
MATH*1080	[0.50]	Elements of Calculus I
PHYS*1080	[0.50]	Physics for Life Sciences
0.50 Liberal Education electives		

- Example 2:

BIOL*1090	[0.50]	Introduction to Molecular and Cellular Biology
CHEM*1050	[0.50]	General Chemistry II
PHYS*1070	[0.50]	Physics for Life Sciences II
One of:		
CIS*1200	[0.50]	Introduction to Computing
CIS*1500	[0.50]	Introduction to Programming
MATH*1090	[0.50]	Elements of Calculus II
STAT*2040	[0.50]	Statistics I
0.50 Liberal Education elective		

- Example 3:

MCB*2050 [0.50] Molecular Biology of the Cell

NUTR*3210 [0.50] Fundamentals of Nutrition

One of:

BIOM*3200 [1.00] Biomedical Physiology

HK*2810 [0.50] Human Physiology I - Concepts and Principles

Electives or restricted electives to a maximum of 2.50 total credits in this semester.

Note: If HK*2810 is selected, then HK*3810 must be taken in Semester 5.

4. When including courses to select from a list refer to the requirement as the number of credits rather than the number of courses (example below states 1.00 credits as opposed to 2 courses).

- Example:

A minimum of 1.00 credits from the following list:

FOOD*4070 [0.50] Food Packaging

FOOD*4110 [0.50] Meat and Poultry Processing

FOOD*4400 [0.50] Dairy Processing

FOOD*4520 [0.50] Utilization of Cereal Grains for Human Food

[...]

Using Notes in a Schedule of Studies

1. Notes may be incorporated into a schedule of studies to assist students with program planning and course scheduling. If such guidance is necessary, the following formats may be used:

- Example 1:

Ecology (ECOL)

Major

SEMESTER 5

Note: ZOO*2700 may be substituted for BOT*3410 or ZOO*2090 and would be taken in semester 6.

2. When listing courses which may have hidden prerequisites (not listed in the core), place an asterisk beside the course followed with a notation at the end of the schedule of studies. For example:

- Environmental Governance

Note: Courses marked with an asterisk may require the completion of additional prerequisites not included in the requirements for the Environmental Governance major. Students should consult the most recent Undergraduate Calendar (Chapter XII – Course Descriptions) for specific prerequisites.

Specialization Information

1. A distinct and separate listing of requirements must be provided for each of the specialization types offered (e.g. Major, Minor, Area of Concentration, etc.). Where there are core courses common to

more than one specialization type (most common in B.A), these should be listed under each heading to provide clear information to students.

Sociology (SOC)

Area of Concentration (General Program)

A minimum of 5.00 credits in Sociology and Anthropology is required, including:

ANTH*1150	[0.50]	Introduction to Anthropology
SOAN*2111	[0.50]	Classical Theory
SOAN*2112	[0.50]	Classical Theory
SOAN*2120	[0.50]	Introductory Methods
SOC*1100	[0.50]	Sociology

2.50 additional credits in SOC and SOAN courses, including at least 1.00 credits at the 3000 level

Major (Honours Program)

A minimum of 8.00 credits in Sociology and Anthropology is required, including:

ANTH*1150	[0.50]	Introduction to Anthropology
SOAN*2111	[0.50]	Classical Theory
SOAN*2112	[0.50]	Classical Theory
SOAN*2120	[0.50]	Introductory Methods
SOAN*3070	[0.50]	Qualitative and Observational Methods
SOAN*3120	[0.50]	Quantitative Methods
SOC*1100	[0.50]	Sociology
SOC*3310	[0.50]	Contemporary Theory

4.00 additional credits in SOC and SOAN courses, including at least 1.50 credits at the 4000 level

The following courses may be used toward a sociology specialization:

FRHD*3060	[0.50]	Principles of Social Gerontology
PHIL*2180	[0.50]	Philosophy of Science

Minor (Honours Program)

A minimum of 5.00 credits in Sociology and Anthropology is required, including:

ANTH*1150	[0.50]	Introduction to Anthropology
SOAN*2111	[0.50]	Classical Theory
SOAN*2112	[0.50]	Classical Theory
SOAN*2120	[0.50]	Introductory Methods
SOC*1100	[0.50]	Sociology

2.50 additional credits in SOC and SOAN courses, including at least 1.00 credits at the 3000 level or above

The following courses may be used toward a sociology specialization:

FRHD*3060	[0.50]	Principles of Social Gerontology
PHIL*2180	[0.50]	Philosophy of Science

2. If a course (or courses) cannot be used for credit in a degree program or specialization, this notation must appear in the schedule of studies. For example:

Note: FREN*1090, FREN*1100, FREN*1150, are not counted toward a specialization in French.

Electives and Restricted Electives

An elective is a course acceptable within the program but chosen at the discretion of the student. A restricted elective is a course which must be chosen from a stated group of courses to satisfy the program requirements.

1. When listed in a schedule of studies, electives must be stated in the following formats:

- 0.50 electives
- 0.50 Liberal Education electives
- 0.50 electives or restricted electives
- 0.50 additional credits

Credit weight always appears as two (2) decimal places.

2. Where the schedule of studies indicates that a combination of elective and restricted elective courses is to be taken, the following format is used. Note that the total number of elective courses and the total number of restricted elective courses must be clearly stated as follows:

Biological and Medical Physics (BMPH) Major (Honours Program)

...

Semester 8

One of:

PHYS*4002 [0.50] Research in Physics
0.50 electives **

One of:

PHYS*4070 [0.50] Clinical Applications of Physics in Medicine ‡
0.50 electives**
1.50 electives**

Note: PHYS*4001 and PHYS*4002 will be projects in biological or medical physics, some of which may be in areas outside the Department of Physics.

‡ Either ENGG*4040 or PHYS*4070 must be completed.

** At least 1.00 credits of Liberal Education electives are required. In addition, students are required to complete 1.50 credits from either List A or List B as follows:

...

3. When multiple lists of restricted electives are presented to satisfy requirements in the schedule of studies, these lists should be clearly identified with an alphabetic designation or appropriate heading. For example:

Environmental Sciences (ENVS)

...

LIST A

One of:

ENVS*2330

LIST B

One of:

PHYS*1070

PHYS*1080

PHYS*1300

...

4. If necessary, special instructions may precede the list to guide students in their selection of restricted electives. For example:

Environmental Biology (ENVB)

Major (Honours Program)

...

Restricted Electives

1. A minimum of 1.00 credits of Liberal Education electives is required. The list of Liberal Education electives for B.Sc. students can be found at: <https://www.uoguelph.ca/bsc/>
2. Select a minimum of 6.00 credits from the following lists of restricted electives during Semesters 3-8. 2.00 credits must be completed from List A. 1.00 credit must be completed from List B. A minimum 3.00 credits must be completed from List C.
3. Students should note that some restricted electives are prerequisites for other restricted electives. Students should consult the most recent undergraduate calendar for specific requirements.

Alternatives/Recommendations

1. Since Degree Audit will monitor only those courses stated as requirements, avoid referring to courses in the schedule of studies as “strongly advised”, “urged”, “recommended”, etc. If you have courses identified in this way, review their role in the schedule of studies: consider making the course(s) a specific requirement, part of an “or” grouping, or possibly add to or create a list from which the student can select either restricted electives or electives.
2. Any notation being used against a course or elective in the schedule of studies (e.g. *(asterisk), ** (double asterisk), † (dagger), ‡ (double dagger) etc.) will appear after the item being referenced. For example:
 - **Courses in Real Estate:**
ECON*3500 [0.50] Urban Economics**
...**These courses count towards the Post Graduate Valuation Certificate offered by UBC, part of the requirements to obtain an Accredited Appraiser Canadian Institute designation.
3. Avoid using an * or other notation when the comment can be incorporated in the schedule of studies as a note (See Notes). For example, if one course may be substituted for another, then the schedule of studies should indicate this as follows:
Note: GEOG*2210 may be substituted for ECON*2100 or FARE*2700 and would be taken in semester 4.

4. For co-op work terms, under Summer Semester, replace “Off” with “No academic semester or work term.”

NUMBERS

1. Whole numbers nine and under are spelled out when simply expressing how many people or things are involved. For example, an articulation agreement provides up to five places per year, the first five class days, nine students, etc.
2. Numbers 10 and above are written in figures, both cardinal (13) and ordinal (13th). For example, 18 students, 10 required chemistry courses, the 40th class day, the 20th century, etc.
3. Numbers that begin a sentence in the calendar description are spelled out. Exception: prerequisite, co-requisite, equates, restriction lists. For example, “Two courses must be chosen”, “One 3000 level course”, etc.
4. Use the actual number if it is part of a label: for example, Semester 1, No. 9
5. Use Roman Numerals if making reference to a chapter in the calendar: for example, Chapter XII.
6. When using a number to introduce a list of prerequisite options, use cardinal numbers as follows:
*Prerequisite(s): 2 of BIOL*1070, BIOL*1080, BIOL*1090*

MISCELLANEOUS GUIDELINES and SPELLING

If in doubt about a particular phrasing, see below. For spelling, consult the Canadian Oxford Dictionary. For specific questions about style and usage, you may consult [Communications & Public Affairs News Service Office](#).

- “faculty advisor” instead of “departmental advisor”
- "program counsellor" not program counselor (Canadian spelling is 2 ll's; MS word defaults to the US spelling with one 'l')
- enrolment, but enroll and enrolled
- “co”– this prefix usually takes a hyphen, e.g. co-operate, co-requisite, co-op.
- full-time, part-time (hyphenate)
- two-dimensional (spell out the number and hyphenate)
- 2000 level or 2000-level: no hyphen is necessary if expressed as: "at the 2000 level; hyphenate if expressed as: "a 2000-level course"
- email, not e-mail, and online (no hyphen)
- “practical” rather than “real-world”