



## Policies Regarding Course Requirements

### Selection of Courses to Meet Program Requirements

Half of the prescribed courses for the program must be taken from within the department. Thus the other half may either be transfer credit or taken from outside the Chemistry Departments at the Universities of Guelph or Waterloo. Course selection should be done in consultation with the student's supervisor/research advisor.

### Course Content

All graduate courses in (GWC)<sup>2</sup> have final examinations, unless prior to the start of the course, the course instructor has proposed an alternate rigorous method of assessment to the (GWC)<sup>2</sup> Director. Although the overall method of evaluation is left up to the individual professors, general monitoring has shown the method of assessment to include assignments, a mid-term and final examination. All graduate courses are evaluated by the students each semester with respect to the course content and to the performance of the professors. These evaluations are kept on file in the Centre Office and are made available to the instructors for their information.

### Course Adds and Drops

Course Adds and Drops are allowed during the first six weeks of term.

### Audit Courses

The instructor can determine the requirements for an Audit course – anything from specifying attendance only, to handing in assignments and doing tests and exams, but not a final examination. The requirements must be clearly identified to the students. Students are required to use the Add and Drop form to register in the class. If the student does not fulfill the requirements, as stipulated by the instructor, the student will not receive an Audit credit for the course. Students may not switch from Audit to a registered course status and it is up to the department if they wish to allow a student to register in another term for the course.

### Fulfillment of Program Requirements to Graduate

Students must obtain an average of at least 70% (B-) in the set of courses which they present in fulfillment of course requirements for any graduate degree.

### Academic Integrity (Plagiarism)

The following websites provide the regulations regarding academic integrity (plagiarism):

<b>Guelph:</b>	<a href="http://www.academicintegrity.uoguelph.ca">www.academicintegrity.uoguelph.ca</a>
<b>Waterloo:</b>	Policy 71 - Student Academic Discipline Policy ( <a href="http://secretariat.uwaterloo.ca/Policies/policy71.htm">http://secretariat.uwaterloo.ca/Policies/policy71.htm</a> ) and Plagiarism and Other Written Offences ( <a href="http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html">http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html</a> )

### Low Grades

Graduate students who receive course grades below 70% will receive a notification letter from the (GWC)<sup>2</sup> Director. While 60% is a passing grade in a graduate course, students must have an overall average of at least 70% in order to fulfill the course requirements for a graduate degree. Students are encouraged to do whatever is necessary to ensure that their performances in their remaining graduate courses will allow them to satisfy degree requirements. The notification is copied both to the student's supervisor and the appropriate University graduate officer.

### Failed Grades

In the event of a failed grade the (GWC)<sup>2</sup> Director sends a letter to the student regarding the failed Grade in which it is stipulated that (GWC)<sup>2</sup> policy dictates that the student's advisory committee meet as soon as possible and recommend to the Director one of the following:

- that the student successfully complete, in the following term, another graduate course to replace the failed course
- that the student be required to withdraw from the program

The Graduate Officer is contacted to ensure that a meeting is arranged as soon as possible.

### Incomplete Course-Work

An Instructor may set an alternate date for a final examination, where the student has missed the examination due to medical reasons or other special circumstances. The student must provide a medical certificate or other supporting documentation. It is a (GWC)<sup>2</sup> regulation that any student who is registered and has failed to complete the course requirements by the end of the semester will be assigned an INC grade. The student will have up to the end of the next semester to finish the course requirements before the grade of INF (incomplete: failure - Guelph) / FTC (failure to complete incomplete course work, no credit granted - Waterloo) is recorded. Exceptions to the above, for compassionate reasons, may be considered on appeal to the Admissions and Progress Committee of the Board of Graduate Studies (Guelph) / appeal to the Dean of Graduate Studies (Waterloo). Such appeals would be granted only in exceptional circumstances.