

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Brescia University College: Scholar's Electives Program

Brescia University College: Minor in Foods and Nutrition

Faculty of Information and Media Studies: Admission, Progression and Requirements for MIT/MPI Modules

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FOR APPROVAL

1. **Brescia University College: Scholar's Electives Program**

Recommended: That a Scholar's Electives Program be introduced at Brescia University College, effective September 1, 2006, with calendar copy as outlined below:

NEW CALENDAR COPY

SCHOLAR'S ELECTIVES PROGRAM at BRESCIA UNIVERSITY COLLEGE

The Scholar's Electives Program allows students who have demonstrated outstanding academic potential to apply to Brescia University College for admission to both a primary, discipline-based program of study and the Scholar's Electives module. The program is designed to provide an intellectually-stimulating learning environment for students who truly wish to undertake an interdisciplinary and/or research experience. Its goals are to foster a community of scholars who have diverse disciplinary and research interests, but a general intellectual curiosity about most disciplines. The program is intended primarily for students who are interested in completing a four-year honors degree before moving on to their chosen careers.

Scholar's Electives students will enrol in a Scholar's Electives module in addition to their Honors degree courses/modules. The Scholar's Electives courses will bring students into contact with faculty members from different disciplines and will expose students to significant ideas from those different disciplines. Students will be admitted to the Scholar's Electives module by the Academic Dean and, where appropriate, in consultation with the Dean(s) of the constituent University faculties involved in the proposed course of study.

While the primary benefit of enrolling in Scholar's Electives is the flexibility to achieve personal and unique academic goals, there are a number of ancillary benefits associated with the program. Scholar's Electives students will have the benefit of being paired with a Faculty mentor each year. The mentor will serve as the student's primary academic advisor, working in collaboration with the Senior Academic Advisor at Brescia University College. The mentor will hold regular meetings with the student to monitor the student's progress and provide advice if necessary. Students also have an opportunity to network and build a community with other high-achieving scholars through the Scholar's Association at Brescia University College, to develop community-based leadership skills

through experiential learning, to participate in extra-curricular activities through planned activities and events by the Office of the Academic Dean and Student Services, and to explore volunteer opportunities through Brescia's volunteer centre, Beyond Brescia.

Admission Requirements

Normally, students apply for admission to the Scholar's Electives program prior to registration in the first year of a BA degree program. Full-time students who qualify for membership in Western Scholars by having at least a 90% admission average are invited to apply. Selection will be determined by the Academic Dean on the basis of grades, admission subjects and personal accomplishments, such as demonstrated achievements beyond the classroom and community contributions, detailed on a supplementary admissions form. After the first year, students whose achievements are comparable to the program's admission and progression requirements may apply to the Academic Dean for late admission.

Program Requirements

The Scholar's Electives program includes an honors degree, with an Honors Specialization or Double Major, as well as the Scholar's Electives module. The Honors Specialization or the Major modules may be standard modules offered by Departments, or theme areas designed by the student with the support of Faculty mentors and approved by the Academic Dean.

Brescia University College Mission Statement

Brescia University College is a student-centered community that educates women to think critically and to participate actively in society. A Catholic college in the Ursuline tradition, we prepare our graduates to respond with wisdom, justice and compassion to a changing world.

The Scholar's Electives Module

3.0 courses:

- 1.0 course: Philosophy 026E: Introduction to Philosophy & Critical Thinking
- 0.5 course: Scholar's Electives 275F/G: Experiential Learning for Leadership
- 0.5 course: Scholar's Electives 375y: Sophia as Wisdom
- 0.5 course: Scholar's Electives 300y: Directed Readings
- 0.5 course: Scholar's Electives 401y: Fourth Year Senior Research Project

Students must be registered in a minimum of 5.0 courses during each Fall/Winter session. Students may take additional courses in the summer. With permission of the Department and the Academic Dean, students with an appropriate background may be permitted to include senior courses in their first-year program. After first year, all courses taken by Scholar's Electives students must be numbered 200 and above. (One exception may be permitted with the Academic Dean's approval.) Regulations governing the New Academic Choices, including the breadth and essay requirements, apply to Scholar's Electives students.

Progression Requirements

To maintain their registration in the Scholar's Electives program, students enrol in a minimum of 5.0 courses during the Fall/Winter session and must achieve a sessional average of at least 80%, with no mark less than 65%. On any additional courses taken during the summer session, students must maintain a sessional average of at least 70%, with no mark less than 65%.

Graduation Requirements

Completion of an Honors Bachelor of Arts degree, including the Scholar's Electives module, with a minimum cumulative average of 80%, with no mark less than 65%. The diploma awarded to students will record both the status of Scholar's Electives and the Specialization and/or Majors studied, as recommended by the Academic Dean.

Background:

This Scholar's Electives module is developed in the spirit of the Scholar's Electives program at Western and is designed specifically to enable outstanding Brescia scholars to realize Brescia's mission in women's university education.

The Scholar's Electives program approved by Senate in October 2004 provides for each Affiliated University College to offer a Scholar's Electives program leading to a BA degree under the same conditions. While admission and progression requirements are like those of the Constituent University program, the difference for Brescia is in the structure of the 3.0 course module where the students normally will be taking 1.0 philosophy course in their first year, a 0.5 course in second year, two 0.5 courses in third year and a 0.5 course in fourth year to complete the module.

Philosophy 026E: Introduction to Philosophy & Critical Thinking, is offered by Brescia (p. 362 of the 2006 academic calendar). The following courses have been proposed on DAP:

Scholar's Electives 275F/G: Experiential Learning for Leadership

Building on Brescia's ethos, identity and mission as Canada's only university college for women, students will employ community service as an experiential learning opportunity to develop and apply skills of leadership into specific contexts of leadership practice. Topics include: the concept of community, the process of doing community research and related ethical issues, models of community development and ways to evaluate community development programs. Registration restricted to Brescia Scholar's Electives students. Normally taken in second year.

3 seminar hours, 0.5 course

(Brescia)

Scholar's Electives 375y: Sophia as Wisdom

Under the direction of a faculty mentor, students will attend the Brescia Sophia Lecture Series during the academic year in which they are registered in this course. Opportunity to critically engage the content of the series and to apply insights to their professional paths will be provided through additional assigned readings, topical essays and other appropriate assignments. Normally taken in third year.

0.5 course

(Brescia)

Scholar's Electives 300y: Directed Readings

A selection of readings chosen in consultation with a faculty mentor. This course should be taken in third year and is designed to provide the Scholar's Electives student with an in-depth exposure to a field of inquiry. The readings in this course will prepare the student for the choice of a senior research project in fourth year.

0.5 course

(Brescia, Huron)

Scholar's Electives 401y: Fourth Year Senior Research Project

0.5 course

(Brescia, Huron)

2. **Brescia University College: Minor in Foods and Nutrition**

Recommended: That a Minor module in Foods and Nutrition be introduced at Brescia University College, effective September 1, 2007.

NEW CALENDAR COPY

(p. 315 of the 2006 academic calendar)

MINOR IN FOODS AND NUTRITION

The Minor in Foods and Nutrition is offered through the Department of Human Ecology at Brescia University College. The Minor is designed specifically for students in the undergraduate Health Sciences and Kinesiology programs of the Faculty of Health Sciences and Brescia University College

who may pursue the Minor concurrently with their degree program. All Foods and Nutrition courses count towards the students' undergraduate program.

Admission Requirements:

Completion of first-year requirements in the Health Sciences or Kinesiology program with an average of 70% and no failures. Students must have an average of at least 70% in 3.0 principal courses, including Foods and Nutrition 021 with a mark of at least 70%, and Chemistry 020 or 023 with a mark of at least 60%. Enrolment is limited and meeting the minimum requirements does not guarantee acceptance into the module.

Progression Requirements:

Students must obtain an average of 70% in the required courses, with no mark under 60%.

Module:

4.0 courses:

2.0 courses: Chemistry 213a/b, Foods and Nutrition 241a/b, 344a/b, 361a/b

2.0 courses from: Foods and Nutrition 232, 342a/b, 348a/b, 351a/b, 364a/b, 373a/b, 439a/b, 452a/b, 458a/b

Students should meet with the Academic Counsellors and/or the Chair of the Department of Human Ecology for appropriate selection of courses within the module's choices.

Background:

The Minor in Foods and Nutrition is being introduced to allow students in the undergraduate Health Sciences and Kinesiology programs of the Faculty of Health Sciences and Brescia University College to study Foods and Nutrition concurrently with their degree programs. As voiced by the Academic Counsellors in the Faculty of Health Sciences and at Brescia, there has been a great demand over the years from the students in the Health and Exercise fields for such a Minor. This Minor complements the programs of the Faculty of Health Sciences and Brescia University College for a more holistic approach to their curricula.

Please note: DAP proposals are in process: 1) to change the prerequisite for Foods and Nutrition 241a/b and 344a/b, from FN 235a/b (Fundamentals in Human Nutrition) to FN 021 (Nutrition for Modern Living), and 2) to change the prerequisites for FN364 and 373a/b, to require a grade of 70% in FN 021 instead of the current requirement for a grade of 80%.

3. **Faculty of Information and Media Studies: Admission, Progression and Requirements for MIT/MPI Modules**

Recommended: That the Admission, Progression and Graduation Requirements for the Honors Specializations and Majors in Media, Information and Technoculture (MIT), and Media and the Public Interest (MPI), be revised to read as shown below, as recommended by the Faculty of Information and Media Studies, effective September 1, 2006.

REVISED CALENDAR COPY
(pages 104-105 in the 2006 academic calendar)

HONORS SPECIALIZATION IN MEDIA, INFORMATION AND TECHNOCULTURE (MIT)

Enrolment in all modules in Media, Information and Technoculture is limited. Meeting the minimum requirements does not guarantee that students wishing to enter any module in Media, Information and Technoculture will be offered enrolment.

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least **72% in 4.0** principal courses, including **a minimum grade of 70% in each of** Media, Information and Technoculture 025a/b and 026a/b and Computer Science 031a/b **plus 2.5 additional courses**, with no mark in any principal course below 60%.

The Progression Requirements will be deleted from calendar copy since students will follow University progression and graduation standards for the Honors Bachelor degree.

MAJOR IN MEDIA, INFORMATION AND TECHNOCULTURE (MIT)

Enrolment in all modules in Media, Information and Technoculture is limited. Meeting the minimum requirements does not guarantee that students wishing to enter any module in Media, Information and Technoculture will be offered enrolment.

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least **68% in 4.0** principal courses, **including a minimum grade of 65%** in each of Media, Information and Technoculture 025a/b and 026a/b, and Computer Science 031a/b **plus 2.5 additional courses**.

The Progression and Graduation Requirements will be removed from calendar copy since students will follow University progression and graduation standards for the Bachelor degree.

HONORS SPECIALIZATION IN MEDIA AND THE PUBLIC INTEREST (MPI)

Enrolment in all modules in Media and the Public Interest is limited. Meeting the minimum requirements does not guarantee that students wishing to enter any module in Media and the Public Interest will be offered enrolment.

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least **72% in 4.0** principal courses, including **a minimum grade of 70% in each of** Media, Information and Technoculture 025a/b and 026a/b and Computer Science 031a/b **plus 2.5 additional courses**, with no mark in any principal course below 60%.

The Progression Requirements will be deleted from calendar copy since students will follow University progression and graduation standards for the Honors Bachelor degree.

MAJOR IN MEDIA AND THE PUBLIC INTEREST (MPI)

Enrolment in all modules in Media and the Public Interest is limited. Meeting the minimum requirements does not guarantee that students wishing to enter any module in Media and the Public Interest will be offered enrolment.

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least **68% in 4.0 principal** courses, **including a minimum grade of 65%** in each of Media, Information and Technoculture 025a/b and 026a/b and Computer Science 031a/b, **plus 2.5 additional courses**.

The Progression and Graduation Requirements will be deleted from calendar copy since students will follow University progression and graduation standards for the Bachelor degree.

Background:

As follow up to the March 17, 2006, Senate-approved changes to the Admission Requirements for the MPI modules, the following changes are proposed for both the MIT and MPI.

Admission Requirements for the Honors Specializations:

The Faculty recommends that the admission requirements for the Honors Specialization modules in MIT and MPI be revised to:

- i) adjust the minimum average required in principal courses in first year of the Honors Specialization in MIT from 70% to 72% (S.03-152) to bring it into line with the MPI module (S.06-50);
- ii) raise the minimum average required in the first-year prerequisites from 65% to 70% in each of MIT 025, 026 and Computer Science 031a/b, making more of a distinction between the requirements for the Honors Specialization and those for the Major modules; and,
- iii) lower the number of principal courses used for admission from 5.0 to 4.0.

Admission Requirements for the Majors:

The Faculty recommends that the number of principal courses used for admission to the Major modules in MIT and MPI be lowered from 5.0 to 4.0 to be consistent with the Honors Specialization modules.

Progression and Graduation Requirements:

The Faculty of Information and Media Studies would like to see the additional requirements for progression and graduation removed for MIT and MPI in order to standardize the program requirements with the University's progression and graduation requirements, i.e., progression requirements for a cumulative modular average of at least 70%, with a minimum mark of 60% in each course of the module and a passing grade in each option, and graduation requirements as outlined for the Honors Bachelor degree.

4. **Faculty of Law: Admission Requirements - General Category**

Recommended: That Senate approve the revision of the Evaluation and Grading Rules for the Faculty of Law as highlighted below.

REVISED CALENDAR COPY
(Page 113-114 of the 2006 academic calendar)

Evaluation

Final grades are based on some combination of written examinations, mid-term tests, essays, group assignments, presentations, and class participation. **In upper-year courses, a final examination may count for more than 75% of a student's final grade only if the student (i) has been given the option of a final examination worth 75% or less, and (ii) has declined that option.**

First-year courses (with the exception of Foundations of Canadian Law; Legal Ethics and Professionalism; and Legal Research, Writing and Advocacy) run the full academic year, with mid-term examinations held in December **worth at least 20% and not more than 30% of the student's final grade in the course.** The Faculty uses a system of blind marking, and students are issued **exam** numbers each term. These numbers are the only identification used by students on examination papers. They also may be used for other methods of evaluation.

No more than 75% of a student's final grade in a course may be assessed on the basis of group work. This rule does not apply to a research paper undertaken as a joint Individual Research project for which a group of students has received approval. "Group work" means an assignment submitted by two or more students for which there is a single overall evaluation with one common mark allotted to all students in the group.

A student who has an unexcused absence from an examination, or an unexcused failure to submit an assignment or complete a course component, will receive an F for the examination, assignment, or course component.

Grading Rules

The class average in a course of 25 or fewer students, **other than Legal Research, Writing and Advocacy**, must be a B or B+. The class average in a course of more than 25 students, **and in Legal Research, Writing and Advocacy**, must be a B. These grading rules do not apply to independent research projects, **supplemental writing credits**, or **to** the courses entitled Appellate Advocacy Competition, **Labour Arbitration Competition**, and Trial Advocacy Competition. These rules are subject to the discretion of the Faculty at any Faculty of Law Grades Meeting. **Consequently**, an instructor may seek an exemption from these rules **for his or her course** at any Faculty of Law Grades Meeting.

The Faculty of Law uses the following grade designations:

Grades	Grade Meanings	Grade Point Scale
A+	Excellent	10
A	Excellent	9
A-	Excellent	8
B+	Good	7
B	Good	6
B-	Good	5
C+	Competent	4
C	Competent	3
C-	Competent	2
D	Marginal Pass	1
F	Fail	0
PAS	Pass	
FAI	Fail	
AUD	Audit	
WDN	Withdrawn	
INC	Work is Incomplete	

The "PAS" and "FAI" designations are used only in courses identified specifically as being graded on a pass/fail basis. **This pass/fail designation is** used also for grades obtained on exchanges. A grade of "FAI" is treated the same as an "F" grade.

Students receive only a letter grade for each subject. The grade point values are used for calculation purposes only and are not disclosed to the student.

Individual grades assigned by instructors remain provisional until they are approved by the Faculty in a grades meeting.

Passing and Failing

A student must obtain a minimum overall weighted average of C- to pass the year. A student who does not obtain the required minimum overall weighted average does not pass the year and is not entitled to write a supplemental examination.

A student who obtains more than one F in a year is not entitled to write a supplemental examination and fails the year.

A first-year student who fails a course, and who is not entitled to write a supplemental examination or does not pass the supplemental examination, fails the year.

A first-year student who fails the year must withdraw from the Faculty of Law unless the Faculty determines otherwise. An upper-year student who fails the year, but who has not failed previously in law school, may repeat the failed year. A student who fails any two years in law school must withdraw from the Faculty of Law.

The Faculty will review the grades in all courses taken by a failing student. This review will include re-reading of all the student's examination papers to verify the accuracy of the marking process.

In appropriate circumstances, the Faculty may pass a student who would otherwise fail.

Supplemental Examinations

A student who has failed a course may be entitled to **write a supplemental form of evaluation** to obtain credit for the course if the student meets the requirements set out below. Normally, a supplemental will take the form of an examination; however, it is within the instructor's discretion to select another comparable form of supplemental evaluation if the nature of the course requires it.

A student who receives an F in only one course, and whose overall weighted average for the year (excluding the F) is C or higher, is entitled to write a supplemental examination in the failed course if the F was not, **in whole or in part**, received because of **either** the commission of an academic offence, **or the student's lack of regular attendance or participation in required exercises**.

A student who is entitled to write a supplemental examination but does not do so will receive an F for the examination and the course.

A student must obtain a minimum of C on a supplemental examination to pass and thereby obtain credit for the course. If the student obtains a C or better on a supplemental examination, the original failed grade remains on the transcript, but with a notation that the course has been "passed by supplemental."

Supplemental examinations and special examinations (i.e., examinations given for medical or compassionate reasons) generally will be scheduled in June of each academic year.

Satisfying Program Requirements

An upper-year student who fails one of the two upper-year compulsory courses, but either is not entitled to write a supplemental examination or does not pass the supplemental examination, must repeat the course. An upper-year student who has not passed three core-group courses previously, who fails one of the core-group courses, but either is not entitled to write a supplemental examination or does not pass the supplemental examination, must repeat the course or take a different core-group course. An upper-year student who fails any other course (including a core-group course where the student has passed three core-group courses previously), but either is not entitled to write a supplemental examination or does not pass the supplemental examination, may either retake the failed course or take a different course or courses in order to make up sufficient course credits to complete the year.

A failed course for which a student receives no credit does not fulfill any Law program requirements and, more specifically, does not qualify as a course taken in satisfaction of upper-year compulsory course or core-group requirements.

A student who has completed three academic years, but is required to retake a course or to take another course or courses to make up missed credits, may do so in a fourth year.

Except as provided in these regulations, a student who passes the year may not repeat courses already taken in that year.

Prerequisites

A student may not take a course for which there is a prerequisite if the grade obtained in the prerequisite was an F and the student did not obtain a grade of C or better on a supplemental examination in the course.

Background:

The primary reason for revising this policy is to take the changes to the upper-year core curriculum into account. However, the Programs Committee has taken this opportunity to revise the policy in some additional areas. First, headings have been added and paragraphs have been moved around to group the key elements of the policy by topic. Second, last year's resolution on the grade distribution in LRWA has been incorporated. Third, some aspects of the grading policy which were not included in this written version have been included for completeness. Fourth, the policy has been revised slightly to provide a range of percentage options (between 20% and 30%) for December exams in full-year first-year courses. A version showing the complete revisions indicated by highlighting and strikeout is available in the University Secretariat.

FOR INFORMATION

5. Guidelines on Prerequisites in Modules

SCAPA has approved the following statement.

Prerequisites in the Module

Any new or existing module must be able to be completed without the student having to take courses that are not specified in the Admission Requirements or in the listing of courses counted towards the module itself. Courses having prerequisites that are neither part of the Admission Requirements nor counted towards the module can be included in the module, provided that options of alternative courses that do not have such prerequisites are also available.

In February 2005, SCAPA members expressed concern regarding notes in proposed modules from the Faculties of Science and Social Science that referred to prerequisites to courses listed as part of the module requirements. SCAPA was concerned that these modules might require students to take more courses in the subject area of the module than those specified in the admission requirements and counted towards the module. Those Faculties were asked to review the proposed modules and pay careful attention to this concern. In the interest of consistency, SCAPA saw as desirable the establishment of some guidelines for addressing the issue.

Since all proposals for new or revised programs and modules are directed to SCAPA and DAP respectively, the statement will be included in the instructions for submission to SCAPA and DAP, as shown in [Appendix 1](#) and [Appendix 2](#).

6. New Scholarships, Awards and Bursaries

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

Western Science Scholarships (Faculty of Graduate Studies, Science)

Awarded to full-time graduate students enrolled in a graduate science degree program in the Faculty of Graduate Studies with a minimum 78% admission average. Preference will be given to continuing students who meet their program's progression requirements. The Faculty of Science award committee will select the recipient(s) before November 1 annually. At least one member of this committee will hold membership in the Faculty of Graduate Studies.

Value: Up to 25 awards of up to \$5000 each, depending on the availability of funds
Effective: May 2005

Mitch and Leslie Frazer Scholarship (Faculty of Law)

Awarded annually to a full-time student entering second year in the Faculty of Law based on academic achievement (top 10% of the class) and financial need. Preference will be given to a student who has made a significant contribution to the life of the law school and his or her classmates. Applications for this scholarship can be accessed online through the Office of the Registrar's Web site and must be submitted, along with a letter describing the candidate's contributions to the Law School, by March 15. The Office of the Registrar will determine financial need and the Faculty of Law will select the recipient in July. This award was established by Mitch (LLB'99) and Leslie Frazer through Foundation Western.

Value: 1 at \$400*

Effective: May 2006

Notes: For 2006 only, the application deadline will be July 1, 2006, and a recipient will be selected by September 2006. The scholarship will increase in value from \$400 to \$1,000 by May 2011, assuming receipt of the gift in full and OTSS matching funds over this period.

**This gift qualifies for the Ontario Trust for Student Support (OTSS) program.*

Ivey Alumni Association/British Columbia Award (Faculty of Graduate Studies, Business Administration)

Awarded annually to a full-time MBA student of outstanding academic quality from British Columbia. The MBA Scholarship Committee at Ivey will make the final selection of the recipient. At least one representative of the Committee will hold membership in the Faculty of Graduate Studies. Award application deadline is April 1. This award was created to encourage MBA students from British Columbia to attend Ivey.

Value: 1 at \$1,500

Effective: 2006-2007 to 2010-2011

Gwen and Ben Anders MBA Award (Faculty of Graduate Studies, Business Administration)

Awarded annually to a full-time female student of outstanding academic quality who is entering the MBA Program at the Ivey School of Business. The MBA Scholarship Review Committee will select the award recipient. At least one faculty member of the Committee must hold membership in the Faculty of Graduate Studies. This award was established by Gwen Anders (HBA'47, MBA'48) through Foundation Western. Gwen Anders was the first female to graduate from Ivey's MBA Program. The purpose of the Award is to increase female enrollment at Ivey and in turn, women in business.

Value: 1 at \$5,000

Effective: May 2007

Louise Rickwood PhD Scholarship in Nursing (Faculty of Graduate Studies, Nursing)

Awarded to a full-time student graduating from the PhD Nursing program with the best dissertation who also demonstrates academic achievement (minimum 85% throughout the PhD Nursing program). The School of Nursing graduate affairs committee will select the recipient. At least one member of the committee will also hold current membership in the Faculty of Graduate Studies. This scholarship honors Louise Rickwood (nee Hartman) who graduated in 1933 from Western's School of Nursing and who, as a committed public health nurse, would have been proud of her University for awarding an honorary degree in June 2005 to Dr. Henry Morgentaler. The scholarship was donated by Mary Rickwood and Mary-Louise (BA'67) and Paul Craven, in memory of Courtney Rickwood, through Foundation Western.

Value: 1 at \$500

Effective: May 2006

Brock Scholarships (Faculty of Graduate Studies, Business Administration)

Awarded annually to two full-time PhD students of outstanding quality entering the first year of the Ivey doctoral program. Preference on selection of the students will be given to Ontario Graduate Scholarship (OGS) recipients.

Provided each student maintains OGS standing, or a minimum 78% academic average (if they are not an OGS award recipient in subsequent years), each recipient may hold an award for up to four years. The recipients will be selected by a committee of graduate faculty members at Ivey. These scholarships were established by Bill and Anne Brock and Family.

Value: \$5,000 for each student annually. Each student may receive funding for up to four years. Awards for up to eight students are planned at the current time.

Effective: May 2006 (two students will be selected in September 2006, with two new students selected each subsequent year)

Murray Bryant Men's Rugby Team Award (Any Undergraduate Faculty)

Awarded to a full-time undergraduate student in Year 2 or higher of any degree program who achieves a minimum average of 70% and demonstrates the best overall contribution to the Men's Rugby Team. The Faculty of Health Sciences will select the recipient based on the recommendation of the coach. Candidates must be in compliance with current OUA regulations. This award was established by Professor Murray Bryant, a faculty member in the Richard Ivey School of Business.

Value: \$416 plus a Plaque

Effective: 2005-2006 to 2015-2016

W.A. McKenzie Memorial Bursary OSOTF II (Any Undergraduate Faculty)

Awarded annually to any full-time undergraduate student in any faculty based on demonstrated financial need. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. This Memorial Bursary Fund was established through donations by the friends and family of William A. McKenzie (BA'48). Established through Foundation Western under the Ontario Student Opportunity Trust Fund II Program.

Value: 1 at \$1,200*

Effective: May 2006

** This bursary qualifies for the Ontario Student Opportunity Trust Fund II program, which could potentially provide a dollar for dollar match for endowed gifts directed to student bursaries or financial need-based awards and scholarships. Due to the nature of this program, recipients must meet Ontario residency requirements.*

Anne McKenzie Bursary (Any Undergraduate Faculty)

Awarded annually to any full-time undergraduate student in any faculty based on demonstrated financial need. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. This bursary was established by Mrs. McKenzie, (BA'49, Secretarial Sciences), through Foundation Western.

Value: 1 at \$1,200*

Effective: May 2007

** This gift qualifies for the Ontario Trust for Student Support (OTSS) program. Due to the nature of this program, recipients must meet Ontario residency requirements.*

James A. Erskine Contribution to Learning Award (Richard Ivey School of Business)

Awarded to a full-time student of outstanding quality graduating from the HBA program at Ivey. In March of each year, the HBA Student Services Office at Ivey will distribute a ballot to all members of the HBA graduating class, asking the students to nominate up to three peers who have contributed the most to their learning during class discussions at Ivey. The student with the most votes receives the Award, pending approval from the HBA Scholarship Committee. The Award will be presented each year at the HBA Convocation Ceremony, and an attached letter of recognition will be shared with the graduating class at that time.

Value: Approximately \$400 plus the cost of a keepsake award. (A portion of the annual donation will be used to cover the cost of a keepsake award for the recipient.)

Effective: May 2006

RSM Richter Michael Rotstein HBA Scholarship (Richard Ivey School of Business)

Awarded to a full-time student of outstanding quality currently enrolled in the first year of the HBA program at the Richard Ivey School of Business based on academic achievement (minimum 80% average). The recipient must have demonstrated community leadership and entrepreneurial spirit, and be a well-rounded individual with excellent communications skills. The recipient also will have expressed an interest in a career in Accounting and in obtaining their CA designation. The award will be promoted to all first-year HBA students in December of each year and the recipient will be selected by the HBA Scholarship and Awards Committee. The scholarship will be awarded in January of each year. This scholarship was established by RSM Richter.

Value: 1 at \$2,500

Effective: 2006-2007 to 2008-2009

7. **Policy on Eligibility for Gold Medals**

SCAPA has approved that the policy on Eligibility for UWO Gold Medals (which is to be phased out in September 2008) will be revised to remove references to specific medals offered for Social Science, Kinesiology and Business Administration.

Eligibility for UWO Gold Medals (S.877.1, S.97-219c, S.02-177, S.05-89)

Students in any program are eligible to be awarded only one gold medal.

For gold medals offered to graduating students by the Affiliated University Colleges, please consult the relevant College.

General Programs:

For students in the Faculties of Arts and Humanities, Information and Media Studies, Health Sciences (excluding Kinesiology), and Science, one UWO gold medal will be awarded annually to recognize the top graduating student, as designated by the Dean, in any three-year or four-year general degree program.

Honors Programs:

Awarded for academic performance in the fourth year of all honors programs when no other medal is awarded. Recipients must have:

- a) completed a prescribed academic program requiring five or more full courses or equivalent in the fourth year of an honors program;
- b) taken the full complement of the prescribed courses for the fourth year of the academic program (both principal and elective courses) within that fourth year; and,
- c) achieved an average of at least 80 percent (A) overall and in the principal courses of the fourth year.

Notes:

- i) Only one gold medal will be awarded in an honors program to the student with the highest average, without rounding of averages. Only in the cases of exact ties will more than one gold medal be awarded.
- ii) For students in a combined honors program, the two department chairs will meet with a representative of the office(s) of the dean(s) involved to reach a consensus and make the recommendation.
- iii) For students in Scholar's Electives Programs, one gold medal will be established in the fourth year of each of the programs in Honors Arts, Science or Social Science.

Background:

References to specific awards offered by Social Science, Kinesiology and Ivey have been removed from the above-noted policy, however, each award remains listed on the Registrar's Office Web site. Criteria for most of the awards listed has or will change, i.e., the Chancellor's Prize criteria has been changed, a change is

proposed for the name of the HBA gold medal. Removing these specific award references from the policy will allow changes to the awards to be made without affecting the Gold Medal policy.

For information, the revised policy after New Academic Choices had been introduced is at the following Web site <http://www.uwo.ca/univsec/handbook/schol/medals.pdf> The Gold Medal two policies are to be reviewed and integrated prior to September 2008.

Submissions to DAP (Deans: Academic Programs) Virtual Committee

Issued: 2005 06

P:\www\handbook\general\dapform.wpd

FORMAT INSTRUCTIONS FOR DAP (S.05-122a)

Proposals to the Deans' Academic Program "Virtual" Committee are e-mailed by DAP to a restricted membership list through the Dean's Office. If you have any questions, please contact the DAP administrator, Lorel Cline at <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 Affiliated University College involved

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

Effective September 1, 2006, Health Sciences 021: A Wellness/Lifestyle Analysis, will be withdrawn from course offerings in the Faculty of Health Sciences.

or

Effective January 1, 2007, Comparative Literature and Culture 130F/G: International Children's Literature, will be introduced in the Faculty of Arts and Humanities with the following course description:...

Revised Programs, e.g.,

Effective September 1, 2007, the third year of the BESC Program in Civil Engineering will be revised to remove Engineering 222: Non-Civil Engineering, and add Engineering 223: Very Civil Engineering.

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 [Additional Notes on DAP Submissions](#) below.

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**

Give a brief statement about the reasons for the proposal. In addition, any anticipated effects of the proposal can be included here. **An explanation must be provided if a proposed module includes more than 10.0 specified courses for an Honors Specialization or Specialization, 6.0 for a Major, or 4.0 for a Minor.**

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

Step 1: The Department initiating a DAP proposal will inform the Associate Dean of its Faculty and the Associate Deans of other Faculties and/or Academic Deans of Affiliated University Colleges which are affected by the forthcoming proposal. The Department initiating the proposal will then consult with the appropriate Departments on Main Campus and the Affiliated University Colleges and with the relevant Library (regarding resources).

Step 2: The proposal, possibly revised as a result of consultation, is brought to the Faculty Educational Policy Committee (EPC) or equivalent body for review.

Step 3: The proposal is finalized and, in DAP format, is forwarded to the Faculty's Associate Dean or Dean for submission to DAP. The list of those consulted in Step 1 is included. (Note, however, that all of the Department Chairs who are members of the Faculty's EPC in Step 2 need not be listed.)

As mandated in the Terms of Reference of the Senate Committee on Academic Policy and Awards, 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

Prerequisites in the Module

Any new or existing module must be able to be completed without the student having to take courses that are not specified in the Admission Requirements or in the listing of courses counted towards the module itself. Courses having prerequisites that are neither part of the Admission Requirements nor counted towards the module can be included in the module provided that it includes options of alternative courses that do not have such prerequisites.

Revised Courses: 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/reg/crsnos.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. State the maximum number of students that could be admitted to the course.
- b. If there are demands to be made on Information Technology Systems which are not conventional, confirm that you have consulted with ITS regarding the proposal <its-man@uwo.ca>
- c. Confirm that you have discussed any library implications with the University Librarian (or delegate).
- d. Confirm that you have discussed any space implications with Manager, Space Management/Planning, Office of Institutional Planning and Budgeting <mhurley@uwo.ca>
- e. If there are additional expenses to be borne by the student such as field trips or extraordinary expenses, confirm you have discussed this with the Director of Student Financial Services and Academic Records in the Office of the Registrar <gtigert@uwo.ca>.

Web Calendar Updates

Approved DAP proposals are be posted on the following website on either the 1st or 16th of the month. <http://www.uwo.ca/univsec/DAPapprovals>

After the academic calendar goes to print at the end of December, proposals, e.g., new courses or program changes for the next academic year, i.e., September, are updated on the web calendar at the first of each month. Updating takes place throughout the year. The web calendar is the official version of Western's academic calendar.

Format for Submissions to SCAPA

Issued: 2005 06

P:\www\handbook\general\scapaform.pdf

FORMAT FOR SUBMISSIONS TO SCAPA (S.05-122b)

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 Affiliated University Colleges]. 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. [[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 or Faculties involved

e.g., **Recommended:** That effective September 1, 2007, 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 (including the program/module name, admission or graduation requirement for a program), the revised calendar copy should note 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 <lecline@uwo.ca>.

4. **Background**

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. *[Secretarial Note: Since the information will be going to Senate, refer to Faculty making the recommendation rather than saying “we”.]*

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/modules or changes to policy recommended by the Faculty 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. Normally initial consultation will have taken place between departments on Main Campus and the Affiliated University Colleges, the relevant University Library, Educational Policy Committees (or equivalent bodies), other institutions (if relevant to the proposal) and the Registrar’s Office. However, the responsibility for a proposal to SCAPA rests with the Office of the Dean.

The names of those consulted should be included in the format for SCAPA. (Note, however, that all of the Department Chairs who are members of the Faculty’s EPC need not be listed, e.g., simply referring to “All Department Chairs in the Faculty of Science, will suffice.)

If, in the view of SCAPA, a proposal has not had sufficient consultation, the proposal will be referred back to the Faculty, School, or Affiliated University College until this has been done.

Other Considerations

a) **Prerequisites in the Module**

Any new or existing module must be able to be completed without the student having to take courses that are not specified in the Admission Requirements or in the listing of courses counted towards the module itself. Courses having prerequisites that are neither part of the Admission Requirements nor counted towards the module can be included in the module provided that it includes options of alternative courses that do not have such prerequisites.

b) **New Subject Area**

Clearly indicate if the program or module is a new subject area not offered previously by the University. In such cases, the program or module may have to be reviewed initially by the Subcommittee on New Undergraduate Programs (Link to SUNUP Terms of Reference and Checklist).

c) Expected Enrolment Level

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

- a. State the maximum number of students that could be admitted to the course.
- b. If there are demands to be made on Information Technology Systems which are not conventional, confirm that you have consulted with ITS regarding the proposal.
<its-man@uwo.ca>
- c. Confirm that you have discussed any library implications with the University Librarian (or delegate).
- d. Confirm that you have discussed any space implications with Manager, Space Management/Planning, Office of Institutional Planning and Budgeting.
<mhurley@uwo.ca>
- e. If there are additional expenses to be borne by the student such as field trips or extraordinary expenses, confirm you have discussed this with the Director of Student Financial Services and Academic Records in the Office of the Registrar.
<gtigert@uwo.ca>

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 be asked to 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.

Web Updates:

Following Senate approval, the Associate University Secretary e-mails all Deans, Department Chairs and interested parties of the changes with links to the revised policies in the Academic Handbook. (If you wish to be added to this list, contact <lecline@uwo.ca>

After the academic calendar goes to print at the end of December, proposals, e.g., new courses or program/module changes for the start of the next academic year September are updated on the web calendar at the first of each month. Updating takes place throughout the year. The web calendar is the official version of Western's academic calendar. If you have concerns, please contact the Calendar Editor <dlcoward@uwo.ca>