Integrated Admission Pathway
Student Handbook
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Pathway Description

The Integrated Admission Pathway is designed for students who want to begin taking university degree-credit courses while they are still improving their English proficiency. The combination of English language courses and selected degree-credit courses provides students with an integrated learning experience within a supported environment.

This Pathway provides a flexible option for guaranteed admission to a variety of degree programs at the University of Guelph, including:

- Bachelor of Science (Mathematical Science)
- Bachelor of Commerce
- Bachelor of Arts (Economics)

Detailed Pathway Information

Complete five courses (5 x 0.5 credits) towards your degree in just three semesters. Begin your full-time degree program in your fourth semester.

**Bachelor of Science (Mathematical Science)**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English language courses (20 hours per week) + Required course: ENGL*1030 - Effective Writing (0.5 credits)</td>
<td>English language courses (12 hours per week) + Required courses: MATH<em>1160 - Linear Algebra (0.5 credits) PHYS</em>1080 - Physics for Life Science (0.5 credits)</td>
<td>English language courses (16 hours per week) + Required courses: PSYC<em>1000DE - Introduction to Psychology (0.5 credits) SOC</em>1100DE - Sociology (0.5 credits)</td>
<td>Begin full-time degree program study</td>
<td></td>
</tr>
</tbody>
</table>

**Bachelor of Arts (Economics)**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English language courses (20 hours per week) + Required course: ENGL*1030 - Effective Writing (0.5 credits)</td>
<td>English language courses (12 hours per week) + Required courses: MATH<em>1030 - Business Mathematics (0.5 credits) ECON</em>1100 - Introductory Macroeconomics (0.5 credits)</td>
<td>English language courses (16 hours per week) + Required courses: PSYC<em>1000DE - Introduction to Psychology (0.5 credits) SOC</em>1100DE - Sociology (0.5 credits)</td>
<td>Begin full-time degree program study</td>
<td></td>
</tr>
</tbody>
</table>
Bachelor of Commerce

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English language courses (20 hours per week)</td>
<td>English language courses (12 hours per week)</td>
<td>English language courses (16 hours per week)</td>
<td>Begin full-time degree program study</td>
</tr>
<tr>
<td>+ Required course: ENGL*1030 - Effective Writing (0.5 credits)</td>
<td>+ Required courses: MATH*1030 - Business Mathematics (0.5 credits)</td>
<td>+ Required courses: PSYC*1000DE - Introduction to Psychology (0.5 credits)</td>
<td>+ Required courses: SOC*1100DE - Sociology (0.5 credits)</td>
</tr>
<tr>
<td></td>
<td>ECON*1100 - Introductory Macroeconomics (0.5 credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Available Support

Experienced English language instructors and faculty members will guide your learning so you can enjoy a smooth transition to a degree program. Additionally, Conversation Tutors, ELP Buddies, and Supported Learning Groups are available to support your academic success.

English Learning House

Live on campus in a supported living and learning environment and take advantage of an opportunity to build your network of Canadian friends and develop real English skills.

Admission Requirements

Students must meet the following minimum requirements:

1. Provide evidence of IELTS 5.5, TOEFL iBT 56 or equivalent
2. Students must meet all undergraduate admission requirements, except for the English Language proficiency requirement.
University of Guelph Mission

The University of Guelph is committed to the highest standards of pedagogy; the education and well-being of the whole person; meeting the needs of all learners in a purposefully diverse community; the pursuit of its articulated learning objectives; rigorous self-assessment; and curriculum that fosters creativity, skill development, critical inquiry, and active learning. The University of Guelph educates students for life and work in a rapidly changing world.

For more information, please read the full University of Guelph Mission Statement.

University of Guelph Values

Truth: The University of Guelph's core value is the pursuit of truth. It is animated by a spirit of free and open enquiry, collaboration, and mutual respect. It asserts the fundamental equality of all human beings and is committed to creating for all members of its community, an environment that is hospitable, safe, supportive, equitable, pleasurable, and above all, intellectually challenging.

Diversity: Students have a responsibility to help create and uphold an environment that respects the diversity and differences of members of our campus, and allows all members to be treated with dignity, worth and respect.

Integrity: Students have a responsibility to help maintain the integrity of the University as a community for learning, such as abiding by all Canadian laws, including to not possess: 1. Illegal drugs and paraphernalia; 2. Possession of alcohol under the age of 19; 3. Not smoking inside any University building, or within nine metres of any building entrance or exit;

Learning: Students have a responsibility to help support community members' access to the tools they need to engage in their learning and development, both in and outside of the classroom. For e.g., to not interfere with the normal functioning of the University, nor to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes.

Safety: Students have a responsibility to support an environment that enables students to be safe and free from harm. For e.g., students have a responsibility to treat all members of the University community with respect and without harassment.

- Harassment is defined as any attention or conduct (oral, written, virtual, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating.
- Sexual Assault: to not assault any person sexually or threaten any person with sexual assault.
- Bodily Harm: to not engage in activities that are likely to endanger the health or safety of yourself or another person, or to assault or threaten to assault another person or to knowingly cause another person to fear bodily harm.
- Firearms and Other Weapons: to not bring onto campus any firearms or weapons (examples include but not limited to: BB guns, slingshots, paintball guns, firecrackers, gunpowder or any other forms of unauthorized hazardous materials). Students are not allowed to use any objects to injure, threaten or intimidate a person.
• Fire and Life Safety Equipment: to not tamper or interfere with, discharge or activate any life safety or fire equipment on campus unless for the purposes of responding to an emergency.

For more information, please read the University of Guelph's Policy on Non-Academic Misconduct.

Policies

Please note that all of the policies listed below apply to the English Language Pathway courses. Degree credit course policies may be found in the Undergraduate Calendar online here. The Open Learning program calendar can be found online here.

Study Plan and Continuation of Study

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Notes and Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>English Language Pathway Courses</td>
<td>Continuation of study requires a 50% minimum grade in credit courses and a 70% minimum grade in English Language Pathway courses</td>
</tr>
<tr>
<td></td>
<td>One 0.5 credit course</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td>English Language Pathway Courses</td>
<td>Continuation of study requires a 50% minimum grade in credit courses and a 70% minimum grade in English Language Pathway courses</td>
</tr>
<tr>
<td></td>
<td>Two 0.5 credit courses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 3</td>
<td>English Language Pathway Courses</td>
<td>Continuation of study requires a 50% minimum grade in credit courses and a 70% minimum grade in English Language Pathway courses</td>
</tr>
<tr>
<td></td>
<td>Two 0.5 credit courses</td>
<td>Successful completion of the pathway requires:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A. completion of English Language courses with an overall average of 75%.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. completion of all credit courses with a minimum 60% cumulative grade.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 4</td>
<td>Full-time degree program study</td>
<td></td>
</tr>
</tbody>
</table>

Evaluation of Students

At the beginning of each term, students receive course outlines that set out the number and type of assignments in each course. Assignment due dates and penalties for late assignments will be communicated by the instructor in the course outline. In the event that students are unable to meet an
assignment deadline, they should discuss their situation with the instructor immediately and in advance of the due date. Procedures for submission of assignments will also be communicated by the instructor. The instructor cannot grant extensions beyond the last day of regular classes.

Throughout each semester, students are assessed using a combination of diagnostic, formative and summative evaluation techniques, such as quizzes, presentations, worksheets and assignments. This process allows the instructor to gauge student progress, determine areas where further practice is required and guide the direction of course content. At the end of each semester, students write final exams.

**Grades**

A+ = 90-100%
A = 85-89%
A- = 80-84%
B+ = 77-79%
B = 73-76%
B- = 70-72%
C+ = 67-69%
C = 63-66%
C- = 60-62%
D+ = 57-59%
D = 53-56%
D- = 50-52%
F = 0-49%

Students can access their final grades approximately 6 days after the final day of the exam period by logging in to the Open Learning program portal. Students who require an official transcript may complete a [Transcript Request Form](mailto:). Grades are not official until they are communicated to the student by the University of Guelph. Grades will not be communicated to students by phone, fax or email.

**Attendance Policy**

You are required to attend class. When you attend class, you gain the full advantage of your tuition. Your attendance status will be assessed in accordance with the following chart:

**Hours of Class Missed in a Semester**

10% or more: Warning
• You must meet with the Academic Counsellor, OpenEd, or other designated program staff

33% or more: Required to Withdraw

• Your registration in the program is cancelled without refund
• You will not receive a final report or certificate
• You may not attend classes or activities
• Canadian Immigration will be notified of your withdrawal
• Your library card and athletic membership are cancelled
• You do not receive a bus pass
• You may not use the services of the Student Health Centre
• If you have a scholarship, your sponsor will be notified
• Your medical insurance will not be cancelled

If you are absent for an extended period (3 or more days), due to illness or other circumstances, you must inform the English Language Programs office by email during the period of your absence.

When you are absent from class it is your responsibility to find out what material, quizzes or assignments you have missed from your teacher. You are responsible to make arrangements on how missed work will be handled.

If you feel your situation requires special consideration, please refer to the Assignment/Exam Grade Appeals section of this document.

Assignments/Exam Grade Appeals

Students who have concerns regarding their grades should first discuss their concerns with the instructor. If the instructor and the student come to a satisfactory agreement, the grade will be revised or will hold, according to their resolution. If the issue is not resolved:

• The student should submit the original assignment/exam and reasons for appeal in writing to the English Language Programs Academic Coordinator.
• The English Language Programs Academic Coordinator will review materials submitted and re-evaluate the assignment/exam. Results of the review will then be communicated to the student.

Please note that students must make their appeal in writing within five business days after the end of a term.

Academic Consideration

The University of Guelph will consider granting academic consideration for courses if there are sufficient extenuating medical, psychological, or compassionate reasons. Academic consideration may take the form of an extended deadline, a deferred privilege, a late drop of a course(s) with or without failure, withdrawal from a term with or without failure, or permission to continue on probationary status. A deferred privilege could take the form of approval to write a missed final examination or the completion of a course requirement after the end of the term.
a. If you require academic consideration before the final class day of a course:

- Contact the course instructor prior to the assignment due date.

b. If you require academic consideration beyond the final class day of a course:

- Notify the English Language Programs Academic Coordinator immediately
- Draft a letter that states your request and outlines the medical, psychological or compassionate grounds for your request
- Obtain documentation supporting your request
- Submit this package to the Academic Assistant to the Director, Open Learning and Educational Support within five working days of the missed examination/course work deadline

The Academic Review Committee will review your request and you will be advised of the outcome. If you have any questions about Academic Consideration, please contact the Academic Assistant to the Director.

Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the community. Accommodation will be made to students who experience a conflict between a religious obligation and scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories. The type of accommodation granted will vary depending on the nature, weight and timing of the work for which accommodation is sought. Accordingly, the request for alternative arrangements normally must be submitted to the instructor in charge of the course within one week of the distribution of the course outline. A student requiring accommodation may submit the request to the instructor directly. The instructor has a responsibility to provide reasonable alternative arrangements that do not put the student at an academic disadvantage. In the event that a student is not satisfied with the accommodation offered by the instructor, he/she may appeal to the English Language Programs Academic Coordinator who may grant alternative accommodation.

In the case of a conflict with a final examination, the student should consult with the English Language Programs Academic Coordinator to arrange to reschedule the examination. Care will be taken that the new date and time do not put the student at an academic disadvantage.

Please note that a list of the Major Holy Days may be found on the University of Guelph’s Human Rights and Equity Office website.

Academic Integrity and Academic Misconduct

Academic misconduct is behavior that erodes the basis of mutual trust on which scholarly exchanges occur, undermines the University's exercise of its responsibility to evaluate students’ academic achievement or restricts the University's ability to accomplish its learning objectives (University of Guelph Undergraduate Calendar, section 8). The University of Guelph is committed to upholding the highest standards of academic integrity and requires all members of the University community to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. Policies, procedures and penalties regarding academic misconduct apply to all
students in Open Learning and Educational Support-sponsored courses, as they do to all University students.

As a University of Guelph student, it is your responsibility to understand what constitutes Academic Misconduct and to abide by the University of Guelph policy on student academic misconduct, regardless of your location or program of study.

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment. Offences include, but are not limited to:

- Misappropriation of others' work
- Plagiarism (i.e. misrepresenting the work of other as one's own, without appropriate use of referencing)
- Copying another person's answers to an exam question or assignment
- Submitting the same assignment for credit on more than one occasion without prior written permission from the instructor
- Unauthorized cooperation or collaboration (i.e., working on individual assignments in a group and submitting collaborative work as one's own)
- Misrepresentation and Fraud: impersonation of one's self for the purposes of writing an exam or submitting an assignment
- Submitting false, fraudulent or purchased assignments or medical documentation
- Use of unauthorized aids or assistance in the completion of exams or assignments

Specific requirements for course work and evaluation will be described in your course outline, distributed at the first class meeting. It is your responsibility to understand and meet these requirements. Discuss any questions you have with your instructor in advance of completing assignments or exams.

Procedure for Suspected Academic Misconduct

Should an instructor suspect an incident of academic misconduct, he/she will retain possession of the suspect material and bring the suspected offence to the attention of the English Language Programs Academic Coordinator. The student will be notified by the Academic Coordinator that a suspicion of academic misconduct is being investigated. If an academic misconduct offence is suspected to have been committed, the English Language Programs Academic Coordinator will bring the suspected offence, including all evidence and documentation, to the attention of the Director, Open Learning and Educational Support. In the event that academic misconduct is confirmed, the Director will meet with the student and assess an appropriate penalty, according to the University's guidelines, and will inform the student. Should the student appeal the decision, appeals will be heard by the Senate Committee on Student Petitions.

Email Communication

As per University regulations, all students are required to check their mail.uoguelph.ca email account regularly. Email is the official route of communication between the University and its students.
Accessibility
The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

Certificate of English Proficiency
Students who complete the English Language Pathway courses (Semesters 1, 2 and 3) with an overall average of 75%, and no course average below 70% achieve the Certificate of English Proficiency. The Certificate of English Proficiency meets the English proficiency requirements for entry into the University of Guelph, the University of Guelph-Humber and Wilfrid Laurier University.

Evaluations and Feedback
Through formal evaluations, students will have the opportunity to provide feedback on the design, instructional approach and administration of each course. Evaluations are administered so as to preserve students' anonymity. Evaluation comments will be summarized and shared with instructors, only after final grades have been submitted. Students may also forward comments directly to the English Language Programs Academic Coordinator at any time during the course.

Proof of Study for Renewal of Study Permit
Students who are renewing their study permits should request transcripts from the main office of Open Learning and Educational Support (see 7 above). If any other documents are required, please request them by filling out a letter request form at the English Language Programs office.

Withdrawal from the Pathway
A request to withdraw from the program must be made in writing by completing a drop form at the English Language Programs office. Drop requests received before the 40th day of the term will deregister you from the program or course without academic penalty. This means that the course and mark will not show on your transcript. If you complete the drop request after the 40th day of the term, the course and the mark you have earned up to your drop date will show on the academic transcript. Students who withdraw from the program will lose their conditional offer of acceptance and will need to re-apply to the University.

Refund Policy

<table>
<thead>
<tr>
<th>Refund Request Deadline</th>
<th>With an Original Visa Refusal Document</th>
<th>Without an Original Visa Refusal Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 4 calendar months prior to the first day of class</td>
<td>100% tuition + 100% any additional fees</td>
<td>Full program tuition minus first installment of $1200 + $240 application fee.</td>
</tr>
<tr>
<td>Less than 4 calendar months prior to the first day of class of the first semester of the program.</td>
<td>100% tuition + 100% any additional fees</td>
<td>0% of any fees paid.</td>
</tr>
</tbody>
</table>
Student Problem Resolution Policy

Open Learning and Educational Support at the University of Guelph is committed to providing high quality academic English language instruction to its students. We take student problems and complaints very seriously. At all times, we encourage students to provide feedback on the program, instructors and administrative systems.

How to solve a problem or concern:

1. Write out your concern in a step by step format.
2. Email or bring your written concern to the person.
3. Make an appointment to speak with the person. It is not always possible to see a person without making an appointment.
4. Explain your concern slowly and clearly.
5. You will find that the people want to help you to resolve the problem. It is helpful if you can explain the whole problem, not just one small part of the problem. This helps to determine the best solution to the problem.

Who should you talk to?

<table>
<thead>
<tr>
<th>Type of Concern</th>
<th>First Step</th>
<th>Second Step</th>
<th>Third Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Talk with the teacher concerned</td>
<td>If no resolution, contact Academic Coordinator</td>
<td>If no resolution, contact Director, Open Learning and Educational Support</td>
</tr>
<tr>
<td>Academic Counselling</td>
<td>Talk with the Course Instructor</td>
<td>If no resolution, contact Academic Coordinator</td>
<td>If no resolution, contact Director, Open Learning and Educational Support</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Talk with the Activity Coordinator</td>
<td>If no resolution, contact Manager, English Language Programs</td>
<td>If no resolution, contact Director, Open Learning and Educational Support</td>
</tr>
<tr>
<td>Homestay</td>
<td>Talk with the English Language Programs Homestay Coordinator</td>
<td>If no resolution, contact Manager, English Language Programs</td>
<td>If no resolution, contact Director, Open Learning and Educational Support</td>
</tr>
</tbody>
</table>
Experiential Learning

Experiential learning opportunities are an important component of language development and therefore, the Integrated Admission Pathway will provide opportunities for students to engage in similar experiential learning activities. Volunteer opportunities will be made available to students so that they can take part in University events or local events that take place within the broader community. For example, students will be able to engage in community volunteer activities such as planting trees (~20 students), supporting the activities of the Donkey Sanctuary (~10 students), as well as assisting at the Multicultural festival (~50 students). As a result, students will develop their language skills and their understanding of Canadian culture through a variety of experiential learning opportunities. Students will also take active part in field trips and activities that will allow for the application of language in a variety of professional, cultural and social settings, such as trips to Toronto, Niagara Falls, and other local areas of interest. There may be opportunities for students in the pathway program to mentor new ELP students (e.g., at lower levels). Students who engage actively in experiential learning activities will receive recognition for their contribution.

Visit our Facebook page to stay connected to what is happening with ELP activities, and with your fellow students. Depending on the time of year, we organize a variety of extracurricular activities such as trips to Niagara Falls, skiing and snowboarding, Toronto shopping trips and volunteer opportunities. As well, there are local campus-based activities, such as soccer and karaoke. You can find out what activities are going on right now through our activities calendar.

Conversation Tutor

Conversation Tutors are University of Guelph undergraduate or graduate degree students who volunteer through the Peer Helper program for 5 hours per week. They run 1-hour meetings with students in groups of 3 to 4, with the purpose of helping you improve your fluency and ability to navigate academic and social life in Canada. Conversation Tutors will set up meetings at the beginning of the semester, and you can sign up for meetings based on your availability.

ELP Buddy Program

Making friends with other University of Guelph students is one of the best ways to improve your English and learn more about Canada and Guelph. The ELP Buddy Program matches you with another University of Guelph student.
If you are an ELP student interested in participating in the ELP Buddy Program, please complete the online ELP Buddy Program student application form.

Writing Support Group and Supported Learning Groups
To ensure that students are supported throughout their Pathway experiences, students have access to Supported Learning Groups (SLGs) that will provide discipline specific support. This will ensure that students will not only have learning support, but they will also become familiar with the learning services available (e.g., Writing Services) as they progress in their academic studies. During the first semester, the students will be in a sheltered ENGL 1030 course. In the second semester, the students will be encouraged to attend SLG meetings that are offered on campus for undergraduate students. In the third semester, even though the two courses (PSYC 1000 DE and SOC 1100 DE) are offered online, students will be able to access face-to-face SLGs that will be designed by SLG staff and EL instructors specifically for this program.

We are trying to provide you with support as much as possible. We may reach to your professor(s) to check in on how you are doing on a regular basis throughout the program.

English Learning House and Accommodation
In their first two semesters, some pathway students will live in English Learning House, a supported, on-campus living environment which will provide an opportunity for students to develop connections with other undergraduate degree students, improve their social English language skills, and participate in campus activities. The English Learning House will strengthen the student’s social and emotional connections and will provide a supportive environment in which the student can focus on their academic goals without feeling isolated. After the first two semesters in English Learning House, students may transition in their third semester to a homestay or choose independent living.

Guaranteed Admission
Students receive a letter of guaranteed admission to a degree program, conditional upon completion of the Integrated Admission Pathway. Students will meet all undergraduate admission requirements with the exception of the language proficiency score. Given that language development is a component of this pathway, students will be admitted with a TOEFL IBT 56 score or IELTS 5.5 score. Successful completion of the Integrated Admission Pathway will require:

- Completion of English Language courses with an overall average of 75% and no course average below 70% earns the Certificate of English Proficiency, which meets the University’s English proficiency requirements.
- Successful completion of all credit courses with a minimum 60% cumulative grade

Athletics
All registered full-time students have a basic membership to the Athletic Centre. Your basic membership allows you to enter the Athletic Centre and participate in all drop-in recreation activities.

This basic membership does not include access to the weight room or fitness classes. Access to the weight room and fitness classes cost an additional fee.

For more information on your Athletic Centre membership, please visit the website here.
Health Insurance
As an ELP student, it is important to ensure that you have health insurance while studying in Canada. We order insurance from guard.me for all of our students. If you already have health insurance, please provide us with a copy of your card.

Library Card
All students receive a University of Guelph library card, giving them access to the University of Guelph database and collections. The TRELLIS system is the joint University of Guelph - Wilfrid Laurier University - University of Waterloo online searchable catalogue.