

ACADEMIC LOAD

Students are classified as full-time or part-time on the basis of the program in which they are enrolled. All students have access to university activities and facilities and are expected to take part in the academic life of their program and the university.

Full-time Student

Full-time students apply themselves to their graduate study as a primary responsibility. Normally graduate students will be registered as full-time students because they are registered in full-time programs.

Full-time students must register in UNIV*7510 every semester to maintain full-time status. Full-time students may register in no more than 2.50 credits each semester (not including the 1.50 credits associated with UNIV*7510). Under exceptional circumstances, and with approval from the Graduate Program Coordinator, a student can enroll in more than 2.50 credits.

According to the Ontario Ministry of Colleges and Universities, a graduate student must meet the following criteria in order to be registered full-time:

1. be pursuing graduate studies as a full-time occupation;
2. identify themselves as a full-time graduate student;
3. be designated by the university as a full-time graduate student;
4. be geographically available and visit the campus regularly. Without forfeiting full-time status, a graduate student, while still under supervision, may be absent from the university (e.g., visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period of absence exceeds four weeks in any one term, written evidence shall be available in the Office of Graduate and Postdoctoral Studies to the effect that the absence has the approval of the Department Chair and the Assistant Vice-President (Graduate Studies); and
5. be considered a full-time graduate student by the graduate program.

Full-time Distant Student

Full-time students may be located away from the university. If a student lives 200 km or more from the University of Guelph, they may apply to be classified as a Full-time Distant student, which exempts them from payment of some non-tuition student fees. Contact the Office of Graduate and Postdoctoral Studies for more information.

Part-time Student

Part-time students are enrolled in part-time graduate programs. Students who wish to study part-time must declare their intention to be classified as "part-time" at the time of their application for admission. If a program description does not indicate "full-time only", applicants may assume that a part-time option is available. Students should consult with the department or school offering their intended program of study to confirm the availability of this option.

Part-time students must register in UNIV*7520 every semester to maintain part-time status. Part-time students may register in no more than 1.00 course credits each semester (not including the 0.25 credits associated with UNIV*7520). Three part-time semesters are regarded as the equivalent of one full-time semester for calculation of Class Level.

Under certain conditions, full-time students may be allowed to transfer to a part-time classification if demanding circumstances relating to

personal health matters, family responsibilities, or employment exist. Documentation of these circumstances and a Full-time and Part-time Transfer Application must be submitted to the Office of Graduate and Postdoctoral Studies.

Part-time students may apply to transfer to full-time classification at any time during their studies through the submission of the Full-time and Part-time Transfer Application. As well, pending final approval from both their program and the Office of Graduate and Postdoctoral Studies, students originally admitted to the part-time classification and who subsequently apply and are accepted to full time classification are permitted to request a transfer back to part-time classification.