

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Official Student Record Information Privacy Policy

Appendix 1

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FOR APPROVAL

1. **Official Student Record Information Privacy Policy**

Recommended: That Senate approve the Official Student Record Information Policy as outlined in **Appendix 1.**

2. **English Language Proficiency Requirements for Education and Nursing**

2a **English Language Proficiency Requirements for Candidates for the BEd Degree at UWO**

Recommended: That all students admitted to the Bachelor of Education/Diploma in Education programs must meet one of the following criteria:

- a) their mother tongue or first language is English;

- OR**
- b) they have studied full-time for at least three years (or equivalent in part-time studies) in a university where the language of instruction and of examinations was English and which was located in a country where the first language is English;
- OR**
- c) they have achieved the required level of proficiency on one of the tests in English language as follows and provided an official statement of results for:
- i) Test of Oral Proficiency (TOP) showing a minimum score of 7 and Test of Written Proficiency (TOW) with a minimum score of 3;
- OR**
- ii) TOEFL with a score of 580 paper based; 237 computer-based including a minimum score of 60 on the Test of Spoken English (TSE);
- OR**
- iii) MELAB (Michigan English Language Assessment Battery) with a minimum score of 90 and at least 4 on the oral interview;
- OR**
- iv) IELTS (International English Language Testing system) with a score of 7 including at least 6.5 in reading and speaking and at least 7 in writing and speaking.

Students who, after admission, show an inadequate command of spoken or written English must improve their proficiency to the School's satisfaction. Students may be asked to withdraw from the program if their inadequate command of English interferes with their ability to communicate effectively in a classroom.

Background:

It is essential for teachers in Ontario schools to be able to communicate effectively in at least one of Canada's official languages. Candidates to the Faculty of Education-UWO who will be teaching in English-language schools, therefore, must possess a level of proficiency in English that ensures that they are strong language models for their pupils in both spoken and written English, and are able to communicate competently with pupils, parents, and peers.

This language requirement parallels that of the Ontario College of Teachers, the body responsible for the certification of teachers in Ontario.

2b **[English Language Proficiency Requirements for Admission to Undergraduate Nursing Programs](#)**

Recommended: That effective January 1, 2004, students applying for admission to undergraduate nursing programs in September 2004 must satisfy criteria for English Proficiency, as outlined below:

NEW CALENDAR COPY

Students applying for admission to undergraduate nursing programs must satisfy one of the following criteria:

- English as a first language, OR

- At least three recent years of full-time study, or the equivalent in part-time study, in an educational institution where the language of instruction and of examinations was English and which was located in a country where the first language is English, OR
- The required level of proficiency on an acceptable test of English language and an acceptable test of spoken English.

Acceptable Tests and Scores:

TOEFL: 580 paper-based; 237 computer-based and TSE:60 (test of spoken English)

MELAB: 90, with at least 4 on the oral interview

IELTS: 7, with at least 6.5 in reading and listening and at least 7 in writing and speaking

Students who, after admission, show an inadequate command of spoken or written English must improve their proficiency to the School's satisfaction. Students may be asked to withdraw from the program if their inadequate command of English interferes with their ability to provide professional services.

Background:

Patient safety is dependent on health care professionals' ability to understand spoken English and to be understandable in English. Nursing students provide care; monitor and respond to physiological and psychological changes; teach about health and health care treatments; and respond to myriad patient and family concerns. To do so safely, they must readily comprehend directions, questions, and comments from patients, family members, members of the health care team, faculty, and peers; and provide meaningful verbal explanations and descriptions, at times rapidly. Similarly, comprehension of written English on patient records and the ability to write in a comprehensive, succinct, and comprehensible manner are essential. Accordingly, fluency in spoken and written English is mandatory in health care situations, and hence, mandatory for students in Nursing.

3. **[Introduction of a Master's Program in Social Work](#)**

Recommended: That effective September 1, 2003, a part-time Master of Social Work (MSW) be introduced by the Faculty of Graduate Studies and King's College.

Background:

On October 25, 2002, the Ontario Council on Graduate Studies determined that the MSW program be "approved to commence" based on the OCGS Appraisal's Committee consideration of Western's written submission, the external consultants' reports, and Western's response.

The MSW program will be housed in the School of Social Work at King's College. The program builds upon the undergraduate Bachelor of Social Work already offered at King's. Its objective is to educate social workers for advanced practice, including research and program evaluation, and to increase their administrative and supervisory competence.

The MSW program will be subject to the terms and conditions of the Affiliation Agreement between the Board of Governors of the University of Western Ontario, Brescia University College, Huron University College and King's College and a specific Agreement between the Constituent University (UWO) and King's College Regarding the Master of Social Work (MSW) Program, signed January 21, 2003. Among other

things, these agreements stipulate that the MSW program shall operate under the regulations of the Faculty of Graduate Studies: students in the program shall be registered in the Faculty of Graduate Studies and faculty delivering the program shall be members of the Faculty of Graduate Studies.

The MSW program is delivered as a part-time program. It is anticipated that students will complete the degree requirements on a part-time basis within three calendar years.

To be eligible for admission into the MA program students will be required to possess a Bachelor of Social Work degree from an accredited Social Work program with a minimum 75% average (or equivalent as determined by the Faculty of Graduate Studies).

The faculty resources available to the program are eight faculty who are currently participating in King's School of Social Work. King's College is committed to add a full-time, tenure track position as of July 1, 2003, with two additional full-time tenure track positions coming to the School of Social Work as of July 1, 2004 and 2005. King's has also made formal commitments to ongoing automatic replacement hirings when current faculty members in the School retire or terminate employment.

The program plans to admit 25 part-time students a year, so that, after three years, there will be a steady-state enrolment of 75 part-time students in the program.

Degree requirements for the MSW are the completion of five full-course credits, including a required field practice course. This curriculum meets the Accreditation Standards set by the Canadian Association of Schools of Social Work.

4. [Withdrawal of the Joint LLB/MA Program in Law and Philosophy](#)

Recommended: That the Joint LLB/MA Program in Law and Philosophy be withdrawn.

Background:

The Philosophy Department is unable to offer the required courses to sustain the Joint LLB/MA Program in Law and Philosophy.

There are no students currently enrolled in the program and have not been for some time. The program is to be withdrawn immediately.

5. [Revisions to the Faculty of Law Grading Policy](#)

Recommended: That the Honors section of the Faculty of Law's Grading Process be revised as outlined below.

REVISED CALENDAR COPY
(Page 108 of the 2003 Academic Calendar)

HONORS

A student who achieves an average of at least "B" on a full year's work as defined by the program and who is in the top 10% of the class is named to the Dean's Honor List.

Students in any year who attend another law school on a letter of permission from Western and students in any year who attend the Faculty of Law on a letter of permission from another law school are not considered for the Dean's Honor List in that year.

Only the grades earned in courses taken at the Faculty of Law in a particular year (provided those courses total at least 14 credit hours) are used to calculate a student's standing for an overall achievement award in that year.

A student who is on the Dean's Honor List for at least two of the three years at the Faculty of Law shall graduate *With Distinction*.

The winner of awards or prizes for the highest marks in a particular subject will be determined without regard to whether the student has received other prizes or awards.

Background:

It has recently come to the attention of the Faculty of Law that a motion updating the Honors section of the grading regulations had passed through Law's Faculty Council a number of years ago, but in fact had not been submitted to SCAPA.

Further changes have also been made to update the Honors section by incorporating the University's 1998 change to the Graduation "With Distinction" policy and to delete duplicate information relating to the LLB/MBA program covered in the same section of the calendar.

6. **Biological and Medical Sciences First Entry Program**

Recommended: That a first year entry Biological and Medical Sciences Program be introduced in the Faculty of Medicine & Dentistry and the Faculty of Science, effective September 1, 2004.

NEW CALENDAR COPY

BIOLOGICAL AND MEDICAL SCIENCES FIRST ENTRY PROGRAM

This program is designed for students interested in studying Biological and/or Medical Sciences at Western. In this joint program students participate in a common curriculum in years 1 and 2, after which they will be able to proceed into Biological or Medical Sciences degrees in Biochemistry, Biology, Biophysics, Cell Biology, Ecology and Evolution, Genetics, Microbiology and Immunology, Pharmacology and Toxicology, Physiology, Plant Biochemistry and Molecular Biology, Plant Sciences or Zoology.

Note: Progression and course requirements vary for different Biological and Medical Sciences degrees. Students must consult the Programs section of the Calendar for details, and should consult an academic counselor when choosing their second year courses.

First Year

Required Courses

Biology 022 or 023

Chemistry 020 or 023

Mathematics 030 or 2.0 of the following: Calculus 050a/b, 051 a/b, 081a/b, 091b, Mathematics 028a/b, Linear Algebra 040a/b, Statistics 024a/b. The Mathematics requirement must be completed by the end of second year.
Physics 028a/b

Optional Courses

1.5 courses, of which 1.0 must be from either the Faculty of Arts or the Faculty of Social Sciences

Note: Some professional schools and Medical Sciences programs require a full year of Physics. To meet this requirement, or retain maximum flexibility of program choice, students may include a second half course, Physics 029b in their studies or substitute one of Physics 020, 022 or 024 in place of Physics 028a/b and a half course option.

Second Year

Required Courses

Biochemistry 280a (formerly Biology 280a)
Biology 281b, 28x a/b*, 290a/b
Chemistry 213a/b

Optional Courses

2.5 courses

Note: Individual Biological and Medical Sciences degree programs require specific 200-level courses not listed above. Students must consult the appropriate program descriptions in the Calendar for details, and should consult an academic counselor when choosing their second year courses.

* Approval of this new course will be directed to DAP.

Background:

This new first entry joint program is designed for students in the Biological and/or Medical Sciences. In this joint program students will be able to proceed after year 1, into either a Biological or Medical Sciences degree program. The large number of common required courses (plus optional courses) in years 1 and 2 of both programs will allow students to move easily between Biological or Medical Sciences programs.

The starting date, September 1, 2004, reflects the increased number of applicants due to the increased cohort and the desire of both Faculties to attract the top High School graduates.

The identification of a first entry Biological and Medical Sciences program at UWO will attract more highly qualified students to Western. Currently students interested in the Biological and/or Medical Sciences enter year 1 of a General Science program and do not enter, until year 3, the program from which they will graduate. Each current program has different course, progression, and entry requirements - a situation which creates some counselling difficulties and confusion. This will be overcome by the introduction of a program starting in year 1. With careful course selection, students will have the flexibility to move between programs in the first three years of their enrolment.

The proposed first entry program will assist student recruitment through:

- Promoting both Biology and Medical Sciences programs to potential students.

- Providing students with assurance that their first year is directly linked to their desired program and giving students a sense of identity with their program.
- Reducing counselling problems and providing easily understood course and progression requirements
- Enabling each Faculty to recruit and identify the very top academic students. Such students might be encouraged to enroll in Faculty Scholars programs in Year 1. Students choosing to become either Faculty of Medicine/Dentistry or Faculty of Science Scholars would be offered program enrichment.

Physics 028a/b and Physics 029b are new courses to be submitted to DAP for approval.

7. **Concurrent Degree Program: Bachelor of Arts in Honors Media, Information and Technoculture and Honors Business Administration**

Recommended: That effective September 1, 2003, the Faculty of Information and Media Studies and the Ivey Business School introduce a five-year concurrent degree program leading to a Bachelor of Arts in Honors Media, Information and Technoculture and a Bachelor of Arts in Honors Business Administration.

NEW CALENDAR COPY - IVEY

The MIT/HBA Program

The Ivey Business School and the Faculty of Information and Media Studies offer a concurrent Honors Media, Information and Technoculture and Honors Business Administration degree program. Normally, students apply for the concurrent degree program during their second year in the Honors MIT program. To be eligible for admission for the concurrent program, students must complete all requirements for the first two years of the Honors MIT program, obtain a minimum two year average of 80% with no failures, and achieve a minimum 70% in Business 257. Demonstrated participation in extra curricular and/or community activities, leadership and work experience are also admission criteria. Admission to the program is competitive and limited. Upon completion of the program students receive a Bachelor of Arts degree in both Honors MIT and HBA.

Students applying to the Ivey Business School's Academic Excellence Opportunity (AEO) are also eligible to be considered for the concurrent program, as are students who have completed the first two years of the four-year Honors MIT program and the first year of the HBA program.

Refer to the Faculty of Information and Media Studies for details on this concurrent program.

NEW CALENDAR COPY - FIMS

Admission Requirements

Normally, students apply for the concurrent program during their second year in the Honors MIT program. To be eligible for admission for the concurrent program, students must complete all requirements for the first two years of the Honors MIT program, obtain a minimum two year average of 80% with no failures, and achieve a minimum 70% in Business 257. Demonstrated participation in extracurricular and/or community activities, leadership and work experience are also admission criteria. Admission to the program is competitive and limited. Upon completion of the program students will receive a Bachelor of Arts degree in both Honors Media, Information and Technoculture and Honors Business Administration.

Students applying to the Ivey Business School's Academic Excellence Opportunity (AEO) are also eligible to be considered for the concurrent program, as are students who have completed the first two years of the four-year Honors MIT program and the first year of the HBA program.

Year One

5.0 courses from 011-099 including:

- MIT 025a/b, MIT 026a/b
- Computer Science 031a/b
- At least 1.0 course from two of the Faculties of Arts, Health Sciences, Social Science and Science
- Courses should be selected from at least four different subject areas with no more than 2.0 courses in the same subject area

To be considered for admission to second year of the Honors program in MIT, a student must achieve a minimum overall weighted average of at least 75.0% in 5.0 full course equivalents numbered 001-099 with no unsatisfactory attempts. Admission to the program is limited and competitive. Meeting the minimum requirements does not guarantee admission.

Year Two

- MIT 201F/G, 202F/G, 203a/b, 204F/G
- Writing 121F/G
- Business 257
- 1.5 full course equivalent options

Year Three

- Business 300, 301, 302y, 303, 304, 305, 307, 308, 316y, 326y

Year Four

- MIT 301a/b, 302F/G
- 3.0 MIT full-course equivalent electives at the 200 level or higher
- Business 420y
- 0.5 course in Business chosen from available 400 series courses

Year Five

- MIT 404F/G
- 2.0 MIT full-course equivalent electives at the 200 level or higher
- 2.5 400-level courses in the Business School. Business 420y must be included if not taken in Year Four.

Program Requirements

Students registered in the concurrent program are expected to abide by all guidelines associated with each of the individual programs.

Exchange Programs

Students enrolled in this concurrent program may be eligible for HBA exchanges in Year 5. A student must satisfy both the Program Director for the HBA program and the Associate Dean of FIMS that his or her course load is appropriately balanced before permission will be given to participate in an exchange program. If an exchange is undertaken, the student will take his/her MIT courses at Western in one semester of Year 5 and will go on the exchange in the other term, taking the Business courses while on exchange.

Progression Standards

Students enrolled in first year HBA (Year 3) must attain a standing in the top half of the HBA1 class. In Years 4 and 5, students must attain a minimum weighted average of 75% in their 400 level HBA courses. They also must achieve a minimum weighted average of 75% in their MIT courses.

Failure to Meet Progression Standards

A student who fails to meet the progression standards in any year must withdraw from the concurrent program. However, a student who has met the progression standards of either the HBA or MIT program will be allowed to proceed to the next year of that program. If the progression standards of both individual programs have been satisfied, the student may continue in either program and may petition the School or Faculty whose program was not selected for permission to complete that program at a later date. A student who is required to withdraw from the concurrent program must complete all the degree requirements of the program in which s/he is registered in order to graduate.

Dean's Honor List

At the Ivey Business School, concurrent students are considered for the Dean's Honor List during their first year of HBA, in Year 3. Students enrolled in Years 4 and 5 of the concurrent program are considered for the Dean's Honor List in Year 5 only. Only grades obtained in 400 level Business courses will be used in calculating averages for determining Dean's Honor List standing. Courses taken on exchange and courses taken outside the Business School are excluded. The Dean's Honor List for HBA2 typically includes the top 10% of all of the class and is determined by vote of the teaching faculty. Those who stand on the Dean's Honor List over all 300 and 400 level courses taken at the Business School at the completion of the concurrent program will graduate as Ivey Scholars.

In the Faculty of Information and Media Studies, students may be eligible for the Dean's Honor list in Years 4 and 5. Adjudication will be based on having an overall 80% average on all courses (including both MIT and HBA courses) taken in each academic year.

Graduation with Distinction

Each faculty confers its own graduation "With Distinction". In the HBA program, graduation "With Distinction" is determined on all courses taken as part of the HBA program, including 300 and 400 level Business courses, exchange courses and non-Ivey courses.

For the MIT program, a student who receives an overall average of 80% and no grade lower than 70% on the entire program with no failed courses will receive the designation graduation "With Distinction".

Gold Medal

Eligibility is determined by the regulations in effect in the Faculty of Information and Media Studies and the Business School respectively.

Fees

When enrolled in the MIT/HBA concurrent program, students pay the fees as determined by the University policy on Concurrent Programs. Contact the Office of the Registrar, Stevenson Lawson building, Room 190, (519) 661-3023 or at www.registrar.uwo.ca for details.

Background:

The Faculty of Information and Media Studies and the Richard Ivey School of Business believe there is a demand for university graduates who have a strong background in information and media studies and who have the knowledge and skills necessary to be effective administrators in today's multi-media and information-rich environments. The proposed program will meet this need through a concurrent degree that will combine the curriculum of the MIT program with the business and management skills training of the HBA program.

The program will take five academic years to complete. In Years 1 and 2, students will be registered in the Faculty of Information and Media Studies and will follow the normal MIT Honors curriculum. Students are registered in the concurrent program for Years 3 to 5. The specifics of the program may change as courses change in each Faculty. It is assumed that students do not take more than two years of course work prior to beginning HBA1; however, it is possible to undertake this program with more than ten credits prior to HBA1.

8. **[BESc/BA Concurrent Degree Program \(Electrical and Computer Engineering/Honors Business Administration\) and Option in Software Engineering and Management](#)**

Recommended: That effective, January 1, 2003, a five-year limited enrolment concurrent degree program leading to a BESc (Electrical and Computer Engineering) and BA (Honors Business Administration) be introduced by the Faculty of Engineering and the Richard Ivey School of Business and, that a second option, Option B: Software Engineering and Management, be established for Electrical and Computer Engineering.

REVISED CALENDAR COPY - ENGINEERING
(Page 73 of the 2003 Academic Calendar)

B. Software Engineering and Management Option

Admission Requirements

Normally, students apply for the concurrent program during their second year in Engineering. Students applying to the Ivey Business School's Academic Excellence Opportunity (AEO) are also eligible to be considered for the concurrent program, as are students who have completed the first year of the HBA program. Admission to the program is competitive and limited. Upon completion of the program students will receive both an HBA and a BESc degree.

To be eligible for the concurrent program, all students, including those admitted via the AEO route, must have completed all the requirements of the first year curriculum in the Faculty of Engineering and the second year program in Option B of the Software Engineering Program in the Department of Electrical and Computer Engineering. Students must obtain a yearly weighted average (YWA) of 78% in each year. During the second year of the program students are required to complete Business 257 with a minimum grade of 70%. Engineering students may take Business 257 during Intersession either after their first or second year. Demonstrated participation in extra curricular and/or community activities, leadership and work experience are also admission criteria.

First Year Program

Regular first year curriculum in the Engineering program.

Second Year Program

Applied Mathematics 276, Computer Science 027a/b, ECE 238a/b, ECE 239a/b, SE203a/b, SE204a/b, SE205a/b, SE250a/b, SE251a/b, SS241a/b, Business 257.

Third Year Program

Regular third year curriculum in the HBA1 program (including Business Administration 302a).

Fourth Year Program

ECE 339a/b, ECE375a/b, SE310a/b, SE311a/b, SE312a/b, SE313a/b, SE314a/b, SE350y, SE351a, SE352a/b, SE353a/b, Business 420y (the Ivey Client Field Project), Business elective(s) totaling 0.5 which must be selected from the 400 level courses in the HBA program.

Fifth Year Program

SE410a/b, SE450, SE452a/b, SE453a/b, SE454a/b, Business elective(s) totaling 3.0 which must be selected from the 400 level courses in the HBA program.

Exchange Programs

Students enrolled in this concurrent program may be eligible for HBA exchanges in Year Five. A student must satisfy both Program Directors that his or her course load is appropriately balanced before permission will be given to participate in an exchange program.

Progression Standards

Students in this concurrent program must meet the following progression standards:

Students enrolled in first year HBA (Year Three) must attain a standing in the top half of the HBA1 class.

In Years Four and Five, students must attain a minimum weighted average of 75% in their 400 level HBA courses and a 75% average in their Engineering courses.

Failure to Meet Progression Standards

A student who fails to meet the progression standards in any year must withdraw from the concurrent program. However, a student who has met the progression standards of either the HBA or BESc program will be allowed to proceed to the next year of that program. If the progression standards of both individual programs have been satisfied, the student may continue in either program and may petition the School or Faculty whose program was not selected for permission to complete that program at a later date. A student who is required to withdraw from the concurrent program and wishes to pursue either or both of the individual programs, must complete all the degree requirements of the individual program or programs in order to graduate from that/those program(s).

CALENDAR COPY - BUSINESS
(Page 54 of the 2003 Academic Calendar)

CONCURRENT DEGREE PROGRAMS

THE HBA/BESC PROGRAM

[No changes are required.]

Background:

The reason for the proposal is to offer a concurrent degree in Software Engineering and Management similar to the existing program with Electrical Engineering.

9. [Admission Requirements for the Bachelor of Arts \(Music\) and Bachelor of Arts \(Honors Music\)](#)

Recommended That, effective immediately, applicants to the Bachelor of Arts (Music) and Bachelor of Arts (Honors Music) programs be admitted on the basis of an interview and that no audition be required.

REVISED CALENDAR COPY

BACHELOR OF ARTS (MUSIC) AND BACHELOR OF ARTS (HONORS MUSIC)

...
Recommendation of the Faculty on the basis of an interview (~~evidence of ability to manage the curriculum, usually manifest in at least Grade VI performing ability; an audition may be required~~). The Faculty contacts each applicant regarding specific requirements and dates. Conservatory certificates are not required.

~~Piano proficiency at the Grade VI level is strongly recommended before entrance. See Music 014 in the UNDERGRADUATE COURSE INFORMATION section.~~

Background:

Recent revisions to the BA (Music) have focussed the program on an academic study of music, on “music as idea” rather than “music as professional practice.” The proposed revision to admissions procedures brings admissions criteria in line with actual demands of the BA (Music) program.

FOR INFORMATION

1. [2002-2003 Winners of The Edward G. Pleva Award for Excellence in Teaching](#)

The Subcommittee on Teaching Awards (SUTA) has chosen the following faculty members as recipients of The Edward G. Pleva Award for Excellence in Teaching for 2002-2003:

Marjorie Johnson
Department of Anatomy & Cell Biology
Faculty of Medicine & Dentistry
Faculty of Health Sciences

Alan D.W. Leschied
Faculty of Education

Ronald Martin
Department of Chemistry
Faculty of Science

John Thorp
Department of Philosophy
Faculty of Arts

2. **2002-2003 Winner of The Marilyn Robinson Award for Excellence in Teaching**

The Subcommittee on Teaching Awards (SUTA) has chosen the following faculty member as the recipient of The Marilyn Robinson Award for Excellence in Teaching for 2002-2003:

Sheila Macfie
Department of Biology
Faculty of Science

SUTA Regulations are maintained at <http://www.uwo.ca/univsec/sutaregs.html> and the list of Western's teaching award winners is at <http://www.uwo.ca/pvp/honors/faculty/teach/index.htm>

3. **Undergraduate Program Reform: Program Approved**

SCAPA has approved on behalf of Senate, the following program for the Faculty of Arts, effective September 1, 2004:

Specialization in Classical Studies

For Senate Members, detailed information is available on the University Secretariat Website:

<http://www.uwo.ca/univsec/SUPR/>

4. **Report on New Scholarships and Awards**

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:

Thomas H. and Sandra E. Brent Awards (Faculty of Health Sciences, Nursing)

Awarded to undergraduate students in year 2 or beyond in the Nursing program based on financial need and community involvement. Applications are available through the Office of the Registrar and must be completed by October 31. Students must submit a short essay (maximum 250 words) describing their community involvement. Financial need will be determined by the Office of the Registrar, and the School of Nursing will make the final selection of the recipients. These awards were made possible by a generous gift from Thomas H. and Sandra E. Brent through Foundation Western.

Value: 2 at \$2,500

Effective Date: 2003-2004

Thomas F. McCracken Scholarship (Faculty of Arts, English)

Awarded annually to a full-time undergraduate student beyond year 1 who is registered in a program in English Language and Literature based on academic achievement (minimum 80% overall average). The recipient will be selected by the Faculty of Arts in consultation with the Department of English. This scholarship was established by a generous bequest from the estate of Rena Thomson.

Value: 1 at \$1,900

Effective: May 2003

Osler, Hoskin & Harcourt - Rand Scholarship (Faculty of Law)

Awarded annually to a full-time student entering first year of the Law program based on academic achievement. This scholarship will continue in the student's second and third year of study provided that he or she continues to demonstrate academic excellence by placing on the Dean's Honor List and maintaining

a full course load. This scholarship was established by a generous donation from Osler, Hoskin & Harcourt LLP.

Value: 1 at \$10,000 continuing up to three years

Effective Date: May 2002

Sophia Dzialowski HBA Award (Richard Ivey School of Business)

Awarded to a deserving student entering the HBA program who has demonstrated financial need, academic achievement (minimum 70% average) and leadership qualities. The recipient must be a Canadian citizen who completed high school in Northern Ontario.

Applications are available through the Office of the Registrar or Ivey HBA Program Office. Applicants must submit a written essay outlining their achievements and goals at the time of application to the Ivey HBA Program Office by April 1. The Office of the Registrar will assess all applicants for financial need. The HBA Program Director will select the recipient in consultation with a committee.

Note: For the purposes of the above award, Northern Ontario is defined as the area north of the French River, specifically, the following geographic areas:

- The regional Municipality of Sudbury and the districts of Algoma, Manitoulin and Sudbury.
- The districts of Cochrane, Nipissing, Parry Sound and Temiskaming
- The districts of Kenora, Rainy River and Thunder Bay.

Value: \$10,000

Effective Date: September 2003 to September 2007

OFFICIAL STUDENT RECORD INFORMATION PRIVACY POLICY

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1. Purpose

This document sets out the University’s policy on the collection, use and disclosure of the personal information that forms part of the Official Student Record and the personal information collected on prospective applicants and applicants who do not become students. It applies to the Office of the Registrar, the Faculty of Graduate Studies, and all other academic and administrative units that are the primary and secondary custodians of specified data collected and stored about prospective applicants, applicants, students, alumni/ae and former students of the University.

2. Definitions and General Principles

For the purposes of this policy:

- (a) *prospective applicant* means a person who has indicated an interest in applying for admission to the University and/or who has been identified by the University as a person who will be considered for recruitment (e.g. major scholarship winners);
- (b) *applicant* means any person who has formally applied for admission to the University and whose application is still active;
- (c) *current student* means any person who is active in the current term and/or active in any program at the University [*A student is considered to be active in the current term if he or she has taken some action, such as completing registration, paying a tuition deposit or a portion of term tuition fees, or completing an add/drop. A student is considered active in a program within a period of 2 years of being active in a term*];

- (d) *alumnus or alumna* means any person who has received a degree, diploma or certificate from the University and is not active in a program [*For the purposes of this policy a Western graduate who is also a current student is considered a current student.*]; and
- (e) *former student* means any person who has attended the University but has not received a degree, diploma or certificate and is not active in a program.

During the University recruitment process, information will be collected and used to identify prospective applicants who will be encouraged to apply for admission to the University.

During the admission process, information will be collected and used to establish a record and assess an applicant's qualification for admission to the University.

During the registration process and the student's subsequent academic career, specific information that constitutes the Official Student Record will be collected, maintained and used by the University to:

- record performance in programs and courses;
- record decisions of academic appeals/petitions and scholastic and non-academic offence decisions and sanctions;
- provide the basis for financial aid, awards and government funding; and,
- assist the University in the academic and financial administration of its affairs which, for example, can range from the day-to-day administration of academic programs to long-range financial or capital planning.

All documentation submitted to the University in support of an application for admission, residence accommodation, or financial award, or as part of any investigation, appeal/petition or request, becomes the property of the University.

Other than disclosure of information specified in Section 4(a) below, the University is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the Official Student Record or collected on prospective applicants and applicants who do not become students. Such information must not be disclosed to any individual or institution outside the University, its Affiliated Colleges, or organizations offering joint programs, placements, internships, etc., as part of a course or program at the University, except in the following circumstances:

- with the student's consent (written preferred);
- under compulsion of law;
- in accordance with the requirements of professional licensing or certification bodies;
- pursuant to an investigation of possible misrepresentation concerning an individual's references, attendance, performance, status within, or completion of an academic program at the University or at another academic institution;
- in compassionate or emergency situations, as determined by the custodian of the information; and
- in other circumstances set out in the University's *Guidelines on Access to Information and Protection of Privacy* [hereafter *Guidelines on Access*] or as permitted under applicable federal or provincial legislation.

The University will maintain a record of all occasions on which Official Student Record information, other than information specified in Section 4(a), is provided to a third party in the absence of the consent of the student. The contents of this record will be available to the student upon request unless disclosure of the information would compromise an ongoing University or criminal investigation, or is otherwise prohibited by law.

General statistical material drawn from academic records that does not disclose the identities of prospective applicants, applicants, students, alumni/ae or former students may be released for research and information purposes authorized by the University.

3. Information Contained in Official Student Records

Official Student Records, in electronic or paper form, contain the following information relating to a student's application, admission, and performance at the University:

- (a) personal information (name, address, e-mail address, telephone, date of birth, citizenship, social insurance number, student number, photograph, etc.);
- (b) basis of admission information (application, record of previous studies, letters of recommendation, test results, etc.);
- (c) registration and enrollment information (programs of study, dates of attendance, academic load, courses taken, credits transferred, etc.);
- (d) performance information (grades, averages and ranks, narrative evaluations, clinical evaluations, distinctions/awards, special permissions, academic counselling information, degrees obtained, requirements to withdraw, scholastic offence decisions¹, etc.);
- (e) decisions relating to academic appeals/petitions;
- (f) decisions against a student, including appeal decisions, under the Code of Student Conduct;
- (g) medical information given to a Faculty related to a student's performance that is provided by or collected with the consent of the student; and
- (h) financial information (tuition fees and other charges, payments, awards, debts, etc.).

The following information is not considered to form part of the Official Student Record and is not covered by the provisions of this policy:

- medical information provided to Student Health Services;
- information relating to the employment by the University of current students, alumni/ae or former students; and
- information other than basic demographic data that is maintained by or on behalf of Alumni Affairs and Development and which is deemed to constitute the Official Alumni Record.

¹ Access to and disclosure of any information relating to a scholastic offence that is not recorded on a student's transcript, such as a decision letter, is governed by Senate regulations and not this policy (see "Release of Information Concerning Scholastic Offences" in the Academic Calendar).

4. Access to and Disclosure of Information

(a) "Public" Personal Information

It is the practice of the University to consider the following information to be publicly available and to provide it to third parties in response to requests (e.g., confirmation of information for a potential employer) without first seeking the consent of the individual each and every time a request is received:

- Full name
- Degree(s) awarded by Western and date(s) conferred, if applicable
- Faculty(ies)/Schools in which student is/was enrolled, with major field of study
- Academic or other University honors or distinctions

However, at any time an individual may request that this information cease to be made publicly available by contacting the Office of the Registrar or the Faculty of Graduate Studies, as appropriate, in writing.

(b) Prospective Applicants and Applicants

Prospective Applicants and Applicants may, upon written request, be granted limited access to records containing their personal information in accordance with the Access Procedure set out in Section 6 of the *Guidelines on Access*. Access will not be provided to records that have been submitted to the University in confidence either implicitly or explicitly (e.g., letters of reference), that document deliberative processes, or are otherwise exempt under the *Guidelines on Access*. Outdated records for prospective applicants, records for unsuccessful applicants, and records for those who do not accept an offer of admission, are not retained indefinitely. They will be destroyed in accordance with approved retention and disposal schedules.

(c) Current Students

Current students normally have access to their Official Student Record, except material submitted to the University in confidence (e.g., letters of reference) or otherwise exempt from access under the *Guidelines on Access*, by making an informal request to the appropriate University office. However, students may also request access in accordance with the Access Procedure set out in Section 6 of the *Guidelines on Access*. If a student has outstanding debts to the University, access may be restricted and certain academic documents (e.g., transcripts, graduation diplomas) may be withheld until payment is received.

(d) Next of Kin

Next of kin will not be given access to information in the Official Student Record except as provided for in Section 2 above, the most common circumstance being with the prior consent of the student. This provision applies regardless of the age of the student (i.e., whether or not they are under the age of 18) as it is the student's ability to consent, rather than their age, that is the determining factor in their right to exercise control over their own personal information.

(e) Faculty and Staff

Within the University, access to the Official Student Record is restricted to faculty and staff who have a legitimate need for the information in order to carry out the responsibilities of their position or office as it relates to the administration of student affairs and services. For example, access to information contained in the Official Student Record of current students, former students or alumni/ae who are also employees of the University will not be provided for employment related purposes without the prior consent of the individual. Similarly, details of medical information supplied to faculty offices will not be released without prior consent of the individual.

Access to financial assistance information of the Ontario Student Assistance Program, to other forms of assistance based on financial need, or to individual earnings is restricted to financial aid staff in the Office of the Registrar, and to a limited number of authorized staff in the Faculty of Graduate Studies, Housing and Ancillary Services, Deans' and other administrative offices. Relevant information is routinely provided to government agencies with a legitimate need to know, such as those involved in the administration of scholarship or financial aid programs.

The Department of Advancement Services and the Department of Alumni Relations and Development will be permitted access to personal information relating to the identity and location of prospective applicants, applicants and students in order to maintain contact with the individuals and inform them of events, programs and services.

Ensuring the security and privacy of personal information is a collective responsibility of the Office of the Registrar and Faculty of Graduate Studies, and the Deans, Chairs, Directors and managers of academic and administrative units. All full-time and part-time faculty and staff who receive this information must be formally notified of the contents of the Policy, the requirement to adhere to its provisions, and the implications of non-compliance.

E-mail often provides the most efficient and timely medium for communicating with students, prospective applicants, applicants, former students and alumni/ae. However, personal information should not normally be communicated electronically. Where such communication is necessary, a reasonable effort will be made to correctly identify the requester and/or recipient prior to sending personal information.

(f) Alumni/ae and Former Students

An alumnus, alumna or a former student may request access to his or her Official Student Record in accordance with the Access Procedure set out in Section 6 of the *Guidelines on Access*.

(g) University Student Organizations

Student organizations recognized by the Board of Governors (i.e., the University Students' Council, Society of Graduate Students, and MBA Association) shall have access to basic student information referred to in Sections 3(a) and (c), for the legitimate internal use of that organization. The disclosure of such information will be subject to agreements with the

organizations that they will not disclose any information to a third party, or use the information for any commercial purpose, without the prior agreement of the University.

The USC, SOGS, and the MBAA shall be entitled to publish and distribute within the University community a University-wide directory of students except where students have restricted the disclosure of information. Students wishing to restrict the disclosure of information may do so by contacting the organization.

Student information will not be released to student clubs or organizations not recognized by the Board of Governors without the consent of the students. However, the University will make reasonable efforts to facilitate communication between these groups and individual students. For example, under certain circumstances an information package prepared by a club could be distributed directly to students by the University on behalf of the club, in lieu of giving the club access to student addresses.

(h) Affiliated Colleges and Other Institutions

The University will disclose information in an Official Student Record to its Affiliated Colleges on a need to know basis and in accordance with the terms of the Affiliation Agreement between the University and its Affiliated Colleges. In addition, the University will disclose information in an Official Student Record to other institutions to the extent required for a particular course or program (e.g. off-campus placements, internships, joint programs).

(i) Agents of the University

The University may contract with external agents for the provision of goods or services. These agents may range in size from nation-wide companies to individuals providing volunteer support. As part of the arrangements between the University and the agent, there may be a requirement to disclose certain student information to the agent. However, any such disclosure will be governed by a confidentiality agreement between the University and the agent that specifies the purpose(s) of the disclosure and the University's expectations with respect to confidentiality.

5. Custody, Storage and Retention of Official Student Records

The University maintains Official Student Records in electronic or paper form. Electronic records contain information required to monitor the progress and performance of students, produce periodic performance reports, and provide attestations of achievement and official transcripts of academic records. They also form the basis of management information needed for the operation of the University and for enrollment reports and statistical information required by government agencies. All portions of the electronic student academic record needed to produce official transcripts are maintained indefinitely. As these records are retained on a permanent basis they will be reviewed periodically, especially at times of an upgrade of the electronic records system or migration to a new system. Metadata pertaining to the system itself will be maintained in hard copy form in the University Archives. Other information in electronic and paper form is retained or disposed of according to the Disposition and Retention Schedules prepared in consultation with the University Archives.

OFFICE OF THE REGISTRAR

Stevenson-Lawson Building, The University of Western Ontario, London, Ontario N6A 5B8

Main Menu

May 9, 2003

IMPORTANT DATES

May 9	Last day to add a full course, a first-term half course and a full year half course in Summer Evening.
May 12	Interession and Trois-Pistoles Interession courses begin.
May 12	The Business 257 office located in room 2315E, Sommerville House will start taking names for their waiting list at 10:00 am.
May 13	Last day to add a full course, a first-term half course (3-week or 6-week) and a full-year half course in Interession.
May 13	Last day to add or drop a course at Trois-Pistoles Interession.
May 15	Last day to submit transcripts for graduation at Spring Convocation.
May 15	Last day to receive admission applications for full-time general studies for 2003-04 Fall/Winter Session from candidates outside Canada.
May 15	Last day to drop a 3-week first-term half course in Interession without academic penalty.
May 16	Doctor of Medicine Convocation
May 16	Last day to drop a first term half course in Summer Evening without academic penalty.
May 19	Victoria Day. University Offices are closed.
May 22	Last day to drop a full course, or a 6-week half course, or a full-year half course in Interession without academic penalty.

NEWS

[Summer Web Registration](#)

Summer Web Registration is currently in progress. [Click here](#) to find out what you will need to do in order to begin registration & when you can register for the different sessions.

[Summer OSAP Information](#)

Information on the Summer OSAP process is now available. [Click here for details.](#)

[Information Services - Summer Hours](#)

Room 190

Mon, Tue, Thurs, Fri - 9am to 4pm
Wed - 10am to 5pm

Telephone Helpline

Mon to Fri - 9am to 4pm*

*The Registration Section of the Telephone Helpline will be open from 9am to 5pm during the following time periods:

June 9th to Aug 18th

Sept 1st to Sept 5th

FAQ OF THE WEEK



UWO MAIN



ADMISSIONS



MY UWO

CENTRE FOR
NEW STUDENTS

DISTANCE STUDIES

Which of the following statements best describes your feelings about the mass emails the Registrar's Office sends ?

- Helpful
- Helpful but too many
- Not helpful very often
- A constant annoyance

[\[View Poll Results\]](#)

ACADEMIC RECORD
ACCOUNT BALANCE
ADMISSIONS INFO
AWARDS & SCHOLARSHIPS
BURSARIES
CALENDARS
CHANGE OF ADDRESS
CODE OF CONDUCT
CONTACT US
DIPLOMAS
DIRECTORY REMOVAL
EXAM SCHEDULE
FAQ / LINKS
FEES / REFUNDS
GRADES
GRADUATE STUDENTS
GRADUATION
GRADUATION BURSARY
LETTER OF PERMISSION
NATIONAL SCHOLARSHIP
OSAP
PART-TIME STUDENTS
PERSONAL TIMETABLE
PHOTO ID
PIN HELP
SIGN UP FOR EMAIL
SUMMER ACTIVATION
T2202A
TIMETABLES
TRANSCRIPTS
UWO MAIL
WORK STUDY: EMPLOYERS
WORK STUDY: STUDENTS
WEB TEAM
SITEMAP



- [!\[\]\(f427f5fcc9559e2202f8df9158136394_img.jpg\) I am taking an online Distance Studies course. When will I receive my course package?](#)
- [!\[\]\(b5f80930964c6787b255abf0be0dd5cb_img.jpg\) I am taking an online Distance Studies course. What is my username & password for WebCT?](#)
- [!\[\]\(4808cce1c258b424b6c424c67949db5d_img.jpg\) I have applied for Summer OSAP funding how do I check my application status?](#)

HOURS OF OPERATION

Summer Hours

Room 190

Mon, Tue, Thurs, Fri - 9am to 4pm
Wed - 10am to 5pm

Telephone Helpline

Mon to Fri - 9am to 4pm*

*The Registration Section of the Telephone Helpline will be open from 9am to 5pm during the following time periods:

June 9th to Aug 18th
Sept 1st to Sept 5th

Admissions Office – Room 165

Mon to Fri 9am - 4pm

Financial Services – Room 180

Mon to Fri 9am – 4:30 (by appointment only)