

# **GUIDELINES GOVERNING THE ACADEMIC RELATIONSHIP BETWEEN THE CONSTITUENT UNIVERSITY AND THE AFFILIATED UNIVERSITY COLLEGES**

(S. 3965, S.96-139, S.05-09, S.08-211)

This document sets out the guiding principles governing the academic relationship and reflecting the broader Affiliation Agreement between the Constituent University and the Affiliated University Colleges. It provides guidelines for the implementation of the Affiliation Agreement but does not take precedence over it.

## **Coordination of Admissions and Enrolments**

1. Each Affiliated University College develops long-term plans for its academic mission, role and capacity, which build upon the strengths and special environment of the College, and informs Senate of those plans through the Senate Committee on Academic Policy and Awards (SCAPA) and the Senate Committee on University Planning (SCUP).
2. The Constituent University and the Affiliated University Colleges accept the objective of achieving and maintaining a reasonable and stable net cross-flow of course registrants in the context of the long-term plans of each College. The Constituent University and the Colleges also agree that students admitted with the intention of pursuing certain programs of study, i.e., Honors Specializations, Majors and Specializations, should pursue the majority of their courses in these modules at their home institutions. This clause will not limit joint initiatives among Affiliated University Colleges or between an Affiliated University College and the Constituent University.

In pursuit of these objectives, the flow of students between institutions will be governed as follows:

- a. Unless stipulated in specific Senate-approved program agreements between the Constituent University and an Affiliated University College, students enrolled at the Affiliated University Colleges may not take more than 40% of their courses at the Constituent University.
- b. Students enrolled at the Constituent University may take up to 1.0 course at an Affiliated University College in each year as long as (a) the course is not offered at the Constituent University and (b) in the case of a course required for an Honors Specialization, Major or Specialization module at the Constituent University, the course is deemed to be academically relevant by the Dean or designate of their Faculty of registration. Constituent University students who wish to register for a module only available at an Affiliated University College (specified in the list provided in [Appendix A](#)) may take up to a total of 7.0 courses in the case of a Major or 5.0 courses in the case of a Minor, over the years of their degree.

Any deviations from these guidelines governing limits on a student's ability to cross-register in courses at units other than their own will be shared among the Deans at the Affiliated University Colleges and the Constituent University. Other than individual exceptions, changes to practice will not be implemented without due consultation among the Deans and formal modification of these Guidelines.

3. The Constituent University and the Affiliated University Colleges will exchange 5-year enrolment plans and admission requirements and enrolment targets for the coming year at the time of the preparation of the official enrolment forecast for the Subcommittee on Enrolment Planning and Policy (SUEPP) in early January of each year. This information will include institutional totals, and breakdowns by degree program, and sources of students (i.e., Ontario Secondary Schools (OSS) and non-OSS students<sup>1</sup>).

The Constituent University and each Affiliated University College will submit these enrolment and admission plans to Senate for approval each year.

The University of Western Ontario and its Affiliated University Colleges are committed to programs of study that will attract the most qualified students. In fact, the quality of our educational experience is dependent, in an important way, upon the abilities and motivations of our students. We agree that it is critical to maintain the high standards of admission that have been achieved in recent years and avoid substantial differences in these standards among our institutions in the future. Neither the Constituent University nor the Affiliated University Colleges will admit students to first-year study

---

<sup>1</sup> also known as '101s' and '105s'

directly from the OSS system with final grades below 75%, unless detailed academic assessment deems this appropriate.

Enrolment plans should also reflect Western's traditional commitment to students graduating from the Ontario Secondary School system. The percentage of students admitted each year directly into each of the Affiliated University Colleges from the OSS system<sup>2</sup> should be in the range of 75%.

### **Program Offerings at the Affiliated University Colleges**

4. Within the context of its long-term plans and a reasonable and stable net cross-flow of course registrants, and where the Affiliated University College is prepared to commit the necessary resources, Senate encourages each Affiliated University College to consider appropriate additions to its offerings that are consistent with its mission, role and capacity.
5. Students enrolled in upper years at an Affiliated University College shall meet one of the following conditions:
  - a. be registered in an Honors Specialization or Specialization program offered by the Affiliated University College;
  - b. be registered in a Major/Major program where at least one of the Majors is offered by the Affiliated University College;
  - c. be registered in any Major/Minor combination where the Major is offered at the Affiliated University College;
  - d. be registered in any Minor/Minor combination where one of the Minors is offered at the Affiliated University College;
  - e. be registered in one of the Professional Programs at an Affiliated University College (specified in [Appendix A](#))
6. Program modules at the Affiliated University Colleges are subject to the Ontario Undergraduate Program Review Audit Committee Review and Audit Guidelines, including the "Approval Process for New Undergraduate Programs." A proposal from an Affiliated University College for a module in a discipline or field not previously offered by that College will include a full description of the academic, financial and other implications. Proposals for new modules must be supported by evidence of adequate full-time faculty resources with appropriate academic expertise to support the module.

The approval process for new courses and program modules from an Affiliated University College not currently offered by that College must progress through the usual procedures, DAP and SCAPA respectively, and demonstrate clear evidence of consultation with the relevant Deans at the Constituent University.<sup>3</sup>
7. Honors Specialization, Major, Specialization and Minor program modules as well as Professional Programs approved by Senate and offered by an Affiliated University College are listed in [Appendix A](#) of this document. This Appendix shall be updated as offerings are deleted or added according to the process described in clause 6, above.
8. The level of uniformity appropriate in content, structure and administration of courses should be decided on the basis of demonstrable programmatic needs. Where there is a significant degree of uniformity in course content, structure and administration, the Constituent University and Affiliated University College instructors should be members of the course committee; and where course committee members are required to invest substantial time and effort in course development, the Constituent University and Affiliated University College members should contribute their fair shares to that development effort, including the writing of cases and other course materials.
9. The same minimum progression requirements will be established for modules offered at both an Affiliated University College and at the Constituent University. To the extent that admission requirements and/or progression requirements may differ for the same module offered by both an Affiliated University College and the Constituent University, the internal transfer of students will not be automatic.

---

<sup>2</sup> i.e., '101s'

<sup>3</sup> Since January 2007, if a new program subject area is being introduced, the module(s) will be sent initially to the Subcommittee on Undergraduate Program Review (SUUPR) for approval prior to SCAPA.

10. Where an Affiliated University College offers an Honors Specialization, Major or Specialization common to that offered at the Constituent University, there will be an annual exchange of information by October of each year between the Chairs/Directors of the relevant departments or schools in the Constituent University and the Affiliated University College. The annual exchange of information should include relevant course/module information (projections of course/module enrolments, anticipated new course offerings, course outlines and grade distributions for commonly taught courses). In addition, the Chairs (or their delegates) will meet once each year to discuss matters of concern to either party that arise from the content or the delivery of modules. The meeting will provide an opportunity to plan for student demand expected from the crossflow between the Constituent University and the Affiliated University College.

Department Chairs/Directors of Schools at the Constituent University and at the Affiliated University College will provide a joint annual report outlining these discussions to their Deans by December of each year.

### **Standards**

11. Each Affiliated University College shall maintain processes of Faculty and Department review (including reviews of the standards for appointments, promotion, and tenure) similar to those in place at the Constituent University, but appropriate to the size and mission of the individual Affiliated University College. Such reviews must satisfy the requirements of the Ontario Undergraduate Program Review Audit Committee (UPRAC). UPRAC-related review materials, i.e., the external reviewer(s)' report and the response from the Chair and/or Dean to the report, shall be submitted in confidence to the Subcommittee on Undergraduate Program Review (SUUPR) for discussion along with a summary of the review of the program. This summary, prepared by the Academic Dean or designate for the College, will be included in the annual report to Senate subject to minor revisions which may be made by SUUPR.

### **Participation in Graduate Studies**

12. It is recognized that some faculty members at the Affiliated University Colleges wish to participate in graduate programs at the Constituent University and that graduate programs at the Constituent University benefit from participation of faculty members from the Affiliated University Colleges. Accordingly, faculty members at the Affiliated University Colleges may be considered for membership in graduate programs at the Constituent University under the same process used for the consideration of faculty at the Constituent University. This includes provision for approval of such participation by the faculty member's home Department Chair and Dean in consultation with the Graduate Program Chair, as well as the Vice-Provost of the School of Graduate and Postdoctoral Studies<sup>4</sup>. Any nomination of a faculty member at an Affiliated University College for membership in the School of Graduate and Postdoctoral Studies at the Constituent University shall include a statement of the activities that will be carried out by the faculty member: e.g., student supervision, service on student advisory or examining committees, the occasional or regular teaching of a graduate course, etc.

### **Senate Committee Representation**

13.
  - a. The membership of SCUP will include the Principal (or designate) of an Affiliated University College, appointed on a rotating basis (three-year terms). All Principals of the Affiliated University Colleges will receive SCUP agendas in advance of meetings.
  - b. The membership of SUEPP will include the Principal of an Affiliated University College, appointed on a rotating basis (two-year terms) by the Provost in consultation with the Principal.
  - c. The membership of SCAPA will include three representatives of the Affiliated University Colleges: one voting Member (and an Alternate) from one College, and one non-voting Observer from each of the other two Colleges, appointed in consultation with the Principals concerned on a rotating basis (two-year terms).

### **NOTE: THE AFFILIATION AGREEMENT TAKES PRECEDENCE OVER THESE GUIDELINES**

<sup>4</sup>Effective July 1, 2008, the Faculty of Graduate Studies was disbanded and replaced by the School of Graduate and Postdoctoral Fellows (SGPS) the head of which is the Vice-Provost (SGPS).

---

Handbook Notes:

This file is on the web at [http://www.uwo.ca/univsec/handbook/general/affiliation\\_guidelines.pdf](http://www.uwo.ca/univsec/handbook/general/affiliation_guidelines.pdf)  
The Affiliation Agreement (UWO, BUC, HUC, KUC) is on the web at:  
[http://www.uwo.ca/univsec/handbook/general/affiliation\\_agreement.pdf](http://www.uwo.ca/univsec/handbook/general/affiliation_agreement.pdf)

---