



## What are the Program and Course Regulations

### (GWC)<sup>2</sup> General Program Time Limits

M.Sc. 6 terms (2 years) from an Honours B.Sc. degree

Ph.D. 9 terms (3 years) from a M.Sc. degree

Ph.D. Direct: 12 terms from an Honours B.Sc. degree (direct transfers)

The number of terms specified in these time limits apply regardless of whether the student is registered fulltime or part-time.

Students who run over their time limit may not be guaranteed financial support. It is the student's responsibility to ensure that he/she has completed all the requirements and written his/her thesis within the time limit (six terms for a M.Sc.; nine terms for a Ph.D. after M.Sc.; twelve terms for a Ph.D. after B.Sc.).

### Program Requirements

#### M.Sc.

Thesis Option (Regular): Students must successfully complete at least four one-term graduate courses, one of which is Chemistry 794(0) (M.Sc. Seminar), and submit and defend an acceptable thesis. Half of the graduate courses must be taken within the Department of Chemistry. Two graduate courses may be taken through other departments within their registered University or students may request transfer credit for courses taken from another University to meet the course requirements. Students are advised to consult with their supervisor in the selection of courses.

Thesis Option (Co-operative): The academic requirements are the same as in the Regular Thesis Option M.Sc., but at least two of the required four one-term courses (including Chemistry 794(0) - M.Sc Seminar) must be completed during the first two terms in the program. Following the second term, the student will spend two terms (eight months) working in an industrial or government laboratory, upon completion of which he/she must present an acceptable work report. Upon returning to the campus, the student will complete his/her course work, research, and prepare the M.Sc. thesis.

Part-Time Course Work Based Option: Students who elect this option must successfully complete six one-term graduate courses plus Chemistry 794(0) (M.Sc. Seminar) and Chemistry 797(0) (M.Sc. Research Paper). The research paper is an experimental project to be completed during one term of fulltime research in the laboratory of a Centre faculty member. A written report is required, and a seminar based on the content of the report will be presented.

Within the (GWC)<sup>2</sup> program, part-time students can only take courses through the University of Guelph or Waterloo, but three of the six graduate courses may be taken through other departments within their registered University. It is advisable that students take courses that are relevant to their area of specialization in chemistry, as this may be of help when students eventually seek a research advisor for their Chem 797(0) Research Paper.

The part-time course-based M.Sc. option allows students to focus on any area of chemistry or biochemistry. A supervisory committee consisting of 2 faculty (a supervisor plus one centre member) must be formed at the beginning of the term in which the seminar will be done. The student should ask 2 faculty members in his/her area of research. The minimum period of time for completion of the part-time M.Sc. is six terms and it is expected that the program will normally be completed within five years.

In selecting which University they will apply through, applicants are encouraged to review the research conducted by faculty at each institution and, in light of their own research interests, choose that University as their home university.

#### Ph.D.

Regular Option: Students in the Ph.D. program must successfully complete two additional one term courses beyond those required for the Master's degree, pass an oral comprehensive examination, present a 30-minute seminar, and submit and defend an acceptable thesis. Half of the graduate courses must be taken

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within the Department of Chemistry. One of the two graduate courses may be taken through other departments within their registered University or students may request a transfer credit for a course taken from another University to meet the course requirements. Students are advised to consult with their supervisor in the selection of courses.

Direct Entry from B.Sc.: This option is possible for outstanding students who graduated with an overall 'A' standing at the undergraduate level. Students in this program must successfully complete four regular graduate courses, plus the M.Sc. Seminar, the Ph.D. Seminar and the Ph.D. oral comprehensive examination and submit and defend an acceptable thesis.

Direct Transfers To Ph.D. from M.Sc.: Exceptional students may transfer directly into the Ph.D. program without first completing all of the M.Sc. requirements. The following guidelines will be applied in consideration of applications for such a transfer.

- ✓ The applicant who is applying for direct transfer must have demonstrated a superior academic record both at the undergraduate and graduate level. This will normally mean that the student has a minimum overall B+ average as an undergraduate and has demonstrated a first-class standing with consistently above average performance in at least two graduate courses as well as in the Masters Seminar.
- ✓ The applicant must have already demonstrated an oral and written communication ability appropriate for a Ph.D. level student. In addition, there must be clear evidence of research productivity and promise.
- ✓ The request will be considered by the Director/Coordinating Committee at the end of the student's third term in the M.Sc. program. If the result is positive, the Director will forward this recommendation and supporting documentation to the Dean of Graduate Studies.
- ✓ Students in the program must successfully complete, in total, five regular graduate courses, plus the M.Sc. Seminar, the Ph.D. Seminar and the Ph.D. oral comprehensive examination and submit and defend an acceptable thesis.

Direct Transfers To Ph.D. from B.Sc. Coop Option: Under this option four of the six required one-term courses, including the Master's Seminar, must be completed within the first two academic terms in residence in the Centre. After successful completion of these two terms of coursework, the candidate will spend one year (three terms) working in an industrial or governmental laboratory. Registration in the Co-operative Option commits students to the acceptance of employment either through a regular interview procedure organized by the Department of Cooperative Education and Career Services, or, where their interests are best served, on an assignment that the Centre may determine. On completion of the work year, a student will be required to submit a work report which will be evaluated by the Centre and the Cooperative Education and Career Services Department. Following successful completion of the work year, the student will return to the Centre to continue work on the PhD Thesis and complete the regular PhD requirements. A student is eligible to apply for admission to the Ph.D. Cooperative option if he/she has a first class Honours Bachelor of Science degree, or the equivalent, from an accredited university.

### Advisory Committee Requirements

Supervisors and students are asked to identify and arrange the Advisory Committee in the first term of a student's program. An Advisory Committee meeting is to be held at a minimum, once per year.

### Continuous Registration

All graduate students are responsible for maintaining continuous registration until the completion of the program. Failure to register may result in a lapse of your enrolment. Once this has been done, you will be required to re-apply for admission to the Centre, and you will be subject to any applicable late fees incurred since failure to register. Students who have been granted inactive status for a term are not entitled to use the services of the University, including graduate supervision, for the duration of that term.

### Leaves of Absence

**Guelph**: A regular student may make prior arrangements, subject to review and recommendation by the department, to take a leave of absence from graduate studies for a specified period of time, not to exceed one year. The Board of Graduate Studies may approve a leave of absence for students who request permission not to register for two or more consecutive semesters. Further leave(s) of absence may be granted subject to review and recommendation by the department and approval by the Board of Graduate Studies. Failure to register or receive prior permission for a leave of absence will be regarded as withdrawal from graduate studies at this

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university. Students who wish to resume their studies must apply for readmission; if readmitted they will be required to conform to current regulations. Please use the following form to apply for a leave of absence:

<http://www.uoguelph.ca/registrar/graduatestudies/files/hiatus.pdf>

**Waterloo:** In certain circumstances such as illness, maternity/parental leave, limited external research or work opportunity which is not related to their UW program, or temporary financial difficulties for which the University cannot provide hardship funds, students may apply to the Associate Dean (Graduate Studies ) of their Faculty for inactive status (leave of absence) Normally, inactive status is approved for a maximum of two consecutive terms (maternity leave up to three consecutive terms). Normally, students who have incomplete courses on their record are not eligible for inactive status. Students requesting inactive status and to apply for readmission, must complete a Graduate Studies Change of Enrolment Status/Degree Completion/Voluntary Withdrawal form

[http://www.grad.uwaterloo.ca/forms/Academic\\_Records/CompletionWithdrawalStatusChange.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/CompletionWithdrawalStatusChange.pdf).

### Requests for Extension

**Guelph:** No requests for extension of the time limits are required. The progress of students is evaluated by their advisory committee and, based on that evaluation, those who exceed their maximum time limit may receive a formal request that the student be required to withdraw due to lack of progress.

**Waterloo:** Up to three terms of extensions of the time limits may be obtained by petitioning the Associate Dean of Graduate Studies. Further extensions must be approved by the Associate Dean of Graduate Studies for Science. *Please note if you require an extension, you will be notified by the Graduate Secretary in the Department of Chemistry - **do not** assume you need an extension.* If you are required to fill out an extension by the Associate Dean of Graduate Studies, and you do not complete it, beware: this may cause you to "fail to register" at which time you will no longer be considered a graduate student at the University of Waterloo, and you will need to re-apply for admission.

### Voluntary Withdrawal

#### Guelph

**Form -** <http://www.uoguelph.ca/registrar/graduatestudies/files/withdrawal.pdf>

**First Semester Students:** A withdrawal for any student in the first semester of study will be **permanent**. If the student wishes to reactivate the application file for a future semester, it must be done through their academic department/school. A new application fee will be required; a decision form will be required from the department/school before a new offer of admission will be issued.

**Temporary Withdrawal:** A student who wishes to withdraw **during** the course of one semester and return for a later semester must complete the Withdrawal Notice. If the absence is to extend beyond the end of the current term, a Leave of Absence application will also be required. (This does not apply to first-semester students; see above.)

**Re-Admission:** A student who permanently withdraws and who subsequently applies for re-admission **to continue the same program** will be assessed a Re-admission fee. Contact Graduate Program Services for the appropriate forms (<http://www.uoguelph.ca/registrar/graduatestudies/files/readmit.pdf>). Readmission will be based on an evaluation of the application by the (GWC)<sup>2</sup>.

#### Waterloo

**Form -** [http://www.grad.uwaterloo.ca/forms/Academic\\_Records/CompletionWithdrawalStatusChange.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/CompletionWithdrawalStatusChange.pdf)

**Temporary Withdrawal:** Students who request more than two consecutive terms of leave because they have other commitments such as a fulltime job or travel plans, should voluntarily withdraw from their program until they are prepared to resume their studies. In advance of voluntary withdrawal, students must discuss with their department any conditions which must be met upon their readmission to their program. Students requesting to withdraw, must complete a Graduate Studies Change of Enrolment Status/Degree Completion/Voluntary Withdrawal form

**Re-Admission:** Students who reapply to the program and are approved for readmission, will be required to enroll for a minimum of one full term, without tuition refund, to complete their program. Application must be done through the OUAC application service.

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### 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.

### 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 midterm 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.

### 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:

- a) that the student successfully complete, in the following term, another graduate course to replace the failed course
- b) 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.

### Academic Integrity (Plagiarism)

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

**Guelph:** [www.academicintegrity.uoguelph.ca](http://www.academicintegrity.uoguelph.ca)

**Waterloo:** Policy 71 Student Academic Discipline Policy

<http://secretariat.uwaterloo.ca/Policies/policy71.htm>

Plagiarism and Other Written Offences

[http://arts.uwaterloo.ca/arts/ugrad/academic\\_responsibility.html](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)

Academic Integrity (<http://uwaterloo.ca/academicintegrity>)

### 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.

### Guelph

An incomplete (INC) or course not completed grade is required to be replaced by a grade or an INF (incomplete failure) within the next registered semester. Any student who receives an INC grade and for whom the final grade is not received in the Office of Graduate Studies prior to the first day of the next semester, must complete the course in the next registered semester, at the end of which it is required that

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the INC be replaced by a grade or an INF (incomplete: failure). If the student is not registered in the semester in which the course is completed, any submitted grade will not be accepted and the student will receive INF as a final grade. Note that the student does not register for the incomplete course again; when a grade is received, the grade will replace the INC grade originally recorded. Students who are registered may have, at the department/school graduate committee's discretion, up to the end of that subsequent semester to finish the course requirements before the grade of INF is automatically 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.

### Waterloo

An incomplete grade (INC) submitted by an instructor may remain on a student's academic record for at most two terms of enrolment following the term in which the course was taken. A student may seek a one-term extension by submitting a petition to the course instructor and the Department prior to the end of the two terms. If a grade has not been submitted by the end of the second term and an extension has not been granted, the INC will automatically convert to an FTC (failure to complete incomplete course work, no credit granted). For average calculation, FTC value equals 0. An FTC status may be reverted to an INC on the academic record only if a petition from the student is approved by the Department, Faculty, and the Associate Provost of Graduate Studies. Such a petition is granted only in exceptional circumstances.

### Course Adds and Drops

Course Adds and Drops are allowed during the first six weeks of term. Please see the individual University information below to determine the procedure to add or drop courses.

### 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.

### University of Guelph

#### Adding and Dropping Courses

- After the official add period has concluded (see the following website to determine the add deadline - <http://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml>) The student will need to download and complete the Add, Drop and Change Form (<http://www.uoguelph.ca/registrar/graduatestudies/files/addform.pdf>).
- This form will need to be signed by the Instructor, a Departmental signature (Chair (GWC)<sup>2</sup> Departmental Chair or Graduate Officer and the Student. Although the form may be submitted up until 40<sup>th</sup> class day at Guelph University, the (GWC)<sup>2</sup> only allows Adds or Drops during the first six weeks of the term. Adds or drops after that point would need to go through an appeal procedure using the *Graduate Student Petition for Academic Consideration Form* <http://www.uoguelph.ca/registrar/graduatestudies/files/petition.pdf>.
- Students wishing to register in any undergraduate course or course for audit must obtain the instructor's signature on the Graduate Student Add/Drop & Change form.

#### Audit

- With the consent of the advisory committee, the instructor and the department chair concerned, a student may register for and audit all or part of a course using the Add, Drop and Change Form.

### University of Waterloo

#### Adding and Dropping Courses

- During the first six weeks of term, students must drop or add graduate courses using Quest, the University of Waterloo's online student information system. For courses with enrolment restrictions, students must obtain permission through their Department Graduate Assistant.

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- Graduate students who wish to enroll in an undergraduate course may petition using a Drop/Add form, obtainable through their Department or the Graduate Studies Office. ([http://www.grad.uwaterloo.ca/forms/Academic\\_Records/dropadd.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/dropadd.pdf)) Signature of the instructor, supervisor and Department Graduate Officer is required.
- After the first six weeks of term, students may not drop or add a course except by petition using the Drop/Add Form, and only under exceptional circumstances with the signature of the instructor, supervisor, Department Graduate Officer and the Associate Dean (Graduate Studies) of their home Faculty.
- Some graduate and all undergraduate courses require instructor or department approval or may have other restrictions such as prerequisites. Consult the Graduate Studies Course Catalogue to view all approved Graduate Studies Courses and any restrictions at: [www.grad.uwaterloo.ca/students/current/gradcourses.asp](http://www.grad.uwaterloo.ca/students/current/gradcourses.asp). Permission numbers are issued by academic departments to facilitate online course additions for an approved graduate course with restrictions or prerequisites. If you are enrolling in an undergraduate course, the Graduate Studies Course Drop and Add form must be approved by the course instructor and submitted to your academic department.

### Audit

Students who request to take courses as “Audit” or “Extra” must complete a Graduate Studies Course Drop and Add Form (provide the term and the fourdigit class number) and submit it to their academic department for approval.

### Lifting of Probationary/Provisional Status

M.Sc. students who are offered admittance on the basis of provisional (Guelph)/probationary (Waterloo) status are required to successfully complete two (GWC)<sup>2</sup> graduate courses (which may include the M.Sc. Seminar) during their first two terms, achieving a minimum overall standing of 75%, with no grade below 70%. Students will be required to withdraw from the program if this requirement is not met. If students satisfy this requirement their provisional/probationary status will be removed and the following actions will be initiated by the (GWC)<sup>2</sup> Centre Office:

**Guelph:** The (GWC)<sup>2</sup> Centre Office will forward an email to the Graduate Studies requesting that the provisional status be lifted. A letter is forwarded to the student, informing them that they have met their provisional requirements.

**Waterloo:** A Requirements To Be Satisfied By A Probationary Student form is completed by the (GWC)<sup>2</sup> Centre Office and is signed by the student, (GWC)<sup>2</sup> Director and the Graduate Officer and is submitted to the Associate Dean of Science for Graduate Studies for approval.

### Transfer of Credits from Other Universities and Other Departments with the Universities

Transfer credits may sometimes be granted for suitable graduate courses taken in unfinished graduate programs prior to entry into the graduate program. They may include courses taken at other institutions, but would not normally include those taken in any undergraduate programs. The criteria for acceptance of transfer credits are as follows:

- Courses must be suitable and applicable to the (GWC)<sup>2</sup> graduate program
- The minimum grade acceptable for transfer credit is 70% (B-) (converted grade).
- Courses may not have been used as requirements for any other degree or diploma which has been granted.
- Courses cannot have been part of the basic admissions requirement for the University of Guelph graduate program. For example, if courses were considered necessary for the student to be eligible for admission to the graduate program, or were taken as part of required upgrading, advanced credit will not be granted.
- An official transcript listing the course(s) must be available in Graduate Program Services.

**University of Guelph:** For the University of Guelph, the onus is on the student to apply for course transfer credit after the student has been accepted into the program. The form can be downloaded from the following web address:

<http://www.uoguelph.ca/registrar/graduatestudies/files/advcrd.pdf>.

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**University of Waterloo:** For the University of Waterloo, Course Outlines of the requested transfer credits must be provided to the (GWC)<sup>2</sup> Director with the OUAC application.

Full-time students that request to take courses at other Universities are only allowed to do so if they have already completed the majority of their course-work and the course is not offered at the home University. As a full-time student, half of all lecture courses must be taken at the home university. In all cases, graduate students are advised to consult with their academic advisors and receive permission prior to taking courses outside of the University. As such the maximum courses that can be transferred or taken at another University or from another Department in the registered University are as follows:

- **Full-time M.Sc. (Thesis):** Of the four required courses for the Full-time MSc program, two courses (excluding Chem 7940/794 MSc Seminar) can be accepted as a transfer credit or taken in another Department in the registered University or taken at another University (if allowed through a Letter of Permission (LOP) or OVGS or transfer credits (Guelph) or OVGS or transfer credits (Waterloo)).
  - **Part-time M.Sc. (Course-based):** Of the six required lecture courses for the Part-time MSc Course-based program, only two courses can be accepted as a transfer credit. Once enrolled, these students can not take courses outside of their registered universities. Three of the six required courses can be taken through another Department at the registered University, excluding Chem 7940/794 MSc Seminar.
  - **Full-Time Ph.D.** Of the two required lecture courses for the Fulltime PhD program, only one course can be accepted as a transfer credit or taken in another Department in the registered University or taken at another University (if allowed through a Letter of Permission (LOP) or OVGS or transfer credits (Guelph) or OVGS or transfer credits (Waterloo)).
  - **Ph.D Direct (B.Sc or M.Sc.):** Of the four required lecture courses for the Ph.D. Direct from B.Sc. or the five required lecture courses for the Ph.D. Direct from M.Sc., only two courses can be accepted as a transfer credit or taken through another department of the registered University or taken at another University if allowed through a Letter of Permission (LOP) or OVGS or transfer credits (Guelph) or OVGS or transfer credits (Waterloo).
- **OVGS:** : The Ontario Visiting Graduate Student Plan allows a graduate student of an Ontario university (Home University) to take graduate courses at another Ontario University (Host University) while remaining enrolled at his/her own university. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit difficulties. The student enrolls and pays fees to his/her Home University and is classed as an "Ontario Visiting Graduate Student" at the Host University where he/she pays no fees.
- **Enrolling in Courses Outside of Ontario:** In all cases the student must maintain their University registration while taking a course at another University. Students are also advised that they must get approval in advance. An official transcript must be submitted from the host university directly to the Graduate office upon completion of the program.
- ✓ **Guelph:** Letters of Permission (LOP). Only one LOP course per program is permitted. The LOP applications must be approved in advance; approvals will not be granted retroactively. Students are responsible for making the necessary arrangements for admission to the host university and for any fees payable. Following successful completion of the course and receipt of the official transcript, the University of Guelph agrees to reimburse the student for tuition costs incurred at the host institution, up to a maximum of \$500, upon presentation of original receipts.
  - ✓ **Waterloo:** Graduate Students are responsible for making the necessary arrangements for admission to the host university and for any fees payable. Following successful completion of the course, the graduate student arranges for the official transcript and course outline to be forwarded to the University for assessment for course credit. Students are not reimbursed for the tuition.

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### Transferring between PhD and MSc Status

Full time PhD students who have entered the program as PhD Direct from BSc or PhD Direct from MSc may request to change their program status to MSc, with the agreement of the Department and Supervisor/Research Advisor. A change in program status may have financial implications. Please note that if the graduate student has exceeded the time limits (6 terms for an MSc degree) the Department is under no obligation to provide a Teaching Assistantship. If the student also requests a change in status to Part-time from Full-time status, no funding is provided.

- ✓ **Guelph:** Graduate Students are required to fill out, provide the requested documentation and obtain the appropriate signatures for the Application to Transfer to Another Program form. The form is downloaded from the following website:

<http://www.uoguelph.ca/registrar/graduatestudies/files/transfer.pdf>

A \$35.00 transfer fee is required. Students are advised to review the requirements for transfer to another program from the Admissions and Progress document located at the following website:

<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>

Documentation for all actual/potential transfer requests must be submitted before the end of the fourth semester (unless otherwise specified in the Admissions and Progress document). Requests should not be initiated prior to the end of the second semester.

- ✓ **Waterloo:** Graduate Students are responsible for sending a request to the (GWC)<sup>2</sup> Director to change their program status and to provide the reason for the request. A Recommendation on Application to Graduate Studies is prepared by the Graduate Admissions Assistant and forwarded to the student to obtain the Supervisors agreement and signature. The form is then returned to the Graduate Admissions Assistant for finalizing for processing.

### Transferring between Part-Time and Full-Time Status

Full-Time MSc Thesis Option to Part-Time Course-Based MSc - In some instances, Full-Time MSc students in the thesis option may be allowed to transfer to the Part-Time Course-Based MSc program where demanding circumstances exist relating to personal health matters, family responsibilities, or employment.

Part-Time Course-Based MSc to Full-Time MSc Thesis Option - Pending transfer application and approval from both their program and Graduate Office at the University of Guelph or Waterloo, students, who originally enrolled in the Part-Time Course-Based MSc program, may transfer to a Full-Time MSc regular thesis program status at any time in their program.

Full-Time MSc Thesis Option (original enrolment in Part-Time Course-Based MSc) back to Part-Time Course-Based MSc - Full-time MSc Thesis Option graduate students originally admitted to the part-time course-based MSc program, may request approval to go back to the Part-Time Course-Based MSc.

Part-Time Course-Based MSc (original enrolment in Full-Time MSc Thesis Option) back to Full-Time MSc Thesis Option - Full-time students, who have transferred to the Part-Time Course-Based MSc program may not transfer back to a Full-time MSc thesis option.

Full-Time MSc Thesis Option to Part-Time MSc Thesis Option - Under exceptional circumstances, students in the Full-time MSc Thesis option, who have completed the majority of their course work, may be approved to switch to a Part-time MSc Thesis option.

**Guelph Forms:** Application to Apply for Part-time Status - (originally enrolled as part-time or full-time) <http://www.uoguelph.ca/registrar/graduatestudies/files/parttime.pdf> (requires substantiating documentation)

Application to Apply for Full-Time Status (originally enrolled as part-time): <http://www.uoguelph.ca/registrar/graduatestudies/files/transferfulltime.pdf>

**Waterloo Forms:** All enrolment status changes must be submitted to the Graduate Studies Office by the end of the enrolment period for the term requested (Spring term – May 31, Fall term – September 30, Winter term – January 31). Pending approval of the (GWC)<sup>2</sup> program and the Graduate Studies Office. The following form is used to apply for a change in Academic status: [http://www.grad.uwaterloo.ca/forms/Academic\\_Records/CompletionWithdrawalStatusChange.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/CompletionWithdrawalStatusChange.pdf)

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### Considerations for Switching Between Part-Time and Full-Time MSc Programs

- To remain in the MSc Thesis program the graduate student would need to get confirmation from the research advisor that they are interested in retaining their status as their research advisor. An MSc Thesis program requires a research advisor. Consideration would be made whether it is appropriate to recommend switching to the Part-Time Course-based MSc program.
- By remaining in the MSc Thesis program, the requirements are to complete 3 courses, the MSc Seminar and prepare and present a thesis.
- A course-based MSc program is 6 courses, the MSc Seminar and the MSc Research paper (based on a one-term experimental research project) which is presented in a seminar format.
- An individual in a part-time program can take up to 15 terms (5 years) to complete the degree. By switching to a part-time program and having already done terms as a fulltime student, their degree completion requirement will be reduced.
- The Part-Time student is not guaranteed any funding, although if they are doing their one-term experimental research project in a lab, the research advisor may agree to provide an RA out of their own funding for that period.
- A part-time course-based graduate does not have to arrange for a research advisor until they are preparing to do their MSc seminar and Research Paper. This usually occurs after they have completed most of their course work.
- Within the (GWC)<sup>2</sup> program, part-time students can not take courses outside of their home universities.
- Part-time graduate students may only take up to 1.0 credit of courses (2 courses) per enrolled term.

### Transferring between Universities to work under a Supervisor who is not a Faculty Member of the University the Student is enrolled with

- Once you have been admitted to one University, all documents and transcripts submitted to the University become the property of that University and will not be returned. For a student who arranges to change a supervisor and the original enrollment is not at the supervisor's home university, the student will be required to reapply through OUAC and provide the (GWC)<sup>2</sup> with original transcripts and certificates, including an original transcript from the current enrolled University. The student will need to withdraw from their current program at the end of the semester and will be required to officially request transfer credits for any courses completed.

### Co-op Requirements

- Withdrawing from a program: For Guelph <http://www.cecs.uoguelph.ca/home/documents/CoopWithdrawalForm2008.pdf> - completion of form, signed by student, faculty advisor and Co-op Coordinator.
- There are no financial penalties for leaving the program in the first year.
- If students withdraw from coop within the first 15 class days of the semester, they will get that semester's co-op fee refunded. They will not be refunded the previous semester's fee. Students who withdraw or are required to withdraw after accepting their second work term will be required to pay all remaining co-op fees.