

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Diploma and Certificate Programs in Clinical Trials Management

Western/Fanshawe Collaborative Degree/Diploma in Media Theory and Production: Fourth Stream in Broadcasting - Radio

Diploma Program in Writing

Undergraduate Reform Policies

Policies on Appeals and Scholastic Offences

Quarter Courses

Brescia University College: Deadline for Graduation from Clothing, Textiles and Design

Faculty of Music: Deadline for Graduation with the Artist Diploma in Music

Student Access to Examination Papers and Other Work

Report on New Scholarships and Awards

Report on the Undergraduate Program Reform

FOR APPROVAL

1. **Diploma and Certificate Programs in Clinical Trials Management**

Recommended: That a Certificate in Clinical Trials Management and a Diploma in Clinical Trials Management be introduced by the Faculty of Health Sciences and the Western Centre for Continuing Studies, effective September 1, 2003.

REVISED CALENDAR COPY

[To be inserted in the Health Sciences Section, p.78, and the Inter-Faculty Programs section, p.100, of the 2003 Academic Calendar]

Certificate in Clinical Trials Management

The Certificate in Clinical Trials Management is designed to provide students with practical and applied knowledge and skills required to work in the area of clinical trials and research. The Certificate will consist of the equivalent of four and one-half full credits, and will be comprised of nine half certificate-credit courses.

Enrolment will be limited and competitive. The Certificate program is designed for students with at least 2 years' experience working in a clinical trials setting. Students with less than 2 years' experience working in a clinical trials environment are advised to apply for admission to the Diploma program. All course requirements must be completed within 3 years of acceptance into the Certificate in Clinical Trials Management.

All students will be admitted to the Certificate in Clinical Trials Management according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario. In addition,

prospective students must also complete the application form for the Certificate in Clinical Trials Management provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are currently enrolled at UWO are only required to complete The Western Centre for Continuing Studies application form.

Application Deadline: March 1 to be considered for admission for the Fall term.

Diploma in Clinical Trials Management

The Diploma in Clinical Trials Management is designed to provide students with practical and applied knowledge and skills required to work in the area of clinical trials and research, combined with a practicum component that will enable them to gain valuable experience working in the field.

The Diploma will consist of the equivalent of nine and one-half full degree-credit courses: the equivalent of three and one-half full degree-credit courses, plus nine half-credit diploma-credit courses (four and one-half full course equivalents), and two practicum sessions (one and one-half full course equivalents). Enrolment will be limited and competitive, and will be determined on a case by case basis by the Faculty of Health Sciences and The Western Centre for Continuing Studies. All course requirements must be completed within 3 years of acceptance into the Diploma in Clinical Trials Management.

All students will be admitted to the Diploma in Clinical Trials Management according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario. In addition, prospective students must also complete the application form for the Diploma in Clinical Trials Management provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are currently enrolled at UWO are only required to complete The Western Centre for Continuing Studies application form.

Application Deadline: March 1 to be considered for admission for the Fall term.

[To be inserted in the Health Sciences Section, p.78, only]

Certificate in Clinical Trials Management Program

The program consists of nine certificate-credit courses (4 ½ full course equivalents)

1. CTM 111 Introduction to Clinical Trials and Research (half course)
2. CTM 121 Drug Development (half course)
3. CTM 122 Pharmacology for Clinical Trials (half course)
4. CTM 131 Organization and Monitoring of Clinical Trials I (half course)
5. CTM 132 Organization and Monitoring of Clinical Trials II (half course)
6. CTM 133 Applied Statistics for Clinical Trials (half course)
7. CTM 134 Financial Aspects of Clinical Trials (half course)
8. CTM 141 Regulatory, Legal and Ethical Issues of Clinical Trials (half course)
9. CTM 151 Communication Aspects of Clinical Trials (half course)

Diploma in Clinical Trials Management Program

The Diploma consists of the equivalent of nine and one-half full courses:

- C three and one-half required degree-credit full-course equivalents, plus
- C nine required diploma-credit half-courses (four and one-half full-course equivalents), plus
- C two practicum sessions (one and one-half full-course equivalents).

Degree-credit requirements:

- | | |
|--|----------|
| 1. Physiology 020 – Human Physiology <i>or</i> equivalent | 1 course |
| 2. Kinesiology 222a/b – Systemic Approach to Body Function
<i>or</i> Health Sciences 203a/b – Systemic Approach to Functional Anatomy
<i>or</i> equivalent | ½ course |
| 3. Health Sciences 204F/G – Introduction to Ethics and Health
<i>or</i> equivalent | ½ course |
| 4. Health Sciences 202F/G – Critical Thinking in Health Sciences
<i>or</i> equivalent | ½ course |

AND EITHER

- | | | |
|--|-------------|----------|
| 5. Kinesiology 332a/b – Research Design in Human Movement Science
<i>or</i> Nursing 319a/b – Research Methodology in Nursing
(1 half course) | }
}
} | |
| <i>plus one of</i> | } | |
| Statistics 137a – Statistical Methods | } | |
| <i>or</i> Statistics 222a/b – Methods of Statistical Analysis | } | |
| <i>or</i> Nursing 318a/b – Elementary Statistics
(1 half course) | }
} | 1 course |

OR

- | | |
|--|--------|
| Health Sciences 201 – Introduction to Measurement, Research
Methods and Evaluation in Health Sciences (1 full course) | }
} |
|--|--------|

OR

equivalent

Total degree full course-credits required = *3½ full-course equivalents*

Diploma-credit requirements:

- | | |
|---|----------|
| CTM 111 Introduction to Clinical Trials and Research | ½ course |
| CTM 121 Drug Development | ½ course |
| CTM 122 Pharmacology for Clinical Trials | ½ course |
| CTM 131 Organization and Monitoring of Clinical Trials I | ½ course |
| CTM 132 Organization and Monitoring of Clinical Trials II | ½ course |
| CTM 133 Applied Statistics for Clinical Trials | ½ course |
| CTM 134 Financial Aspects of Clinical Trials | ½ course |
| CTM 141 Regulatory, Legal and Ethical Issues of Clinical Trials | ½ course |
| CTM 151 Communication Aspects of Clinical Trials | ½ course |

Total diploma-credit courses required = *4 ½ full-course equivalents*

Practicum requirement:

CTM 260 – practicum placement in a clinical trials setting. Students will be required to complete a written practicum report in order to obtain credit for this course. *Pre-requisite: completion of a minimum of 5 of the diploma-credit courses required for the Diploma in Clinical Trials Management.*
 120 hours (½ course)

CTM 261 - practicum placement in a clinical trials setting. Students will be required to complete a written practicum report in order to obtain credit for this course. *Pre-requisite: CTM 260.*
 280 hours (1 course)

Total practicum requirement = *1½ full course equivalent*

Total credits required for completion of Diploma in Clinical Trials Management
(3½ degree-credit + 4½ diploma-credit + 1½ practicum) = 9 ½ full course equivalents

Notes:

1. All current departmental requirements regarding pre-requisites, co-requisites, and anti-requisites apply.
2. Students without the pre-requisite knowledge in Chemistry or Biology (equivalent to Grade 12U in the Ontario high school curriculum) will be required to complete Biology 022 or Biology 023 **and** Chemistry 020 or Chemistry 023 **in addition to** the degree-credit courses required for the Diploma. These courses will not be included in the total degree-credit courses required for the Diploma.
3. Degree-credit courses may be completed as part of the undergraduate curriculum leading to a bachelor's degree.

Background:

The field of clinical research and clinical trials related to the pharmaceutical and medical industry is expanding rapidly. The profession is seeking skilled practitioners with specialized knowledge and skills that build on the solid theory and research ability obtained through the completion of an undergraduate degree.

Clinical trial managers and researchers are professionals who function as administrators, co-ordinators, consultants, educators, or researchers in a clinical trial setting. They may come from a variety of academic backgrounds, including health sciences, medicine, nursing, health informatics, statistics, psychology or the pure sciences, such as biology and chemistry.

Clinical researchers and trial managers are involved in numerous aspects of clinical trials research, including data collection, analysis, and monitoring. They also may be responsible for recruiting and enrolling human subjects, case management, and protecting subjects and their rights. Clinical researchers are required to develop informed consents, protocols, and case reports, and to ensure compliance with national and international guidelines and standards. They are responsible for maintaining drug accountability records; grant and budget development; report preparation; education of other health-care professionals, patients or families regarding clinical trials, program administration; and research program audit.

Careers and employment in the field of clinical trials and clinical research are difficult to obtain without specific education and training in the areas identified above. While the field is expanding, and southwestern Ontario is a centre for clinical trials, there are no educational programs available at The University of Western Ontario to provide individuals with the specific education and experience required to enter this field.

The Faculty of Health Sciences, in partnership with the Western Centre for Continuing Studies, proposes remedying this shortcoming by offering a Diploma and a Certificate in Clinical Trials Management. These programs will enable undergraduate and graduate students, as well as practitioners in the field, to build on the solid theoretical grounding obtained in their degree programs by adding the practical and applied skills required in the clinical research field. In addition, students in the Diploma program will obtain valuable work experience through the practicum component.

The programs are offered as two distinct, yet related, units. The Diploma will consist of a combination of degree-credit courses and diploma-credit courses (the same courses that comprise the Certificate); the Certificate may be taken as an intact program. The structure is designed to accommodate the needs of both working professionals and current university students.

Undergraduate students may complete the degree-credit components of the Diploma as part of their degree requirements, then complete the diploma-credit components to obtain the Diploma. Other qualified individuals may complete either the Diploma or the Certificate as a distinct entity.

2. **Western/Fanshawe Collaborative Degree/Diploma in Media Theory and Production: Fourth Stream in Broadcasting - Radio**

Recommended: That the Collaborative Degree/Diploma program in Media Theory and Production, offered by the Faculty of Information and Media Studies and Fanshawe College, Division of Communication Arts, offer a fourth stream (Broadcasting - Radio) within the existing collaborative program, effective immediately.

REVISED CALENDAR COPY
[page 99 of the 2003 calendar]

Second Year *[add the following stream]*

Broadcasting - Radio

UWO Courses: Two Media, Information and Technoculture 201F/G, 202F/G, 203a/b, 204F/G
Fanshawe Courses: RADO 102 Radio Equipment; 114 Sales and Marketing I; 133 Radio I; 147 Career Prep; 175 Radio Production I; 213 Announcing; 214 Sales and Marketing II; 215 Show Prep; 230 Voice Development; 248 Writing for Radio; 250 Digital Applications in Radio; 275 Radio Production II.

Third Year

UWO courses: *[no change from those listed for other streams]*

Fanshawe courses: Independent Project in Radio Production I and II.

Fourth Year *[add the following stream]*

Broadcasting - Radio

UWO courses: Two MIT electives (1.0 MIT full-course equivalent electives at the 100 level or higher)
Fanshawe courses: RADO 312 Radio II; 313 Radio Management; 330 Station Operations; 331 Radio Announcing; 375 Radio Production III; 413 Career Development; 475 Radio Production IV.

Background:

Broadcasting - Radio was considered for inclusion when the collaborative program was first developed, but the curriculum had to be revised. Those revisions have now taken place and the addition of a fourth stream in the program will help to ease student demand and give greater choice.

The Broadcasting - Radio stream has the same requirements for Admission, Progression, Withdrawal, Upgrading policies, and First Year as the other three streams shown on pages 98-99 of the calendar.

3. **Diploma Program in Writing**

Recommended: That a Diploma Program in Writing be introduced in the Faculty of Arts, effective September 1, 2003.

REVISED CALENDAR COPY

*To be inserted on page 43 of the 2003 Academic Calendar
following Certificate Program in Writing*

DIPLOMA PROGRAM IN WRITING

(Writing Program/ Faculty of Arts). Open to all applicants with a university degree, the Diploma Program in Writing aims to develop writing skills at both the general level and within the parameters of specific disciplines for students with a university degree, providing the same opportunities for improved writing that the Certificate Program in Writing offers to undergraduates. All program courses (except Writing 200) may also be credited toward any new program objectives undertaken. Anyone with a university degree may apply for admission to the Diploma Program in Writing; otherwise, application for admission would be made as an undergraduate for the Certificate Program in Writing, either application being subject to prerequisites and general university admission requirements.

A grade of 70% or higher in Writing 101F/G (Writing 121F/G for MIT students) is required for entrance to the program. To qualify for the Diploma in Writing, Level I, students must achieve at least 70% in two Writing half-courses (or equivalent) at the 200-level and achieve a grade of SAT (satisfactory) in the Writing Proficiency Examination (Writing 200). For the Level II diploma, students must achieve at least 70% in four Writing half-courses (or equivalent) at the 200-level and achieve a grade of SAT (satisfactory) in the Writing Proficiency Examination (Writing 200). Reviewing the materials of Writing 101F/G is strongly recommended as the normal and best preparation for sitting the Writing Proficiency Examination (Writing 200). The two-hour examination will test for writing proficiency in a variety of ways such as requiring the correction of sentence errors, the answering of grammatical or stylistic questions on a prose passage or passages, and the writing of an essay. The examination is offered three times a year, and students wishing to take the examination to obtain credit in Writing 200 should apply to the Writing Program Office, Faculty of Arts, University College, Room 80. Admission to all courses in Writing is governed by normal academic prerequisites, and any qualified student may register. Certain 200-level courses, offered by different departments but not designated as specifically "Writing" courses, may be allowed as credit towards the Diploma in Writing. To find out what these courses are and to plan their program, students should consult with the Writing Program Office, Faculty of Arts, University College, Room 80.

Background:

This Diploma Program in Writing offers a range of credit Writing courses to students who have graduated with a university degree and who wish to improve their writing skills, but were unable to avail themselves of the Certificate Program in Writing as undergraduates. The Diploma Program in Writing, like its counterpart, the Certificate Program in Writing, provides two possible grades of formal recognition—Level 1 and Level 2—for those students who have taken the required number of Writing courses, and who have achieved high levels of competence in writing.

For students with an ESL background, Writing 002: Introduction to College Writing in a Second Language is available as a preparatory course for the required Diploma in Writing Program prerequisite, Writing 101F/G. The normal course offerings for the Diploma Program in Writing include the following: Writing 202F/G: Advanced Exposition, Rhetoric, and Persuasion; 203F/G: Writing for Publication; 205F/G: Technical Writing; 207F/G: Professional Writing in an Electronic Environment; 208F/G: Teaching Writing; 209F/G: Desktop Publishing; and 210F/G: Contemporary Grammar, and the non-course requirement, Writing 200: Writing Proficiency Examination. Full course descriptions are available in the Writing Program Office, University College, Room 80 and on the Writing Program web site: <http://www.uwo.ca/writing>

4. **Undergraduate Reform Policies**

Recommended: That the following Undergraduate Reform regulations for undergraduate degrees and programs be approved, effective September 1, 2004.

NEW CALENDAR COPY

NOTE: A student must complete either all “old” or all “new” Reform degree/program regulations as outlined below. It is not possible to combine requirements of both “old” and “new” degrees/programs.

The following Undergraduate Reform regulations for undergraduate degrees and programs become effective September 1, 2004:

- 1) A student who has not been registered in the University prior to September 1, 2004, must register under the new Undergraduate Reform regulations.
- 2) A student who has completed fewer than 3.0 courses at the University prior to September 1, 2004, must register in the new Undergraduate Reform degrees/programs.
- 3) A student who has completed at least 3.0 courses at the University prior to September 1, 2004, and who is eligible to register in a degree/program, may choose to register in either the “old” or Reform degrees/programs during the 2004-05 Fall Winter term. However, if a student registers in an “old” degree/program, graduation under these regulations must take place no later than the Autumn 2008 Convocation.
- 4) During the 2004-05 Fall Winter term, a senior student who is registered at Western in a degree/program offered prior to this term may choose to continue under the “old” regulations until graduation, provided that graduation under these regulations takes place no later than the Autumn 2008 Convocation.
- 5) During the 2004-05 Fall Winter term, a student who was previously enrolled in a BA Undeclared designation may choose either the “old” or Reform degrees/programs. However, if a student enrolls in an 'old' degree/program, graduation under these regulations must take place no later than the Autumn 2008 Convocation.

Degrees/programs which existed prior to September 1, 2004, and have been replaced under the Undergraduate Reform Regulations will become inactive Summer 2005, meaning that no new registrations will be allowed.

“Old” degrees/programs not replaced under the Undergraduate Reform regulations will only be inactivated upon instructions to Senate from a Faculty, School or Affiliated College.

5. **Policies on Appeals and Scholastic Offences**

5a **Policy on Scholastic Discipline**

Recommended: That the Policy on Scholastic Discipline be rescinded, and replaced by a:

Policy on Scholastic Discipline for Graduate Students, outlined in [Appendix 1](#), and

Policy on Scholastic Discipline for Undergraduate Students, outlined in [Appendix 2](#).

Background:

The Policy on Scholastic Discipline for Graduate Students ([Appendix 1](#)) includes: Definitions, Student Offence Record (including the policy on Release of Information concerning Scholastic Offences), Penalties, and Procedures. It parallels that of the Undergraduate Students except for minor variations, e.g., 1) in addition to imposing a penalty, the Graduate Program Chair can recommend additional penalties to the Dean of Graduate Studies, and 2) the Dean of Graduate Studies may include one or more advisors at an appeal hearing.

The Policy conforms to the current Senate-approved regulations and, contingent on its approval, will be posted on the Faculty of Graduate Studies' website: <http://www.uwo.ca/grad/>

The Policy on Scholastic Discipline for Undergraduate Students ([Appendix 2](#)) has been revised to remove references to graduate students, notably in Part II. An additional, minor amendment has been made to Footnote 2 to state that for courses offered by the Writing Program, Faculty of Arts, the references to “Chair” shall be interpreted as “Coordinator, Writing Program or designate” and a corresponding clarification has been added to the section “Certificate And Diploma-Credit Courses”.

The new version of this policy will be retained in the undergraduate Academic Calendar. To view the current version of the policy, go to: <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

5b Policy on Student Academic Appeals

Recommended: That the policy on Student Academic Appeals be rescinded, and replaced by policies on:

Graduate Student Appeals of Academic Decisions, outlined in [Appendix 3](#), and

Undergraduate Student Academic Appeals, outlined in [Appendix 4](#).

Background:

The new Policy on Appeals of Academic Decisions in the Faculty of Graduate Studies ([Appendix 3](#)) will reflect the process currently used by the Faculty. The new policy still leads to the Senate Review Board Academic (SRBA) as the final body to hear appeals against a decanal decision, and the grounds for an appeal to SRBA continue to be identical for both undergraduate and graduate students. The procedure below the level of the Senate Review Board Academic is almost identical to the current Senate procedures for undergraduate and graduate students, and the grounds for appeals by graduate students at the program and faculty level are identical to the grounds available to undergraduate students. Contingent on its approval, the policy will be posted on the Faculty of Graduate Studies' website: <http://www.uwo.ca/grad/>

The Policy on Undergraduate Student Academic Appeals ([Appendix 4](#)) has undergone a number of housekeeping changes in addition to the removal of references to graduate student appeals. There is one substantive change under the section “Appeals to SRBA”: a student no longer has an automatic right to an appeal hearing merely by alleging that there was a failure to follow a Senate regulation. This allegation will be assessed by a panel of SRBA before the appeal is allowed to proceed to an oral hearing, as is now done in the case of all other appeals with the exception of scholastic offence appeals. Finally, the undergraduate policy will accurately reflect the appeal procedures set out in the Policy on Scholastic Discipline, last approved by Senate in November 2002.

The new version of this policy will be retained in the undergraduate Academic Calendar. To view the current version of the policy, go to: <http://www.uwo.ca/univsec/handbook/appeals/appeals.pdf>

6. **Quarter Courses**

6a **Revision to Course Numbering Policy**

Recommended: That effective September 1, 2003, the policy on course numbering be revised with regard to “quarter courses” by expanding the designation “q”, currently used for all quarter courses offered by the Richard Ivey School of Business, to the designations “q”, “r”, “s”, and “t” for quarter courses offered by all Faculties and Schools, as highlighted below:

COURSE NUMBERING POLICY (S.02-086a)

1. COURSE NUMBERING

- a) Subjects will be labelled with an eight character alpha/numeric code by the Office of the Registrar.
- b) There will be one designation per course.
- c) The program, department, and subject will be coded separately and distinctly.
- d) Each course will be identified by the department offering it and not by the unit for whom it is offered.
- e) The course codes will be as follows:
 - 001 - 099 Year I level*
 - 100 - 199 Year II, ~~and III~~, and IV level ~~=general~~
 - 200 - 299 Year II level - honors
 - 300 - 399 Year III level - honors
 - 400 - 499 Year IV level - honors

* The numbers 001 - 019 have been reserved for courses equivalent to pre-university introductory courses and may be counted for credit in the student's record.
- f) Each course code will be followed by a three place alpha-numeric code indicating weight and session.
 - i) Full Courses (1.0 course)
 - A full course not designated as an essay course will have no suffix. A full essay course will have a suffix of "E" (e.g., English 020E).
 - A full course identified as “w” shall be offered in the intramural first term.
 - A full course offered in the second term shall be identified as “x”.
 - [Note: These accelerated full courses (w/x) are not designated as essay courses. As a guideline, they normally will not be scheduled during high demand hours, i.e., Monday to Friday from 10:00 a.m. to 3:00 p.m.]
 - ii) Half Courses (0.5 course)
 - A half course identified as "a" shall be offered in the intramural first term. A first term essay half course will have a suffix of "F" (e.g., Philosophy 225F).
 - A half course identified as "b" shall be offered in the intramural second term. A second term essay half course will have a suffix of "G" (e.g., Philosophy 226G).
 - The designation "a/b" currently used in the calendar will be "F/G" for essay courses.
 - A half course offered in other than a regular session will have a suffix of "y". If such a course is an essay half course, it will have a suffix of "Z".
 - iii) Quarter Courses (0.25 course)
 - A quarter course identified as “q” shall be offered in the first half of first term.
 - A quarter course identified as “r” shall be offered in the second half of first term.
 - A quarter course identified as “s” shall be offered in the first half of second term.
 - A quarter course identified as “t” shall be offered in the second half of second term.
 - iv) Other Designations
 - The suffixes “c” and “d” respectively are used to designate January and February/March/April (FMA) courses in the Faculty of Law. All courses identified as “c” carry four credit weights.
- g) Section codes will be five character alpha-numeric and will indicate the section, location. Section codes will not appear in the Calendar.

2. HALF COURSES

Regulations concerning the offering of, and registration in, half courses for three-year degrees are established as follows:

- a) Two half courses shall be the equivalent of one full course in undergraduate programs, whether or not they have been taken in the same subject.
- b) Instruction in half courses offered in the Summer Day Session or Intersession shall be conducted throughout the entire session. Under special circumstances, a department may be granted exemption from this regulation by the Dean of the Faculty, acting on the advice of the Educational Policy Committee of the Faculty Council.
- c) Prerequisites for half courses, where specified, shall be observed in the same manner as for full courses.
- d) Intramural registration for all half courses must be made at the Fall registration.

3. ESSAY COURSE DESIGNATION

- a) All essay courses must be taken at The University of Western Ontario.
- b) Current BA students with ten or more courses completed prior to September 1984 will be required to complete only one senior essay course.
- c) Transfer students granted the maximum advanced standing (ten courses) will be required to complete only one senior essay course.
- d) There will be no retroactive essay course credit for courses completed prior to September 1984.

6b Policy on Hours of Instruction

Recommended: That effective September 1, 2003, the policy on hours of instruction be revised to include quarter courses:

HOURS OF INSTRUCTION FOR COURSES (S.1514, S.99-13)

The following course prescriptions are established:

- A full course at the undergraduate level shall require a minimum of fifty-two (52) contact hours.
- A half course at the undergraduate level shall require a minimum of twenty-six (26) contact hours.
- A quarter course at the undergraduate level shall require a minimum of thirteen (13) contact hours.

For students enrolled in the Richard Ivey School of Business, a full course shall require 40 sessions of 80 minutes each, a half course shall require 24-30 sessions of 80 minutes each, and a quarter course shall require 12 sessions of 80 minutes each.

6c Policy on Adding and Dropping Courses

Recommended: That the policy on Adding and Dropping courses be amended to include reference to quarter courses, as outlined below:

ADDING AND DROPPING COURSES

Courses may not normally be added and dropped after the specified deadline dates. In exceptional cases and on presentation of evidence of medical or compassionate grounds or other extenuating circumstances, the Dean (or designate) of the faculty of registration may grant a petition to waive the regulation.

The Office of the Registrar, in consultation with the academic community and appropriate administrative offices, will determine all applicable sessional dates for the academic year and recommend them to Senate for approval in December. The list of sessional dates will be maintained on the Registrar's Office website in the Academic Calendar at <http://www.registrar.uwo.ca/ACCALS/>

Deadline dates for adding a course will normally be calculated according to the table below.

Once classes begin, a course may be added or dropped only with the joint approval of the Dean (or designate) of the Faculty in which the student is registered and the Chair (or designate) of the Department concerned.

A course that has been dropped by the last date specified for adding a course shall be expunged from the records. A course that has been dropped after the last date specified for adding a course but before the last date for dropping a course without academic penalty (or subsequently, if a petition is granted by the Dean) shall be recorded as "WDN".

A course that has not been dropped in accordance with the above regulations and that has not been completed satisfactorily by the student shall be recorded as "F".

TYPE OF COURSE	SESSION	LAST DAY TO ADD	LAST DATE OR DAY TO DROP
		Day of class after commencement of session lectures	Day of class after commencement of session lectures
Full course	Fall/Winter	7	November 30
	Intersession	2	8
	Summer Day	2	8
	Summer Evening	5	19
First term full course	Fall/Winter	7	October 15
First term half course	Fall/Winter	7	October 15
<u>First term, first quarter "q" course</u>	<u>Fall/Winter</u>	<u>7</u>	<u>September 30</u>
<u>First term, second quarter "r" course</u>	<u>Fall/Winter</u>	<u>7</u>	<u>October 31</u>
	Intersession 6 week	2	8
	Summer Day 3 week	2	4
	Summer Day 6 week	2	8
	Summer Evening	5	10
Full year half course	Fall*/Winter	7	November 30
	Intersession	2	8
	Summer Day	2	8
	Summer Evening	5	19
Second term full course	Fall/Winter	7	February 15
Second term half course	Fall/Winter	7	February 15
<u>Second term, first quarter "s" course</u>	<u>Fall/Winter</u>	<u>7</u>	<u>January 30</u>
<u>Second term, second quarter "t" course</u>	<u>Fall/Winter</u>	<u>7</u>	<u>March 1</u>
	Summer Evening	5	10

* Students in "w" accelerated language courses may transfer to the equivalent full year course with the permission of their Faculty prior to **November 1**.

Background:

In January 1999, Senate approved the introduction of quarter courses at the Richard Ivey School of Business with each course to be identified as a "q" course. Previously, the School had listed a number of courses as

"a/b" courses with a "(quarter course)" reference at the end of the calendar copy for each course. The introduction of "q" courses addressed the concern that anyone outside the Faculty would misconstrue the weight of the "a/b" courses on the students' transcripts.

The policy changes outlined above will broaden the ability for Faculties and Schools to introduce additional quarter courses. Since the transcript should identify the term in which the course is taken, the proposed changes will expand the designation "q" to four suffixes ("q", "r", "s", "t") to indicate in which of the four six-week terms these courses could be offered throughout the academic year. Currently, quarter courses are offered by the Richard Ivey School of Business and the Faculty of Education and, if the above-noted policy changes are approved, their quarter course numbers will be revised to conform with the new policy.

The School of Kinesiology has requested that the policies be changed to allow the School to revise the course numbers of Kinesiology 200a/201b, 300a/301b, 400a/401b to the quarter course numbering system. The School has noted that this change will reflect the fact that for many years, students have taken two "courses/subjects" (each subject a 5-hour lab/lecture for 6 weeks) and have had their final grade determined by averaging the final mark of these two "courses/subjects".

The introduction of quarter-credit activity courses will more accurately reflect the comprehensive curriculum offerings of the School of Kinesiology. Students' transcripts will indicate the specific knowledge gained. As with all other courses, Kinesiology students will now be able, through the Registrar's Office system, to register on-line for specific quarter courses.

Contingent on approval of the policy changes, Kinesiology will submit course renumbering proposals to DAP, e.g. one motion will be to withdraw Kinesiology 200a/201b (Motor Performance Skills) and introduce the following courses in their place: Kinesiology 202q/r/s/t (Basketball Skills); 203q/r/s/t (Swimming Skills), 204q/r/s/t (Tennis Skills) and 205q/r/s/t (Track and Field Skills).

7. **Brescia University College: Deadline for Graduation from Clothing, Textiles and Design**

Recommended: That the effective date for withdrawal of the following programs offered by Brescia University College, 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:

- BA in Human Ecology program in Clothing, Textiles and Design
- BA in Honors Human Ecology program in Clothing, Textiles and Design
- BSc in Human Ecology program in Clothing, Textiles and Design
- BSc in Honors Human Ecology program in Clothing, Textiles and Design

Background:

The Human Ecology program in Clothing, Textiles and Design at Brescia University College was withdrawn by Senate at its October 1999 meeting (S.99-232) with an effective date of September 1, 2001. However, at the June 21, 2002, meeting of Senate (S.02-151), Senate was informed that because there were several students who had continued in the program and would be eligible to complete the requirements for the program, Brescia College had requested an extension of the withdrawal date in order to allow the students who were eligible to attend convocation to do so. At the request of the College, SCAPA had approved the following motion prior to the June 5th 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.

Through an oversight, the motion did not include all students in all programs. At the request of the College, SCAPA has rescinded its motion regarding the withdrawal of the BSc in Human Ecology (S.02-151) and approved the following motion for recommendation to Senate:

8. **Faculty of Music: Deadline for Graduation with the Artist Diploma in Music**

Recommended: That students who entered the Artist Diploma in Performance (Three-Year Program) in the Faculty of Music prior to September 2003, be permitted to graduate with the former title Artist Diploma in Performance (Three-Year Program) until the Fall 2004 Convocation.

Background:

At its September 20, 2002, meeting, Senate approved the following motion (S.02-179),

That, effective September 1, 2003,

- A) the Artist Diploma in Performance (Three-Year Program) in the Faculty of Music be renamed the Music Performance Diploma (Three-Year Program), and,
- B) the progression requirement in the Music Performance Diploma (Three-Year Program) for courses other than Applied Principal Instrument be a grade of 60% or above.

The Faculty of Music noted that this diploma program had been attracting exceptionally gifted musicians who were also enrolled in programs offered by other Faculties, and the Faculty recommended revision of the program to meet the needs of these concurrent-degree students. The new name was thought to better reflect the focus of the program.

However, students who will successfully complete the requirements for the Artist Diploma program and who entered it in 2001-2002 or earlier, wish to receive a Diploma under its original name. The Faculty has therefore extended the deadline to graduate with the former title of the three-year diploma for an additional two years.

9. **Student Access to Examination Papers and Other Work**

Recommended: That the policy on Student Access to Examination Papers and Other Work be revised to require that complete records of students' work are transferred to the Department for retention purposes by faculty members who will be leaving the University temporarily or permanently at the end of term.

STUDENT ACCESS TO EXAMINATION PAPERS AND OTHER WORK (S.2507, S.3326, S.89-176)

In the event that a student requests it, an instructor shall produce and review* with the student all papers (final examination or other) not returned to the student and for which a mark has been assigned. A student who has appealed in writing to a departmental chair (or dean in faculties without departmental structure) shall be granted access, upon his or her request, to such papers under supervisory arrangements established by the appropriate dean.

*In the course of this review, the student shall be entitled to see the paper.

[Note: Students are reminded that there are deadlines for submitting requests for relief. See Academic Rights and Responsibilities section of the Calendar.]

Submitting or Returning Student Assignments, Tests and Exams

All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted.

Retention of Examination Papers and Records

Departments (or Faculties without departmental structure) shall require all instructors to maintain complete records of all marks/grades (and their relative weights) for individual assignments, tests, etc., which are used in calculating the final overall mark/grade in a course for a period of twelve calendar months from the date of the last regularly scheduled class of a course.

Departments (or Faculties without departmental structure) shall retain all papers (final examination or otherwise), which have not been returned to the student and for which a mark has been assigned, for a period of eight months from the date of the last regularly scheduled class in a course. Department chairs will make arrangements for storing such papers either with instructors or in a departmental depository. Instructors are expected to provide complete records to the Department or Faculty upon request. It is the duty of every faculty member who will be leaving the university temporarily or permanently at the end of the teaching term to formally transfer his/her records and exam papers to the Chair of a Department (or his or her designate) or the Dean of the Faculty (for Faculties without departmental structure).

Background:

In the event that a student wishes to exercise his or her right of appeal, it can be difficult or impossible to track down students' records from faculty who have retired, gone on sabbatical or study leave, or otherwise left the University. The proposed revision will clarify the responsibilities of individuals and academic units when this type of departure is about to occur.

FOR INFORMATION

1. **Report on Scholarships and Awards**
- 1a Terms of Reference for New Scholarships and Awards

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

International Doctoral Scholarship (IDS) (Faculty of Graduate Studies)

Awarded at the time of application to recruit international applicants with an admission average of 86% and outstanding academic achievement. Students will be eligible to continue to receive this scholarship during the first 12 consecutive full-time terms of enrolment in the Doctoral program, provided that the student maintains a minimum academic average of 80%.

Value: \$8,000 annually to be paid out over three terms

Effective: September 2003

James G. McKee Taxation Award (Faculty of Law)

Awarded to a full-time student in Law who has completed second year based on academic achievement and interest in second year courses in the Area of Concentration: Taxation. The award is to be used to cover conference expenses (including conference fees, travel, accommodation, etc.) in attending the Canadian Tax Foundation's National Tax Conference in the recipient's third year. The recipient will be selected by the Dean of the Faculty of Law. This award was established by Mr. James G. McKee (Law '79) through Foundation Western.

Value: Total available annually is \$2,000 and the number and value are at the discretion of the Dean of Law. Number of awards and value dependent on location of annual conference (e.g., 3 awards when conference in Toronto; 1-2 awards when conference in Montreal or Vancouver).

Effective: May 2002

Aventis Biotech Challenge Scholarship (Gold) (Any Undergraduate Faculty)

Awarded to students who win Gold awards in the Aventis Biotech Challenge and who have an 'A' average in their final year of high school. The award may be won once by students entering first year studies in any undergraduate faculty at The University of Western Ontario.

Value: \$1500
Effective: May 2003

Aventis Biotech Challenge Scholarship (Silver, Bronze) (Any Undergraduate Faculty)

Awarded to students who win Silver or Bronze awards in the Aventis Biotech Challenge and who have an 'A' average in their final year of high school. The award may be won once by students entering first year studies in any undergraduate faculty at The University of Western Ontario.

Value: \$1000
Effective: May 2003

Gordon and Myrtle Stevenson Scholarship in English (Faculty of Arts, English)

Awarded to a full-time student in English based on academic achievement (minimum 80%) and financial need. Preference will be given to students who attended high school in a rural area. Applications are available through the Office of the Registrar and must be completed by October 31. The recipient will be selected by the Scholarship and Awards Committee in the Faculty of Arts. This scholarship was established by Marjorie Stevenson Miller (BA Arts '57) through Foundation Western to honour her parents Gordon and Myrtle Stevenson.

Value: \$500
Effective: May 2003

Sun Light Foundation International Exchange Award (Any Undergraduate Faculty)

Awarded annually to students registered at Western who are participating in an approved exchange program at an international university. Selection will be based on academic achievement (minimum 70% average) and the candidate's fitness as an ambassador of Western. Students receiving any other exchange scholarship or fellowships are not eligible to receive this award. Application forms are available at the Centre for New Students, Room 65, Stevenson-Lawson Building. The Office of the Registrar International Exchange Program will select the recipient. This award was established by a gift from Hank and Anne Vander Laan.

Value: \$2,000
Effective: May 2003

Jim and Heather Hunter MBA Student Award (Faculty of Graduate Studies, Business Administration)

Awarded to a full-time student entering the MBA program based on academic achievement (minimum 78%), demonstrated leadership through community activities, athletic activities and/or work experience, as well as demonstrated financial need. Applications are available from the MBA program office and must be returned by April 1. The MBA Scholarships Committee will select the award recipient. This award was established by a generous gift from James and Heather Hunter through Foundation Western.

Value: \$1,250
Effective: May 2005

Warner Music Canada Award (Faculty of Music)

Awarded to a full-time undergraduate student in the Music Administrative Studies program who is entering his or her third or fourth year of study who achieves a minimum academic average of 70% and demonstrates financial need. Applications are available from the Office of the Registrar and must be submitted by October

31. No student can hold this award for two consecutive years. The recipient will be selected by the Don Wright Faculty of Music Scholarship Committee. This award was established by Warner Music Canada Ltd.

Value: \$600
Effective: May 2003

Brad Hodgson Civil Litigation Award (Faculty of Law)

Awarded to a second or third year Law student who, in the opinion of the Dean of the Faculty of Law, Review Counsel, and Director of the Clinical Legal program, shows the greatest potential for success as a practitioner in the area of Civil Litigation. Selection will be made from those students registered in the formal program of Clinical Legal Studies. This award was established by Harrison Pensa LLP in memory of Brad Hodgson, a litigation practitioner at the firm formerly named Pensa & Associates.

Value: \$500
Effective: May 2002

Dr. W. Sherwood Fox Award (Any Undergraduate Faculty)

Awarded annually to a student in any year of any program attending the spring or summer session at Trois Pistoles based on academic achievement in French courses and demonstrated financial need. Applications are available through the Office of the Registrar and must be completed by April 15. The Office of the Registrar will determine financial need and the recipient will be selected by the Director of Continuing Studies in consultation with the administrator of the Trois Pistoles program. This award was established by a gift from the late W. Sherwood Fox.

Value: \$500
Effective: May 2002

1b Discontinuation of the Western Scholar Award

At its January 24th meeting, Senate was informed that the Property & Finance Committee would be asked to approve a motion to change the Western Scholar Award: 1) that effective May 1, 2004, the minimum average for eligibility for the Western Scholar award be raised from 80% to 83%, and 2) that effective May 1, 2005, the Western Scholar Award be discontinued. However, given the extraordinary increases in application numbers, it is likely that the admission average will spike more markedly than had been anticipated when the recommendations on admissions scholarships were developed. As a result, on March 17th, the Property & Finance Committee of the Board rescinded the original motion and approved that the discontinuation of the Western Scholar Award be accelerated to May 1, 2004.

2. Undergraduate Program Reform: Programs Approved

SCAPA has approved on behalf of Senate, the following programs for the Faculties of Arts, Science, Social Science, Brescia University College and King's College, effective September 1, 2004:

Faculty of Arts

Specialization in English Language and Literature
Honors Specialization in Film Studies
Major in Film Studies

Faculty of Science

Honors Specialization in Actuarial Science
Honors Specialization in Statistics
Major in Statistics
Major in Actuarial Science

Minor in Probability
Minor in Operations Research
Minor in Statistical Theory

Faculty of Social Science

Honors Specialization in Anthropology
Major in Linguistic Anthropology
Major in Sociocultural Anthropology
Specialization in Anthropology
Minor in Anthropology

Brescia University College

The Honors Specialization, Major, Specialization and Minor in English Language and Literature, and the Minor in General English will be identical to those of Main Campus, previously approved.

Honors Specialization in Sociology

The Major and Minor in Sociology will be identical to those of Main Campus, previously approved.

Major in Community Development

Minor in Community Development

Minor in Criminology

Minor in the Sociology of Gender

Minor in Family Studies (Human Ecology)

Minor in Foods and Nutrition

King's College

The Honors Specialization, Major, Specialization and Minor in English Language and Literature, and the Minor in General English will be identical to those of Main Campus, previously approved.

Detailed information is available on the University Secretariat Website:

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

Policy on Scholastic Discipline for Graduate Students

1.0 SCHOLASTIC OFFENCES

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

1.1 DEFINITION

Scholastic Offences include, but are not limited to, the following examples:

- C Plagiarism - the "act or an instance of copying or stealing another's words or ideas and attributing them as one's own." (Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, Graduate Program Chairs, or the Faculty of Graduate Studies. Students also may consult style manuals held in the University's libraries (see <http://www.lib.uwo.ca/weldon/docs/styleguides.shtml>).
- C Cheating on an examination or falsifying material subject to academic evaluation.
- C Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
- C Submitting a false medical or other such certificate under false pretences.
- C Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- C Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
- C Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- C Intentionally interfering in any way with any person's scholastic work.
- C Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.
- C Aiding or abetting any such offence.

Evidence of wrongdoing may result in criminal prosecution in addition to any proceedings within the University.

1.2 STUDENT OFFENCE RECORDS

- C **Offence Record.** Any student found guilty of a scholastic offence acquires an *Offence Record*. This record contains evidence collected during the investigation(s) of the offence(s), and copies of correspondence with the student.
- C **Archiving.** The Dean's Office, Faculty of Graduate Studies, keeps the student's Offence Record and it is kept separate from his/her academic counselling file. If the student subsequently is found not to have committed the offence in question, then the record of that charge will be destroyed.
- C Apart from the student, no one outside the Dean's Office shall have access to an Offence Record, except in the event of an appeal by the student to SRBA against the decision or the penalty (or penalties) imposed. (See also "Release of Information Concerning Scholastic Offences" below.)
- C **Release of Information Concerning Scholastic Offences.**
 - C The letters informing a student that he or she has been found to have committed a scholastic offence, and the penalty or penalties imposed are confidential documents. Copies will be sent only to involved parties (Graduate Program Chair, Dean of the Faculty of Graduate Studies).
 - C In the event that the penalties imposed are to be reflected in the student's academic record, either on the official transcript or the internal electronic record, a copy will be sent to the Registrar.

- C If a student registers in another Faculty, or an Affiliated College of this University, the Offence Record will be transferred to the Dean's Office of that Faculty or College.
 - C In addition, information may be released with the written permission of the student or if required by a court order.
 - C Under all other circumstances, the information contained in a student's Offence Record shall be considered confidential and, unless the offence is to be recorded on the student's transcript, no information about the student's Offence Record shall be provided to any person or institution outside the University.
- C **Report to Senate.** The Faculty of Graduate Studies submits to the Vice-Provost & Registrar an annual summary of scholastic offences committed by students registered in the Faculty. The summary sets out the nature of the offence and the penalties, with students' names removed. The Vice-Provost & Registrar compiles the information, by Faculty, and reports annually to the Senate Committee on Academic Policy and Awards, which will forward the report to Senate for information.

1.3 PENALTIES

The University will treat seriously any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and/or may result in suspension or expulsion from the University.

A student guilty of a scholastic offence may be subject to one or more penalties, examples of which are:

1. Reprimand.
2. Requirement that the student repeat and resubmit the assignment.
3. A failing grade in the assignment.
4. A failing grade in the course in which the offence was committed.
5. Withdrawal from the program.
6. Suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
7. Expulsion from the University.

Notes:

- C A Graduate Program Chair may impose penalties 1 through 4.
- C Only the Dean of the Faculty of Graduate Studies may impose penalties 5, 6 and 7.
- C A Graduate Program Chair also can recommend a more severe penalty (e.g., withdrawal, suspension, expulsion) to the Dean of Graduate Studies in addition to penalty(ies) imposed at the program level.
- C In determining what penalties are warranted in a given case, the Dean will consider the gravity of the offence, any Offence Record, and the need for consistency in standards of discipline across the Faculty.
- C The Dean may require a notation of the scholastic offence (e.g., "Scholastic Offence recorded in...") on a student's internal, electronic record for penalty 4. On the successful completion of the student's program, the student may request that the notation be removed. The Dean, after consulting with the Graduate Program Chair, will decide whether to grant the request.
- C The penalties of suspension and expulsion are recorded as permanent notations on the student's official transcript.
- C Appeals against the imposition of any penalty will be dealt with in accordance with the procedures set out in 1.4 "Procedures for Scholastic Offences".
- C Students who have been suspended by the University as a result of a scholastic offence must apply for readmission subject to the same conditions that operate for students applying for "Readmission Following Unsatisfactory Performance."

1.4 PROCEDURES FOR SCHOLASTIC OFFENCES

If a student is suspected of cheating, plagiarism or other scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the University. The procedures that the University will follow are set out in this section.

Note: Throughout these scholastic offence regulations, reference to "Dean" is to be interpreted "Dean of Graduate Studies or his/her designate" (who is usually an Associate Dean) and reference to "Chair" is to be interpreted "Graduate Program Chair or his/her designate". If the matter has been designated by the Dean of Graduate Studies or a Graduate

Program Chair to another person(s), that person(s) is authorized to make the Faculty's or Program's final decision on the matter.

1.4.1 OFFENCES NOT RELATED TO A PROGRAM

- C If an allegation of misconduct does not relate directly to the student's program (e.g., a course or thesis), the allegation will be referred to the Dean of the Faculty of Graduate Studies.
- C If the Dean decides that there is evidence to support the allegation, he/she must advise the student of the allegation and the information supporting the allegation, normally within one week after receiving it.
- C The student must be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made.
- C If the Dean decides that the student has committed a scholastic offence, he/she determines the appropriate penalties.
- C The Dean then must communicate his/her decision and the penalties imposed to the student in writing, normally within three weeks after advising the student of the allegation. The letter must indicate if there will be a notation on the student's academic record and must advise the student of his/her right to appeal the Dean's decision to the Senate Review Board Academic within six weeks of the date of the decision.

1.4.2 PROGRAM-RELATED OFFENCES

The Role of the Instructor/Member of Thesis Supervisory Committee

- C If evidence of a possible scholastic offence is brought to the attention of, or discovered by, a course instructor or member of a student's thesis supervisory committee, normally he/she will meet with the student to discuss the allegation if practicable and appropriate in a given case.
- C The instructor or member of the thesis supervisory committee (or other University official who is investigating the incident) must notify the Chair if he/she decides that there is evidence of a scholastic offence.

The Role of the Graduate Program Chair

- C If the Chair agrees that there is evidence to support the allegation he/she must advise the student of the allegation and the information supporting the allegation, normally within one week after the matter was forwarded to him/her.
- C The student must be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Chair before a decision is made.
- C If the Chair decides that the student has committed a scholastic offence, he/she determines the appropriate penalties in consultation with the instructor.
- C The Chair also may recommend to the Dean a more severe penalty than the Chair can impose.
- C The Chair then must communicate his/her decision, the penalties imposed, and any additional recommended penalties, to the student in writing with a copy to the Dean, normally within three weeks after advising the student of the allegation. The letter also must advise the student of his/her right to appeal this decision to the Dean, the time period by which the appeal must be filed, and refer the student to the regulations governing Student Academic Appeals and Scholastic Offences in the Graduate Calendar.

The Role of the Faculty of Graduate Studies

C Where the Student Files an Appeal

- C To file an appeal with the Faculty of Graduate studies, the student must submit an "Application for a Faculty of Graduate Studies Appeal Hearing: Scholastic Offences" form (www.needwebsite.ca) together with all supporting documents within three weeks of the date the Chair issues his/her decision. A student may appeal the Chair's finding that a scholastic offence occurred, and/or the penalties imposed, and request that the Chair's decision(s) be set aside or adjusted.
- C There will be an oral hearing before the Dean. At the discretion of the Dean, an Associate Dean, as well as one or more faculty members, may be present at the hearing in an advisory capacity and may question the witnesses.
- C In addition to evidence submitted by the parties, the Dean may call any other witnesses or consider any other evidence he/she deems relevant.
- C At the hearing the student may also make submissions with respect to any other penalties recommended by the Chair.

- C At the conclusion of the hearing if the Dean is satisfied that the Chair's decision was correct he/she will deny the appeal. If the Dean is satisfied that the Chair's decision was incorrect he/she will grant the appeal and will overturn or vary the previous decision.
 - C Unless the Dean overturns the finding of a scholastic offence, he/she will review the penalties imposed by the Chair and will affirm, increase, or reduce those penalties.
 - C If the Dean decides to consider additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty.
 - C The Dean then must communicate his/her decision to the student in writing, with a copy to the Chair, normally within three weeks after receiving the appeal.
 - C In cases where the Dean does not overturn the scholastic offence decision, the letter must indicate if there will be a notation on the student's academic record, and must advise the student of his/her right to appeal the Dean's decision to the Senate Review Board Academic within six weeks of the date of the decision.
- C Where the Student Does Not File an Appeal**
- C The Dean will review the evidence presented and the penalties imposed by the Chair and may investigate further.
 - C The Dean may increase or reduce those penalties.
 - C If the Dean decides to consider additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty.
 - C If the Dean decides to vary the penalties, he/she will communicate this decision to the student in writing, with a copy to the Chair, normally within three weeks after the deadline for filing an appeal.
 - C The letter must indicate if there will be a notation on the student's academic record, and must advise the student of his/her right to appeal the decision to vary the penalties to the Senate Review Board Academic within six weeks of the date of the decision.

Policy on Scholastic Discipline for Undergraduate Students

SCHOLASTIC DISCIPLINE (S.2080, S.3536.02, S.98-249, S.02-234a)

Preamble

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature which prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

SCHOLASTIC OFFENCES

Scholastic Offences include, but are not limited to, the following:

1. Plagiarism, which may be defined as "The act or an instance of copying or stealing another's words or ideas and attributing them as one's own." Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170.

This concept applies with equal force to all assignments, including laboratory reports, diagrams, and computer projects.

Students wishing more detailed information should consult their instructor, Department Chair, or Dean's Office. In addition, they may seek guidance from a variety of current style manuals available in the University's libraries. Information about these resources can be found at <http://www.lib.uwo.ca/weldon/docs/styleguides.shtml>

2. Cheating on an examination or falsifying material subject to academic evaluation.
3. Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
4. Submitting a false medical or other such certificate under false pretences.
5.
 - a) Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
 - b) Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant Department, or the Registrar as soon as possible after receiving the paper in question.
6. Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
7. Intentionally interfering in any way with any person's scholastic work.
8. Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit has been obtained previously or is being sought in another course or program of study in the University or elsewhere.
9. Aiding or abetting any such offence.

In addition to any proceedings within the University, evidence of wrongdoing may result in criminal prosecution.

PROCEDURES FOR HANDLING SCHOLASTIC OFFENCES

If a student is suspected of cheating, plagiarism or other scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the University. The procedures that the University will follow are set out in this section.

Note: Throughout this section, reference to "Dean" is to be interpreted "Dean or his/her designate" (who is usually an Associate Dean) and reference to "Department Chair" is to be interpreted "Department Chair or his/her designate". If the matter has been designated by the Dean or Chair to another person, that person is authorized to make the Faculty or Department's final decision on the matter.

UNDERGRADUATE STUDENTS

PART I: SCHOLASTIC OFFENCES: COURSES

In most cases, evidence of a possible scholastic offence in a course will have been discovered by, or brought to the attention of, the course instructor. In these situations the instructor will meet with the student if practicable and appropriate. In all other cases the allegation will be reviewed by the appropriate University official.¹

The instructor (or other University official) will notify the Department Chair ("Chair") (or, in Faculties without department structure, the Dean of the Faculty) if he/she decides that there is evidence of a scholastic offence.² If the Chair or Dean of the Faculty agrees that there is evidence to support the allegation, he/she shall proceed as follows:

Courses in Student's Faculty of Registration ("Home Faculty")

1. Faculty with department structure (including the Faculty of Health Sciences):

(a) The Chair will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Chair before a decision is made. If the Chair decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Chair's decision and the penalties imposed by him/her will be communicated to the student in writing with a copy to the Dean, normally within three weeks after the Chair advised the student of the allegation. The letter will advise the student of his/her right to file a request for relief from this decision to the Dean, the time period by which a request for relief must be filed, and will refer the student to the regulations governing Student Academic Appeals and Scholastic Offences in the Academic Calendar.

(b) (i) If the student files a request for relief (see "Requests for Relief" below), the Dean will review the evidence provided by both the department and the student and may investigate further. The Dean will give the student a reasonable opportunity to meet with him/her before making a decision. If the Dean is satisfied that the Chair's decision was correct, or in the case of an appeal of a penalty that the penalty was appropriate, he/she will deny the request for relief. If the Dean is satisfied that the Chair's decision was incorrect, or that the penalty was not appropriate, he/she will grant the request for relief and will overturn or vary the previous decision. Unless the Dean overturns the finding of a scholastic offence, he/she will review the penalties imposed by the Chair and may affirm, increase, or reduce those penalties. If the Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. The Dean's decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after receiving the request for relief. In cases where the Dean does not overturn the scholastic offence decision, the letter also will inform the student if there will be a notation on the academic record, and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

(ii) If the student does not file a request for relief, the Dean will review the evidence presented and the penalties imposed by the Chair and may investigate further. The Dean may increase or reduce those penalties. If the Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. If the Dean decides to vary the penalties, his/her decision will

¹In some Faculties the appropriate University official will be the Department Chair (or Dean of a Faculty without department structure).

²In the case of the BACS Program, Faculty of Social Science, references to "Chair" shall be interpreted as "Program Director or designate". In the case of courses offered by the Writing Program, Faculty of Arts, references to "Chair" shall be interpreted as "Coordinator, Writing Program or designate". In the case of the Faculty of Health Sciences, the procedure is identical to the procedure followed in a Faculty with department structure and references to "Chair" shall be interpreted as "School/Program Director or designate".

be communicated to the student in writing with a copy to the Chair, normally within three weeks after the deadline for filing a request for relief. The letter also will inform the student if there will be a notation on the academic record and of his/her right to appeal the decision to vary the penalty to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

2. **Faculty without department structure:**

The Dean will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made. If the Dean decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Dean's decision and the penalties imposed by him/her will be communicated to the student in writing, normally within three weeks after the Dean advised the student of the allegation. The letter also will inform the student if there will be a notation on the academic record and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

Courses in a Faculty Other than Faculty of Registration ("Course Faculty")

3. **Faculty with department structure (including the Faculty of Health Sciences):**

(a) The Chair will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Chair before a decision is made. If the Chair decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Chair's decision and the penalties imposed by him/her will be communicated to the student in writing with a copy to the Dean of the Course Faculty ("Course Dean"), normally within three weeks after the Chair advised the student of the allegation. The letter will advise the student of his/her right to file a request for relief from this decision to the Course Dean, the time period by which a request for relief must be filed, and will refer the student to the regulations governing Student Academic Appeals and Scholastic Offences in the Academic Calendar.

(b) (i) If the student files a request for relief (see "Requests for Relief" below), the Course Dean will review the evidence provided by both the department and the student and may investigate further. The Course Dean will give the student a reasonable opportunity to meet with him/her before making a decision. If the Course Dean is satisfied that the Chair's decision was correct, or in the case of an appeal of a penalty that the penalty was appropriate, he/she will deny the request for relief. If the Course Dean is satisfied that the Chair's decision was incorrect, or that the penalty was not appropriate, he/she will grant the request for relief and will overturn or vary the previous decision. Unless the Course Dean overturns the finding of a scholastic offence, he/she will review the penalties imposed by the Chair and may affirm, increase, or reduce those penalties. If the Course Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. The Course Dean's decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after receiving the request for relief.

In cases where the Dean does not overturn the scholastic offence decision, the letter also will inform the student if there will be a notation on the academic record, that this decision and the decision of the Chair are being referred to the Dean of the Home Faculty ("Home Dean") who may impose additional penalties, and of his/her right to appeal the Course Dean's decision to the Senate Review Board Academic within six weeks of the date of the **Home Dean's** decision. (See APPEALS TO SRBA.) The Course Dean then will forward all documentation relating to the offence, including copies of the decisions of the Chair and Course Dean, to the Home Dean.

(ii) If the student does not file a request for relief, the Course Dean will review the evidence presented and the penalties imposed by the Chair and may investigate further. The Course Dean may increase or reduce those penalties. If the Course Dean decides not to vary the penalties, he/she then will forward all documentation relating to the offence, including a copy of the Chair's decision, to the Home Dean. If the Course Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. If the Course Dean decides to vary the penalties, his/her decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after the deadline for filing a request for relief. The letter also will inform the student if there will be a notation on the academic record, that this decision and the decision of the Chair are being referred to the Home Dean who may impose additional penalties, and of his/her right to appeal the Course Dean's decision to vary the penalties to the Senate Review Board Academic within six weeks of the date of the **Home Dean's** decision. (See APPEALS TO SRBA.)

The Course Dean then will forward all documentation relating to the offence, including copies of the decisions of the Chair and Course Dean, to the Home Dean.

(c) Upon receipt of the decisions of the Chair and Course Dean, the Home Dean will decide if additional penalties are warranted (see "Penalties" below). The Home Dean will review the evidence and may investigate further. If the Home Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. The Home Dean's decision will be communicated to the student in writing with a copy to the Course Dean, normally within three weeks after receipt of the decisions from the Course Faculty. If the Home Dean imposes additional penalties, the letter also will inform the student if there will be a notation on the academic record, and of his/her right to appeal the Home Dean's decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

4. **Faculty without department structure:**

(a) The Course Dean will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made.

If the Course Dean decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Course Dean's decision and the penalties imposed by him/her will be communicated to the student in writing, normally within three weeks after the Dean advised the student of the allegation. The letter will inform the student if there will be a notation on the academic record, that the decision is being referred to the Home Dean who may impose additional penalties, and of his/her right to appeal the Course Dean's decision to the Senate Review Board Academic within six weeks of the date of the **Home Dean's** decision. (See APPEALS TO SRBA.) The Course Dean then will forward all documentation relating to the offence, including a copy of his/her decision, to the Home Dean.

(b) Upon receipt of the Course Dean's decision, the Home Dean will proceed in accordance with #3 (c).

Requests for Relief

Requests for relief to a Dean must be submitted in writing within the deadline set out below. The written request need not be lengthy but should state clearly the detailed reasons for the request and the relief requested, and include all supporting documentation. A student may request that the Chair's finding that a scholastic offence occurred, and/or the penalties imposed, be set aside or adjusted.

Deadlines: Normally requests for relief must be made in writing within three weeks of a decision being issued although some Faculties have longer deadlines. The letter from the Chair to the student will set out the applicable deadline.

Certificate And Diploma-Credit Courses

An allegation of misconduct in a certificate-credit or diploma-credit course offered within a department, or in a Faculty without department structure, will be handled in accordance with the same procedures set out above for degree-credit courses. (The Writing Program, Faculty of Arts, is deemed to be a department under this Policy. See footnote 2 above.) Otherwise, where the course is not offered by a particular department in a Faculty with department structure, the allegation will be dealt with by the Dean of the Faculty (Part I, #2 above).

An allegation of misconduct in a certificate-credit or diploma-credit course offered by the Western Centre for Continuing Studies will be handled in accordance with the procedures set out in Part I, #1 above ("Faculty with department structure"). References to "Chair" shall be interpreted as "Director of the Western Centre for Continuing Studies" and references to the "Dean" shall be interpreted as "Dean of the partnering Faculty".

Women's Studies Courses

An allegation of misconduct in a Women's Studies course will be handled in accordance with the procedures set out in Part I, #1 above ("Faculty with department structure"). References to "Chair" shall be interpreted as "Director of the Centre for Women's Studies and Feminist Research" and references to "Dean" shall be interpreted as "Dean of the student's Faculty of registration".

PART II: SCHOLASTIC OFFENCES: OTHER

Where an allegation does not relate to a course, the matter will be referred to the Dean of the student's Home Faculty. If the Dean decides that there is evidence to support the allegation, the Dean will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made. If the Dean decides that the student has committed a scholastic offence, the Dean will determine the appropriate penalties. The Dean's decision and the penalties imposed will be communicated to the student in writing, normally within three weeks after the Dean advised the student of the allegation. The letter will inform the student if there will be a notation on the academic record and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

OFFENCE RECORD

The offence record will be held in the Dean's Office of the student's home faculty and will be kept separate from the student's academic counselling file. It will contain evidence collected in the investigation of the offence, together with copies of any correspondence with the student. If a student is subsequently found not to have committed the offence in question, the record of that charge will be destroyed. Apart from the student, no one outside the Dean's Office shall have access to an offence record, except in the event of an appeal by the student to SRBA against the decision or the penalty (or penalties) imposed.

RELEASE OF INFORMATION CONCERNING SCHOLASTIC OFFENCES

The letters informing a student that he or she has been found to have committed a scholastic offence, and the penalty or penalties imposed are confidential documents. Copies will be sent only to involved parties as set out above.

In the event that the penalties imposed are to be reflected in the student's academic record, either on the official transcript or the internal electronic record, a copy will be sent to the Registrar. If a student transfers to another Faculty, or to an Affiliated College of this University, the offence record will be transferred to the Dean's Office of that Faculty or College.

In addition to the exception noted above (i.e., for students transferring between undergraduate Faculties) information may be released with the written permission of the student or if required by a court order. Under all other circumstances, the information contained in a student's offence record shall be considered confidential and, unless the offence is to be recorded on the student's transcript, no information about the student's offence record shall be provided to any person or institution outside the University.

Report to Senate

Each Faculty shall submit to the Vice-Provost & Registrar an annual summary of scholastic offences committed by students registered in the Faculty. The summary will set out the nature of the offence and the penalties, with students' names removed. The Vice-Provost & Registrar will compile the information, by Faculty, and report annually to the Senate Committee on Academic Policy and Awards which will forward the report to Senate for information.

PENALTIES

The University will not treat lightly any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in suspension or expulsion from the University.

A student guilty of a scholastic offence may be subject to the imposition of one or more penalties, of which those listed below are examples:

- a) Reprimand.
- b) Requirement that the student repeat and resubmit the assignment.
- c) A failing grade in the assignment.
- d) A failing grade in the course in which the offence was committed.
- e) Prohibition of further registration in a course or courses in the department or Faculty in which the offence occurred.
- f) Failure of the year (applies in certain professional programs).
- g) Suspension from the University for up to, but not more than, three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
- h) Expulsion from the University.

Notes:

In determining what penalties are warranted in a given case, previous offences within the Faculty, the gravity of the offence, and the need to ensure consistency in standards of discipline across a Faculty will be relevant considerations for a Dean. A Home Dean also will take into account an existing Offence Record.

- A notation of the scholastic offence (e.g., "Scholastic Offence recorded in...") may be placed on a student's internal, electronic record for the penalties d), e) and f) at the discretion of the Dean imposing the penalty. Upon successful completion of the student's program, the student may request that the notation be removed. The Dean, after consulting with the relevant Chair in the case of a departmentalized Faculty, will decide whether to grant the request. Permanent notations on the official transcript are recorded for penalties g) and h).
- Penalties imposed at the level of the department may range from a reprimand to a failing grade for the course in which the offence was committed.
- Penalties f), g) and h) are program decisions that can be imposed only by the Dean of the Home Faculty.
- Appeals against the imposition of any penalty will be dealt with in accordance with regulations governing appeals. (See STUDENT ACADEMIC APPEALS and SCHOLASTIC OFFENCES.)
- Students who have been suspended by the University as a result of a scholastic offence must apply for readmission subject to the same conditions that operate for students applying for "Readmission Following Unsatisfactory Performance".

Policy on Graduate Student Appeals of Academic Decisions

APPEALS OF ACADEMIC DECISIONS

An appeal is a request for an exemption from a Senate regulation or a ruling of a program, instructor, or administrator in academic matters; or a request that a mark on a particular piece of work or examination, or a final standing in a course or program be changed. If the matter relates to a course, the student must attempt to resolve the matter with the course instructor and if unsuccessful may appeal to the Graduate Program Chair (or designate). If the matter does not relate to a course, the student normally will submit a written appeal to the Graduate Program Chair in the first instance. In cases where the original decision was made by the Graduate Program Chair, the student should consult his or her program regarding the appropriate appeal procedure within the program. An appeal must be made in writing to the Graduate Program within three weeks of the date when the mark was officially reported, or when the ruling was made by a program, instructor, or administrator in academic matters.

A student can appeal to the Dean of the Faculty of Graduate Studies (or designate) only if s/he has undertaken an unsuccessful appeal process at the program level.

The grounds for an appeal may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the appellant's control, bias, inaccuracy or unfairness. Ignorance of Senate regulations and policies and particular program requirements and policies as set out in the University's Academic Calendars does not constitute grounds for an appeal. Students wishing to file an appeal must submit in writing the matter under appeal, the grounds of appeal, a clear and detailed explanation of those grounds, including all supporting documentation, and the relief requested.

An "Application for an Appeal to the Faculty of Graduate Studies," which also provides information on appeal procedures, is available at www.fgs.uwo.ca and must be used by students appealing to the Dean of the Faculty of Graduate Studies. This Application and all supporting documents must be submitted to the Faculty of Graduate Studies within three weeks of the date the Graduate Program's decision is issued.

An appellant who is not satisfied with the Dean of Graduate Studies' decision may have a further appeal to the Senate Review Board Academic (SRBA) if the matter is within SRBA's jurisdiction. Appeals to SRBA must be made within six weeks after a decision has been issued by the Dean of Graduate Studies. Information on appeals to SRBA can be found at <http://www.uwo.ca/univsec/handbook/> under "Policy on Appeals/Sanctions," "Academic Rights and Responsibilities." Additional information and SRBA Appeal Applications can be obtained from the University Secretariat, Room 290, Stevenson-Lawson Building.

The Office of the Ombudsperson at UWO (www.uwo.ca/ombuds/) also provides information and advice about student rights and responsibilities.

Note: Legal counsel is not permitted at any stage of the appeal process preceding the level of the Senate Review Board Academic.

For Appeals of Scholastic Offence decisions, see www.websiteneeded.ca.

Policy on Undergraduate Student Academic Appeals

UNDERGRADUATE 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" and reference to "Department Chair" is to be interpreted "Department Chair or his/her designate".

Requests for relief for undergraduate students ordinarily proceed in this order:

- a) Course instructor (informal consultation)*
- b) Department Chair (submission of written request)
- c) Faculty Dean (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. Scholastic offences will be handled in accordance with the Policy on Scholastic Discipline.

Notes:

1. In the **BACS Program**, "Department Chair" shall be interpreted as "Program Director" (in the Faculty of Social Science) or "Program Coordinator" (at Huron University College).
2. In the **Faculty of Health Sciences**, "Department Chair" shall be interpreted as "School/Program Director".
3. In the case of courses offered by the **Writing Program, Faculty of Arts**, including certificate-credit and diploma-credit courses, "Department Chair" shall be interpreted as "Coordinator, Writing Program".
4. Normally, a request for relief in a **Certificate-credit or Diploma-credit** course will proceed as set out above. Except as otherwise noted, in cases where a certificate-credit or diploma-credit course is offered by a Faculty with department structure, but is not offered by a particular department, a request for relief will proceed directly from the instructor to the Dean of the Faculty.
In a course offered by the Western Centre for Continuing Studies, "Department Chair" shall be interpreted as "Director of the Western Centre for Continuing Studies" and "Faculty Dean" shall be interpreted as "Dean of the partnering Faculty".
5. In a **Women's Studies** course taken at the Constituent University, "Department Chair" shall be interpreted as "Director of the Centre for Women's Studies and Feminist Research" and "Faculty Dean" shall be interpreted as "Dean of the student's Faculty of registration".
6. In the **Social Work Program at King's College**, "Department Chair" shall be interpreted as "Program Director".

Requests for Relief

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 reexamination or reassessment.

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 reassessment.]
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 reevaluation 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.

Grounds

The grounds for a request for relief may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the appellant's control, bias, inaccuracy or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation.

Ignorance of Senate regulations and policies and particular program requirements and policies as set out in the University Calendar does not constitute grounds for a request for relief.

Deadlines for Requests for Relief

Marks: A request for relief against a mark or grade must be initiated with the instructor as soon as possible after the mark is issued. In the event that the instructor is not available to the student, or fails to act, or if the matter is not resolved satisfactorily with the instructor, a written request for relief must be submitted to the Chair of the department within three weeks from the date that the mark was issued. In the case of a **final grade** in a course, the written request for relief must be submitted to the Chair of the department by the following dates:

January Marks:	January 31 st
April/May Marks:	June 30 th
Intersession:	July 31 st
May/June Dentistry Marks:	July 31 st
Summer Evening:	August 31 st
Summer Day:	September 15 th
Spring/Summer Mediated Learning Courses:	October 15 th

A request for relief against a decision of the Chair must be made to the Dean in writing not later than three weeks after the Chair's decision is issued. All relevant information and documentation must be provided to the Dean with the request for relief.

Program eligibility and progression: A request for relief against a decision concerning **program eligibility** must be made to the Chair of the department in writing by June 30th. A request against a decision of the Chair must be made to the Dean in writing within three weeks of the Chair's decision being issued. Students requesting a **Dean's Waiver of Progression Requirements** must do so in writing to the Dean of their Faculty by June 30th (if required to withdraw at the end of April), or within 30 days of the posting of grades on the UWO web site by the Office of the Registrar (if required to withdraw following any other session).

Other requests for relief: Requests for relief regarding Scholastic Offences and other matters not related to the normal completion of a course during a regular academic session (including requests for relief against grades in a Special Examination, satisfaction of "Incomplete" requirements, etc.), must be made in writing within three weeks of the date of a decision being issued.

Notes:

- 1) In the Medical Program, a request for relief against a mark must be initiated with the instructor within six weeks of the mark being approved by the appropriate administrative committee. All other requests for relief must be made within six weeks of the date of the decision giving rise to the request for relief. A request for relief to each successive level of appeal must be made within six weeks of the date of the decision at the prior level.

- 2) In the Faculty of Law, a request for relief against a final grade in a course must be submitted to the Dean by March 1st for First Term Marks; by April 1st for January Term Marks; and, by June 30th for Spring Term Marks. All other applicable deadlines are as set out above.
- 3) In the Richard Ivey School of Business, a request for relief against a mark must be initiated with the instructor within six weeks of the mark being issued. All other requests for relief must be made within six weeks of the date of the decision giving rise to the request for relief. A request for relief to each successive level of appeal must be made within six weeks of the date of the decision at the prior level.
- 4) The deadline for an appeal to SRBA remains at six weeks after a decision has been issued by a student's Dean. Under the Policy on Academic Accommodations for Students with Disabilities, a student must apply to SRBA within two weeks of the Dean's decision.

Procedure

It is incumbent on the student to initiate each step at the earliest opportunity and on the university officer concerned to act upon that request as expeditiously as possible. In the case of a request for relief relating to a specific course, a resolution of the problem should first be attempted through informal consultation with the instructor. If the student is dissatisfied with the decision of the instructor, or if the instructor fails to act, or cannot or will not be physically available within a reasonable time period, a written request for relief may be submitted directly to the department Chair or to the Dean in faculties without departmental structure.

Following a request for relief by an undergraduate student to a department Chair, the student, if not satisfied with the decision of the Chair, may then submit a written request to the Dean of the faculty in which the course or program was taken. In the case of requests for relief relating to: (a) the grade on a piece of work or final standing in a course or a regulation relating to a specific course, the relevant Dean will be the Dean of the faculty offering that course; and (b) enrolment in a specific program, the relevant Dean will be the Dean of the faculty offering that program.

A written request need not be lengthy, but should indicate clearly the detailed reasons for the request and the relief requested. All relevant supporting documentation must be attached.

In the case of a **scholastic offence**, the procedures for a request for relief are set out in the Policy on Scholastic Discipline.

A student may appeal the decision of a Dean to the Senate Review Board Academic only if the decision falls within the jurisdiction of SRBA as set out below under APPEALS TO SRBA. A Dean's decision which is appealed to SRBA remains in full force and effect unless overturned or modified by SRBA.

APPEALS TO SRBA

Jurisdiction

In addition to jurisdiction conferred upon SRBA by any other Senate regulation or policy, SRBA has jurisdiction to hear appeals from certain academic decisions of Deans, other than those relating to admission and advanced standing, provided that the appellant has followed the procedures set out above for requesting relief at the earlier levels and provided that SRBA otherwise has jurisdiction to hear the appeal as set out below.

1. A student has the right to appeal to SRBA against a finding that the student's conduct amounted to a "scholastic offence" and/or for relief against the penalty imposed by the Dean as a result of a "scholastic offence".
2. Students may apply to SRBA to have an appeal heard against other decanal decisions in the following circumstances:
 - a. the student alleges that there has been a failure to follow, or to properly apply, a Senate regulation; or
 - b. the Dean's decision requires the student to withdraw from a program, from the University or from an Affiliated College; or
 - c. the appeal is against general marking or grading practices; or
 - d. the appeal is against a Dean's decision made with respect to the Policy on Academic Accommodations for Students with Disabilities.

A panel of SRBA, upon considering the written application of the student (see [Application for Hearing](#), below), may in its discretion allow the appeal to proceed. In making its decision, SRBA will consider the grounds and evidence provided in the Application for Hearing. In the case of 2.a, the student must set out in the Details of the Appeal both the Senate regulation and the alleged error, as well as explain how this error affected the student's academic performance.

3. In exceptional circumstances, SRBA may agree to hear an appeal against a Dean's decision that does not fall within #1 or #2 above, if a student alleges in the Application for Hearing that there was a failure to observe a procedural requirement at the decanal level or bias at the decanal level. Such allegations must be supported by evidence. A detailed description of the evidence supporting the allegation (including any supporting documentation) must be presented, in writing, as part of the Application for Hearing. SRBA will request a written response from the Dean before making a decision. The student will be provided with a copy of the Dean's response and will be given the opportunity to reply to it in writing. If SRBA is satisfied on the basis of the written documentation that there was a failure to observe a procedural requirement at the decanal level it may instruct the Dean to reconsider the matter. If the SRBA panel agrees to allow an appeal alleging a failure to observe a procedural requirement at the decanal level or bias at the decanal level to proceed to a hearing, the standard onus requirements set out below will apply.

Note: A denial of transfer into a Faculty, School, Affiliated College or program following a requirement to withdraw from another Faculty, School, Affiliated College or program at the University may not be appealed to SRBA. The denial of transfer is an admission decision and is therefore outside SRBA's jurisdiction.

If a party wishes to challenge the jurisdiction of SRBA to hear a particular matter, the party must give written notice with reasons to the Chair of SRBA prior to the date of the hearing. The Chair, upon receipt of such notice, or in any other circumstances where it appears to the Chair that there is a question as to whether the SRBA has jurisdiction to hear a matter, may in his/her discretion convene a panel to consider such written arguments as it deems appropriate and decide the issue of jurisdiction. The decision of any such panel shall be binding on any subsequent panel hearing the merits of the appeal.

Onus

1. The onus is on the student to satisfy SRBA that the ruling of the Dean was unreasonable or unsupportable on the evidence before the Dean; or, with respect to a sanction imposed for a "scholastic offence", that the penalty was unreasonable.
2. Notwithstanding #1 above, in cases where a Dean made a finding that a student's conduct amounted to a "scholastic offence" and where the student denies either that the acts were committed or that the acts amounted to a "scholastic offence", the onus is on the Dean to satisfy SRBA that the student committed the alleged acts and that the acts amounted to a "scholastic offence".
3. The onus requirements set out in #1 and #2 for an appeal against a finding that a student's conduct amounted to a "scholastic offence" or against the sanction imposed for a scholastic offence, apply mutatis mutandis to an appeal against a finding that there has been a breach of other University policies such as the Race Relations Policy or the Policy and Procedures for the Conduct of Research, or an appeal against the sanction imposed for such breach.
4. Where an appeal falls under the Policy on Academic Accommodations for Students with Disabilities, the onus is on the Faculty to persuade SRBA that the suggested accommodation or accommodations would compromise the academic integrity of the course or program in light of the essential requirements of that course or program.

Evidence

SRBA will consider only that evidence that was before the Dean whose decision is being appealed. Evidence that was not before the Dean will not be considered unless SRBA determines that it is relevant, significant and could not have been available at an earlier stage through reasonable efforts. If additional documentary evidence is submitted it must be accompanied by a written explanation as to why the evidence is relevant and significant and why it was not previously available. Similarly, if either party intends to call a witness whose evidence was not before the Dean, the party must file with the University Secretariat prior to the hearing a written explanation as to why such evidence is relevant and significant and why it was not previously available.

Copies of all documentation that the parties intend to present at the hearing, together with a copy of the appellant's official transcript of academic record (obtained by the University Secretariat from the Office of the Registrar), will be

distributed to both parties (appellant and Dean) and to the members of SRBA serving on the hearing panel by the University Secretariat prior to the date of the hearing.

Relief

In granting an appeal, SRBA will grant such relief as it deems appropriate.

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. 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. An Application for Hearing will not be accepted by the University Secretariat unless the application is complete. A complete application will include the following: details of the appeal, including a description of the matter under appeal and the reasons for challenging the Dean's decision; the requested relief; a copy of the Dean's decision; a copy of the student's letter to the Dean requesting relief, if applicable; and all relevant supporting documentation. 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.

Further Appeals

SRBA is the final level of academic appeal in the University; its decisions in substantive matters, and decisions as to jurisdiction and whether it will hear an appeal, are final. The Chair of Senate (i.e., the President & Vice-Chancellor) will entertain appeals against decisions of SRBA only when a party alleges a serious procedural error by SRBA. An appeal to the Chair of Senate must be filed in writing within two weeks of the date of the Notice of Decision of SRBA. After inviting written arguments from the parties, the Chair of Senate may order that the matter be re-heard by SRBA if the Chair of Senate is satisfied that, as a result of a serious procedural error by SRBA, the parties did not have an opportunity to present their case in accordance with the PROCEDURE AT HEARINGS (below) and it could not be said that the parties had been accorded a fair hearing.

Decisions which are appealed to the Chair of Senate remain in full force and effect until the appeal is disposed of by the Chair of Senate.

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

1. Introduction of SRBA members and review of documentation.
2. Opening Statement by appellant (brief description of the grounds for the appeal and the relief requested).
3. Presentation of evidence by appellant.
4. Cross-examination of the appellant by the Faculty representative, followed by questions from SRBA members.
5. Re-examination of the appellant, if desired, on any new matters brought out in cross examination. (The procedure in 3, 4 and 5 is followed for the appellant and witnesses. The order of presentation is at the appellant's discretion.)
6. Opening statement by the Faculty.
7. Presentation of evidence by the Faculty representative.
8. Cross-examination of the Faculty representative by the appellant, followed by questions from SRBA members.
9. Re-examination of the Faculty representative, if desired, on any new matters brought out in cross-examination. (The procedure in 7, 8 and 9 is followed for the Faculty representative and witnesses. The order of presentation is at the Faculty's discretion.)
10. Reply evidence by the appellant, if desired, on any new matters raised by the Faculty.
11. Cross-examination of reply witness, followed by questions from SRBA members.
12. Summary remarks by the Faculty.
13. Summary remarks by the appellant.

B. ORDER OF PROCEEDINGS - Scholastic Offence Appeals*

Where the appeal concerns allegations of a scholastic offence **which are contested** by the appellant, the order of proceedings shall be:

1. Introduction of SRBA members and review of documentation.
2. Opening statement by the Faculty.
3. Presentation of evidence by the Faculty representative.
4. Cross-examination of the Faculty representative by the appellant, followed by questions from SRBA members.
5. Re-examination of the Faculty representative, if desired, on any new matters brought out in cross-examination. (The procedure in 3, 4 and 5 is followed for the Faculty representative and witnesses. The order of presentation is at the Faculty's discretion.)
6. Opening Statement by appellant.
7. Presentation of evidence by appellant.
8. Cross-examination of the appellant by the Faculty representative, followed by questions from SRBA members.
9. Re-examination of the appellant, if desired, on any new matters brought out in cross examination. (The procedure in 7, 8 and 9 is followed for the appellant and witnesses. The order of presentation is at the appellant's discretion.)
10. Reply evidence by the Faculty, if desired, on any new matters raised by the appellant.
11. Cross-examination of reply witness, followed by questions from SRBA members.
12. Summary remarks by the appellant.
13. Summary remarks by the Faculty.

- * 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 set out in Senate policy (see Scholastic Discipline in the "Academic Rights and Responsibilities" section of the Calendar). 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 an 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.

C. ADJOURNMENTS

An adjournment of the hearing may be ordered by the Chair when necessary. Convenience to the parties and to the members of SRBA will be considered by the Chair in ordering an adjournment or setting a date for resumption of the hearing but the paramount consideration will be the provision of a fair hearing. In successive sessions, the original SRBA members must constitute a quorum.

D. EXPEDIENCE

An effort should be made to limit the presentation of non-contentious facts and arguments to the SRBA. Time will be saved if the parties are able to agree in advance on as many as possible of the facts relevant to the case. The appellant is encouraged to contact the Dean in this regard prior to the hearing to determine what facts can be agreed upon.

E. RETENTION OF LEGAL COUNSEL

In matters of academic appeal, the right to be represented by legal counsel will be accorded only at the level of SRBA. The Senate Review Board Academic also reserves the right to retain counsel.

F. WITNESSES

The parties may call witnesses to support their case. Witnesses will be invited into the hearing room when called upon to give evidence. (See also the section on Evidence above.)

G. COSTS

The parties must bear all their own legal expenses, if any. SRBA will not order the Faculty to pay all or part of the appellant's costs nor will it order the appellant to pay all or part of the Faculty's costs.

H. PREVIOUS DECISIONS

Each appeal is decided on its merits. A decision of SRBA does not set a precedent.

I. NOTICE OF DECISION

At the conclusion of the hearing, SRBA will deliberate in closed session for the purpose of arriving at a decision. The Notice of Decision will be sent to the parties as soon as possible after a decision is made. A brief written statement of reasons will follow within a reasonable time.

J. OFFICIAL RECORD OF THE APPEAL

The official record of the appeal hearing will consist of all documentation submitted by the parties, the Notice of Decision and the statement of reasons of SRBA. This record will be retained by the University Secretariat for at least one year following the hearing.

Directions for filing an appeal with the SRBA:

1. Complete the Application for Hearing Form; attach relevant documentation. [See Application for Hearing section, p.3]
2. Submit the original signed Application for Hearing and all relevant documentation to the University Secretariat, Room 290, Stevenson-Lawson Building. (Submission of the Application for Hearing by Fax or electronically is **not** acceptable.)
3. Retain this information sheet.