



## What are the Program and Course Regulations

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

The Offer of Admission will define the program term time limits for the Ph.D. programs. The number of terms specified in these time limits apply regardless of whether the student is registered fulltime or part-time.

University of Guelph: <http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-maxreg.shtml>

University of Waterloo: <http://gradcalendar.uwaterloo.ca/page/GSO-Enrolment-and-Time-Limits>

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.

### 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.

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 full-time 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. This course can be done on either a full-time or part-time basis

Within the (GWC)<sup>2</sup> program, course-work 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/supervisor for their Chemistry 797(0) Research Paper.

The 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 minimum period of time for completion of the part-time course-based M.Sc. is *six* terms and it is expected that the program will normally be completed within five years. The minimum period of time for completion of the full-time course-based M.Sc. is *two* terms and it is expected that the program will normally be completed within one year, with a maximum duration of two years.

#### 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 within the Department of Chemistry. One of the two graduate courses may be taken through other

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

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.

Ph.D. Coop Option: The academic requirements are the same as in the Regular Thesis Option Ph.D., but at least one of the required two one-term courses must be completed during the first two terms in residence as well as the Ph.D Seminar and Ph.D. oral comprehensive examination in the second term. Following the second term, the student will spend three terms (twelve months) working in an industrial or government laboratory, upon completion of which he/she must present an acceptable work report which is evaluated by (GWC)<sup>2</sup> as well as the Co-operative Education and career services Departments. Upon returning to the campus, the student will complete his/her course work, research, and prepare the Ph.D. thesis.

### 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 (LOA)

**Guelph**: A regular student may make arrangements in advance, subject to recommendation by the Graduate Program Committee and approval by the Admissions & Progress Committee (A&P), for an LOA from graduate studies for no more than three consecutive semesters. Requests for parental leave will be accommodated under the LOA regulations. The written approval of an LOA by A&P will include a specified adjustment to the program duration stated in the Maximum Registration policy (Registration/ Maximum Registration section). The Assistant Vice-President (Graduate Studies) may routinely approve a recommendation from the Graduate Program Committee for a student request for a one semester LOA in which there is no adjustment to the program duration contemplated. Requests to continue an LOA beyond three consecutive semesters must be submitted to the Graduate Program Committee who shall forward their recommendation of approval to A&P. Additional requests for a further LOA must be submitted for approval to A&P and are unlikely to be considered except in exceptional circumstances. As well, repeated requests for multiple semester leaves will not be considered except under highly exceptional circumstances. During an approved LOA, graduate students shall not engage in activities related to their academic program; i.e. the student shall not engage in academic courses or activities including completion of incomplete courses from previous semesters, or research/ writing activities related to his/her academic program; the student shall not engage in communications or request feedback from his/her advisor or advisory committee related to his/her academic program; the student shall not use university research

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

facilities related to his/ her academic program. Failure to obtain prior approval for LOA will be considered as a voluntary withdrawal from graduate studies at the University of Guelph. A formal application for readmission to the program will be required in order to resume studies, conditional on acceptance. Students who are readmitted are subject to the policies and regulations of the calendar under which they were readmitted. Please use the following form to apply for a leave of absence:

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/combined\\_loa\\_withdrawal%20a.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/combined_loa_withdrawal%20a.pdf)

**Waterloo:** In certain circumstances such as illness, maternity/parental leave, limited external research or work opportunity (that 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

[https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/graduate\\_studies\\_change\\_of\\_enrolment\\_status\\_form.pdf](https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/graduate_studies_change_of_enrolment_status_form.pdf)

### Requests for Extension

**Guelph:** Graduate students who do not complete their program within the prescribed maximum registration completion period will be notified at the end of that semester that no further registration will be permitted pending approval of the plan of study. The student, in consultation with the advisory committee, will be asked to submit a single plan of study for the completion period. The plan must be submitted to the Admissions & Progress Committee (A&P) via the Office of Graduate Studies (OGS) by no later than the 20th class day of the semester following notification. On approval of the plan of study by A&P, master's students may continue up to the maximum program duration. With approval of the plan of study by A&P, doctoral students may continue for up to three semesters, after which second application for an extension must be submitted to A&P.

**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 Dean of Graduate Studies. *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 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 may need to re-apply for admission.

### Voluntary Withdrawal

#### Guelph

##### Form -

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/combined\\_loa\\_withdrawal%20a.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/combined_loa_withdrawal%20a.pdf)

**First Semester Students:** A withdrawal for any student in the first semester of study will be **permanent**. If the student wishes to re-activate 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

([https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/readmission%20a\\_0.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/readmission%20a_0.pdf)). Readmission will be based on an evaluation of the application by the (GWC)<sup>2</sup>.

#### Waterloo

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

Form - [https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/graduate\\_studies\\_change\\_of\\_enrolment\\_status\\_form.pdf](https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/graduate_studies_change_of_enrolment_status_form.pdf)

**Temporary Withdrawal:** Students who request more than two consecutive terms of leave because they have other commitments such as a full-time 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 form.

**Re-Admission:** Students who wish to resume their former degree program, which was left in good standing, and have not attended any further academic institutions since leaving the University of Waterloo, may apply for readmission by submitting a new application to the same program. If readmission is approved, students are required to remain registered for a minimum of one full term to complete their program (without a refund of tuition). Note: the University of Waterloo reserves the right to refuse readmission to any candidate if in the opinion of the Faculty Graduate Committee, the student's previous progress has not been satisfactory.

### Fulfillment of Program Requirements to Graduate

Students must obtain an average of 75% (B) in the set of courses which they present in fulfillment of course requirements for any graduate degree.

### Low Grades

Graduate students who receive course grades below 70% will receive a notification letter from the (GWC)<sup>2</sup> Director. While 65% is a passing grade in a graduate course, students must have an overall average of 75% 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.

### Selection of Courses to Meet Program Requirements

Half of the prescribed courses for the program must be taken from within the Department of Chemistry. Thus, the other half may either be taken through other departments at the Universities of Guelph or Waterloo, or students may request transfer credit for course(s) taken from another University. 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.

### Academic Integrity (Plagiarism)

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

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

**Waterloo:** <https://uwaterloo.ca/academic-integrity/>

### 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

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

Progress Committee of the Board of Graduate Studies (Guelph)/appeal to the Associate Dean, Faculty of Science (Waterloo). Such appeals would be granted only in exceptional circumstances.

### 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 a memo to the Graduate & Postdoctoral Studies office requesting that the provisional status be lifted. A letter is forwarded to the student, informing them that they have met their provisional requirements.

**Waterloo:** The (GWC)<sup>2</sup> Centre Office will forward a memo to the Associate Dean, Faculty of Science requesting that the probationary status be lifted.

### 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.

#### 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* (<https://www.uoguelph.ca/graduatestudies/current/forms>).
- This form will need to be signed by the Instructor, a Departmental signature (Director (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* <https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.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 four weeks of term, students must drop or add graduate courses using Quest, the University of Waterloo's on-line student information system. For courses with enrolment restrictions, students must obtain permission through their Department Graduate Assistant.
- 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.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

([https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/drop\\_and\\_add\\_form\\_oct\\_14.pdf](https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/drop_and_add_form_oct_14.pdf))

Signature of the instructor, supervisor and Department Graduate Officer is required.

- After the first four 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. Permission numbers are issued by academic departments to facilitate on-line course additions for an approved graduate course with restrictions or prerequisites.

### 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 four-digit class number) and submit it to their academic department 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 75% (B)
- 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:

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/transfer\\_credit.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/transfer_credit.pdf).

**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)).
- **Full-time M.Sc. (Course-based):** Of the six required lecture courses for the Full-time MSc Course-based program, only two courses can be accepted as a transfer credit 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)). Three of the six required courses can be taken through another Department at the registered University, excluding Chem 7940/794 MSc Seminar.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

- **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 Full-time 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. [https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/letter\\_of\\_permission%20a.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/letter_of_permission%20a.pdf)
  - ✓ **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.

### 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 Study Option or Degree Program Transfers form. The form is downloaded from the following website:

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program\\_study\\_transfer.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program_study_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:

<https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/A%26P%20guidelines-2016-1.pdf>

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

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 Program Change Form 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:** Full-time or Part-time Transfer Application

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca/graduatestudies/files/Full%20time%20and%20part%20time\\_transfer\\_app.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca/graduatestudies/files/Full%20time%20and%20part%20time_transfer_app.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:

[https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/graduate\\_studies\\_change\\_of\\_enrolment\\_status\\_form.pdf](https://uwaterloo.ca/graduate-studies/sites/ca.graduate-studies/files/uploads/files/graduate_studies_change_of_enrolment_status_form.pdf)

### 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 full-time 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.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)<sup>2</sup> Website: <http://www.gwc2.on.ca>

- 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  
[https://www.recruitguelph.ca/cecs/sites/recruitguelph.ca.cecs/files/Co-op\\_Withdrawal\\_Request\\_Form\\_0.pdf](https://www.recruitguelph.ca/cecs/sites/recruitguelph.ca.cecs/files/Co-op_Withdrawal_Request_Form_0.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.