

**REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS**

**(SCAPA)**

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**Faculty of Graduate Studies Programs**

- **PhD in Anthropology**
- **PhD in Comparative Literature**
- **PhD and MA in Media Studies**
- **PhD in Theory and Criticism**

**Faculty of Arts Minor Programs**

- **Minor in Dramatic Literature**
- **Minor in English for Teachers**
- **Minor in Museology**
- **Minor in Ethics**
- **Minor in Philosophy of Science**

**Concurrent Degree (BESc/HBA) Program in Integrated Engineering and Business**

**Revisions to the Policy on Student Academic Appeals**

**Brescia University College: Extension of the Deadline for Graduation from the BSc(HEc) Program in Clothing, Textiles and Design**

**Report on New Scholarships and Awards**

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FOR APPROVAL

1. **Faculty of Graduate Studies Programs [PhD in Anthropology, PhD in Comparative Literature, PhD and MA in Media Studies, PhD in Theory and Criticism]**

Senate is being asked at this time to approve these four proposed programs contingent on OCGS approval because the June 21 Senate meeting is the last meeting before September, and yet the program wishes to admit students for September.

a) PhD in Anthropology

**Recommended:** That, contingent on OCGS approval, a PhD program in Anthropology be established effective September 2002.

**Background:**

At the graduate level the Department of Anthropology currently offers only a masters program in anthropology. The Department now wishes to introduce a PhD program. If approved, the program will be offered in two fields: socio-cultural anthropology, and archeological sciences. Students graduating from the socio-cultural field will be qualified to be hired as faculty in Departments of Anthropology and will receive a PhD degree in Anthropology. Students graduating from the archeological sciences field will receive a more specialized degree which will be styled as a PhD degree in Anthropology (Archeological Sciences). The introduction of this degree occurs at a time when demand for PhD-qualified anthropologists to replace retiring faculty is increasing across North America, and concurrently with recent faculty renewal in the Department of Anthropology that runs counter to what is happening in other anthropology Departments

in Ontario. The development of this PhD program therefore represents an opportunity for Western's Department of Anthropology to take on a leadership role in the province.

To be eligible for admission into the PhD program applicants must possess a masters degree in anthropology.

The faculty resources available to the program include thirteen full-time faculty from the Department of Anthropology, nine of whom are in the socio-cultural field, and four of whom are in the archeological sciences field. The archeological sciences field will be further strengthened by the participation in student supervision of faculty from elsewhere on campus in the areas of genetics, geography, earth sciences and pathology. In addition, the faculty resources available to the PhD program will be increased when the endowed Lawson Chair of Canadian Archeology is filled.

The anticipated steady state enrolment in the program will be up to 15-25, corresponding to up to 2-3 admissions per year in each field.

Degree requirements consist of mandatory and optional graduate courses and a supervised research project leading to a thesis. The introduction of the PhD program will require the addition of two graduate half courses to the suite of those currently offered. These additional courses, and the additional supervisory load, can be accommodated within the faculty resources described above.

The program proposal was developed in consultation with the Faculty of Graduate Studies. The proposal was approved by the Internal Appraisals Committee of the Faculty on January 15, 2002. This followed consideration by the committee of the program's written brief, and a meeting of the committee with the proposers of the program, Dr. Chet Creider, Chair of the Department of Anthropology, and Dr. Lisa Valentine, Graduate Chair, Anthropology graduate program.

In January 2002, SCAPA approved submission of this proposed program to OCGS for its consideration for approval. The Appraisal Committee of OCGS selected two External Consultants and sent them to Western to review the proposal. The External Consultants were Dr. J. Driver (Simon Fraser University) and Dr. H. Feit, (McMaster University), and they visited Western in April 2002.

The Appraisal Committee of OCGS considered the reports of the external consultants, and the University's response to them, on May 27, 2002, and has recommended to OCGS that the program meets required academic standards and should be allowed to commence. This positive recommendation, once approved by OCGS, will mean that the Ministry of Training, Colleges and Universities will consider the enrolment in the program for funding purposes. The Committee's recommendation will be considered for approval by OCGS at its meeting of June 20.

#### b) PhD Program in Comparative Literature

**Recommended:** That, contingent on OCGS approval, a PhD program in Comparative Literature be established effective September 2002.

#### **Background:**

The proposed program is an interdisciplinary graduate level offering that will build on the very successful MA program in Comparative Literature. The program will be hosted by the Department of Modern Languages & Literatures, but will draw its core faculty from several Departments in the Faculty of Arts. It, therefore, also will report to the Faculty of Graduate Studies according to a model already used by the MA program in Theory & Criticism, the MSc and PhD program in Neuroscience, and the MEd and PhD program in Biomedical Engineering.

To be eligible for admission into the PhD program, applicants must normally possess an MA degree in Comparative Literature or a national literature with a minimum average of A-. Students must also possess

knowledge of two languages in addition to English at a level sufficient to do graduate-level work on texts in those languages. Students judged to be making exceptionally good progress in Western's MA program in Comparative Literature (e.g., above 87% average in courses and/or papers judged to be of PhD calibre) may apply to transfer to the PhD program after completing the first year of the MA; such students would not complete the master's degree.

The faculty resources available to the program are twenty faculty who currently are active in the MA program in Comparative Literature, plus four additional faculty who have been hired into tenured or tenure track positions at Western in 2001-2002. These twenty-four faculty hold appointments in the Departments of English, French, and Modern Languages & Literatures. Contingent on budgetary approval, additional resources required to mount the program will come from teaching buy-outs supplied from the Interdisciplinary programs budget of the Faculty of Graduate Studies.

The anticipated enrolment in the program would be four to five new PhD students each year, leading to a steady state enrolment of sixteen to twenty students.

Degree requirements consist of mandatory and optional graduate courses and a supervised research project leading to a thesis.

The program proposal was developed in consultation with the Faculty of Graduate Studies. The proposal was approved by the Internal Appraisals Committee on August 21, 2001. This followed consideration by the committee of the program's written brief and a meeting of the committee with Dr. Lawrence de Looze, Graduate Chair of the MA program in Comparative Literature, representing Dr. Angela Esterhammer, Chair of the Department of Modern Languages & Literatures.

In September 2001, SCAPA approved submission of this proposed program to OCGS for its consideration for approval. The Appraisal Committee of OCGS selected three External Consultants and sent them to Western to review the proposal. The External Consultants were Dr. D. Figueira (University of Georgia), Dr. G. Gillespie (Stanford University) and Dr. E Kushner (University of Toronto), and they visited Western in March 2002.

The Appraisal Committee of OCGS will be considering the reports of the external consultants and the University's response to them on June 17. The Appraisals Committee will recommend to OCGS whether or not the program meets required academic standards and should be allowed to commence. A positive recommendation, once approved by OCGS, will mean that the Ministry of Training, Colleges and Universities will consider the enrolment in the program for funding purposes. If the Committee's recommendation is positive, the proposed program will be considered for approval by OCGS at its meeting of June 20.

#### c) PhD and MA Programs in Media Studies

**Recommended:** That, contingent on OCGS approval, a PhD and MA program in Media Studies be established effective September 2002.

#### **Background:**

The proposed program will be hosted by the Faculty of Information & Media Studies and will build on the Media, Information & Technoculture undergraduate program already offered by the Faculty.

To be eligible for admission into the MA program students will be required to possess a four year Honors degree or equivalent in Communications, Media Studies or a related field. Because the MA in Media Studies will be a program that draws on many disciplines, applicants from a variety of disciplines in the arts, humanities, and social sciences will be encouraged to apply also, as long as they have taken undergraduate

courses that give them an understanding of cultural theory and media as well as allow them an opportunity to become familiar with information and communication technologies as a tool.

PhD program applicants will possess an MA degree in Communications, Media Studies, Popular Culture or a related field. Related fields might include Film Studies, Music, Visual Arts, English, Comparative Literature, Cultural Anthropology, Sociology or Gender Studies. Students judged to be making exceptionally good progress in the MA program in Media Studies may be considered for transfer to the PhD program after their second term of study; such students would not complete the master's degree, and courses taken in the MA program would be credited towards the PhD.

The faculty resources available to the program are eighteen faculty who are currently participating in the MA program in Journalism or the Masters and PhD program in Library & Information Science, plus an additional five faculty hired in 2001-2002.

The MA program will be offered on a part-time and full-time basis, and the PhD program on a full-time basis only. The full-time MA program will be a two year program of study. The anticipated enrolment in the MA program will be nine full-time and two part-time new students each year, leading to a steady state enrolment of approximately 22 students. The anticipated enrolment in the PhD program will be 4-5 students a year leading to a steady state enrolment of approximately 16-20 students. The PhD program will not be advertised for direct admission until the first masters students have graduated from the program; however, some students may be admitted to the PhD program earlier than this if they are approved for transfer from the MA program after two terms of study.

Degree requirements for the MA and the PhD will consist of mandatory and optional graduate courses and a supervised research project leading to a thesis.

The program proposal was developed in consultation with the Faculty of Graduate Studies. The proposal was approved by the Internal Appraisals Committee on October 23, 2001. This followed consideration by the committee of the program's written brief and a meeting of the committee with Dr. Gloria Leckie, Associate Dean in FIMS, and Dr. Catherine Ross, Acting Dean of FIMS.

In December 2001, SCAPA approved submission of this proposed program to OCGS for its consideration for approval. The Appraisal Committee of OCGS selected three External Consultants and sent them to Western to review the proposal. The External Consultants were Dr. M. Allor (Concordia University), Dr. C. Murray (Simon Fraser University), and Dr. W. Straw (McGill University), and they visited Western in April 2002.

The Appraisal Committee of OCGS will be considering the reports of the external consultants and the University's response to them on June 10. The Appraisals Committee will recommend to OCGS whether or not the program meets required academic standards and should be allowed to commence. A positive recommendation, once approved by OCGS, will mean that the Ministry of Training, Colleges and Universities will consider the enrolment in the program for funding purposes. If the Committee's recommendation is positive, the proposed program will be considered for approval by OCGS at its meeting of June 20.

d) PhD Program in Theory & Criticism

**Recommended:** That, contingent on OCGS approval, a PhD program in Theory & Criticism be established effective September 2002.

**Background:**

The proposed program is an interdisciplinary graduate level offering that will build on the very successful MA program in Theory & Criticism. The program would operate independent of any single Faculty or Department. It would report directly to the Faculty of Graduate Studies according to a model already used by the MA program in Theory & Criticism, the MSc and PhD programs in Neuroscience, and the MEd and PhD programs in Biomedical Engineering.

To be eligible for admission into the PhD program, applicants must normally possess an MA degree in a humanities or social science subject, with a minimum average of A-, and significant evidence of previous theoretical work indicated through courses taken or in mandatory writing samples submitted with the admission application. Students judged to be making exceptionally good progress in Western's MA program in Theory & Criticism (e.g., above 87% average in courses and/or papers judged to be of PhD calibre) may apply to transfer to the PhD program after completing the first year of the MA; such students would not complete the master's degree.

The faculty resources available to the program are 22 faculty who are members of the Centre for Theory & Criticism and currently are active in the MA program in Theory & Criticism. These faculty hold appointments in the Departments of English, French, Anthropology, Modern Languages & Literatures, Philosophy, Women's Studies, Political Science and Sociology, in the Faculty of Information & Media Studies, and in the Philosophy Department of King's College. Additional resources will come from teaching buy-outs supplied from the Interdisciplinary programs budget of the Faculty of Graduate Studies, and from two additional faculty currently being hired in the area of Theory by the Department of English.

The anticipated enrolment in the program would be four to five new PhD students each year, leading to a steady state enrolment of sixteen to twenty students.

Degree requirements consist of mandatory and optional graduate courses and a supervised research project leading to a thesis.

The program proposal was developed in consultation with the Faculty of Graduate Studies. The proposal was approved by the Internal Appraisals Committee on August 21, 2001. This followed consideration by the committee of the program's written brief and a meeting of the committee with the proposer of the program, Dr. Tom Carmichael, Acting Director of the Centre for Theory & Criticism.

In September 2001, SCAPA approved submission of this proposed program to OCGS for its consideration for approval. The Appraisal Committee of OCGS selected three External Consultants and sent them to Western to review the proposal. The External Consultants were Dr. H. Miller (Stanford University), Dr. R. Comay (University of Toronto) and Dr. E. Copley (University of Victoria), and they visited Western in May 2002.

The Appraisal Committee of OCGS will be considering the reports of the external consultants and the University's response to them at a virtual meeting to be held once the reports have been received. The Appraisals Committee will recommend to OCGS whether or not the program meets required academic standards and should be allowed to commence. A positive recommendation, once approved by OCGS, will mean that the Ministry of Training, Colleges and Universities will consider the enrolment in the program for funding purposes. If the Committee's recommendation is positive, the proposed program will be considered for approval by the OCGS executive once the Committee's recommendation has been received.

2. **Faculty of Arts Minor Programs [Five Minors in Dramatic Literature, English for Teachers, Museology, Ethics, Philosophy of Science]**

a) Minor in Dramatic Literature

**Recommended:** That a Minor in Dramatic Literature be introduced in the Faculty of Arts, effective September 1, 2002.

NEW CALENDAR COPY

(UWO 2002 Calendar, p. 44, third column: insert before “THREE-YEAR BA IN FILM STUDIES”)

**MINOR IN DRAMATIC LITERATURE**

Admission Requirements

A mark of at least 60% in one of English 020E, 022E, or 024E. Students should consult with the Department prior to admission.

Program

After first year, students must complete 4.0 full-course equivalents in dramatic literature, as follows:

English 232E

Classical Studies 270E

2.0 full-course equivalents from English 233E, 284E, 286F/G, 287F/G, 288E, 289E, Music 166a/b or 266a/b

Students may apply for permission to substitute up to 1.0 full course in a related area, provided that the course is devoted solely to dramatic literature or theatre arts. Students should note that this Minor does NOT qualify them to present Drama as a second teachable subject to the Faculty of Education at Western unless supplemented by 2.0 full courses in “Dramatic or Theatre Arts.” With the permission of the departments or programs concerned, students may count up to 1.0 full-course equivalents toward both this Minor and a Major or Honors Specialization.

**Background:**

This proposal is in response to student demand for programs in Drama, broadens student choice, and offers appropriate recognition to those students who pursue a concentration in dramatic literature.

b) Minor in English for Teachers

**Recommended:** That a Minor in English for Teachers be introduced in the Faculty of Arts, effective September 1, 2002.

NEW CALENDAR COPY

(UWO 2002 Calendar, p.44, third column: insert after the new “MINOR IN DRAMATIC LITERATURE” and before the “MINOR IN GENERAL ENGLISH”)

**MINOR IN ENGLISH FOR TEACHERS**

Admission Requirements

A mark of at least 60% in one of English 020E, 022E, or 024E. Students should consult with the Department prior to admission.

Program

After first year, students must complete 5.0 full-course equivalents in English, as follows:

English 232E

One of English 138E, 160E, or 274E

One of English 133E, 171F/G, 172F/G, 209E. English 133E is recommended for teaching Primary to Intermediate grades and English 209E for Intermediate to Senior levels.  
2.0 additional English essay full-course equivalents at the 100 or 200 level. Students may include Writing 101F/G in this category, and are strongly recommended to do so.

With the permission of the departments or programs concerned, students may count up to 1.0 full-course equivalents toward both this Minor and a Major or Honors Specialization.

**Background:**

To offer a focused, structured program of study for students wishing to apply to a Faculty of Education.

c) Minor in Museology

**Recommended:** That a Minor in Museology be introduced in the Faculty of Arts, effective September 1, 2002.

NEW CALENDAR COPY

(P. 50 of the 2002 Academic Calendar under Visual Arts, immediately before the “Three Year BA”)

**MINOR IN MUSEOLOGY**

Admission Requirements

A mark of at least 60% in VAS 020 and VAH 040 or permission of the Department.

Program

After the first year, the program consists of 4.0 full-course equivalents:

One of: VAH 247E, 249E, 251E, 253E, 256E, 258E, 261E, 266E, 270E, 276E, 277E, 278E, 283E

One of: VAS 274a/b, 275a/b

VAS 380E

VAH 385E

One of: VAH/VAS 490a/b

With the permission of the Department, this program may be combined with other Visual Arts programs; up to 1.5 full-course equivalents may be counted towards this minor and one of the honors programs in Visual Arts.

With the permission of the department or programs concerned, students may count up to 1.0 appropriate full-course equivalents towards both this minor and another major or honors specialization outside the Department of Visual Arts.

**Background:**

The Department of Visual Arts would like to introduce a Minor in Museology.

d) Minor in Ethics

**Recommended:** That a Minor in Ethics be introduced in the Faculty of Arts, effective September 1, 2002.

NEW CALENDAR COPY

(P. 50 of the 2002 Academic Calendar under the Philosophy Programs, after the Diploma in Ethics, and after the new calendar copy for the Minor in Philosophy)

**MINOR IN ETHICS**

4.0 courses: Philosophy 201F/G, one of 235F/G or 236F/G, and three more senior courses in Philosophy, at least two of which are in the areas of Ethics, Applied Ethics, Political Philosophy, or Philosophy of Law. Eligible courses include: 140, 142E, 151F/G, 152E, 153F/G, 162F/G, 231F/G, 235F/G, 236F/G, 241F/G, 242F/G, 254F/G, 255F/G, 279F/G, 282E, 283F/G.

Students who have consulted with the Department may be permitted, where appropriate, to include courses other than those listed.

With the permission of the departments or programs concerned, students may count up to 1.0 full-course equivalents toward both this Minor and a Major or Honors Specialization.

NOTE: With the permission of the Department, the Minor in Ethics may be combined with other programs in Philosophy, but not with the Certificate in Ethics.

**Background:**

The Department is strong in this area, and offers a broad enough range of courses to justify a specialized minor.

e) Minor in Philosophy of Science

**Recommended:** That a Minor in Philosophy of Science be introduced in the Faculty of Arts, effective September 1, 2002.

NEW CALENDAR COPY

(P. 50 of the 2002 Academic Calendar under the Philosophy Programs, after Diploma in Ethics, and after the new calendar copy for the Minor in Philosophy)

**MINOR IN PHILOSOPHY OF SCIENCE**

Four senior courses in Philosophy, including 200F/G, at least one half-course in Logic (131 or 212 or 222a/b) and at least one half-course in Philosophy of Science (134E or 226F/G or 228F/G).

Students who have consulted with the Department may be permitted, where appropriate, to include courses other than those listed. With the permission of the departments or programs concerned, students may count up to 1.0 full-course equivalents toward both this Minor and a Major or Honors Specialization.

NOTE: With the permission of the Department, the Minor in Philosophy of Science may be combined with other programs in Philosophy.

**Background:**

The Department is strong in this area, and offers a broad enough range of courses to justify a specialized minor.

3. **Concurrent Degree (BESc/BA) Program in Integrated Engineering and Honors Business Administration**

**Recommended:** That a five-year limited enrolment concurrent degree program leading to a BESc (Integrated Engineering) and BA (Honors Business Administration) be introduced by the Faculty of Engineering and the Ivey School of Business, effective September 1, 2002; and,

That a second option, Option B: Integrated Engineering and Management, be established in the Integrated Engineering Program, effective September 1, 2002.

NEW CALENDAR COPY

**B. Integrated Engineering and Management Option**

**Admission Criteria**

A high school student may qualify for the HBA program through the Academic Excellence Opportunity (AEO) Program offered by the Ivey School of Business. Please consult the Ivey School of Business for further details.

A student may qualify for the HBA program on the basis of his/her performance in the first two years of a university academic program as outlined in The University of Western Ontario Academic Calendar.

To be eligible for the concurrent degree program, students must have completed all the requirements of the first year curriculum in the Faculty of Engineering, and the second year program, including Business 257, in Option B in the Integrated Engineering Program, with a minimum year weighted average (YWA) of 78% in each year. Students must complete Business 257 with a minimum grade of 70%. Students must also have demonstrated participation in extracurricular and/or community activities, leadership and work experience.

Entrance into the concurrent degree program is competitive and limited.

**Admission Procedures**

Normally, students will apply for the concurrent degree program during their second year in the Faculty of Engineering. Applications must be made in writing to the Office of the Associate Dean - Academic, Faculty of Engineering by the published deadlines of the Ivey School of Business for the HBA program. It is the student's responsibility to ensure that a separate application is submitted to the Ivey School of Business.

**Progression Requirements**

A student enrolled in the concurrent HBA/BESc degree program must satisfy the progression requirements as determined by each Faculty.

If a student fails to meet the progression requirements in either Faculty, the student will be required to withdraw from the degree program in which the requirements have not been met. A student may appeal this decision to the appropriate Office of the Associate Dean of the Faculty in which the progression requirements have not been met. This appeal must be initiated within the University-specified deadlines.

**First Year Program**

Regular First Year Curriculum in the Engineering Program.

**Second Year Program**

AM276, Bus 257, ECE238a, ECE239b, CEE217a, SE204b, MME204a, CBE203b, MME259a, MME299b

**Third Year Program**

Regular Third year curriculum in the HBA program; however, Business Administration 302a must be included.

**Fourth year program**

1.0 Business elective, ECE339a, ECE374b, CEE202a, MME213b, CBE290a, SS243b, CBE316a, CBE291b, MME386a, MME399b

**Fifth Year Program**

3.0 Business electives, MME499\*, CBE391a, ES498b, MME487a, one Technical Elective from the approved list.

\* May be replaced with one of the following:

- ECE 416 Electrical Engineering Project
- MME 419 Mechanical Engineering Project

**Technical electives (Integrated with Business)**

CBE 403a, CBE 420b, CBE 491a, CEE 458b, CEE 348a, ES 384b, MME 381a, MME 380b, MME 412a, MME 425b, MME 473a, MME 452b, MME 453b, MME 459b

4. **Revisions to the Policy on Student Academic Appeals**

**Recommended:** That the policy on Student Academic Appeals be revised as highlighted below:

**STUDENT ACADEMIC APPEALS**

The University Senate has delegated to Deans the right to waive any academic regulation. The Deans' rulings in academic matters are final unless overturned or modified on appeal to the Senate Review Board Academic (SRBA). SRBA is the final body to which students may appeal certain rulings of Deans in academic matters, and its decisions are final.

**REQUESTS TO INSTRUCTOR, DEPARTMENT CHAIR, AND FACULTY DEAN**

Note: Throughout this document, reference to "Dean" is to be interpreted "Dean or his/her designate", reference to "Department Chair" is to be interpreted "Department Chair or his/her designate" and reference to "School/Program Director" is to be interpreted "School/Program Director or his/her designate".

Requests for relief for undergraduate students proceed in this order:

- a) Course instructor (informal consultation)\*
- b) Department Chair or, in the Faculty of Health Sciences, School/Program Director\*\* (submission of written request)
- c) Faculty Dean (submission of written request)

Requests for relief for graduate students proceed in this order:

- a) Course instructor (informal consultation)\*
- b) Department Chair, or in the case of Graduate programs without departmental affiliation, Graduate Program Chair (submission of written request)
- c) Dean of the Faculty of Graduate Studies (submission of written request)

\* A request for relief relating to a specific course (e.g., with respect to a mark, grade, appropriateness of assignments or examinations, or grading practices) must be initiated with the appropriate course instructor. Requests for relief on other matters should be initiated in the office having immediate jurisdiction for the particular requirement or regulation in question. Students in doubt as to the appropriate level at which to initiate such requests should consult their Dean.

\*\* For registrants in the Bachelor of Health Sciences (BHSc) program, to the Chair of the BHSc Standing Committee.

A student may request that a grade on a particular piece of work or a final standing in a course or program be changed; OR a student may request an exemption from a Senate academic regulation.

The subject of a request for relief can range from waiver of progression requirements to accuracy of grades on examinations or assignments, to appropriateness of sanctions imposed for scholastic offences. Such a request can include questions of fairness or appropriateness of general grading practices, and can be launched regardless of whether a record of the student's work exists.

Examples of relief that can be considered by a Dean:

1. waiver of a Senate regulation or requirement
2. allowing the opportunity for re-examination or re-assessment
3. directing the adjustment of a grade on a particular piece of work following the report of an independent assessor  
[It is possible that a grade may be lowered as a result of re-assessment.]
4. directing the adjustment of grades in the case of a request for relief against general marking or grading practices  
[This form of relief does not extend to the re-evaluation of the work submitted.]
5. setting aside or adjusting a ruling at a previous level that a scholastic offence occurred or adjusting the severity of a sanction imposed for a scholastic offence.

Not all types of relief are suitable for any given request. For example, in the absence of an adequate permanent record of the student's work, the only form of relief that might be appropriate would be allowing the opportunity for reassessment.

[No change to the following sections: Grounds, Deadlines for Requests for Relief, Procedure, Jurisdiction, Onus, Evidence, Relief.]

#### Application for Hearing

Appeals to the SRBA must be made on an Application for Hearing which must be filed with the University Secretariat within six weeks\* of the date of the Dean's decision. An Application for Hearing will not be accepted by the University Secretariat nor will a hearing be scheduled unless the application is complete. A complete application will include the following: details of the appeal, including a description of the matter under appeal; reasons for challenging the Dean's decision; the requested relief (which must be the same as the relief requested of the Dean); and all supporting documentation, including a copy of the student's letter to the Dean requesting relief and a copy of the Dean's decision. Exceptions to the six week time limit for filing an appeal with the SRBA are at the discretion of the Chair of SRBA upon written application by the student. Applications for a hearing by the SRBA and further details on hearing procedures may be obtained from the University Secretariat, Room 290, Stevenson-Lawson Building.

A request from a party to postpone a scheduled hearing, or to delay scheduling a hearing after an Application has been filed, will be at the discretion of the Chair of SRBA and will be granted only in exceptional circumstances. Such postponement or delay shall not exceed six months. The parties will then be contacted to arrange a hearing date. (If the appellant cannot be contacted to arrange a hearing date, he/she will be notified of the hearing date by registered mail at the address set out in the Application.) SRBA will proceed in the absence of one or more parties if it is satisfied that the parties were notified of the hearing date.

If, following receipt of an Application for Hearing, the University Secretariat is unable to contact the appellant within a reasonable time to schedule a hearing, the appellant will be notified by registered mail at the address on the Application for Hearing of the deadline by which he/she must contact the University Secretariat (six months from the date the Application for Hearing was filed) to arrange a hearing. If the appellant has not contacted the University Secretariat by the specified deadline, the Application and documentation will be returned to the appellant and may not be resubmitted.

\* Under the Policy on Academic Accommodation for Students with Disabilities, an appeal to the SRBA must be filed within two weeks of the date of the Dean's decision.

[No change to section on Further Appeals]

### **PROCEDURE AT HEARINGS**

SRBA will review its jurisdiction to hear the appeal in closed session prior to the commencement of the hearing. (Note: If a party disputes the jurisdiction of SRBA to hear the appeal, the Chair must receive written notice and reasons prior to the date of the hearing. See Jurisdiction above.)

#### A. ORDER OF PROCEEDINGS

(no change)

#### B. ORDER OF PROCEEDINGS - Scholastic Offence Appeals\*

(no change)

\* Where the student does not contest the allegations of a scholastic offence, but appeals against the sanction(s) imposed, the order of proceedings will be those set out in section "A" above.

Scholastic offences are defined by Senate policy, and described in the Calendar of The University of Western Ontario (see Calendar section entitled "Academic Rights and Responsibilities"). The Faculty is required, in cases of this type, to present its case first in order to ensure that the SRBA has a full understanding of the nature and extent of the allegations against the student prior to the student presenting his or her case.

Where the appeal falls under the **Policy on Academic Accommodations for Students with Disabilities**, the onus is on the Faculty to show why the suggested accommodation would compromise the academic integrity of the course; thus, the order of proceedings will be that set out in section "B" above.

Where the appeal concerns allegations of a breach of other University policies such as the Race Relations Policy or the Policy and Procedures for the Conduct of Research which are contested by the appellant, the order of proceedings will be that set out in section "B" above. Where the student does not contest the allegations of a breach, but appeals against the sanction(s) imposed, the order of proceedings will be that set out in section "A" above.

(No further changes)

### **Background:**

Effective July 1, 2002, the Bachelor of Health Sciences Program will have a Director whose responsibilities will include the review of academic appeals and scholastic offenses. The policy has been revised to reflect that responsibility.

Currently, there is no regulation stating that a student's grade on a paper or examination cannot be lowered as a result of re-assessment. This should be made clear to students in the appeal regulations.

Normally, the deadline for an appeal to SRBA is six weeks after a decision has been issued by a student's Dean. However, the deadline for an appeal to SRBA under the Policy on Academic Accommodation for Students with Disabilities is only two weeks. The revision will bring this difference to the attention of students intending to submit an appeal to SRBA that falls under that Policy.

In the case of an appeal to SRBA under the Policy on Academic Accommodation for Students with Disabilities, the onus is on the Faculty to show why a suggested accommodation would compromise the academic integrity of the course in question. The change reflects that, when the onus is on the Faculty, the B. Order of Proceedings is followed by SRBA at a hearing.

The full Policy on Student Academic Appeals can be viewed at:  
<http://www.uwo.ca/univsec/handbook/appeals/appeals.html>

FOR INFORMATION

1. **Brescia University College: Extension of the Deadline for Graduation from the BSc(HEc) Program in Clothing, Textiles and Design**

The BSc(HEc) Program in Clothing, Textiles and Design at Brescia University College was withdrawn by Senate at its October 1999 meeting with an effective date of September 1, 2001. However, students were allowed to register in the program in the summer of 2001. Now there are several students who have completed the requirements in time for June convocation, another two students who will have completed the requirements over the summer who are expected to be eligible to graduate in the October convocation and a final student who lacks a few of the non-CTD courses. SCAPA agreed to the recommendation by the College that the time line for that individual was not to be extended more than a year, i.e., to Fall 2003.

At the request of the College, SCAPA approved the following motion prior to the June 5<sup>th</sup> graduation ceremonies for Brescia College:

That the effective date for withdrawal of the Bachelor of Science in Human Ecology [BSc(HEc)] program in Clothing, Textiles and Design, be extended from September 1, 2001, to October 31, 2003, so that candidates who have met the requirements for graduation in the program may graduate from it.

2. **Report on New Scholarships and Prizes**

SCAPA has approved on behalf of the Senate the following Terms of Reference for new scholarships, awards, medals and fellowships for recommendation to the Board of Governors through the Vice-Chancellor:

**Phoenix Group HBA Fellowship** (Richard Ivey School of Business)

Awarded to a full-time student in the HBA program at the Richard Ivey School of Business based on academic achievement (minimum 70% academic average), who also demonstrates leadership qualities and an interest in obtaining experience abroad. Tenure will be based in Australia with the Phoenix Group, a strategic marketing and business management consulting agency based in Sydney that specializes in growth strategies. The fellowship will be for a period of approximately four months and will typically take place during the summer months from May to August (although other arrangements can be made). Interested candidates are required to complete an application, available from the Richard Ivey School of Business HBA Programs Office and must be submitted by March 1. The recipient will be selected by the HBA Scholarship Committee in consultation with Phoenix Group Pacific Pty Limited. This award was established by a generous donation from Phoenix Group Pacific Pty Limited.

Value: Approximately \$6700 (includes flight, accommodations and living allowance)

Effective: May 2002

**Tony and Betsy Little Gold Medal in Visual Arts** (Faculty of Arts, Visual Arts)

Awarded to the student graduating from the Honors Visual Arts program with the highest average. This gold medal was established by Tony (BA '63) and Betsy (BA '76) Little through Foundation Western.

Value: Gold Medal effective May 2003, \$200 award effective May 2004

**Tony and Betsy Little Scholarship in Visual Arts** (Faculty of Arts, Visual Arts)

Awarded to a student in the Honors Visual Arts program who achieves a minimum 80% academic average. The Faculty of Arts Scholarships and Awards Committee will select the recipient. This scholarship was established by Tony (BA '63) and Betsy (BA '76) Little through Foundation Western.

Value: 1 at \$700

Effective: May 2006

**EDS Canada Strategic Management Award** (Faculty of Social Science, BACS)

Awarded to the team members of the top three teams in the Business Strategy competition in the fourth year BACS - Strategic Management Course as determined by the Scholarship Committee in the Faculty of Social Science. This award was established by EDS Canada.

Value: \$950 to be split among members of the top three teams

Effective: May 2001 only