

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Honors Specialization in Biochemistry and Anatomy and Cell Biology (offered by the Faculties of Medicine & Dentistry and Science)

BSc Modules: Honors Specialization in Geography, Honors Specialization in Geographic Information Science (offered by the Faculty of Social Science)

Specialization in Film Studies (offered by the Faculty of Arts)

Minor in Gender, Sexuality and Culture (offered by the Faculty of Arts Department of Modern Languages and Literatures and the Centre for Women's Studies and Feminist Research)

Diploma in Occupational Health and Safety Management (offered by the Faculties of Health Sciences and Social Science in Partnership with the Western Centre for Continuing Studies)

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FOR APPROVAL

1. **Honors Specialization in Biochemistry and Cell Biology (offered by the Faculties of Medicine & Dentistry and Science)**

Recommended: That an Honors Specialization in Biochemistry and Cell Biology be introduced by the Faculties of Science and Medicine & Dentistry's Departments of Biochemistry and Anatomy & Cell Biology, effective September 1, 2005.

NEW CALENDAR COPY

HONORS SPECIALIZATION IN BIOCHEMISTRY AND CELL BIOLOGY

Enrolment in this module is limited. Meeting the minimum requirements does not guarantee that students wishing to transfer into this module will be offered enrolment.

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least 70% in 4.0 principal courses, with no mark in these principal courses below 60%.

1.0 course from: Biology 022 or 023

1.0 course from: Chemistry 020 or 023

1.0 course from: Applied Mathematics 026, Mathematics 028a/b, 030, Calculus 050a/b, 051a/b, 081a/b, 091b, Linear Algebra 040a/b

1.0 course from: Physics 020, 024, 028a/b and 029a/b, or the former Physics 022 or 025

Module

10.5 courses:

(Because of prerequisite requirements it is recommended that the courses be taken in the order presented.)

0.5 course: Biochemistry 280a

1.0 course from: Chemistry 213a/b plus 223b, or Chemistry 273a and 283G, or the former Chemistry 253

0.5 course from: Biology 244a, Statistical Sciences 222a/b

1.5 courses: Biology 281b, 282b, 290F/G

1.5 courses: Biochemistry 380G, 381a, 382b

0.5 course: Biology 316a

0.5 course: Biology 326F/G

1.0 course: Anatomy & Cell Biology 309

1.5 courses: Biochemistry 410a, 420b, 430b

0.5 course: Anatomy and Cell Biology 329b

1.5 course from: Biochemistry 480E or Anatomy & Cell Biology 480E (Research project = 1.5 courses)

NOTES:

1. Enrolment in Biochemistry 381a requires a minimum of 65% in Biochemistry 280a, and an average of 65% in Chemistry 213a/b and 223b or 60% in Chemistry 273a and 283G or the former Chemistry 253.
2. Enrolment in Biochemistry 380G is limited, and requires a minimum mark of 70% in Biochemistry 280a.
3. Enrolment in Biochemistry 480E is limited, and requires a minimum mark of 70% in each of Biochemistry 380G, 381a, 382b

Background:

Biochemistry and Cell Biology are closely related research disciplines. The structure/function of the biomolecules is of obvious importance in the mechanisms of key cellular processes and is inherently the basis for cell structure. Furthermore both disciplines in their modern forms are linked by their heavy reliance on molecular biology. Students who are interested in the molecular basis of cell structure and function would benefit greatly from combining courses in biochemistry and cell biology. By meshing appropriate courses from Biology, Anatomy and Cell Biology, and Biochemistry, a 10-course module will allow students to integrate these disciplines. The model includes a 1.5 credit 4th year level research thesis project, thus making the module particularly attractive for students wishing to pursue graduate studies. Enrolment in the module will be limited by the number of thesis projects; however, the course requirements for the module through the third year courses overlap with the Biochemistry Major, Specialization and Honors Specialization.

2. **BSc Modules: Honors Specialization in Geography, Honors Specialization in Geographic Information Science (offered by the Faculty of Social Science)**

Recommended: That a Bachelor of Science Honors Specialization in Geography, and Honors Specialization in Geographic Information Science, be introduced in the Faculty of Social Science, effective September 1, 2004.

NEW CALENDAR COPY

HONORS SPECIALIZATION IN GEOGRAPHY: BSc

Admission Requirements

Completion of first year requirements, including Geography 020E and 3.0 courses from the Faculty of Science, not including Astronomy 021; Biology 025, 026, 090b; Calculus 091b; Chemistry 021; Computer Science 032a/b; and Physics 021. Students must have an average of at least 70% in Geography 020E and 2.0 courses from the Faculty of Science, with no mark in these principal courses below 60%.

Module

10.0 courses:

2.0 courses: Geography 201a/b, 237a/b, 242a/b, 280a/b

1.0 course from: Geography 220a/b 235F/G, 270a/b, 277F/G

1.0 course from: Geography 208a/b, 213a/b, 214a/b, 216a/b

1.5 courses: Geography 301a/b, 343y, 448a/b

0.5 course from: Geography 124a/b, 128a/b, 151a/b, 155a/b, 157a/b, 166a/b, 352a/b, 366a/b

4.0 courses in Geography at the 200 level or above, where 2.0 courses must be taken from the following list of Science-equivalent courses, only 1.0 of which may be at the 200 level. (Students wishing to pursue Graduate Studies are encouraged to take Geography 490E.)

Notes:

- 1) To qualify for the BSc degree 11.0 Science and/or Science-equivalent courses are required.
- 2) The following Geography courses count towards the 11.0 Faculty of Science course requirement for the BSc degree: Geography 115a/b, 123a/b, 201a/b, 208a/b, 213a/b, 214a/b, 216a/b, 242a/b, 280a/b, 301a/b, 302a/b, 307a/b, 308a/b, 309a/b, 313a/b, 314a/b, 315a/b, 316a/b, 317a/b, 318a/b, 319a/b, 321a/b, 326a/b, 331a/b, 342a/b, 370a/b, 379a/b, 380a/b, 383a/b.

HONORS SPECIALIZATION IN GEOGRAPHIC INFORMATION SCIENCE: BSc

Admission Requirements

Completion of first year requirements, including Geography 020E and 3.0 courses from the Faculty of Science, not including Astronomy 021; Biology 025, 026, 090b; Calculus 091b; Chemistry 021; Computer Science 032a/b; and Physics 021. Students must have an average of at least 70% in the following 2.0 courses plus 1.0 additional course, with no mark in these principal courses below 60%.

- Geography 020E
- 1.0 course from: Applied Mathematics 026, Calculus 050a/b, 051a/b or 081a/b; Computer Science 025a/b, 026a/b; Linear Algebra 040a/b; Mathematics 030

Module

10.0 courses:

2.0 courses: Geography 115a/b, 201a/b, 242a/b, 280a/b

1.0 course from: Geography 208a/b, 213a/b, 214a/b, 216a/b, 220a/b 235F/G, 237a/b, 270a/b, 277F/G

2.0 courses normally taken in the third year: Geography 301a/b, 302a/b, 307a/b, 343y

2.0 courses from: Earth Sciences 323a/b, 350y; Geography 309a/b, 313a/b, 370a/b, 371a/b, 379a/b, 380a/b, 383a/b

1.0 course: Geography 342a/b, 448a/b

2.0 additional courses in Geography at the 300 level or above. (Students wishing to pursue graduate studies are encouraged to take Geography 490E).

Notes:

- 1) To qualify for the BSc degree 11.0 Science and/or Science-equivalent courses are required.
- 2) The following Geography courses have "Science-equivalent" status and count towards the 11.0 Faculty of Science course requirement for the BSc: Geography 115a/b, 123a/b, 201a/b, 208a/b, 213a/b, 214a/b, 216a/b, 242a/b, 280a/b, 301a/b, 302a/b, 307a/b, 308a/b, 309a/b, 313a/b, 314a/b, 315a/b, 316a/b, 317a/b, 318a/b, 319a/b, 321a/b, 326a/b, 331a/b, 342a/b, 370a/b, 379a/b, 380a/b, 383a/b.

Background:

The BSc Honors Specialization in Geography module is the equivalent of the former BSc program in Honors Geography. It represents the subdiscipline of Physical Geography and allows students sufficient freedom to choose from among the various streams of physical geography (e.g., geomorphology, hydrology, climatology, biogeography or soil geography) in order to match their interests. The module could be usefully accompanied by a minor from the Faculty of Science.

The BSc Honors Specialization in Geographic Information Science is a new module proposed to represent the growing subdiscipline of Geographic Information Science that incorporates cartography, remote sensing and geographic information systems. It follows on from the previous joint BSc Honors Geography with Computer Science. The module could be usefully complemented with a Minor from the Faculty of Science in the areas of Computer Science, Math, Applied Math or Statistics for those students interested in the technical aspects of the discipline, or coupled with a Minor from any Science or Social Science department for a more applied approach.

3. **Specialization in Film Studies (offered by the Faculty of Arts)**

Recommended: That a Specialization in Film Studies be introduced in the Faculty of Arts, effective September 1, 2004.

NEW CALENDAR COPY

SPECIALIZATION IN FILM STUDIES

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least 60% in Film Studies 020E.

Module

9.0 courses:

4.0 courses: Film Studies 200F/G, 251E, 253E, 270F/G, 371F/G, 372F/G

0.5 course: Film Studies 258F/G or any course at the 200 level or above deemed to be in the area of Canadian Cinema

1.5 courses from: Film Studies 255E, 256F/G, 275F/G, 295F/G, 370F/G

0.5 course from: Film Studies 242F/G, 243F/G, 244E, 245F/G, 246F/G, 247F/G, 373F/G, or an approved course offered by another Department or Faculty.

2.5 additional courses in Film Studies at the 100 level or above or approved courses offered by other Departments or Faculty. No more than 1.0 of these courses may be at the 100 level.

Background:

The addition of the Specialization module will broaden student choice in Film Studies programs.

4. **Minor in Gender, Sexuality and Culture (offered by the Faculty of Arts Department of Modern Languages and Literatures and the Centre for Women's Studies and Feminist Research)**

Recommended: That a Minor in Gender, Sexuality and Culture be introduced by the Centre for Women's Studies and Feminist Research, and the Faculty of Arts Department of Modern Languages and Literatures, effective September 1, 2004.

NEW CALENDAR COPY

To appear under the module listings for Comparative Literature and Culture and Women's Studies:

MINOR IN GENDER, SEXUALITY AND CULTURE

Gender, Sexuality and Culture is an interdisciplinary module administered by the Department of Modern Languages and Literatures and the Centre for Women's Studies and Feminist Research. Counselling will be done in Women's Studies for Women's Studies students and in Modern Languages for all other students.

Admission Requirements

Either Women's Studies 020E or CLC 023 is recommended. Completion of first year requirements.

Module

4.0 courses:

At least 2.0 of the courses must be at the 200-level or above

1.0 course from: CLC 140F/G, 273F/G, 334F/G, 335F/G, Classical Studies 233F/G, 234F/G, 235F/G, Film Studies 255E, Philosophy 151F/G

1.0 course from: Anthropology 255E, 202F/G, Geography 369F/G, History 415E, Psychology 153

1.0 course from: Women's Studies 253, 263F/G, 355E, 356F/G

1.0 additional course from those listed above as approved by the program.

Note: Some courses are not offered each year. Students are advised to seek counselling when planning their module.

Background:

This new minor module is designed to accommodate growing student interest in gender, sexuality and culture.

5. **Diploma in Occupational Health and Safety Management (offered by the Faculties of Health Sciences and Social Science in Partnership with the Western Centre for Continuing Studies)**

Recommended: That a Diploma in Occupational Health and Safety Management be introduced by the Faculties of Health Sciences and Social Science in partnership with The Western Centre for Continuing Studies, effective September 1, 2004.

NEW CALENDAR COPY

2004 New Academic Choices Calendar:

- Page 81: "Diploma in Occupational Health and Safety Management" to be listed after "Diploma in Clinical Trials Management" in the Faculty of Health Sciences section.
- Page 152: "Diploma in Occupational Health and Safety Management" to be listed after "Diploma in Labour Relations" in the Faculty of Social Sciences section.
- Page 63: The following to be inserted after "Diploma in Labour Relations" in the Certificates and Diplomas section:

DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

The Diploma in Occupational Health and Safety Management is designed to provide students with the practical and applied knowledge and skills required to manage the Occupational Health and Safety function in the workplace. The Diploma will consist of 7.5 courses, comprised of ten diploma-credit half-courses and one practicum session. Students will be required to have completed a series of specified prerequisite degree-credit courses in Health Sciences, Administrative and Commercial Studies, Statistics and Business, or equivalents, in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case by case basis by the Faculty of Health Sciences and the Faculty of Social Science together with The Western Centre for Continuing Studies.

Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Occupational Health and Safety Management program, with no mark lower than 60%.

All students will be admitted to the Diploma in Occupational Health and Safety 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. Prospective students must also complete the application form for the Diploma in Occupational Health and Safety 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. Applicants from universities other than UWO may apply to transfer up to 2.0 courses.

Visit our website at <http://www.uwo.ca/cstudies/courses/diploma/ohs.html> for full program information.

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

New Continuing Studies Calendar Copy:

Diploma in Occupational Health and Safety Management

The Diploma in Occupational Health and Safety Management is designed to provide students with the practical and applied knowledge and skills required to work in the area of Occupational Health and Safety Management. The Diploma will consist of the 7.5 courses, comprised of ten diploma-credit half courses and one practicum session. Students will be required to have completed a series of specified prerequisite degree-credit courses in Health Sciences, Administrative and Commercial Studies, Statistics and Business, or equivalents, in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case by case basis by the Faculty of Health Sciences and the Faculty of Social Science together with The Western Centre for Continuing Studies.

Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Occupational Health and Safety Management program, with no mark lower than 60%.

All students will be admitted to the Diploma in Occupational Health and Safety 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. Prospective students must also complete the application form for the Diploma in Occupational Health and Safety 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. Applicants from universities other than UWO may apply to transfer up to 2.0 courses.

Program Requirements for the Diploma in Occupational Health and Safety Management

The Diploma consists of:

- Ten required diploma-credit half-courses (5.0 courses), plus
- One practicum session (2.5 courses).

Prerequisite Degree-credit Courses

Course Number	Course Title	Credit
Business 020 <i>or</i> equivalent	Introduction to Business	1.0
ACS 180 <i>or</i> equivalent	Organizational Behaviour	1.0
HS 201 <i>or</i> Statistics 135 <i>or</i> Statistics 023a/b and 024a/b <i>or</i> equivalent	Introduction to Measurement, Research Methods and Evaluation in Health Sciences <i>or</i> Elementary Statistics Statistical Concepts and Basic Statistical Methods	1.0
ACS 343a/b <i>or</i> equivalent	Training and Development	0.5
HS 320a/b <i>or</i> ACS 344F/G <i>or</i> equivalent	Understanding Occupational Health and Safety in Today's Workplace <i>or</i> Occupational Health and Safety Management	0.5
HS 420a/b <i>or</i> equivalent	Advanced Occupational Health and Safety	0.5
Total Required Degree-credit Prerequisites = 4.5 courses		

Diploma-Credit Courses

Course Number	Course Title	Credit
OHS 110	Introduction to Occupational Health and Safety Legislation	0.5
OHS 111	Introduction to WSIB	0.5
OHS 120	Current Topics in Occupational Health and Safety Management	0.5
OHS 121	Occupational Hygiene	0.5

OHS 122	Introduction to Environmental Issues for Occupational Health and Safety	0.5
OHS 123	Ergonomics for Occupational Health and Safety	0.5
OHS 124	Accident Prevention and Investigation	0.5
OHS 125	Risk Assessment and Analysis	0.5
OHS 130	Introduction to Toxicology for Occupational Health and Safety Management	0.5
OHS 140	Communication in Occupational Health and Safety	0.5
Total Diploma-credit Courses = 5.0 courses		

Practicum Component

OHS 210	Practicum in Occupational Health and Safety Management	2.5
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Total - Diploma in Occupational Health and Safety Management = 7.5 courses

Diploma-Credit Courses

The diploma-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Occupational Health and Safety Management.

OHS 110 Introduction to Occupational Health and Safety Management

This course introduces the current legislation and standards governing occupational health and safety, and explores best practices in the field, including the function and role of occupational health and safety management in different settings. (½ course)

OHS 111 Introduction to WSIB

This course examines the history, structure and function of the Workplace Safety Insurance Board, as well as the role that WSIB plays in the management of occupational health and safety. (½ course)

OHS 120 Current Topics in Occupational Health and Safety

This course explores current and emerging trends and issues in occupational health and safety, including the role of ethics. (½ course)

OHS 121 Occupational Hygiene

This course provides an overview of chemical, physical and biological workplace hazards, including anticipation, recognition, evaluation and control. (½ course)

OHS 122 Introduction to Environmental Issues for Occupational Health and Safety

This course introduces basic concepts of environmental issues in occupational health and safety, including legislation, transportation of dangerous goods, sampling methods, and management of waste, water quality and air quality. (0.5 course)

OHS 123 Ergonomics for Occupational Health and Safety

This course explores the assessment, recognition, evaluation and control of ergonomic factors in the workplaces, including a comparison of ergonomic issues affecting different sectors. (0.5 course)

OHS 124 Accident Prevention and Investigation

This course examines the techniques and procedures for preventing, controlling and investigating workplace accidents, incidents and events. (0.5 course)

OHS 125 Risk Assessment and Analysis

This course provides an overview of the theory of risk analysis, including an exploration of the concepts of hazards and risks, cost-benefit analysis, and failure modes and effect analysis. (0.5 course)

OHS 130 Introduction to Toxicology for Occupational Health and Safety This course examines the health effects of biological, chemical and physical hazards on workers. (0.5 course)

OHS 140 Communication in Occupational Health and Safety

This course explores the role of communications in occupational health and safety, and introduces concepts of negotiation and facilitation skills in managing the OH&S function within an organization. (0.5 course)

OHS 210 Practicum in Occupational Health and Safety Management

Supervised practicum placement in an Occupational Health and Safety Management function. Students will be required to complete a written practicum report in order to obtain credit for this course.

Prerequisites: OHS 110, 121, 122, 124, 125, and 130
(560 hours – 2.5 courses)

Background:

The field of Occupational Health and Safety Management offers growing career opportunities for university graduates with specific knowledge and skills. Managing the occupational health and safety function in the workplace requires an understanding of a broad range of areas, including legislation, workplace hazards and occupational illnesses, evaluation and control techniques, and managing and promoting workplace safety and wellness. Occupational health and safety must be placed within the context of the organization; understanding how organizations are structured and behave is an important component of occupational health and safety, as are an understanding of business skills, and the ability to apply strong analytical and communication skills.

Careers and employment in the field of occupational health and safety management are difficult to obtain without specific education and training in the areas identified above. While the field is expanding, and offers exciting career opportunities for qualified university graduates, 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 and the Faculty of Social Science, in partnership with The Western Centre for Continuing Studies, propose to offer a Diploma in Occupational Health and Safety Management. This program will enable graduates from a number of disciplines to build on the solid theoretical grounding obtained in their degree programs by adding practical and applied skills required to work in the field of occupational health and safety management. In addition, students in the Diploma program will obtain valuable work experience through the practicum component.

The Diploma will consist of a specified program of diploma-credit courses and a practicum session in occupational health and safety.

Applicants must be enrolled in, or have successfully completed, a Bachelor's degree program in an appropriate discipline, including specified prerequisite degree-credit courses, in order to be considered for admission into the program.

6. Withdrawal of the Diploma in Art Therapy

Recommended: That admission to the Diploma in Art Therapy, offered in partnership between the Faculty of Arts and the Western Centre for Continuing Studies, be discontinued and diploma-credit courses be withdrawn,

That students currently enrolled in the program be given five years from their date of admission to complete their Certificate program, and,

That effective September 1, 2007, the Diploma in Art Therapy be withdrawn and all registration discontinued.

REVISED CALENDAR COPY
Academic Calendar (p. 62) and Continuing Studies Calendar

DIPLOMA IN ART THERAPY

(no new admission: effective September 2003)

Note: All students enrolled in this program must complete its requirements within 5 years of their date of admission. The Diploma program will be withdrawn in September 2007.

Background:

The Diploma in Art Therapy was introduced by the Faculty of Part-Time and Continuing Education in 1987. In recent years the decline in applications and enrolment has prompted a review of the viability of the program and the partners offering the program have decided that the program, given the competition from the private sector and the low enrolment, should be withdrawn.

The program has been under review for the last year. No new applications were accepted in September 2003. Students who are active in the program were provided with a schedule of diploma-credit course offerings. These students will have completed the diploma-credit portion of the program by September 2004.

7. **Cessation of Classes during the Congress of the Humanities and Social Sciences: May 28-June 5, 2005**

Recommended: That classes scheduled between May 30 and June 3, 2005, be rescheduled during the Congress of the Humanities and Social Sciences to be held at Western between May 28 and June 5, 2005, and that the following revised sessional dates be approved as a result:

2005 Sessional Dates	Currently Scheduled Date	Revised Date
Last day for web registration for Intersession courses	May 14	May 7
Intersession courses begin	May 16	May 9
Last day to add a full course or a first-term half course (3-week or 6-week), a first-term second quarter ('r'), or a full-year half course in Intersession	May 17	May 10
Last day to drop a 3-week first-term half course in Intersession without academic penalty.	May 19	May 12
Last day to drop a full course, a 6-week half course, a first-term second quarter ('r') course, or full-year half course in Intersession without academic penalty.	May 25	May 18
Second term half courses in Summer Evening begin	June 13	June 20
Intersession Classes end	June 17	June 24
Last day to add a second-term half course, or second term second quarter ('t') course, in Summer Evening	June 17	June 24
Examinations: Intersession	June 20, 21	June 27, 28
Last day to drop a 2nd term half course, or a second-term second quarter ('t') course, in Summer Evening without academic penalty.	June 24	July 4

Summer Evening and Spring/Summer Distance Studies Session ends	July 22	July 29
Examinations: Summer Evening Session	July 25, 26	August 2, 3
Examinations: Spring/Summer Distance Studies	July 28, 29, 30	August 4, 5, 6

Background:

Western will host the Congress of the Humanities and Social Sciences in 2005 with an expected 6,000 delegates in attendance during the nine-day period. There will be very high use of classrooms and audio-visual equipment. The organizing group, led by Peter Neary and Susan Grindrod, does not believe the University can adequately serve faculty and student classroom and equipment requirements as well as the Congress during this period.

The recommendation that classes be postponed is based on the experience of past hosts of the Congress. The organizing group notes that classes were cancelled by the University of Manitoba, which hosted the 2004 Congress, and will be cancelled by York University, which will host the Congress in 2006.

Both Summer Evening and Intersession classes are affected, however, there will be no impact on either Summer Day courses or June Convocation ceremonies. The impact of the change will be that:

- 1) Summer Evening and Distance Studies sessions end a week later
- 2) Intersession starts a week earlier

One possible benefit foreseen is that students who will be on campus during the Congress without classes to attend will have an opportunity for paid employment during the Congress.

8. **Breadth Requirements for Undergraduate Degrees**

Recommended: That the policy statements on Breadth Requirements be revised to exclude courses in Writing.

CALENDAR COPY

pp. 29-30 of the 2004 Academic Calendar

Graduation Requirements for Honors Bachelor Degrees (Four-Year)...

Breadth Requirements

At least 1.0 course from each of the Faculties of Arts*, Science and one other faculty must be included. No more than 14.0 courses in one subject may be counted among the 20.0 successfully completed courses used to fulfill graduation requirements.

**Courses in Writing may not be used to fulfill this breadth requirement.*

Graduation Requirements for Bachelor Degrees (Four-Year)...

Breadth Requirements

At least 1.0 course from each of the Faculties of Arts*, Science and one other faculty must be included. No more than 14.0 courses in one subject may be counted among the 20.0 successfully completed courses used to fulfill graduation requirements.

**Courses in Writing may not be used to fulfill this breadth requirement.*

**Graduation Requirements for Bachelor Degrees (Three-Year)...
Breadth Requirements**

At least 1.0 course from each of the Faculties of Arts*, Science and one other faculty must be included. No more than 9.0 courses in one subject may be counted among the 15.0 successfully completed courses used to fulfill graduation requirements.

**Courses in Writing may not be used to fulfill this breadth requirement.*

Background:

The rationale for this proposal is that courses in Writing do not provide meaningful exposure to scholarship in the arts and humanities. The focus of these courses is expressly on the mechanics of writing, rather than the subject matter. This orientation will become increasingly evident as the Writing program expands to include professional and technical communication. Consequently, Writing courses may properly be used to satisfy the essay requirement of the undergraduate program, but do not achieve the objective of the breadth requirement.

9. **Faculty of Information and Media Studies: Fourth Year Requirements for MIT, MPI**

Recommended: That the fourth year requirements for the Honors Specialization in Media, Information and Technoculture (MIT), and the Honors Specialization in Media and the Public Interest (MPI) be revised to read as follows:

NEW CALENDAR COPY

*For the Major in Media, Information and Technoculture,
the following should be added to existing calendar copy:*

Progression Requirements

In addition to the general university requirements for the Three-Year Bachelor degree

- Minimum cumulative average of 65% for the module
- In each academic year, no more than 1.0 unsatisfactory attempt in 5.0 courses

Graduation Requirements

In addition to the general requirements for the Three-Year Bachelor degree

- Minimum cumulative average of 65% for the module

*For the Major in Media and the Public Interest,
the following should be added to existing calendar copy:*

Progression Requirements

In addition to the general university requirements for the Four-Year Bachelor degree

- Minimum cumulative average of 68% for the module
- In each academic year, no more than 1.0 unsatisfactory attempt in 5.0 courses

Graduation Requirements

In addition to the general university requirements for the Four-Year Bachelor degree

- Minimum cumulative average of 68% for the module

*For the Honors Specialization in Media, Information and Technoculture
and the Honors Specialization in Media and the Public Interest, the following
should be added to existing calendar copy:*

Progression Requirements

In addition to the general university requirements for the Honors Bachelor degree

- Minimum cumulative average of 72% for the module.

Background:

These requirements were originally in the MIT/MPI Major and Honors Specialization documentation to SCAPA, but were removed to facilitate streamlined calendar copy. Unfortunately, since all modules noted above are limited enrolment*, the generic progressions and graduation requirements stated in the current calendar only cause student confusion and uncertainty about the specific requirements for these modules. Accordingly, the Undergraduate Affairs Committee wishes to see more precise statements of progression and graduation reinstated in the calendar copy.

*Note that the Major in Media and the Public Interest has higher progression requirements than the Major in MIT because it is a third year entry module taking only 20 students.

FOR INFORMATION

1. **Western Scholar's Program: Correction to Calendar Copy**

A correction has been made to the calendar copy for the Western Scholars Program. The calendar copy approved last April by Senate stated, "Western Scholars follow the New Academic Choices program. They are encouraged to pursue Honors Bachelor degrees..." The specific reference to NAC excludes programs such as Engineering and Music which formerly offered the Faculty Scholar's programs and wish to offer the Western Scholar's programs. The third paragraph under "Nature and Purpose" has been revised as follows:

"Western Scholars are encouraged to pursue Honors Bachelor degrees. Although there is no requirement that Western Scholars take honors-level options, they are encouraged to select challenging courses that meet their academic needs."

2. **Academic Curriculum Changes: SCAPA and DAP Process**

SCAPA has approved revised forms for academic curriculum changes, outlined in [Appendix 1](#) and comprised of:

- Deans' Responsibility for Admissions, Scholarships, and Curriculum Changes (Not Involving Changes to Academic Policy)
- How to Make Changes to Academic Policy, Programs and Courses
- Format for Submissions to SCAPA and Sample SCAPA Submission
- Format for Submissions to DAP and Sample DAP Submission
- Submission of Minor Course Changes to the Registrar's Office

SCAPA has acknowledged that there is a need for improved consultation among units proposing new programs/modules/courses. Submissions to SCAPA and DAP will now require that the results of consultation be appended with each proposal. Consultation will usually take place at the level of the Associate Dean or the Dean, whichever is a member of DAP.

3. **Editorial Revision to Course Numbering Policy**

The last paragraph of the following policy will be removed. The Richard Ivey School of Business has determined that effective September 2004, all 300 and 400 level Business courses meet the established definitions of "Hours of Instruction for Courses" outlined below and a special explanation as to the number of contact minutes and sessions held by the School is no longer necessary.

HOURS OF INSTRUCTION FOR COURSES (S.1514, S.99-13, S.03-078b)

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.

[Paragraph to be deleted] 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.

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

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

Society of Graduate Students OSOTF II Bursaries (Faculty of Graduate Studies)

Awarded three times annually to full-time students who are members of the Society of Graduate Students (Masters or Doctoral levels) who have demonstrated financial need. These bursaries were created to recognize and assist graduate students and were made possible through the generosity of the Society of Graduate Students (SOGS) and the Government of Ontario. Students must apply for these bursaries. Applications are available at the office of the Society of Graduate Students.

Completed applications must be accompanied by a statement (max. 250 words) describing the extent of financial need and must be returned to SOGS by March 31 for the winter term, November 30 for the fall term or July 31 for the summer term. The Faculty of Graduate Studies will complete an assessment of financial need. A committee of the Society of Graduate Students will make the final selection.

Value: Each bursary is valued at \$1,000 and the number available annually will vary as funds permit
Effective: May 2004

Betty Blackwell Bursary (Faculty of Arts)

Awarded to a full-time undergraduate student who applied to Western as a mature student and is now in Year 2 or higher of any degree program offered by the Faculty of Arts, based on financial need. This bursary was established by the Blackwell Family through Foundation Western.

Value: 1 at \$1,000
Effective: May 2005

This bursary is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Ian C. MacKellar 125th Anniversary Alumni Bursary (Faculty of Social Science, Economics)

Awarded to a full-time student in any year beyond Year 2 of an Honors Bachelor degree with an Honors Specialization or double Major including Economics; a Four-Year Bachelor degree with a Specialization or Major in Economics; or, a Three-Year Bachelor degree with a Major or double Minor including Economics. Candidates must demonstrate financial need. This bursary was established by Mr. Ian C. MacKellar (BA '76, Economics) through Foundation Western.

Value: 1 at \$450 or as funds permit
Effective: May 2007

This bursary is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Phair Family Foundation 125th Anniversary Alumni Award (Any Undergraduate Faculty)

Awarded annually to a full-time student who is entering Year 2 of any four-year degree program based on academic achievement and financial need. This award will continue in Year 3 and Year 4 provided that the recipient maintains full-time status and a minimum 70% average. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Office of the Registrar will

select the recipient. This award was established by Michael (MBA '74) and Margot (BEd '74) Phair of the Phair Family Foundation through Foundation Western.

Value: 1 at \$1,000, continuing for 3 years
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Graduate Scholarship in Structural Engineering (Faculty of Graduate Studies, Engineering)

Awarded to a full-time graduate student in Engineering who is specializing in Structural Engineering based on academic achievement (minimum 80% average). The Graduate Committee in Civil and Environmental Engineering will select the recipient. At least one member of the committee will also be a member of the Faculty of Graduate Studies.

Value: 1 at \$650
Effective: May 2005

Boris J. Jackman Award in Chemical Engineering (Faculty of Engineering, Chemical and Biochemical)

Awarded to a full-time student in Year 2 of the Chemical Engineering program based on academic achievement (minimum 75% average), financial need and involvement in extra-curricular activities. Applications can be accessed through the Office of the Registrar's Web site and must be submitted, along with a maximum 250-word essay describing the candidate's extra-curricular activities, by September 30. Once the Office of the Registrar determines financial need, the Faculty of Engineering will select the recipient. This award was established by Mr. Boris J. Jackman (BESc '72) through Foundation Western.

Value: 1 at \$1,350
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

General Dynamics Engineering Award (Faculty of Engineering)

Awarded to a full-time undergraduate student in Year 2 or higher of Engineering based on academic achievement (minimum 70% average) and financial need. Applications are available online through the Office of the Registrar's Web site and must be submitted by September 30. Once the Office of the Registrar determines financial need, the Faculty of Engineering will select the recipient. This award was established by a generous gift from General Dynamics Land Systems – Canada Operations through Foundation Western.

Value: 1 at up to \$900
Effective: May 2004

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Music Industries Association of Canada Award (Don Wright Faculty of Music)

Awarded to a full-time student in third or fourth year of the Bachelor of Music Administrative Studies (MAS) program based on academic achievement (minimum 70% average) and financial need. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. Once the Office of the Registrar determines financial need, the Don Wright Faculty of Music will make the final selection. This award is non-renewable and recipients can only be selected to receive this award once. This award was established by the Music Industries Association of Canada.

Value: 1 at \$425
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Meds Merry-makers of '47 Award (Faculty of Medicine & Dentistry, Medicine)

Awarded to a student, normally in the final year of Medicine, who, in addition to having maintained a satisfactory academic standing, has demonstrated qualities of leadership and innovation in extra-curricular activities (exclusive of sport) that have contributed to the growth of fellowship, pride and loyalty within the student's community of peers and faculty. Selection of the awardee will be from a list of students nominated by the students at large and conducted by the Progression, Awards & Appeals Committee of the Faculty of Medicine & Dentistry. This award was established by the Meds Merry-makers of '47 through Foundation Western.

Value: 1 at \$1,000
Effective: May 2003

Bob Eynon Award (Any Undergraduate Faculty)

Awarded annually to a full-time student entering Year 2 or higher in any undergraduate degree program who is also an active member of the Men's or Women's Mustang Swimming team. Selection will be based on academic achievement (minimum 70% average) and the candidate's ranking on the SNC (Swimming Canada) world performance charts. The Office of the Registrar will select the recipient in consultation with the Faculty of Health Sciences. Candidates who are varsity student athletes must be in compliance with current OUA and CIS regulations. This scholarship is made possible by a gift from Mr. Bob Eynon (BA '57, Honors Physical Education), a former Mustangs Swimming coach.

Value: 1 at \$2,500
Effective: May 2005 to April 2008

Douglas and Cynthia Kneale 125th Anniversary Alumni Award in English (Faculty of Arts, English)

Awarded to a full-time student in Year 3 of an Honors Specialization or double Major in English Language and Literature based on academic achievement (minimum 70% average) and financial need. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Office of the Registrar will determine financial need and the Faculty of Arts Scholarships and Awards Committee will select the recipient. This award was established by Dr. J. Douglas Kneale (BA '78, MA '79, English) and Mrs. Cynthia Kneale (BA '79, English, MEd '88) through Foundation Western.

Value: 1 at \$300
Effective: May 2006

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Peter J. Thomson 125th Anniversary Alumni Award (Faculty of Arts, Visual Arts)

Awarded to a full-time student in Year 2 of an Honors Bachelor degree or a Four-Year Bachelor degree offered by the Department of Visual Arts based on academic achievement (minimum 70% average) and financial need. Recipients will continue to receive this award in Year 3 and Year 4 provided that they continue to meet the award criteria. Once the current recipient no longer qualifies, a new Year 2 student will be chosen. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Office of the Registrar will determine financial need and the Department of Visual Arts will select the recipient. This award was established by Peter J. Thomson (BA '99, Visual Arts) through Foundation Western.

Value: 1 at \$900, continuing for up to 3 years
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Western Engineering Scholarship (Faculty of Graduate Studies, Engineering)

Awarded to full-time Engineering Graduate students who continue to excel in their academic program. Incoming students must have a minimum admission average of 78% and continuing students must meet the graduate program conditions for progression through the program, as well as maintain a minimum cumulative average of 78% or equivalent based on all graduate courses completed in the current program. Nominations will come from Engineering Faculty Supervisors to the Engineering Research and Graduate Office. A committee in the Faculty of Engineering will select the recipient. At least one faculty member on the committee must also be a member of the Faculty of Graduate Studies.

Value: value and number of awards will vary annually up to \$10,000
Effective: May 2004

Beverley-Ann (Baldock) Headley Award (Faculty of Education) Awarded to a full-time undergraduate student in the Education program who is a Native Canadian, based on academic achievement (minimum 70% average) and community involvement. Financial need may also be considered in deciding between otherwise equally qualified candidates. Applications are available from the Faculty of Education and must be submitted by January 31 along with an essay (max. 250 words) describing the candidate's community involvement. The Office of the Registrar will determine financial need, if required, and the Faculty of Education will select the recipient. This award was established by The Baldock Family to honour Beverley-Ann (Baldock) Headley. Beverley-Ann served all of her brief teaching career with love and enthusiasm at J.P. Robarts Elementary School. She had a special affinity for the Native community - sharing and finding peace in their values and reverence for all life.

Value: 1 at \$1,000
Effective: May 2004 - April 2012

Value: value will vary as funds permit in the final year of the award
Effective: May 2012 – April 2013 only

Dr. Joseph Soltys Graduate Award in Chemistry (Faculty of Graduate Studies, Chemistry)

Awarded to a full-time graduate student in the MSc or PhD program in Chemistry based on academic achievement (minimum 78% average) and financial need. Preference will be given to a married student. Candidates must also meet OSOTF financial need and residency requirements. Applications are available through the Department of Chemistry and must be submitted by September 30. The Department of Chemistry will select the recipient in consultation with at least one Chemistry faculty member who is also a member of the Faculty of Graduate Studies. This award was established by Mrs. Judith Soltys and others, in memory of Dr. Joe Soltys (BSc '63, PhD '69), through Foundation Western.

Value: 1 at \$2,475
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Dr. Z. Sardar - St. Thomas Rural Medicine Award (Faculty of Medicine & Dentistry, Medicine)

Awarded annually to a student in Year 4 of the Doctor of Medicine (MD) program who wishes to complete a two-week elective placement in St. Thomas, Ontario, and is considering pursuing a career in internal medicine. Candidates will notify the Rural/Regional Coordinator of their interest no later than August 31 in the calendar year of their elective placement. The recipient will be confirmed by the Progression, Awards & Appeals Committee of the Faculty of Medicine & Dentistry. This award is made possible by a generous gift from Dr. Zahid Sardar of St. Thomas, Ontario, a faculty member of the Schulich School of Medicine.

Value: 1 at \$640
Effective: May 2004

Campus Computer Store Scholarships (Any Undergraduate Faculty)

Awarded to students in Year 2 or higher based on academic achievement (minimum 80% average). Preference for the first scholarship will be given to students in Dentistry, preference for the second scholarship will be given to students in Computer Science and preference for the third scholarship will be given to students in History. These scholarships are made possible by Campus Computer Store with proceeds from the annual Campus Computer Store Customer Appreciation Golf Tournament.

Value: each scholarship will be valued at a minimum of \$1,000 and the number awarded will be dependent on funds available.

Effective: May 2004

Dr. and Mrs. Geno F. Francolini Scholarship in Business (Faculty of Graduate Studies, Business)

Awarded to a full-time graduate student pursuing a PhD in Business based on academic achievement (minimum 80% average) and research excellence. Only students who have been selected to receive the nationally awarded SSHRC Research Fellowship or who have been selected internally to receive the SSHRC Research Grant as a research assistant can qualify. The recipient will be selected by a committee of graduate faculty members in the Business School. The Selection Committee should consult the Faculty of Graduate Studies to determine what other sources of graduate funding may be held concurrently with these scholarships. Recipients may not hold these scholarships beyond the normal duration for funding at the graduate level. Consult the Graduate Studies calendar for details. This scholarship was established by a gift from Geno (LLD '84, HBA '54) and Joan (HBA and Secretarial Science '55) Francolini.

Value: 1 at \$2,454.23 (or as funds permit once OGS eligible matches are determined)

Effective: May 2004 to April 2007

Brian Luckman Award (Faculty of Graduate Studies, Geography)

Awarded to a full-time graduate student in a graduate program in physical geography based on financial need and academic achievement (minimum 78% average). The recipient will be selected by the Department of Geography in consultation with a representative of the Faculty of Graduate Studies. This award was established by Mr. Frederick F. Dalley (BA '78, Economics) through Foundation Western in honour of Dr. Brian Luckman, a faculty member in the Department of Geography at Western.

Value: 1 at \$900
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Jean (Dobbins) Clark Award in Administrative & Commercial Studies (Faculty of Social Science, Administrative and Commercial Studies)

Awarded to a full-time student in Year 2 or Year 3 of any four-year Bachelor of Administrative and Commercial Studies degree program based on academic achievement (minimum 75% average), financial need and involvement in extra-curricular activities. Applications can be accessed through the Office of the Registrar's Web site and must be submitted, along with a maximum 250-word essay describing the candidate's extra-curricular involvement, by October 31. The Office of the Registrar will determine financial need and the Bachelor of Administrative and Commercial Studies program will select the recipient. This award was established in memory of Jean (Dobbins) Clark, who was a 1946 Western graduate, by her husband and alumnus, Mr. F. Ross Clark (BSc '46, Chemistry and MEng '75), and her children Nancy and John Clark, through Foundation Western.

Value: \$1,500
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Reginald & Verena Mayo 125th Anniversary Alumni Nursing Award (Faculty of Health Sciences, Nursing)
Awarded annually to a full-time student in Nursing who has demonstrated financial need and maintained a minimum 70% average. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. Final selection of the recipient will be made by the Nursing scholarships committee. These awards were established by Helene and W.E. Barry Mayo (Meds '58) in memory of Barry's parents through Foundation Western.

Value: 1 at \$1,000
Effective: May 2006

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Reginald and Verena Mayo 125th Anniversary Alumni Medicine Award (Faculty of Medicine & Dentistry, Medicine)

Awarded annually to a full-time student in the Faculty of Medicine and Dentistry who has demonstrated financial need and satisfactory academic achievement. Application forms will be available for pick up in January of the year applying. Completed forms must be returned to Admissions/Student & Equity Affairs Office of the Faculty by March 31. Established by Helene and Barry Mayo (Meds '58) in memory of his parents through Foundation Western.

Value: 1 at \$1,000
Effective: May 2006

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Helene Puskas Mayo 125th Anniversary Alumni Education Award (Faculty of Education)

Awarded annually to a full-time student in the Faculty of Education who has demonstrated financial need and maintained a minimum 70% average. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. These awards were established through Foundation Western by Helene and Barry Mayo (Meds '58).

Value: 1 at \$1,000
Effective: May 2006

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Sandor and Borballa Puskas 125th Anniversary Alumni Music Award (Don Wright Faculty of Music)

Awarded annually to a full-time student in the Faculty of Music who has demonstrated financial need and academic achievement (minimum 70% average). Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Office of the Registrar will determine financial need. The Scholarship Review Subcommittee in the Faculty of Music will select the recipients. Established by Helene and Barry Mayo (Meds '58) in memory of her parents through Foundation Western.

Value: 1 at \$1,000
Effective: May 2006

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Altana Pharma Family Medicine Resident Award (Faculty of Medicine & Dentistry, Medicine)

Awarded to a student completing his or her residency in Family Medicine who shows the greatest potential to be a skilled clinician, a resource to the community, an example of positive patient-physician relationships, and a resource to the practice population. A committee in the Department of Family Medicine will select the recipient. This award was created by Altana Pharma Inc. in celebration of Western's 1000th Family Medicine resident leaving the program. The recipient will be known as Western's 1000th Family Medicine resident.

Value: 1 at \$5,000
Effective: 2003-2004 only

Altana Pharma Family Medicine Award (Faculty of Medicine & Dentistry, Medicine)

Awarded to a student in Year 2 of the Doctor of Medicine (MD) program based on the candidate's interest in Family Medicine, leadership ability and financial need. Applications are available from the Admissions/Student & Equity Affairs Office and must be submitted along with an essay (max. 500 words) by July 2. The essay should describe the applicant's interest in Family Medicine and potential to practise the ideal characteristics of a Family Physician - skilled clinician, resource to the community, positive patient-physician relationships, and a resource to the practice population. In addition, the essay should include a description of the candidate's leadership ability as evidenced by meaningful activity within a community-based organization in which the student has shown initiative. The Chair of Family Medicine, in consultation with a committee, will review the essays and provide a short list of finalists to the Progression, Awards & Appeals Committee. The Office of the Registrar will determine financial need based on applications submitted in the previous academic year. Finalists will be contacted by the Admissions/Student & Equity Affairs Office in August and asked to submit a financial need application if this information is not available already. The Progression, Awards and Appeals Committee will make the final selection. The award will be granted during the first Clerkship month (September).

Value: 1 at \$5,000
Effective: May 2004 to April 2008

Herman Smith Award in Music (Don Wright Faculty of Music)

Awarded to a student in Year 2 or beyond in the Don Wright Faculty of Music, based on academic achievement and demonstrated financial need. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Office of the Registrar will determine financial need and the recipient will be chosen on the recommendation of the Don Wright Faculty of Music's Scholarship Committee. This award was established by Craig (BA '85) and Cathy (BA '86) Smith, in memory of Mr. Smith's father, Herman Smith, through Foundation Western.

Value: 1 at \$2,250
Effective: May 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

Department of Classical Studies Scholarship for Honors Second Year (Faculty of Arts, Classical Studies)

Awarded to a full-time student enrolled in an Honors Specialization in Classical Studies module with the highest standing in 2nd year, provided that the student has at least an 80% average. The Department of Classical Studies will select the recipient. Established through the Pickard Fund in Classical Studies held at Foundation Western.

Value: 1 at \$300
Effective: May 2002

Department of Classical Studies Scholarship for Honors Third Year (Faculty of Arts, Classical Studies)

Awarded to a full-time student enrolled in the Honors Classical Studies or Honors Specialization in Classical Studies program with the highest standing in 3rd year, provided that the student has at least an 80% average.

The Department of Classical Studies will select the recipient. Established through the Pickard Fund in Classical Studies held at Foundation Western.

Value: 1 at \$300
Effective: May 2002

Department of Classical Studies Scholarship in Elementary Latin (Faculty of Arts, Classical Studies)
Awarded to the student with the highest mark in Latin 022 (or the former Latin 002), provided that the student has a grade of at least 80%. The Department of Classical Studies will select the recipient. Established through the Pickard Fund in Classical Studies held at Foundation Western.

Value: 1 at \$150
Effective: May 2002

Department of Classical Studies Scholarship in Advanced Latin (Faculty of Arts, Classical Studies)
Awarded to the student with the highest mark in Latin 222 (or the former Latin 020), provided that the student has a grade of at least 80%. The Department of Classical Studies will select the recipient. Established through the Pickard Fund in Classical Studies held at Foundation Western.

Value: 1 at \$150
Effective: May 2002

Tim, Jane and Brian Kwan Award in Engineering (Faculty of Engineering)
Awarded to a full-time student in Year 2 of Engineering based on academic achievement (minimum 70% average) and financial need. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by September 30. The Office of the Registrar will determine financial need and the Faculty of Engineering will select the recipient. This award was established by Tim (BESc '73), Jane and Brian (LLB '04) Kwan through Foundation Western.

Value: 1 at \$1,000
Effective: October 2005

This award is offered through the Ontario Student Opportunity Trust Fund (OSOTF) program, and recipients must meet Ontario residency requirements.

The Berdie & Irvin Cohen Doctoral Business Scholarship (Faculty of Graduate Studies, Business)
In the case that there are no Ontario Graduate scholarship (OGS) students in Ivey's doctoral program in any given year, this scholarship will be awarded to a doctoral student who has been selected to receive the nationally awarded SSHRC Research Fellowship. In the case that there are no SSHRC Research Fellowship recipients, the scholarship will be awarded to a student who has been selected internally to receive the SSHRC Research Grant. The award will be given to a student based on academic achievement (minimum 80% average) and research excellence. A committee of the Richard Ivey School of Business will select the recipient. At least one faculty member on the selection committee will be a member of the Faculty of Graduate Studies. The student who receives The Berdie & Irvin Cohen Doctoral Business Scholarship will not be eligible for any other named PhD award. This scholarship was established through Foundation Western.

Value: The exact amount available will be determined each fall after a match of the expendable income available is sought through OGS.
Effective: May 2004

Deans' Responsibility for Admissions, Scholarships, and Curriculum Changes (Not Involving Changes to Academic Policy) (S.96-55a, S.99-77)

Note: For Affiliated University Colleges, the Affiliation Agreement takes precedence over these recommendations. Except where otherwise noted, the reference to “dean” in the following documentation includes academic deans of the Affiliated University Colleges.

Admissions

Deans are authorized to approve, on an exceptional basis, admission to programs in their Faculty and transfer credit in courses offered by their Faculty. Affiliated University College Deans are also bound to admission requirements established by Senate and are entitled to such exceptions and exemptions in the matters of admission requirements as may be extended to any University Faculty or School.

"Exceptional admissions" are special cases where the applicant does not, strictly speaking, meet published admission requirements, but requests reconsideration on the basis of significant and relevant new information. The decision in such cases will rest with the Dean (or designate), and that decision will be final. In cooperation with the Deans' offices, the Admissions Office will continue to adjudicate the bulk of requests for reconsideration for admission to Arts, Health Sciences, Information & Media Studies, Kinesiology, Science, and Social Science subject to submission of substantial new information.

Scholarships

Deans are authorized to approve, in consultation with the donors or sponsors and the Registrar's Office, revisions to previously established scholarships and awards, provided these do not involve changes in the scholarship policy of the University. These shall be reported by the Subcommittee to Review Scholarship (SRS) to the Associate Secretary of the University for reporting to the Board of Governors.

Deans are authorized to defer or continue scholarships upon appeal.

Academic Programs, Courses and Other Curriculum Changes Not Involving Changes to Academic Policy (the DAP Process)

Following appropriate review and approval within their Faculty, Deans are authorized to propose, for direct endorsement by all other Deans

- new, revised, or discontinued courses
- revisions to established programs
- other curriculum changes not involving changes in the academic policy of the University

Upon unanimous agreement by the Deans in the virtual committee [operating through an interactive electronic mail facility with a restricted mailing list] the Associate University Secretary, i.e., the DAP Administrator, will declare a proposal approved. On the objection of any member of the virtual committee, the proposal will be referred by the Associate University Secretary to the Senate Committee on Academic Policy and Awards (SCAPA) for review, and adjudication.

Notes:

1. Review by the other Deans (line 1) pertains to undergraduate programs and courses. The current procedures for review within the Faculty of Graduate Studies will continue.
2. The Western Centre for Continuing Studies will present to SCAPA for its approval each proposal for a new certificate or diploma program offered by WCCS in partnership with one or more the University's Faculties or Colleges including the structure of the program, an outline of the credit component, and descriptions of the components. When a certificate program is approved, its general administration will

rest with the Western Centre for Continuing Studies. While major changes, e.g., change in the name of a Diploma or Certificate, are to be recommended to SCAPA, structural changes or changes in calendar copy must be recommended by the Office of the relevant Dean to the DAP virtual committee. The proposal should include a hot-link reference to existing calendar copy on the Continuing Studies Web page.

3. Delegation of authority to Deans does not preclude further delegation by Deans to committees, officers, or individuals. For example, an Associate Dean may be asked to play an active role in the virtual committee; that Associate Dean would likely consult with committees, departments, or individuals within his/her Faculty before responding to a proposal before the virtual committee.

DAP - The "Virtual Committee"

The Deans Academic Programs (DAP) "virtual committee", operating through an interactive electronic mail facility with a restricted mailing list, will review proposals from Faculties with respect to new or revised courses and revised programs. Once a proposal has been approved within a Faculty [Note: "Faculty" to be interpreted to include all Faculties, Schools and Colleges], the Dean (or designate) will send the proposal to the virtual committee. Each Dean may comment on the proposal (i.e., accept the proposal or challenge it) within approximately two weeks. Ordinarily, all participants will see the responses of others (although, of course, preliminary, bilateral, private discussion is always possible). Through this medium, questions can be answered and minor differences worked out.

If all Deans accept the proposal (with or without amendments resulting from this "virtual discussion"), the proposal will be deemed to be accepted. Approvals will be posted on the DAP approval website (<http://www.uwo.ca/univsec/DAPapprovals/>) and notification will be sent by e-mail to an extensive mailing list maintained by the Associate University Secretary. The Calendar Editor in the Registrar's Office will ensure that the web version of the academic calendar is revised and the new information is included in the next printing of the calendar.

When, after consideration by the virtual committee, there remains any disagreement about a proposal, it will be referred to SCAPA for resolution.

Participation on the DAP:

DAP's membership includes all Deans, the Registrar, the Associate University Secretary and University Librarian. Upon request, each Dean may name to the membership, individuals such as an Associate Dean, an individual who will have responsibility for e-mailing the Faculty's proposals to DAP, and Academic Counsellor(s). The membership for any Faculty should not exceed five.

In order to facilitate the review and discussion of proposals on the electronic list, each Faculty will designate a spokesperson who will communicate the concerns and position of the Faculty. In this way, the membership is manageable with regard to responses, as with any other committee structure. Deans may ask the list owner to join by contacting majordomo@uwo.ca with the e-mail message "subscribe DAP".

Placing Proposals on the Virtual Committee:

New or revised courses and programs within one Faculty can have implications for programs in other Faculties. While consultation with other affected departments or Faculties is usually initiated by a department proposing to make changes, it is the responsibility of the Dean or Associate Dean to ensure that consultation is done with the relevant Dean or Associate Dean and that the completed consultation information is included with the DAP proposal.

To place a proposal forward for consideration it must be e-mailed through a DAP member, i.e., through the Dean's Office to dap@uwo.ca using the format outlined on the following web site:

<http://www.uwo.ca/univsec/handbook/general/dapform.pdf>

Approvals:

The approval process up to the level of the Dean's Office is at the discretion of each Faculty to determine.

Once a proposal is placed on DAP, objections to proposals will require that the objection be addressed and the problem resolved.

- Should a proposal be placed in abeyance while consultation continues, DAP members should be informed by the Faculty proposing the change(s) of the status of the proposal, i.e., whether:
 - 1) consultation is ongoing and the proposal is to be withdrawn until such consultation is complete,
 - 2) the proposal is to be withdrawn permanently, or
 - 3) the proposal is to be forwarded to SCAPA for resolution.
- Should the objection be resolved, the Faculty that objected to the proposal should inform DAP members of this so that the proposal can go ahead.

In the absence of objections, approved proposals will be posted on the DAP approvals website: <http://www.uwo.ca/univsec/DAPapprovals> and the Associate Secretary of Senate will e-mail members of the academic community to inform them of the new posting.

- Proposals posted on DAP between the 1st and 15th of any month will be approved on the 1st of the following month.
- Proposals posted on DAP between the 16th and the end of any month will be approved on the 16th of the following month.

Although it may at some point be necessary to ask Virtual Committee members to cast an e-mail "vote" as to whether they agree or disagree with proposals, there is a strong consensus within the membership that silence implies consent and a bimonthly "vote" on proposals received will not be necessary.

HOW TO MAKE CHANGES TO ACADEMIC POLICY, PROGRAMS AND COURSES

In 1996, Senate approved a change to the way academic proposals would be made. For the background information on this process, go to <http://www.uwo.ca/univsec/handbook/general/daprocess.pdf>. The following will help to clarify how proposals should be made and where they should be directed after they have been approved at the faculty level. For more information contact Lorel Cline at <lecline@uwo.ca> or c/o the University Secretariat (661-2055).

Since proposals are submitted to SCAPA or the DAP through the Dean's Office, it is understood that the Dean of the relevant Faculty, School or College is responsible for any financial, personnel, space, technological and library implications.

Submissions to SCAPA (the Senate Committee on Academic Policy and Awards)

These include proposals to:

- introduce or revise academic policies, including policies on admission, progression and graduation, scholarship and award eligibility, course numbering, examinations, structure of the academic year, etc.
- introduce or withdraw a degree, diploma or certificate program
- introduce or revise scholarship policy
- introduce new scholarships and awards

Submissions to the Senate Committee on Academic Policy and Awards (SCAPA) are made on paper, usually with a covering letter signed by the Dean of the Faculty (or for diploma and certificate programs, the Director of the Western Centre for Continuing Studies). The covering letter and proposal are directed to the Chair of SCAPA, c/o University Secretariat, Room 290 Stevenson-Lawson Building. The format for submission is the same as that used by DAP. For information on the process used for approving new or revised Scholarships and Awards, see <http://www.uwo.ca/univsec/handbook/schol/awardsprocess.pdf>

Is this the right form?

Go to <http://www.uwo.ca/univsec/handbook/general/scapaform.pdf> for instructions and the format.

Submissions to DAP (the Deans: Academic Programs or "Virtual Committee")

These include proposals to:

- revise a module or program
- withdraw, revise or introduce a course
- change a 1.0 (full) course to a 0.5 (half) course, or vice versa, i.e., withdraw one course and introduce a new one in its place with a new number
- change the essay designation on a course, e.g., a/b to F/G or vice versa
- delete, change, or add an antirequisite, prerequisite or co-requisite

Submissions to the Deans: Academic Programs (DAP) are made through the Dean's Office. The Virtual Committee process is paperless.

See <http://www.uwo.ca/univsec/handbook/general/daprocess.pdf> for information on the process used and membership.

Is this the right form?

Go to <http://www.uwo.ca/univsec/handbook/general/dapform.pdf> for instructions and the format.

Minor Course Changes

These include:

- changes to titles or descriptions of courses which do not substantively change the course content
- changes to course hours

Submissions of Minor Course Changes are made directly to the Calendar Editor of the Registrar's Office.

E-mail: <dlcward@uwo.ca>

Is this the right form?

Go to <http://www.uwo.ca/univsec/handbook/general/minorform.pdf> for instructions and the format.

Deadlines:

For inclusion in the printed copy of the academic calendar	November 1
For programs offered in September	June 1
For courses offered in September	July 1
For courses offered in January	November 1
For courses offered in Summer	March 1

Changes will not be approved retroactively.

Although the World Wide Web copy of the academic calendar will be updated on an ongoing basis, for proposals received subsequent to the print deadline for the calendar, Departments/Faculties are responsible for any advertising required to publicize the program or course.

FORMAT FOR SUBMISSIONS TO SCAPA

Proposals to the Senate Committee on Academic Policy and Awards (SCAPA) are forwarded by e-mail to the University Secretariat with a covering letter from the Office of the Dean of the Faculty [Note: Faculty is to be interpreted to include all Faculties, Schools and Colleges] and with a Consultation and Comments sheets included (See Appendix 1). It is helpful if the text of the proposal is e-mailed (preferably in WordPerfect) to Lorel Cline, the Associate Secretary of Senate at <lecline@uwo.ca>, or Kathy Learn, Recording Secretary for SCAPA at <klearn@uwo.ca>

Proposals should be received one week or more in advance of a SCAPA meeting. [[Link to Schedule](#)]

1. The Subject

This provides the subject line which will be used for the agenda, e.g.,

"Introduction of an Honors Specialization in Social Studies"

2. The Proposal and Effective Date

State each proposal in the form of a brief motion. This usually follows a standard format for motions used by Senate Committees and cover:

the date the proposal takes effect (often the start of a term)
the proposal
the Faculty, School or College involved

e.g., **Recommended:** That effective September 1, 2004, an Honors Specialization in Social Studies be introduced by the Faculty of Social Science.

3. New or Revised Calendar Copy

In most cases Faculties will be sending proposals for new programs/modules to SCAPA (since revisions to existing programs/modules are sent to DAP) and only new calendar copy would be included. For programs and modules that are being withdrawn, it is not necessary to include the calendar copy but just to include a reference to the calendar copy page of the current print version of the calendar on which it appears.

If the proposal is to revise a policy (policy statement, program name, admission or graduation requirement, etc.), for revised calendar copy refer to the page number in the print copy of the latest academic calendar. In order to facilitate the work of SCAPA, the amended calendar copy with the revisions highlighted (in italics/bold or redlined) may be included with the covering letter or attached to it.

If you have any questions regarding what would go to SCAPA, please contact Lorel Cline at

4. Background Reasons for the Proposal

Give a brief statement about the reasons for the proposal. For SCAPA submissions, this statement will be used as background information when the proposal is forwarded to Senate. In addition, any anticipated effects of the proposal can be included here.

If appropriate, comment on the relevance of the proposed program to graduate employment prospects, i.e., if there is an established career path for graduates of this program.

5. **Contact Person**

List the name, Department, Faculty, telephone number and e-mail address of a contact person other than the dean.

The appropriate Dean(s), Principal(s), and/or Chair(s) of Department(s) may be invited to attend SCAPA meetings at which proposals for the establishment of new undergraduate programs and the discontinuation of undergraduate programs are considered if it appears necessary to have someone speak to the issue.

6. **Consultation and Results**

Consultation normally takes place between Dean's Offices and with the Office of the University Librarian. In most cases, consultation will take place at the Departmental level but the responses, like the proposals, should be handled at the level of the Office of the Dean.

List the names of the Dean(s) and/or Associate Dean(s) consulted, the Library's representative who responded, and other relevant individuals, their Department, Faculty/School/College, and e-mail address.

Each Associate Dean consulted should complete and return a Consultation sheet (Appendix 1). If Departments or the Educational Policy Committee of the Faculty have been consulted, the Associate Dean consulted should note this.

Completed sheets may be completed and returned by e-mail to the Dean or Associate Dean who has proposed the new program or module. This Dean or Associate Dean will compile a listing of the responses received and send it with the proposal.

Deadline: Consultation should take place within one month from the date of the request. If no response is received within one month, it will be the understanding of the unit proposing the change that the proposal is acceptable to the unit consulted.

If, in the view of SCAPA, a proposal has not had sufficient consultation, the proposal will be referred back until this has been done.

Other Considerations

Clearly indicate if the program or module is a new subject area not offered previously by the University.

If the program/module enrolment level is expected to be over 100, include this information in your proposal. If so:

- a. What is the maximum number of students that could be admitted?
- b. State if there are demands to be made on Information Technology Systems which are not conventional, attach a completed Consultation and Comments Sheet (see Appendix 2) from ITS with your proposal.
- c. Attach a Consultation and Comments Sheet with your proposal that confirms you have discussed library implications with the University Librarian (or delegate).
- d. Attach a Consultation and Comments Sheet with your proposal that confirms you have discussed space implications with Manager, Space Management/Planning, Office of Institutional Planning and Budgeting.

Diploma and Certificate Proposals:

The Western Centre for Continuing Studies will send to SCAPA for its approval proposals for a new Diploma and Certificate programs. The Director (or designate) of the WCCS and Dean (or designate) of the Faculty partnering the proposal for a new program may attend the SCAPA meeting. The proposal will show the calendar copy for the academic calendar and the more detailed version for the Continuing Studies calendar,

including the structure of the program and an outline of the credit component and descriptions of the components.

When a certificate program is approved, its general administration will rest with the Western Centre for Continuing Studies. Major changes must be recommended to SCAPA for recommendation to Senate, e.g., the introduction or withdrawal of a diploma or certificate program, a change in its name, or a proposal to make an exception to the usual definitions of diplomas or certificates. Structural revisions to the program or changes of calendar copy must be recommended to DAP by the Office of the relevant Dean.

APPENDIX 1 [TO THE FORMAT FOR SUBMISSIONS TO SCAPA DOCUMENT]

CONSULTATION AND COMMENTS SHEET FOR SCAPA SUBMISSIONS

TO:

You are being consulted regarding a proposal that will be going to the Senate Committee on Academic Policy and Awards (SCAPA).

1. The date you are sent this request is:

2. The proposal is with regard to:

3. This request has been made by the following contact person:
(Name, Department, Faculty/School/College, e-mail address)

4. SCAPA has asked that you provide comments within one month of the date of this request for consultation. If no comments or concerns are received by the contact noted above, it will be the understanding of the unit which has asked for consultation that the proposal is acceptable to you. The deadline is:

5. Consultation and Comments sheets may be sent by e-mail or in an e-mail attachment to the Faculty/School/College proposing the new program or module. The Associate Dean of the Faculty making this request will be forwarding your comments to the SCAPA Secretary.

MY COMMENTS REGARDING THIS PROPOSAL ARE AS FOLLOWS:

This sheet is available at the following website:
<http://www.uwo.ca/univsec/handbook/general/SCAPAconsultation.pdf>

SAMPLE SCAPA SUBMISSION

There should be a covering letter from the Dean supporting the proposal. The text of the proposal should also be e-mailed or sent in WordPerfect on a disk to Kathy Learn, c/o the University Secretariat or at <klearn@uwo.ca>

(Subject)

Introduction of a Specialization in Social Studies; Withdrawal of the Four-Year BA in Social Studies

(Proposal and Effective Date)

Recommended: That a Specialization in Social Studies leading to a BA degree be introduced in the Faculty of Social Science, effective September 1, 2004, and that the Four-Year BA program in Social Studies be revised as a result. (The latter program will be withdrawn September 1, 2008.)

(New or Revised Calendar Copy)

NEW CALENDAR COPY

SPECIALIZATION IN SOCIAL STUDIES

Admission Requirements

Completion of first year, including Social Studies 020 or 022E with a minimum average of 60%. History 020 or Sociology 020 is recommended. Students should consult the Department prior to admission.

Module

10.0 courses:

5.5 courses in Social Studies 100E, 101F/G, 206a/b, 210a/b, 212a/b, 220a/b, 230Z, 250a/b, 251a/b, 314a/b
3.5 additional courses in Social Studies at the 200 level or above
1.0 course in History or Sociology at the 200 level or above

(Reasons for the Proposal)

The Social Studies Department want an alternative for students who do not achieve Honors standing in 3rd year and thus cannot proceed to a Four-Year Honors Specialization. In the view of the Department, students who graduate with a Three-Year BA degree in this area are not exposed to enough upper year Social Studies courses to allow them to practice effectively in their respective fields. The proposed Specialization will allow a student who does not achieve honors standing, or a student who does not wish to do an undergraduate thesis, to go on to 4th year and take additional Social Studies courses. The Department will monitor enrolment over the next few years.

(Contact Person)

Professor Michael Meyers, Chair, Department of Social Studies, may be contacted for further information or to attend the SCAPA meeting at which this proposal is to be considered at <apowers@uwo.ca> or Ext. 00000

(Consultation and Results)

Consultation has taken place at an EPC meeting with all Chairs of the Faculty of Social Science. The Deans of the Affiliated University Colleges, Associate Deans of the Faculties of Arts and Information & Media Studies, and Director of Libraries have also been consulted and replies are attached (or outlined below).

[ATTACHED - PDF FILE (5 e-mail responses)]

SAMPLE ATTACHMENT FOR A SCAPA SUBMISSION

RESULTS OF CONSULTATION: SPECIALIZATION IN SOCIAL STUDIES

1) FACULTY OF ARTS RESPONSE

Subject:

SCAPA CONSULTATION: Specialization in Social Studies

Date:

Wed, 28 Jul 2004 11:44:48 -0400

From:

Michael Milde <mmilde@uwo.ca>

Organization:

UWO

To:

Susan Pepper <pepper@uwo.ca>

TO: MICHAEL MILDE, ASSOCIATE DEAN, FACULTY OF ARTS

You are being consulted regarding a proposal that will be going to the Senate Committee on Academic Policy and Awards (SCAPA).

1. The date you are sent this request is: FRIDAY, JULY 16, 2004
2. The proposal is with regard to: INTRODUCTION OF A SPECIALIZATION IN SOCIAL STUDIES
3. This request has been made by the following contact person:

SUSAN PEPPER, ASSOCIATE DEAN, FACULTY OF SOCIAL SCIENCE

4. SCAPA has asked that you provide comments within one month of the date of this request for consultation. If no comments or concerns are received by the contact noted above, it will be the understanding of the unit which has asked for consultation that the proposal is acceptable to you. The deadline is: MONDAY, AUGUST 16, 2004

5. Consultation and Comments sheets may be sent by e-mail or in an e-mail attachment to the Faculty unit /School/College proposing the new program or module. The Dean's Office of the Faculty making this request will be forwarding your comments to the SCAPA Secretary.

MY COMMENTS REGARDING THIS PROPOSAL ARE AS FOLLOWS:

I have consulted with all Department Chairs of the Faculty of Arts and discussed the proposed Specialization in Social Studies at an EPC meeting held Monday, August 9, 2004. We are in support of this new module to be offered by the Faculty of Social Science.

2) BRESCIA UNIVERSITY COLLEGE RESPONSE

Subject:

SCAPA CONSULTATION: Specialization in Social Studies...

FORMAT INSTRUCTIONS FOR DAP

Proposals to the Deans' Academic Program "Virtual" Committee are e-mailed by DAP to a restricted membership list at dap@uwo.ca. A Consultation and Comments sheets should be attached to the e-mail (See Appendix 1). If you have any questions, please contact the DAP administrator, Lorel Cline at [<lecline@uwo.ca>](mailto:lecline@uwo.ca)

1. Subject Line for the E-Mail

All e-mail submissions to DAP should have a standard subject line begins with "DAP:" in order to distinguish DAP mail from other e-mail. If it is a combined submission and there are a number of proposals, the title could be show only the Faculty or Subject, e.g.,

DAP: Anthropology 020, or
DAP: Earth Science Course Changes, or
DAP: Minor in Health Sciences Revision

2. Proposal and Effective Date

State each proposal in the form of a brief motion. This usually follow a standard format for motions used by Senate Committees and cover:

- the date the proposal takes effect (often the start of a term)
- the proposal
- the Faculty, School or College involved

Submissions for New Courses, Revised Courses, Withdrawn Courses, e.g.,

Effective September 1, 2004, Health Sciences 021: A Wellness/Lifestyle Analysis, will be withdrawn from course offerings in the Faculty of Health Sciences.

or

Effective January 1, 2005, Comparative Literature and Culture 130F/G: International Children's Literature, will be introduced in the Faculty of Arts with the following course description:...

Revised Programs, e.g.,

Effective September 1, 2005, the third year of the BESC Program in Civil Engineering will be revised to remove Engineering 222 and add Engineering 223.

3. New or Revised Calendar Copy

For revisions, do not copy the current calendar copy. Instead, enter the new or the revised version and refer to the page number in the print copy of the latest academic calendar for the current calendar copy rather than reiterating it in the proposal.

For course proposals see **Appendix 1**

PLEASE NOTE: *Do not indicate changes using marked up coding, e.g., redlines or underlines,* since these do not show up on DAP e-mails. It is also advisable to include the text in the e-mail than using an attachment.

4. **Background Reasons for the Proposal**

Give a brief statement about the reasons for the proposal. In addition, any anticipated effects of the proposal can be included here.

5. **Primary Contact Person**

State the Name and Department, Faculty/School/College, and e-mail address of the primary contact person.

6. **Consultation and Results**

Each submission involving a program or course must identify where it is to be taught and if the program/course is offered in any other area including:

- Main Campus
- Brescia University College
- Huron University College
- King's University College

Prior to submitting proposals, consultation must take place between Associate Deans of Faculties [Note: Faculty is to be interpreted to include Faculties, Schools and Colleges]. Consultation should also take place with the relevant Library regarding resources. In most cases, consultation will take place at the Departmental level but the responses, like the proposals, should be handled at the level of the Office of the Dean.

In the DAP submission, list the names of the Associate Dean(s) consulted as well as each individual with Department, Faculty/School/College, and e-mail address.

Each Associate Dean consulted should complete and return Consultation and Comments sheet(s) (Appendix 1). If Departments or the EPC within the Faculty have been consulted this should be noted.

Completed information is e-mailed by the Dean's Office that has been consulted to the Associate Dean of the Faculty which has initiated the proposal. The Associate Dean will compile a listing of the responses received which is to be sent with the proposal.

Deadline: Consultation should take place within one month from the date of the request. If no response is received within one month, it will be the understanding of the Faculty proposing the change that the proposal is acceptable to the Faculty consulted.

It is no longer necessary to include the approval process used within the Faculty on DAP submissions, e.g., EPC, Faculty Council, etc. Since DAP submissions are forwarded from Deans' Offices, the Dean has responsibility for the process used within the Faculty.

DAP proposals from one Faculty, School or College for which objections have been received from another Faculty, School or College, will be forwarded to SCAPA for resolution.

Changes to Diplomas and Certificate Programs:

Diploma and Certificates offered by the Western Centre for Continuing Studies are offered in partnership with a Faculty on campus. Structural changes and changes in calendar copy to the program or courses within the program must be recommended to DAP by the Office of the relevant Dean.

ADDITIONAL NOTES ON DAP SUBMISSIONS

Revised Courses

1. Courses for which the Content has changed Significantly

If the content of a course is significantly changed, e.g., the course changes from a full course (1.0 course) to a half course (0.5 course), the original course must be withdrawn and the significantly revised course must be introduced under a new number. If there is an overlap between the content of the original and the new course, the original course should be added as an antirequisite, i.e., Antirequisite(s): The former *.

New Courses

1. Course Numbering

See <http://www.uwo.ca/univsec/handbook/regncrsnos.pdf>

For new courses, it is not essential that you know the number which will be assigned to the course prior to submitting the course proposal to DAP. A course number will be assigned by the Registrar's Office. However, if the course is a new course, please check with the Registrar's Office before assigning a course number (Calendar Editor - Ext. 84882)

When courses are withdrawn, course numbers are retired for a period of five years by the Registrar's Office after which all prerequisite or antirequisite references to "the former" course are edited from the calendar and the course number may be reused.

2. Course Titles

If it is a course proposal, list the subject title, number and name of course, e.g., "Latin 022: Introductory Latin". If the name of the course exceeds 30 characters, please add a line for a "Short Title: (title revised to 30 characters or less)" for use by the Registrar's Office.

3. Course Description

There is a 50 word limit for each course description in the calendar.

If there are additional expenses to be borne by the student such as field trips or extraordinary expenses, this should be included in the calendar description.

Check the following details before finalizing your submission. Note that it is not necessary to list answers to these questions with your submission

- a. Is the course number and letter given correctly?
- b. Is this an essay course?
- c. Is the course description 50 words or less?
- d. Are the antirequisite(s), prerequisite(s) and/or corequisite(s) (in that order) stated correctly?
- e. Are the hours stated correctly? The preferred format for hours is: 2 lecture hours, 2 laboratory hours, 1 tutorial hour.
- f. Is the course weight stated correctly, i.e., 1.0 course (full course weight), 0.5 course (half course), 0.25 course (quarter course).
- g. Is there some other part of the Calendar which must be updated as a result of this proposal? If so, give details.

4. Consultation and Other Considerations

Clearly indicate if the course is in a new subject area not offered previously by the University. If it is, or if it is a new course in an existing subject area, a brief summary of the course content in amplification of the calendar copy may be included.

If the course enrolment level is expected to be over 100, include this information in your proposal. If so:

- a. What is the maximum number of students that could be admitted to the course?
- b. State if there are demands to be made on Information Technology Systems which are not conventional, attach a completed Consultation and Comments Sheet (see Appendix 2) from ITS with your proposal.
- c. Attach a Consultation and Comments Sheet with your proposal that confirms you have discussed library implications with the University Librarian (or delegate).
- d. Attach a Consultation and Comments Sheet with your proposal that confirms you have discussed space implications with Manager, Space Management/Planning, Office of Institutional Planning and Budgeting.
- e. If there are additional expenses to be borne by the student such as field trips or extraordinary expenses, attach a Consultation and Comments Sheet with your proposal that confirms you have discussed this with the Director of Student Financial Services and Academic Records in the Office of the Registrar.

APPENDIX 1 [TO FORMAT FOR SUBMISSIONS TO DAP DOCUMENT]

CONSULTATION AND COMMENTS SHEET FOR DAP SUBMISSIONS

TO:

You are being consulted regarding a proposal that will be going to the Senate Deans' Academic Programs (DAP) Subcommittee.

1. The date you were sent this request is:

2. The proposal is with regard to:

3. This request has been made by the following contact person:
(Name, Department, Faculty/School/College, e-mail address)

4. You are asked to provide comments within one month of the date of this request for consultation. If no comments or concerns are received by the contact noted above, it will be the understanding of the Faculty/School/College which has asked for consultation that the proposal is acceptable to you.
The deadline is:

5. Consultation and Comments sheets may be sent by e-mail or in an e-mail attachment to the Faculty proposing the new program or module.

MY COMMENTS REGARDING THIS PROPOSAL ARE AS FOLLOWS:

This sheet is available at the following website:
<http://www.uwo.ca/univsec/handbook/general/DAPconsultation.pdf>

SAMPLE DAP SUBMISSION

Submissions are to be sent only by a member of DAP (up to 5 members may be named by the Dean for each Faculty/School/College):

Mail To: DAP@uwo.ca

Subject: DAP: Philosophy 2XX: Basic Logic, at Huron University College

[In this example, the new course has gone to DAP prior to receiving its number. The number will be assigned by the Calendar Editor in the Registrar's Office who will inform DAP. The new number will be included in the e-mail to DAP members in which approval of the course is confirmed. For courses to be withdrawn, the course number will not be reused for five years.]

1. **(Subject)**

DAP: Philosophy 2XX: Basic Logic, to be introduced at Huron University College

2. **(Proposal and Effective Date)**

Effective September 1, 2005, Philosophy 222a/b: Introduction to Logic, will be withdrawn from course offerings and Philosophy 2XX: Basic Logic, will be introduced to replace it at Huron University College. If approved, the new course should be added to the list of antirequisites for Philosophy 131.

3. **(New or Revised Calendar Copy)**

New Calendar Copy (page 365 of the UWO 2004 calendar)

Philosophy 2XX: Basic Logic

A study of sentential and predicate logic, to train students to use procedures and systems (trees, natural deduction, axiomatic systems) for determining logical properties of sentences, sets of sentences, and to give students an understanding of syntactic and semantic metatheoretical concepts and results relevant to those procedures and systems.

Antirequisite(s): Philosophy 131, the former Philosophy 222a/b.

Prerequisite(s): Philosophy 002

3 hours, 1.0 course

(Huron)

4. **(Background Reasons for the Proposal)**

The new full-year course (2XX) in first-order logic will replace the half-course (222a/b) at Huron University College. The Department believes that a half-course in logic does not adequately prepare students who are proceeding in an Honor Specialization or Major module in philosophy.

The new course will be taught three hours per week and will include the content of the existing 0.5 course and additional course content on the metatheory that lies behind the material traditionally presented in 222a/b.

If the new course proposal is accepted, the requirements for the Honors Specialization and Major modules at Huron University College will be amended in a separate submission to DAP.

5. **(Primary Contact Person)**

Primary Contact Person: T. Fulton, 438-7224, Ext. 000, or tfulton@uwo.ca

6. **(Consultation and Results)**

This course will be taught at Huron University College only, however Philosophy modules are offered by the Faculty of Arts, Brescia University College and King's University College and these may be revised to reflect the addition of this course.

The following people have been consulted and support the proposal:

M. Milde, Associate Dean, Faculty of Arts
S. Brennan, Chair, Department of Philosophy, Main Campus

L. Bowman, Dean, Brescia University College
T. O'Donovan, Department of Philosophy and Religious Studies, Brescia University College

D. Dutrizac, Dean, King's University College
S. Brown, Chair, Department of Philosophy and Religious Studies, King's University College

A summary of responses received from the relevant Deans' Offices is attached (or outlined below).

SAMPLE ATTACHMENT FOR A DAP SUBMISSION

RESULTS OF CONSULTATION: PHILOSOPHY 2XX: BASIC LOGIC

1) FACULTY OF ARTS RESPONSE

Subject:

DAP CONSULTATION: Philosophy 2XX: Basic Logic

Date:

Wed, 28 Jul 2004 11:44:48 -0400

From:

Michael Milde <mmilde@uwo.ca>

Organization:

UWO

To:

Trish Fulton <tfulton@uwo.ca>

TO: MICHAEL MILDE, ASSOCIATE DEAN, FACULTY OF ARTS

You are being consulted regarding a proposal that will be going to the Senate Committee on Academic Policy and Awards (SCAPA).

1. The date you are sent this request is: MONDAY, AUGUST 9, 2004

2. The proposal is with regard to: INTRODUCTION OF
PHILOSOPHY 2XX: BASIC LOGIC

3. This request has been made by the following contact person:

TRISH FULTON, DEAN, HURON UNIVERSITY COLLEGE

4. You are asked to you provide comments within one month of the date of this request for consultation. If no comments or concerns are received by the contact noted above, SCAPA has determined that it will be the understanding of the unit which has asked for consultation that the proposal is acceptable to you. The deadline is:
MONDAY, SEPTEMBER 9, 2004

5. Consultation and Comments sheets may be sent by e-mail or in an e-mail attachment to the Faculty unit /School/College proposing the new program or module. The Dean's Office of the Faculty making this request will be forwarding your comments to DAP.

MY COMMENTS REGARDING THIS PROPOSAL ARE AS FOLLOWS:

The Faculty of Arts, i.e., all Department Chairs and the Educational Policy Committee, support the introduction of this course at Huron University College. Contingent on approval of this course, a proposal will be sent to DAP to revise the Honors Specialization in Philosophy to include it.

2) BRESCIA UNIVERSITY COLLEGE RESPONSE...

Submission of Minor Course Changes to the Registrar's Office

Format for Submission of a Minor Course Change to the Registrar's Office

Department:

Faculty:

Subject:

Present Calendar Copy: Please underline the items that are to be changed.

Proposed Calendar Copy (not to exceed 50 words): Please underline the items that are new.

Reasons for the Proposal:

Effective date:

Which calendar version is affected – the new, old or both.

For courses, this item will always be “both” as the course section will be the same in both the new and old calendar versions.

The new version, effective when Undergraduate Program Reform is implemented in September 2004, will be on the web and in print. The old version is only available on the web for students who are completing their programs by Fall 2008.

If applicable, indicate whether support for the proposed changes and agreement to adopt identical changes has been received from:

- Main Campus
- Brescia University College
- Huron University College
- King's University College

Name of Contact responsible for the change.

Note: This individual certifies that the changes are necessary to clarify or update the calendar description and that no significant alteration of space or financial support will be required.

Requests for Minor Course Changes are made directly to the Calendar Editor and the Registrar's Office.

Email: <dlcoward@uwo.ca> and copy <jbaratta@uwo.ca>