

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS
(SCAPA)

King's University College: Introduction of BMOS Honors Specializations in Finance and Administration; Organizational and Human Resources; and Global Commerce

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FOR APPROVAL

1. **King's University College: Introduction of BMOS Honors Specializations in Finance and Administration; Organizational and Human Resources; and Global Commerce**

Recommended: That Honors Specializations in Finance and Administration; Organizational and Human Resources; and, Global Commerce, be introduced by King's University College, effective September 1, 2006.

NEW CALENDAR COPY
(page 327 in 2006 academic calendar)

BACHELOR OF MANAGEMENT AND ORGANIZATIONAL STUDIES (BMOS) DEGREE

King's University College offers a 20.0 course Bachelor of Management and Organizational Studies Degree, as an Honors Specialization or Double Major [BMOS Honors degree], or a BMOS Specialization [BMOS (Four-Year) degree], providing students with a four-year degree combining management courses with a broad background in the social sciences and liberal arts.

The BMOS Honors Specialization must include one of the following three Honors Specialization Modules: Finance and Administration, Organizational and Human Resources, or Global Commerce.

The BMOS Honors Double Major must include one of the following four Major Modules: Accounting; Management and Organizational Studies; Organizational and Human Resources; or Global Commerce, in combination with another Major module in a discipline other than Management and Organizational Studies.

The BMOS Specialization must include one of the following three Specialization Modules: Finance and Administration; Organizational and Human Resources; or Global Commerce.

Bachelor of Management and Organizational Studies Degree with an Honors Specialization or an Honors Double Major

Admission Requirements

Students may **not** apply to the BMOS Honors Specialization or Honors Double Major when they apply for admission to the University. Students may apply for admission upon successful completion of all first-year requirements with an average of 70% and no grade less than 60% in any of the principal courses in each Honors Specialization or Major module.

Progression Requirements

To remain in the BMOS Honors degree program, students must maintain a minimum cumulative (modular) average of 70% with no course mark less than 60% in the BMOS Honors Specialization or Major modules, and obtain a passing grade in each option. In addition, students must maintain a minimum cumulative average of 65% for all courses, with no sessional average (including summer session) less than 60%.

Graduation Requirements

To graduate, students must achieve a minimum cumulative average of 70% with a minimum mark of 60% in each course of the Honors Specialization or Major module, obtain a passing grade in each option, and maintain a minimum overall average of 65% in the 20.0 courses counted towards the BMOS Honors degree. Students with advanced standing must achieve an overall average of 65% on courses completed at Western. All students require 2.0 designated essay courses and 1.0 course from the Faculty of Arts and Humanities to graduate.

HONORS SPECIALIZATION IN FINANCE AND ADMINISTRATION

5.0 first-year principal courses:

0.5 course: MOS 020a/b

0.5 course: MOS 033a/b (with department approval, 0.5 course in Computer Science numbered 020-099 may be substituted)

1.0 course: Business Administration 020

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

1.0 course: Economics 020

1.0 designated essay course numbered 020E-099E

11.0 senior courses:

1.0 course normally taken in second year: Business Administration 257

1.0 course normally taken in second year from: Economics 222a/b and 223a/b, or MOS 242a/b and Economics 223a/b

1.0 course normally taken in second year: Economics 220a/b, 260a/b

1.0 course from: MOS 180, Psychology 164, Sociology 169

3.5 courses normally taken in third year: MOS 310a/b, 320a/b, 330a/b 360a/b, 361a/b, 372

1.0 course normally taken in third year from: MOS 315F/G, Philosophy 136F/G, 162F/G, 201F/G, 203E

1.5 courses from: Actuarial Science 153, MOS 275a/b, 460a/b 461a/b

0.5 course from: MOS 312a/b, 395a/b

0.5 course normally taken in fourth year: MOS 410a/b

HONORS SPECIALIZATION IN ORGANIZATIONAL AND HUMAN RESOURCES

5.0 first-year principal courses:

0.5 course: MOS 020a/b

0.5 course: MOS 033a/b (with department approval, 0.5 course in Computer Science numbered 020-099 may be substituted)

1.0 course from: Business Administration 020, Economics 020

1.0 course from: Calculus 050a/b, 051a/b, 081a/b, Linear Algebra 040a/b, Mathematics 028a/b, 030, Statistical Sciences 024a/b

1.0 course: Psychology 020

1.0 course from: Sociology 020, 021E

10.0 senior courses:

1.0 course normally taken in second year: Business Administration 257

1.0 course normally taken in second year from: Economics 222a/b and 223a/b, or MOS 242a/b and Economics 223a/b, or Statistical Sciences 135

1.0 course from: MOS 180, Psychology 164, Sociology 169

0.5 course normally taken in third year: MOS 220F/G

1.5 courses normally taken in third year: MOS 310a/b, 320a/b, 330a/b

1.0 course normally taken in third year from: MOS 360a/b, 361a/b, 372

1.0 course normally taken in third year from: MOS 315F/G, Philosophy 136F/G, 162F/G, 201F/G, 203E

1.5 courses normally taken in fourth year: MOS 410a/b, 470a/b, 485F/G

1.5 courses normally taken in fourth year from: MOS 240a/b, 341F/G, 342a/b, 343a/b, 344F/G, 352F/G, 355F/G, 383a/b, 404a/b, Sociology 314F/G, 315F/G, 316F/G, 350F/G

HONORS SPECIALIZATION IN GLOBAL COMMERCE

5.0 first-year principal courses:

0.5 course: MOS 020a/b

0.5 course: MOS 033a/b (with department approval, 0.5 course in Computer Science numbered 020-099 may be substituted)

1.0 course: Business Administration 020

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

1.0 course: Economics 020

1.0 designated essay course numbered 020E-099E (Political Science 020E is strongly recommended)

11.0 senior courses:

1.0 course normally taken in second year: Business Administration 257

1.0 course normally taken in second year from: Economics 222a/b and 223a/b, or MOS 242a/b and Economics 223a/b

2.0 courses normally taken in second year: Economics 220a/b, 221a/b, 260a/b, 261a/b

1.0 course normally taken in second year from: MOS 180, Psychology 164, Sociology 169

1.0 course normally taken in third year from: MOS 360a/b, 361a/b, 372

1.5 courses normally taken in third year: MOS 310a/b, 320a/b, 330a/b

1.0 course normally taken in third year from: MOS 315F/G, Philosophy 136F/G, 162F/G, 203E, 210F/G

0.5 course normally taken in third year: MOS 220F/G
1.0 course normally taken in third year from: Economics 162a/b, 317a/b, 343a/b, 370a/b, Political Science 231E
1.0 course normally taken in fourth year: MOS 404a/b, 410a/b

followed by:

MAJOR IN ACCOUNTING
MAJOR IN MANAGEMENT AND ORGANIZATIONAL STUDIES
MAJOR IN ORGANIZATIONAL AND HUMAN RESOURCES
MAJOR IN GLOBAL COMMERCE

Bachelor of Management and Organizational Studies (BMOS) (Four-year) Degree
SPECIALIZATION IN FINANCE AND ADMINISTRATION
SPECIALIZATION IN ORGANIZATIONAL AND HUMAN RESOURCES
SPECIALIZATION IN GLOBAL COMMERCE

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Background:

Now that the BMOS degree with an Honors Double Major has been approved, King's University College would like to introduce the BMOS degree with an Honors Specialization as an option for students seeking a more focused program in the BMOS area. The Specializations have been shown to prepare graduates well for employment and graduate schools, and the Honors Specializations will continue this trend while allowing students to signify their attainment of a higher standard in scholarship.

2. **Admission Requirements for the Master of Divinity Program at St. Peter's Seminary**

Recommended: That the Admission Requirements for St. Peter's Seminary degree programs, offered in affiliation with Western and King's University College, be approved as outlined in the calendar copy below.

REVISED CALENDAR COPY

A. **PROGRAMS OF FORMATION: APPLICATIONS TO PRIESTLY FORMATION OR LAY FORMATION**

The formation programs for priesthood and lay leadership focus on the development of the total person – human, intellectual, spiritual and pastoral. Each program has its unique characteristics, a specific nature and rationale, and particular goals and objectives. They are designed to “provide opportunities through which the student may grow in personal faith, emotional maturity, moral integrity, and public witness. Ministerial preparation includes concern with the development of capacities—intellectual and affective, individual and corporate, ecclesial and public—that are requisite to a life of pastoral leadership” (*Association of Theological Schools Program Degree Standards*). The integration and harmonization of the four areas of formation are the particular strength of each program.

- 1) All candidates applying to either program are required to complete the appropriate “St. Peter's Seminary Application Form” for either the “Program of Priestly Formation” or the “Program for Lay Leadership” (available in the application package from the Rector's Office). The application form includes a requirement for:
 - i) a brief personal history to be written by the applicant,
 - ii) student visa information, if the applicant is not a Canadian citizen,

- iii) if English is not their first language, proof that they have achieved a satisfactory score on a Test of English as a Foreign Language (TOEFL) or its equivalent, such as the CultureWorks program at King's University College,
- iv) a list of names and addresses of five persons from whom the Rector can obtain letters of recommendation (including their pastor and qualified lay persons such as former teachers, supervisors from work, neighbours and fellow parishioners).
- v) a non-refundable application fee of \$50.00 (Canadian funds) which must be included with the Application and is payable by cheque or money order to "St. Peter's Seminary."
- vi) arrangement for official academic transcripts from the last educational institution at which a course of studies was completed, i.e., secondary school, community college or university, to be sent directly from the institution to the Rector's Office of the Seminary. In the case of community college or university courses, descriptions of the courses from the official calendar of the institution should be submitted.

Contingent on acceptance for admission, there are certain special requirements which, if not met, will not allow students in either program to complete Field Education courses or placements in the community, or be accepted into the programs of formation. Applicants will be required to submit a positive report on a criminal record check requested by the candidate from the police.

Upon receipt of the application documents listed above, the admissions process continues with a formal admission interview and a psychological assessment. For ordination candidates from outside the diocese of London, the local bishop, or his delegate, will arrange the formal admission interview and the subsequent psychological assessment.

- 2) Applicants for the Program of Priestly Formation must:
 - i) arrange for a letter of sponsorship from their bishop and an interview report from the Vocations Director of their diocese to be sent directly to the Rector's Office of the Seminary.
 - ii) submit a recent certificate of Baptism and Confirmation (less than six months old) and a medical report from a practicing physician (a form is provided with the application package). The documents will be kept in the candidate's file. Students who cannot produce this information will not be accepted into their respective program.

The deadline for applications to St. Peter's Seminary is normally July 1. All documentation is to be submitted to: The Rector, St. Peter's Seminary, 1040 Waterloo Street, London, Ontario. N6A 3Y1.

After all of the above steps have been completed, the Admissions Committee will make a decision on the candidate's admission or non-admission. The decision of the Admissions Committee is final and is communicated to all applicants by the Rector or his delegate.

B. GENERAL INFORMATION FOR ALL APPLICANTS

Fees

The schedule of fees is published for each academic year and may be found as an insert in the back of this calendar.

Governmental Assistance

Students from the province of Ontario who qualify for assistance from the Ontario Student Award Program should contact the Business Manager of the Seminary for an application form. Completed

forms are to be processed through the Seminary Business Office. Students from outside Ontario should make enquiry to their own governmental offices.

Bursaries

Many dioceses award grants or bursaries to their seminarians to assist in their education, and follow various procedures in this regard. The Knights of Columbus award scholarships and provide programs of financial assistance through local councils. The Knights of Columbus financial assistance is to be coordinated by the bishop, the vocation director and the seminary. The Catholic Women's League offers scholarships to seminarians as well.

In 1987, the Sisters of St. Joseph of the Diocese of London and the Ursuline Sisters of the Chatham Union established the St. Catherine of Siena Bursary for lay persons in the Program of Theology, depending on need and aptitude. In addition, the Ontario Student Opportunity Trust Fund was established in 1997 by the government of Ontario and is available to residents of Ontario.

A Bursary Committee, comprising members of the faculty and the administration, oversees applications for all bursaries, and grants them according to need and availability. For further information and application forms for any bursary contact the office of the Business Manager.

Medical Insurance

All students are expected to have sufficient medical coverage through their provincial health plans, according to standards of the province of Ontario. Students from outside the province should notify their provincial medical insurer that they will be resident in Ontario during the academic year. There is no supplemental health fund available in the Seminary.

C. PHILOSOPHY REQUIREMENTS FOR SEMINARIANS

General Description

The Second Vatican Council directed that seminarians should receive humanistic and scientific training which enables other students in their own society to undertake higher studies. At the beginning of their training in the Seminary, therefore, seminarians usually receive introductory courses which initiate them into the mystery of salvation, and provide a firm grounding in arts and social sciences. (See the *Decree on the Training of Priests*, nn. 13-15, and the *Constitution on the Church in the Modern World*, n. 62.)

St. Peter's Seminary, by virtue of its affiliation with The University of Western Ontario (UWO) and King's University College, can provide a Bachelor of Arts (BA) degree in Philosophy for candidates for the ministerial priesthood who are preparing for the study of theology. Students who enter the Seminary without an undergraduate degree, or with a degree partially completed, enrol in this program of study by registering and receiving their degree from UWO.

Those students who possess an undergraduate degree from a recognized university, but who lack the necessary core courses in philosophy, register in a qualifying year as special students of the University and complete these requirements in one academic year. Students lacking only one or two of the core courses in philosophy may take them concurrently while registered in the program of theology.

1) Course Requirements for Seminary Students Pursuing a Bachelor of Arts degree with a Major in Philosophy

Seminarians who register at King's University College to pursue the Bachelor of Arts degree are required to follow the general regulations and graduation requirements for undergraduate degrees at UWO and the specific requirements for the major module offered through the

Department of Philosophy and Religious Studies at King's University College. These regulations and requirements are found in the respective academic calendars of these institutions and at their respective websites, <http://www.uwo.ca> and <http://www.uwo.ca/kings>.

The requirements for the Major Module in Philosophy are listed below:

MAJOR IN PHILOSOPHY

Admission Requirements

Completion of first-year requirements including Philosophy 020E.

Module

6.0 courses:

1.0 course from: Philosophy 200F/G, 201F/G, 210F/G, 211F/G

3.0 additional courses in Philosophy at the 200 level

2.0 additional courses in Philosophy at the 300 level

Seminarians must include the following courses for the Major module and formational requirements for priestly training:

- English 020E – General Literature and Composition (or) English 024E – Forms of Fiction
- Philosophy 020E – Introduction to Philosophy
- Philosophy 205E – Aristotelian Logic
- Philosophy 210F/G – Ancient Philosophy
- Philosophy 211F/G – Early Modern Philosophy
- Philosophy 219E – Contemporary Philosophy
- Philosophy 220 – Thomistic Philosophy I
- Philosophy 227E – History of Scientific Thought
- Philosophy 203E – Moral Problems and Issues (or) Philosophy 333E – Thomistic Philosophy II
- Religious Studies 027E – Introduction to Catholic Theology
- Religious Studies 250E – History of the Catholic Church
- Speech 143 – The Major Forms of Oral Discourse (strongly recommended)

Courses for the major module are offered at St. Peter's Seminary as well as at King's University College, Brescia University College, Huron University College, and the main campus of UWO.

2) **Academic Admission Requirements for Seminary Students pursuing a BA in Philosophy or the Qualifying Year Courses**

Undergraduate students applying to St. Peter's Seminary for the BA program in philosophy, or for the qualifying year, register through King's University College and follow the requirements for students at the College, as indicated in their academic calendar or on their Web site, <http://www.uwo.ca/kings>. As such, academic admission requirements for the program of Arts at the Seminary are the same as those at King's, as published each year in the UWO calendar. They include:

- applicants from Ontario require a high school diploma with a minimum average as determined by UWO;
- applicants from outside Ontario must meet the requirements for university studies as determined in their own province and by UWO;

- applicants seeking admission from an Ontario Secondary School must complete the Ontario University Application Centre (OUAC) form 101, provided by secondary school guidance offices and submitted by the school principal or guidance counsellor – on this form, it is necessary to specify the choice of university as UWO/King’s University College/Arts;
- out-of-province secondary school graduates, those who have completed a two- or three-year program at a college of applied arts and technology, mature candidates (those 21 years of age or older who have not been in school for a minimum of two years), and university transfer students, must complete the Ontario University Application Centre (OUAC) form 105 – contact the Registrar of Arts for specific details;
- applicants who have attained a Bachelor’s degree, and who are seeking admission as a pre-theology student should use the OUAC form 105 to register as a “special student.”

Notes:

(i) When a seminarian applicant for the BA program in philosophy does not qualify for admission under the requirements of the University, he is normally asked to complete the requirements at a continuing education centre before applying to the Seminary.

(ii) When a mature seminarian candidate does not qualify for admission under the normal University guidelines, he may be admitted for exceptional reasons as a “special student” in preparation for theological studies. Such an applicant must qualify as a mature student (i.e., be at least 21 years of age or older and not have been in school for a minimum of two years), have experience in the field of work, and show an aptitude for post-secondary studies. He would have to have the recommendation of his Bishop and his Vocations Director as one suited for priestly ministry. He would be expected to complete the qualifying year of philosophy before embarking on theological studies.

(iii) Students of St. Peter’s Seminary are not eligible for entrance scholarships normally offered to King’s University College students. Though seminarians are students of King’s University College and UWO, these scholarships are reserved to students in residence at King’s.

D. **THE PROGRAM OF THEOLOGY**

Introduction

Degrees Offered at St. Peter’s Seminary

St. Peter’s Seminary offers several post-baccalaureate-level degrees and a certificate program:

- Master of Divinity (MDiv)
- Master of Divinity (Advanced) [MDiv (Adv)]
- Master of Theological Studies (MTS)
- *Breaking Forth* Certificate Program in Pastoral Leadership

Candidates enrolled in the Program of Formation for the Priesthood normally participate in the Master of Divinity (Advanced) degree program. Candidates enrolled in the Program of Formation for Lay Leadership participate in the Master of Divinity degree, but may choose to enrol in the Master of Divinity (Advanced) degree program. The Master of Theological Studies degree provides lay men, women, and religious the possibility of studying theology in the Catholic intellectual tradition. The *Breaking Forth* certificate program provides course work and practical skills

development for those pursuing roles of pastoral leadership in parishes, and for those wishing to deepen their faith and serve the church on a volunteer basis.

1) **MASTER OF DIVINITY AND MASTER OF DIVINITY (ADVANCED) DEGREES**

General Description

The MDiv and the MDiv (Adv) degrees are professional theological degrees recognized through the Association of Theological Schools of Canada and the United States (ATS). The Faculty of Theology of St. Peter's Seminary administers these degree programs by virtue of the Seminary's affiliation with UWO through King's University College, and through our membership with ATS whose accrediting standards govern theological education and programs at universities throughout Canada and the United States. The MDiv and the MDiv (Adv) are not recognized as graduate degrees by the Ontario Council on Graduate Studies. The term "Master" is used in accordance with the practice of ATS. The MDiv (Adv) offers an enhanced program of academic courses and pastoral preparation for those candidates preparing for ordination to the priesthood, but it is also open to other students wishing to complete the academic requirements of this part of the program.

A) **Admission Requirements for the MDiv and MDiv(Adv)**

1. **Academic Admission Requirements for Candidates for Ordination**

- (i) **Bachelor's Degree** - Applicants must have completed a Bachelor's or Baccalaureate degree, preferably a Bachelor of Arts in philosophy or its equivalent, with a minimum average of 70%, from a recognized and accredited university.
- (ii) **Course Requirements for Ordination Students** - Applicants who possess an undergraduate degree from a recognized university, but who lack the necessary core courses in Philosophy and Religious Studies or their equivalents, register in a qualifying year as special students of the University and complete the following requirements in one academic year, making them eligible for admission to the MDiv program. Applicants lacking only one or two of the core courses in philosophy may take them concurrently while registered in the program of theology.

The core courses are:

- Philosophy 020E – Introduction to Philosophy
- Philosophy 205E – Aristotelian Logic
- Philosophy 219E – Contemporary Philosophy
- Philosophy 220 – Thomistic Philosophy I
- Religious Studies 250E – History of the Catholic Church

2. **Academic Admission Requirements for Lay Students**

- (i) **Bachelor's Degree** - Applicants must have completed a Bachelor's or Baccalaureate degree, preferably a BA in philosophy or its equivalent, with a minimum average of 70%, from a recognized and accredited university.

- (ii) **Course Requirements for Lay Students** - Lay students are required to complete three core Philosophy and Religious Studies courses (or their equivalents).

The core courses are:

- Philosophy 020 - Introduction to Philosophy
- Philosophy 220 - Thomistic Philosophy I
- Religious Studies 250E - History of the Catholic Church

Applicants who have not completed these courses prior to admission may complete them concurrently with their theological studies. In those cases, Philosophy 220 and Religious Studies 250E may count as credits toward the MDiv degree.

3. **English Proficiency Requirements** - Applicants are expected to have proficiency in the English language, that is, the ability to understand spoken and written English, and to be able to communicate effectively in English. Applicants whose first language is not English will be required to submit proof that they have achieved a satisfactory score on the Test of English as a Foreign Language (TOEFL) or its equivalent.
4. **Exceptions** - The limits or exceptions to these admission requirements are as follows:
- if applicants are in the process of completing their Bachelor of Arts degree, but require 4.0 courses or less to finish, they may be enrolled in the MDiv program provided that no more than 2.0 of the courses to be completed are philosophy or religious studies qualifying core courses, and that they have the written permission of the Dean of Studies;
 - applicants who have not obtained the minimum average of 70% in completing their BA may be admitted at the discretion of the Dean of Theology;
 - applicants who have not completed a BA, but who qualify as mature students at The University of Western Ontario (i.e., are at least 21 years of age or older and have not been in school for a minimum of two years) ,and have completed the qualifying year courses in philosophy and religious studies, may be admitted to the MDiv or the MDiv (Adv) programs. The admission of these candidates may not exceed 10% of the combined enrollment of the MDiv and MDiv (Adv) programs.
5. **Formation Admission Requirements** - Applicants for the MDiv and MDiv (Adv) are also considered applicants for the program of priestly formation or lay leadership. They must fulfill the specific requirements for admission to the respective programs of formation in addition to the academic admission requirements. They should consult the section of this calendar entitled "Application to Priestly or Lay Formation" for these specific requirements.

B) **Progression Requirements**

A principle of development shapes the progression of courses within the theological curriculum. The goal of the first level of courses is to provide the students with a foundation for the rest of their studies. Introductory courses in various theological

disciplines are offered; these courses focus on the revealed mystery of the Incarnation and the theological realities that flow from it. Subsequent courses lead students into further exploration within these disciplines.

Normally, progression in the program requires completion of the 100-level subjects first. Secondly, the 200- and 400- level subjects are offered on a rotating cycle. The 500-level courses are offered for the MDiv (Adv), but some of the 500-level courses may be included as options in the MDiv. Other progression requirements are elaborated in individual course descriptions.

Courses restricted to seminarians because they pertain specifically to training for priestly ministry include:

- Sacramental theology 542B
- Homiletics 471A and 472B
- Liturgical Studies 544B
- Field Education 581

Seminarian candidates registered in the MDiv (Adv) degree program follow a progression of study in the overall formation program which requires that they complete two years of full-time theological studies while in residence in the Seminary, then one year of Field Education placement in a parish, called the 'Pastoral Year,' followed by another two years of full-time theological studies in residence in the Seminary. Thus, they complete the MDiv (Adv) degree in nine semesters of academic study and one full year of pastoral field education in a parish. The tenth semester fulfills the remaining pastoral requirements for ordination.

Options in the program include the following:

- with the agreement of the Dean of Studies, a student may register in one additional theology course per semester by choosing from among optional courses available in the program;
- substituting courses in theology – that is, from another ATS-accredited school – is subject to the approval of the Dean of Studies in accordance with UWO Senate policy;
- normally, only full-time students will be given permission to take a course in another faculty;
- lay students may enter the program on a full- or part-time basis, taking the additional Field Education courses in lieu of the Pastoral Year, concurrently during academic semesters of study or during the summer period.

C) **Graduation Requirements**

- (i) **Master of Divinity Degree:** To graduate, candidates must:
 - successfully obtain 18.0 courses in the MDiv program, i.e., 15.0 academic courses (thirty academic half courses) plus 3.0 full-year Field Education courses (including Field Education 481, Pastoral Health Care, or its equivalent), with an overall average of 70%;
 - be enrolled in the program for at least one year as full-time students, and participate in the formation components of the program as outlined for lay students.
- (ii) **Master of Divinity (Advanced) Degree for candidates for ordination:** To graduate, candidates for ordination must:

- successfully obtain 21.5 academic courses in the MDiv (Adv) program (i.e., thirty-five academic half courses) plus 4.0 full-year Field Education courses (including Field Education 481 – Pastoral Health Care, and Field Education 381– the Pastoral Year), with an overall average of 70%;
 - be in residence at the Seminary for a minimum of three years, and participate in the program of priestly formation.
- (iii) **Master of Divinity (Advanced) Degree for candidates for lay leadership:** To graduate, candidates must:
- successfully obtain 21.5 academic courses in the MDiv (Adv) program, (i.e., thirty-five academic half courses) plus 4.0 full-year Field Education courses (including Field Education 481 – Pastoral Health Care, or its equivalent), with an overall average of 70%;
 - be enrolled in the program for at least one year as full-time students, and participate in the formation components of the program as outlined for lay students.
- (iv) **Minimum Course Requirements:** While seminarian-candidates are required to take all courses offered in the curriculum, lay students are able to make choices from the number of courses offered. However, those lay students enrolled in the MDiv or the MDiv (Adv) are required to take the following courses as a minimum:
- all 100-level courses
 - Biblical Studies 202b, 403a, and at least a 0.5 course (one half course) in Old Testament Studies
 - all Systematic Theology courses at the 100, 200, and 400 levels
 - Moral Theology 231a
 - Sacramental Theology 241a and 242b
 - Church Law 452b

2) **MASTER OF THEOLOGICAL STUDIES**

General Description

The MTS degree is a theological degree recognized through ATS. As with the MDiv and the MDiv (Adv) degrees, the Faculty of Theology of St. Peter's Seminary administers this degree program by virtue of its affiliation with the University of Western Ontario through King's University College and through our membership with ATS. The MTS is a post-baccalaureate, introductory theological degree for those seeking greater knowledge of the Catholic theological tradition. In contrast to the MDiv, the MTS does not prepare students for professional ministry in the Church. It is not recognized as a graduate degree by the Ontario Council on Graduate Studies. The term "Master" is used in accordance with the practice of ATS.

A) Admission Requirements for the MTS

- (i) **Bachelor's degree** - Candidates for the MTS must have obtained a Bachelor's degree, with a B average, from an accredited university.
- (ii) **Philosophy prerequisite** - Since some philosophical background is essential for studying Catholic theology at this level, a full-year, two-semester course in Thomistic Philosophy is required. This course may be taken concurrently with theology courses as part of the MTS program.

- (iii) **Documentation** - Applicants for the Master of Theological Studies must provide the following documentation:
- an official university transcript verifying completion of an undergraduate degree;
 - two letters of recommendation;
 - a brief life history giving reasons for applying for the program;

An interview with the Dean of Theology, or his delegate, will be conducted after these documents have been received by the Seminary.

- (iv) **Application deadline** - The deadline for applications to the MTS program is July 15 for the Fall session and November 15 for the Winter session. Exceptions to this are considered on an individual basis. All documentation is to be submitted, along with a non-refundable Application Fee of \$50.00 (Canadian funds) in cheque or money order, payable to "St. Peter's Seminary", to: The Registrar of Theology, St. Peter's Seminary, 1040 Waterloo Street, London, Ontario. N6A 3Y1.
- (v) **Decision** - Candidates will be notified accordingly in writing by the Rector, following a review by the Seminary's Admissions Committee.

B) Progression Requirements

Students are required to complete a total of sixteen courses plus a thesis, as follows: first, they will complete 1.0 course (a two-semester course) in Philosophy and 5.0 courses (ten half-courses) from the first year of the theological curriculum of the MDiv, not including the field education course. Students then may select 2.0 (four half-course) electives from the upper-level years of the theological curriculum in consultation with the academic advisor. In the MTS program, students may take up to 2.0 (four half-course) 'selected topics' courses approved by the academic advisor. Field Education and most pastoral theology courses may not be taken as part of the MTS program. Students must complete a thesis directed by a member of the faculty.

1) Thesis

- (i) **Thesis Standards** - The thesis will be a significant research project concerning a clearly-defined theological issue or problem. It will include a survey of the relevant scholarly literature and propose a creative response to the issue or problem. It should demonstrate good to excellent abilities in gathering and organizing material, and in critical analysis and reflection. It is to be forty-five to fifty-five pages in length, follow standard academic form, and will be graded according to the UWO/St. Peter's Seminary grading scale.
- (ii) **Thesis Regulations** - Prior to the semester of registration in the thesis course, the student consults the Dean of Theology in regard to choosing an area of research and a thesis advisor. The student then informs the Dean when a faculty member has agreed to advise the student. A thesis proposal (five pages minimum) and a preliminary bibliography (two pages minimum), signed by the thesis advisor, must be submitted to the Dean two weeks prior to the last day for course registration for the next semester. The Dean, in consultation with appropriate faculty members, approves the proposal. A second reader is appointed. The thesis advisor guides

the student through the research and writing. The thesis is to be submitted by the last day of classes in the semester of registration for the course. The advisor and the second reader evaluate the thesis and provide a written report to the student and the Dean. Each submits a grade to the Dean, who submits the average of the two grades to the Registrar.

C) **Graduation Requirements**

To graduate, students must successfully complete 8.0 courses (sixteen half-courses) in the MTS program with an overall average of 70%. They must also complete the thesis with an average grade of 70% from two examiners.

Background:

The general requirement for consideration for admission to the Master of Divinity, a post-baccalaureate professional program, will remain a Bachelor's degree with a B average (70%).

Candidates for ordination to the priesthood seeking to enter the Master of Divinity program are required to take a minimum of a full year (5.0 courses) in Philosophy and Religious Studies prior to theological studies. This meets ecclesiastical requirements governing the formation of candidates for the priesthood.

Lay student candidates have been asked to complete the same requirements, even though these ecclesiastical requirements do not apply to them. The proposed revision reduces the number of courses required for lay students from 5.0 to 3.0 courses, which more closely reflects the standards at other Catholic seminaries and theological schools in North America. These changes would be in accordance with the standards of the Association of Theological Schools, the accrediting body for St. Peter's Seminary.

The following course additions are also requested to give students greater flexibility in pursuing individual studies in these areas. King's University College and Huron University College's Faculty of Theology have been consulted and no objections were stated. Contingent on approval of this submission by Senate, DAP will be informed of the introduction of these courses.

Spiritual Theology 269a/b - Selected Topics

An optional course for students who have the approval of the dean and the consent of an instructor in Spiritual Theology to pursue a topic in this area. The course may be presented as a tutorial, or as a seminar if three to five students are registered.

2 hours, 0.5 course

Liturgical Studies 248a/b - Selected Topics

An optional course for students who have the approval of the dean and the consent of an instructor in Liturgical Studies to pursue a topic in this area. The course may be presented as a tutorial, or as a seminar if three to five students are registered.

2 hours, 0.5 course

Church Law 259a/b - Selected Topics

An optional course for students who have the approval of the dean and the consent of an instructor in Church Law to pursue a topic in this area. The course may be presented as a tutorial, or as a seminar if three to five students are registered.

2 hours, 0.5 course

SCAPA also received calendar copy on the General Academic Regulations and Policies, theology programs and course descriptions, which is available to Senators for viewing in the University Secretariat.

3. **Policy on Breadth Requirements**

Recommended: That effective September 1, 2007, the Policy on the Breadth Requirements for Bachelor Degrees be approved, and,

That students enrolled prior to September 1, 2007, be permitted to graduate with the following recognized as Category B courses until September 1, 2010: Childhood and Family Relations, International and Comparative Studies, and Linguistics.

REVISED CALENDAR COPY

(Please refer to page 23 of the 2006 academic calendar)

BREADTH REQUIREMENTS FOR BACHELOR DEGREES

A) Breadth Requirements for First Year

Students registering in **general** first-year ~~general~~ programs must choose courses that fulfill the basic requirement of 5.0 courses numbered 001-099. Students are encouraged to take an essay course in first year. At least 1.0 course must be chosen from ~~each of~~ **at least** two of the ~~Faculty of Arts and Humanities, the Faculty of Science and one other faculty must be included~~ **following three categories: A, B, and/or C. [Note: First-year courses are not available in all subjects.]**

Except with Special Permission, a student must not register for a full program of senior courses (numbered 100 to 499) until the 5.0 courses of first year have been completed satisfactorily.

Students are responsible for choosing courses that fulfill the prerequisites for senior courses (numbered 100 - 499). Specific prerequisites are included in the individual course descriptions listed in the UNDERGRADUATE COURSE INFORMATION. If in doubt, students should seek appropriate counselling and consult directly with the Department(s) concerned. Prospective first-year students should seek help in choosing courses during the Summer Academic Orientation.

Part-time students who have completed 1.0 first-year course are eligible to register in senior courses (numbered 100 - 499) for which they have completed the prerequisite(s). However, part-time students who have a substantial background and interest in a particular subject area are eligible, on written recommendation of the Dean of their Faculty, to register in a senior course pertinent to that subject prior to the completion of a first-year course. All part-time students must complete successfully the 5.0 first-year courses within their first 10.0 courses attempted.

First-year courses are ~~grouped into five divisions: Arts and Humanities, Science, Social Science, Multidisciplinary, and "Other"~~

[Editorial Note: The current policy on the first-year program lists only first-year courses. The following list has been reordered, reformatted and lists senior courses as well. Highlighted subjects are either new in the revised listing or relocated from their placement in the first-year policy.]

CATEGORY A

Social Science

Anthropology, Economics, First Nations Studies, Geography, History, **International Relations, Management and Organizational Studies (formerly Administrative and Commercial Studies)**, Political Science, Psychology, Sociology, Women's Studies

Interdisciplinary and Multidisciplinary

American Studies, Childhood and Social Institutions (formerly Childhood and Family Relations), Dance, Education, Family Studies, Health Sciences, Interdisciplinary Studies, International and Comparative Studies (formerly Modern Eastern Civilizations), Kinesiology, Linguistics, Media and

the **Public Interest**, Media, Information and Technoculture, Nursing, **Rehabilitation Sciences**, **Social Justice and Peace Studies**

Various

Business Administration, Foods and Nutrition, Human Ecology, **Law**, Music, Social Work

CATEGORY B

Arts and Humanities

Classical Studies, Comparative Literature and Culture, Film Studies, Italian Studies, Philosophy, Religious Studies, **Theological Studies**, Visual Arts History, Visual Arts Studio, Women's Studies

Languages

Arabic, **Chinese**, English, French, German, Greek, Hebrew, **Hindi**, Italian, Japanese, **Korean**, Latin, Polish, Portuguese, Russian, Spanish

CATEGORY C

Engineering

Chemical and Biochemical Engineering, **Civil and Environmental Engineering**, **Electrical and Computer Engineering**, **Engineering Science**, **Mechanical and Materials Engineering**, **Software Engineering**

Medical Science

Anatomy and Cell Biology, Biochemistry, Epidemiology and Biostatistics, Medical Biophysics, Medical Sciences, Microbiology and Immunology, Pathology, Pathology and Toxicology, Pharmacology and Toxicology, Physiology

Science

Actuarial Science, Applied Mathematics, Astronomy, Biology, Calculus, Chemistry, Computer Science, **Differential Equations**, Earth Sciences, Environmental Science, **History of Science**, Linear Algebra, Mathematics, Physics, **Planetary Science**, Statistical Sciences

Various

Communication Sciences and Disorders

Note: Students enrolled prior to September 1, 2007, in Childhood and Family Relations, International and Comparative Studies, and Linguistics are permitted to graduate with these courses recognized as Category B courses until September 1, 2010.

B) Breadth Requirements for Graduation

Departments and Programs offering upper-year courses also are assigned to only one of the three Categories. At least 1.0 course must be chosen from **each of the three categories** in the lists shown under "Breadth Requirements for First Year" shown above.

REVISED CALENDAR COPY

(Pages 31-32 of the 2006 academic Calendar)

Graduation Requirements for Honors Bachelor Degrees

Effective September 1, 2004, as a result of the Undergraduate Reform, the requirement for graduation from the Honors Bachelor Degree is successful completion of 20.0 courses subject to the following general conditions and the specific conditions established by each Faculty or Affiliated University College.

General Requirements

First-Year Requirements

Satisfactory completion of 5.0 courses numbered 001-099. At least 1.0 course must be selected from each of two of **Categories A, B and C** the ~~Faculties of Arts, Science and one other faculty~~. The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject. **(See Breadth Requirements for Bachelor Degrees)**

...

Breadth Requirements

At least 1.0 course from each of **Categories A, B, and C** ~~the Faculties of Arts*, Science and one other faculty~~ must be included (see **Breadth Requirements for Bachelor Degrees**). No more than 14.0 courses in one subject may be counted among the 20.0 successfully completed courses used to fulfill graduation requirements.

**Effective September 1, 2005, Writing courses may not be used to fulfill this breadth requirement. (Note that students who have completed a Writing course successfully prior to September 1, 2005, may use the course to fulfill the requirement.)*

Additional Requirements for the Honors Bachelor of Science and the Honors Bachelor of Medical Sciences Degrees

For the Honors Bachelor of Science or the Honors Bachelor of Medical Sciences degree, the general requirements listed above for Honors Bachelor Degrees (Four-Year) must be met, in addition to the following Science course requirements:

Of the 20.0 courses required for the Honors Bachelor of Science or the Honors Bachelor of Medical Sciences degree, at least 11.0 must be from the offerings of the Faculty of Science or approved* courses from the Schulich School of Medicine & Dentistry. * Approved courses are those listed **under Medical Sciences in Category C**, offered by the ~~Departments of Anatomy and Cell Biology, Biochemistry, Epidemiology and Biostatistics, Medical Biophysics, Microbiology and Immunology, Pathology, and Physiology and Pharmacology~~. Except for courses in Pathology, and Epidemiology and Biostatistics, completed prior to May 2005, these courses may be used to meet the science breadth requirements of any degree.

Graduation Requirements for Bachelor Degrees (Four-Year)

Effective September 1, 2004, as a result of the Undergraduate Reform, the requirement for graduation from the Bachelor Degree (Four-Year) is successful completion of 20.0 courses, subject to the following general conditions and the specific conditions established by each Faculty or Affiliated University College.

General Requirements

First-Year Requirements

Satisfactory completion of 5.0 courses numbered 001-099. At least 1.0 course must be selected from each of two of **Categories A, B and C** ~~the Faculties of Arts, Science and one other faculty~~. The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject. (See **Breadth Requirements for Bachelor Degrees**)

...

Breadth Requirements

At least 1.0 course from each of **Categories A, B and C** ~~the Faculties of Arts*, Science and one other faculty~~ must be included (see **Breadth Requirements for Bachelor Degrees**). No more than 14.0 courses in one subject may be counted among the 20.0 successfully completed courses used to fulfill graduation requirements.

**Effective September 1, 2005, Writing courses may not be used to fulfill this breadth requirement. (Note that students who have completed a Writing course successfully prior to September 1, 2005, may use the course to fulfill the requirement.)*

Additional Requirements for the Bachelor of Science (Four-Year) and the Bachelor of Medical Sciences (Four-Year) Degrees

For the Bachelor of Science (Four-Year) or the Bachelor of Medical Sciences (Four-Year) degree, the general requirements listed above for the Bachelor Degree (Four-Year) must be met, in addition to the following Science course requirements:

Of the 20.0 courses required for the Bachelor of Science (Four-Year) or the Bachelor of Medical Sciences (Four-Year) degree, at least 11.0 must be from the offerings of the Faculty of Science or approved* courses from the Schulich School of Medicine & Dentistry. * Approved courses are those listed **under Medical Sciences in Category C**, ~~offered by the Departments of Anatomy and Cell Biology, Biochemistry, Epidemiology and Biostatistics, Medical Biophysics, Microbiology and Immunology, Pathology, and Physiology and Pharmacology.~~ Except for courses in Pathology, and Epidemiology and Biostatistics, completed prior to May 2005, these courses may be used to meet the science breadth requirements of any degree.

Graduation Requirements for Bachelor Degrees (Three-Year)

Effective September 1, 2004, as a result of the Undergraduate Reform, the requirement for graduation from the Bachelor Degree (Three-Year) is successful completion of 15.0 courses, subject to the following general conditions and the specific conditions established by each Faculty or Affiliated University College.

General Requirements

First-Year Requirements

Satisfactory completion of 5.0 courses numbered 001-099. At least 1.0 course must be selected from each of two of Categories A, B and C ~~the Faculties of Arts, Science and one other faculty.~~ The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject. **(See Breadth Requirements for Bachelor Degrees)**

Breadth Requirements

At least 1.0 course from each of Categories A, B, and C ~~the Faculties of Arts*, Science and one other faculty~~ must be included **(see Breadth Requirements for Bachelor Degrees)**. No more than 9.0 courses in one subject may be counted among the 15.0 successfully completed courses used to fulfill graduation requirements.

**Effective September 1, 2005, Writing courses may not be used to fulfill this breadth requirement. (Note that students who have completed a Writing course successfully prior to September 1, 2005, may use the course to fulfill the requirement.)*

Additional Requirements for the Bachelor of Science Degree (Three-Year)

For the Bachelor of Science Degree (Three-Year), the general requirements listed above for the Bachelor Degree (Three-Year) must be met, in addition to the following Science course requirements: of the 15.0 courses required for the Bachelor of Science Degree (Three-Year), at least 8.0 must be from the offerings of the Faculty of Science.

Background:

The current policy on First-Year Courses has courses categorized in five divisions: Arts and Humanities, Science, Social Science, Multidisciplinary, and Other. The current policy on Breadth Requirements for Graduation requires that students take courses from the Faculty of Arts and Humanities, the Faculty of Social Science, and one other Faculty. In the draft policy above, an ad hoc subcommittee of SCAPA has proposed that both policies be integrated to clarify the breadth requirements for Bachelor Degrees both in first year and for graduation. In the proposed revision, all courses have been designated as Category A, B and C courses. In future, all new subject areas for courses will be categorized within this framework.

In the current first-year course policy, Childhood and Family Relations, International and Comparative Studies, and Linguistics are double listed. With the assistance of the units involved, these courses have been designated in a single category (Category A-Interdisciplinary and Multidisciplinary) to allow the policy to be streamlined for program checking. Since students currently enrolled in these courses may be relying on having one or more of these courses offered as Arts and Humanities courses, the proposal will have a "sunset" clause allowing students who have registered prior to the effective date of this proposal to use these courses as Arts and Humanities credits until September 1, 2010. While Women's Studies is also double listed, the

new Department does not have the same structure. Senate has approved a structure for the Department that splits its responsibility to both parent Faculties and, as a result, the subject has been made an exception to the rule.

The policy should not be interpreted to mean that a subject area does not have courses or components of its offerings that are outside its designated classification. Some subjects may have courses that might qualify for all three categories. The aim of the policy is to ensure that students have some degree of breadth of study over the courses they take to earn a Western degree.

4. **Policy on Special (SPC) Exams**

Recommended: That the Policy on Special Examinations be revised as highlighted below:

SPECIAL EXAMINATIONS (S.3648, S.4327, S.93-300, S.03-098)

A Special Examination is any examination other than the regular or Supplemental Examinations, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents.

A Special Examination is ~~normally~~ **must be** written at the University or an Affiliated **University College** no later than ~~one month~~ **30 days** after the end of the examination period involved. **To accommodate unusual circumstances, a date later than this may be arranged at the time permission is first given by the Dean of the Faculty. The Dean will consult with the instructor and Department Chair and, if a later date is arranged, will communicate this to Registrarial Services.**

If a student fails to write a scheduled Special Examination, permission to write another Special Examination will be granted only with the permission of the Dean in exceptional circumstances and with appropriate supporting documents. In such a case, the date of this Special Examination normally will be the scheduled date for the final exam the next time the course is offered.

A handling fee will be charged for examinations to be written **at any location other than the University or an Affiliated University College** ~~off-campus~~. Fees, as approved by the Board of Governors, are due and payable to Registrarial Services within two weeks of the approval of the Special Examination. The student's Dean will ensure that candidates are aware of this requirement.

When a grade of Special (SPC) or Incomplete (INC) appears on a student's record, the notations will be removed and replaced by a substantive grade as soon as the grade is available.

Background:

The revision to this policy, recommended by the Associate Deans, clarifies that while it is possible, based on circumstances, to write a special examination at a time later than 30 days after the regularly scheduled exam, the default alternative will not be granted automatically or indefinitely.

5. **Student Access to Assignment, Test and Examination Papers; Retention of Exam Papers and Records**

Recommended: That the policy on Retention of Exam Papers be revised to extend the retention period from eight months from the date of the last regularly scheduled class in a course to at least twelve months, in keeping with Freedom of Information and Protection of Privacy recommendations.

Retention of Examination Papers and Records

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

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

*** Last use will be interpreted as the date of the last class if there is no final examination, the date that the marks were submitted after the final examination, or, if an appeal has been made, the date the student is informed of the decision on the appeal, whichever is later.**

6. **Policy on Academic Sanctions**

Recommended: That the Policy on Academic Sanctions be revised to read as follows, in keeping with Freedom of Information and Protection of Privacy recommendations.

ACADEMIC SANCTIONS (S.02-234b, S.05-47)

Registration in the University and the right of free access to the library, residences, specialized equipment and other University facilities implies a commitment on the part of the student to use such facilities in accordance with established rules. A student not fulfilling these obligations becomes liable to the imposition of academic sanctions.

In instances of non-payment of prescribed fees or fines and/or bills or of delinquency in the return or replacement of University property on loan, the University shall seal the academic record ~~and no information will be released~~.

In addition, the University may:

- a) not issue an **official** Grade Report
- b) not issue an **official** transcript or degree diploma
- c) not permit admission or readmission
- d) not permit registration

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University.

7. **Policy on Examination Conflicts**

Recommended: That the Policy on Examination Conflicts be revised to allow alternative arrangements to be made through the Dean's Office if a student is scheduled to write more than two examinations within a twenty-three hour period, rather than a twenty-four hour period.

EXAMINATION CONFLICTS (S.3242, S.3648, S.89-191, S.99-78)

A student who is scheduled to write more than two examinations in any ~~24-hour~~ 23-hour period may request alternative arrangements through the office of the dean of their faculty.*

A student who is scheduled to write two examinations concurrently must notify the Registrar so that arrangements may be made for both examinations to be written in the Examination Conflict Room in a sequence established by the Registrar.

A student scheduled to write an examination that conflicts with a holy day of that student's religion which prohibits such activity should seek accommodation under the terms of the policy on religious holidays.

Examinations written in the Conflict Room will be the regular examinations.

The Registrar will notify the appropriate department chair of the required information regarding students writing in the Conflict Room (i.e., student name, course, section, date and time of the conflict).

It is the responsibility of the Department Chair to ensure that the Registrar receives the appropriate examination paper and supplies seven days before the examination date.

Examinations written in the Conflict Room are to be picked up by the Department Chair or designate during the first working day following the examination date.

Students writing examinations in the Conflict Room will have a supervised break between examinations. Students are required to follow the instructions of the Conflict Room proctors at all times.

*Note: For the purposes of interpretation of this policy:

The Graduate Record Examination, or other examinations for entrance to professional or graduate schools, shall be considered equivalent to a final examination offered by Western. Students should give notice of the conflict in writing to their Dean as early as possible but not later than November 15 for mid-year examinations and March 1 for final examinations, i.e., approximately two weeks after the posting of the mid-year and final examination schedule respectively. In the case of mid-term tests, such notification is to be given in writing to the instructor within 48 hours of the announcement of the date of the mid-term test.

Background:

This revision to the policy is proposed as a result of a request from the Associate Deans through Registrarial Services. The practical application of the change would reflect where a student is scheduled for more than two examinations within any 23hr59sec period.

For Example: 9 am – 2 pm – 7 pm OR 2 pm – 7 pm – 9 am OR 7 pm – 9 am – 2 pm

The above listed combinations could also substitute a 9 am examination for a 10 am Sunday scheduled examination.

8. **Change in name of the Diploma and Certificate Programs in Gallery and Museum Practice**

Recommended: That the names of the Diploma and Certificate Programs in Gallery and Museum Practice be revised to “Diploma in Gallery and Art Museum Practice” and “Certificate in Gallery and Art Museum Practice,” and that their corresponding WCCS courses also be renamed as Gallery and Art Museum Practice courses, as recommended by the Faculty of Arts and Humanities and the Western Centre for Continuing Studies.

Background:

The Diploma and Certificate programs have not been introduced as yet. The change is recommended in order to clarify the objective of these programs, i.e., that they are directed less towards the history or archeology fields and more towards the visual arts.

FOR INFORMATION

9. **Change in Effective Date for the Introduction of Diplomas/Certificates Approved in December 2005**

At the December 9, 2005, meeting of Senate, four new diploma and certificate programs were to be introduced in partnership with the Western Centre for Continuing Studies (WCCS): 1) Adult and Organizational Learning with the Faculty of Education; 2) Career Development with the Faculties of Education and Social Science; 3) Gallery and Museum Practice with the Faculty of Arts and Humanities; and 4) Not-for-profit Management with the Faculty of Social Science.

WCCS and the Faculties involved have elected to revise the effective dates for the introduction of these programs to give them more time to develop the curriculum, hire instructors and effectively market the program to students. The Career Development and Not-For-Profit Management programs will be introduced in September 2007, and the Adult and Organizational Learning and Gallery and Art Museum Practice programs will be introduced in September 2008.

10. **New Scholarships, Awards and Bursaries**

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:

William S. Fyfe Graduate Scholarships in Natural Resources and Sustainable Development (Faculty of Graduate Studies, Science)

Awarded to a graduate student in a Masters or PhD program in the Department of Earth Sciences who is developing his/her thesis on problems of sustainability during exploration for, production from, or cessation of extraction of natural mineral resources. Applications in NSERC PGS format are to be submitted to the Department of Earth Sciences Graduate Secretary by October 31. The recipient will be selected by the Earth Sciences Graduate Committee. This three-year scholarship was established by a gift from Mr. Cliff James and Mrs. Diane James in honor of Dr. Fyfe.

Value: 1 at \$16,187, continuing for three years
Effective: 2006-2007 to 2008-2009

Alex Kennedy Memorial Scholarship (Faculty of Law)

Awarded to a full-time undergraduate student in Year 2 or 3 in the Faculty of Law, based on academic merit (minimum B average), financial need, and a demonstrated interest in and aptitude for insurance law. Applications can be accessed through the Registrarial Services Web site and must be submitted, along with

a maximum 250-word statement describing the candidate's interest in insurance law, by October 31. Registrarial Services will determine financial need and the Faculty of Law will select the recipient. Alex Kennedy was the retired General Counsel for the Insurance Bureau of Canada. For over 25 years, the Insurance Bureau of Canada and the Faculty of Law have enjoyed a close productive relationship which has established Western's reputation as a leader in the study of insurance law.

Value: 1 at \$1,400
Effective: May 2007

This gift qualifies for the Ontario Trust for Student Support (OTSS) program and recipients must meet Ontario residency requirements.

Mark A. Turner Memorial Scholarship in Geology (Faculty of Science)

Awarded to a full-time student in Year 3 in Earth Sciences, specializing in Geology, based on academic achievement (minimum 80% average). The recipient will be selected by the Scholarship and Awards Committee in the Faculty of Science. This award was established by Mr. Turner in memory of his father, Mark A. Turner, who received his degree in Geology (BSc'50).

Value: 1 at \$4,625
Effective Date: 2006-2007 to 2016-2017

Andrew Barnes Memorial Award (Faculty of Social Science)

Awarded to a full-time undergraduate student entering third or fourth year of an Honors degree with an Honors Specialization or double Major in Political Science, based on academic achievement (minimum 70% average) and financial need. Candidates must also demonstrate their involvement with volunteer work at the University and/or in the community by submitting a one-page statement describing their volunteer efforts and how their efforts have benefited others. Applications can be accessed online through the Registrarial Services Web site and must be submitted by October 31. Registrarial Services will determine financial need and a committee within the Department of Political Science will select the recipient. This award was established by the parents and grandparents of Andrew Barnes (BA, Political Science '05) through Foundation Western. Andrew is remembered by those who knew and loved him for his commitment to voluntary work on campus (particularly Foot Patrol), love of sports, academic excellence, sense of humour, and warm personality that endeared him to friends and family and earned him respect from peers and faculty.

Value: 1 at \$1,125
Effective: May 2006

This award qualifies for the Ontario Trust for Student Support (OTSS) program and recipients must meet Ontario residency requirements.

Morell Kelly P.C. Entrance Scholarship (Faculty of Law)

Awarded to a student entering first year in the Faculty of Law based on academic achievement (minimum 80% average) and financial need. Preference will be given to students with a connection to the Kitchener-Waterloo Cambridge region. Candidates must complete an admission bursary application, which is available online through the Registrarial Services Web site after January 1, and submit it by April 1. Registrarial Services will determine financial need and the Faculty of Law will select the recipient. This scholarship is made possible by a gift from Mr. Kelly (LLB'93).

Value: 1 at \$2,312
Effective: 2006-2007 to 2011-2012

Department of Classical Studies Scholarship for Honors Double Major Second Year (Faculty of Arts and Humanities)

Awarded to the full-time student registered in the Faculty of Arts and Humanities with the highest standing in Year 2 of an Honors Bachelor degree program that includes a Major in Classical Studies. The student must currently be enrolled in the Honors Bachelor degree and have an average in the Major in Classical Studies of at least 80%. Students must be registered in at least 2.0 Classical Studies courses at the 200 level or above to be considered. The Department of Classical Studies will select the recipient. Established through the Pickard Fund in Classical Studies held at Foundation Western.

Value: 1 at \$200
Effective: May 2006

Department of Classical Studies Scholarship for Honors Double Major Third Year (Faculty of Arts and Humanities)

Awarded to the full-time student registered in the Faculty of Arts and Humanities with the highest standing in Year 3 of an Honors Bachelor degree program that includes a Major in Classical Studies. The student must currently be enrolled in the Honors Bachelor degree and have an average in the Major in Classical Studies of at least 80%. Students must be registered in at least 2.0 or more Classical Studies courses at the 200 level or above to be considered. The Department of Classical Studies will select the recipient. Established through the Pickard Fund in Classical Studies held at Foundation Western.

Value: 1 at \$200
Effective: May 2006

Christopher and Patricia Atkin 125th Anniversary Alumni Bursary (Any Undergraduate Faculty)

Awarded to an undergraduate student in Year 2 or beyond of any degree program based on financial need. This bursary was established by Mr. Christopher Atkin (BA '81, Economics) through Foundation Western.

Value: 1 at \$700
Effective: May 2007

Sydenham Hall - Jean Dunlop Residence Bursaries - OSOTF II (Any Undergraduate Faculty)

Awarded to any undergraduate students who are living in Western's on-campus residences, based on financial need. These bursaries are named in honour of Jean Dunlop who was Sydenham Hall's Secretary for many years, and are made possible by generous donations from former Sydenham Hall residents through Foundation Western. Students must meet Ontario residency requirements.

Value: 6 at \$1,000
Effective: May 2006

This award qualifies for the Ontario Student Opportunity Trust Fund (OSOTF) program and recipients must meet Ontario residency requirements.

Sydenham Hall - Jean Dunlop Residence Bursaries - OTSS (Any Undergraduate Faculty)

Awarded to any undergraduate students who are living in Western's on-campus residences, based on financial need. These bursaries are named in honour of Jean Dunlop who was Sydenham Hall's Secretary for many years, and are made possible by generous donations from former Sydenham Hall residents through Foundation Western. Students must meet Ontario residency requirements.

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

This award qualifies for the Ontario Trust for Student Support (OTSS) program and recipients must meet Ontario residency requirements.

Senior Alumni Award - OSOTF II/OTSS (Any Undergraduate Faculty)

Awarded to a full-time undergraduate student in Year 2 or higher of any program, who has demonstrated financial need and maintained a minimum B+ average. Application forms can be obtained from Registrarial Services and must be completed and returned by October 31. This award was established through Foundation Western by donations from UWO Senior Alumni. Students must meet Ontario residency requirements.

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

This award has benefited from proceeds from the Ontario Student Opportunity Trust Fund (OSOTF) and the Ontario Trust for Student Support (OTSS) programs and recipients must meet Ontario residency requirements.

Western's 125th Anniversary Alumni Awards - OTSS (Any Undergraduate Faculty)

Awarded to a full-time undergraduate student in Year 2 or higher of any program, based on academic achievement (minimum 80% average) and financial need. Applications can be accessed online through the Registrarial Services Web site and must be submitted by October 31. Registrarial Services will select the recipient. Recipients must meet Ontario residency requirements. These awards were established by donations from alumni and friends to Western's 125th Anniversary Alumni Campaign, a joint initiative of Foundation Western, Alumni Western and the University.

Value: 1 at \$1,000
Effective: May 2007

This award qualifies for the Ontario Trust for Student Support (OTSS) program and recipients must meet Ontario residency requirements.

Helen Reid Bursaries (Any Undergraduate Faculty)

Available to students with financial need in any undergraduate program. Kindly funded by Mrs. Helen Reid through Foundation Western.

Value: 2 at \$1,000
Effective: May 2006

Brock Scholarships (Faculty of Graduate Studies, Business Administration)

Awarded to a maximum of two full-time PhD applicants entering first year of the doctoral program at the Richard Ivey School of Business who have not received an OGS award.

Value: Up to 2 awards at \$15,000 each (Ivey will match a \$5,000 award on a 2:1 basis resulting in \$15,000 of funding per student)
Effective: May 2006

Note: At the June meetings of Senate and the Board of Governors, Brock Scholarships were approved for OGS recipients. These terms are for non-OGS recipients.

TALL 25th Anniversary Award (Faculty of Graduate Studies, Library and Information Science)

Awarded to the graduate student in the Master of Library and Information Science program with the most potential for law librarianship as demonstrated through significant pre-professional experience and/or education, course work (including thematically-related individual studies), and/or co-operative work placements. Candidates must have a minimum academic average of 78% to be considered. Applications can be obtained from the FIMS Graduate Programs Office and must be submitted by March 31. Applicants will be expected to write a 500-word statement on the subject: how the rise of the internet generation will affect law librarianship. The FIMS awards committee will select the recipient. At least one member of the

committee must hold current membership in the Faculty of Graduate Studies. This award will be supported with a one-time gift from the Toronto Association of Law Librarians (TALL).

Value: 1 at \$2,000
Effective: 2006-2007 only

AstraZeneca Scholarship (Faculty of Science)

Awarded to a fourth-year undergraduate student in Science with the highest overall academic performance in the third year of their program. This scholarship will be awarded to a student in Chemistry in the first of the three years it is offered, to a student in Biochemistry in the second year, and to a student in Pharmacology & Toxicology in the third year. This scholarship was established by a generous gift from AstraZeneca Canada Inc.

Value: 1 at \$4,000
Effective: 2007-2008 to 2009-2010

Ogilvy Renault LLP Award (Faculty of Law)

Awarded to a student entering second year of study in the Faculty of Law who has achieved academic excellence in the first year of law school. Only students on the Dean's Honor List will be eligible to apply. The student also must have contributed to the academic life of the school and demonstrated an ability to work well with others. Application forms are available from the Office of the Associate Dean (Academic) in the Faculty of Law and must be accompanied by a short statement (maximum 500 words), both of which are due by April 1. Nominations from faculty and students will be solicited also. Final selection will be made by the Scholarship Committee in the Faculty of Law. This award has been created by Ogilvy Renault LLP.

Value: 1 at \$5,000
Effective: 2006-2007 to 2010-2011

Siskinds Prize in Intellectual Property (Faculty of Law)

Awarded to the full-time undergraduate student in Law who achieves the highest mark in the Intellectual Property Course 462. This prize is made possible by a gift from Janet Allinson (LLB '01) and Barry Cleaver (LLB '77), Law partners with Siskind, Cromarty, Ivey & Dowler LLP.

Value: 1 at \$200
Effective: 2005-2006 to 2010-2011

125th Anniversary Hong Kong Student Award (Any Undergraduate Faculty)

Awarded to a permanent resident of Hong Kong who is entering the first year of any undergraduate degree program (with the exception of the Richard Ivey School of Business) at Western as a full-time student, based on academic achievement (minimum 70% average) and demonstrated financial need. Application information will be posted on the Registrarial Services Web site and must be submitted by October 31. This award will continue for up to 4 years provided that the recipient enters an Honors degree program and maintains full-time status with a minimum 70% average. A new recipient will be selected when the current recipient no longer qualifies. This award is made possible by the generosity of donors affiliated with the UWO Alumni Association Hong Kong Branch through Foundation Western.

Value and Effective Date: \$10,000 will be available annually beginning in May 2006 (\$5,000 from the 125th Anniversary Hong Kong Student Award Fund Endowment and \$5,000 from the University International Student Awards Matching Program).

Awards will be made, dependant upon financial need, at the following values: 2 at \$2,500 and 5 at \$1,000 in 2006-2007 only. The value of the awards will be reassessed for 2007-2008. This matching program will exist for 2006-2007 to 2010-2011.

Shad Valley Ivey Entrance Scholarship (Richard Ivey School of Business)

Awarded to a graduate of the Shad Valley program who has applied to the Academic Excellence Opportunity (AEO) at the Richard Ivey School of Business at The University of Western Ontario. The successful applicant will have demonstrated outstanding academic quality (minimum 88% average from high school), and have exceptional involvement in extra-curricular activities and leadership experience, as determined by the HBA Scholarship Review Committee based on the student's application to AEO. Payment of the award is conditional upon his or her successful application and entry into the HBA Program at the Richard Ivey School of Business two years later. Funds will be awarded upon entry to the HBA Program.

If the selected student chooses not to enter the HBA program, or is declined, the award may be transferred to another student entering the HBA program, provided he/she meets all award criteria stated above, at the discretion of the HBA Scholarship Review Committee.

Value: 1 at \$5,000 per year, continuing
Effective: 2009-2010 to 2013-2014

Shad Valley Ivey HBA Scholarship (Richard Ivey School of Business)

Awarded to a full-time student entering the first year of HBA at the Richard Ivey School of Business who is a graduate of the Shad Valley program. The recipient will have demonstrated outstanding academic quality (minimum 80% average in first two years of university), and have exceptional involvement in extra-curricular activities and leadership experience, as determined by the HBA Scholarship Review Committee based on the student's application to the HBA Program.

Value: 1 at \$5,000 per year, continuing
Effective: 2007-2008 - 2011-2012

[For information on Shad Valley programs go to http://www.shad.ca/shadvalley/aboutshad_overview.asp]

Alzheimer Society of London Middlesex Graduate Awards in Alzheimer Related Research (Faculty of Graduate Studies, Aging and Health Research Centre)

Awarded to full-time graduate students from any faculty who are also members of the Aging and Health Research Centre, affiliated with the Department of Sociology at the University. The awards will be granted to qualified candidates based on their graduate research work in Alzheimer Disease and Dementia, as well as their academic achievement (minimum 78% average). Students will be selected in September by a committee composed of at least one representative who holds membership in the Faculty of Graduate Studies and one representative from the Aging and Health Research Centre. As a requirement of the awards, students must complete interim and final reports during the year of their award to be submitted to the Director of the Aging and Health Research Centre.

Value: 2 awards of approximately \$11,500 or 3 awards of approximately \$7,700
Effective: 2006-2007 only

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 will receive the Award, pending approval from the HBA Scholarship Committee.

Value: Approximately \$400
Effective: March 2007

HBA '98 Award – OSOTF II (Richard Ivey School of Business)

Awarded to a student entering HBA Year 1 based on academic achievement (minimum 78% admission average) and demonstrated financial need. This award will continue in HBA Year 2 provided that the

candidate maintains a 70% average and demonstrates financial need. Candidates must complete a financial assistance application, which is available online through the Registrarial Services Web site, by April 1. Registrarial Services will determine financial need and the HBA Scholarship Committee will make the final selection of the recipient. This award was made possible by gifts from the HBA Class of 1998. Recipients must meet Ontario residency requirements.

Value: 1 at \$500, continuing for 2 years
Effective: May 2006

The value of the HBA '98 Award - OSOTF II was approved as a revision in the June report to the Board of Governors as the HBA '98 Award. However, it should have been submitted as a new award. The wording for the new award is shown above.

Rix Family Bursary OSOTF II (Schulich School of Medicine & Dentistry, Medicine)

Available to a student in the second, third or fourth year of the Doctor of Medicine (MD) program on the basis of financial need and consideration of academic standing. This bursary was established through Foundation Western by Dr. and Mrs. Donald B. Rix. Recipients must meet Ontario residency requirements.

Value: 4 at \$2,500
Effective: May 2006

The value of the above-noted award was approved erroneously in the May report to the Board of Governors as the Rix Family OSOTF II Bursary Fund. It should have been submitted as a new bursary with the above noted wording.

Darwin Hayward Award in Law (Faculty of Law)

Awarded annually to a full-time student in second or third year in the Faculty of Law who has demonstrated genuine financial need and excels in the area of Corporate Law. The student must have achieved academic merit (minimum B average). This award was established by Harrison Pensa, where Darwin Hayward was a partner.

Value: 1 at \$400
Effective: May 2006

This gift qualifies for the Ontario Trust for Student Support (OTSS) program. Recipients must meet Ontario residency requirements.

Jack Wyatt Meds Class of 1954 OSOTF II Bursaries (Schulich School of Medicine & Dentistry, Medicine)

Awarded to full-time undergraduate students in the Doctor of Medicine (MD) program with demonstrated financial need. These bursaries were made possible by the generosity of graduates of the Schulich School of Medicine, Class of 1954, to assist medical students in financial need. Established through Foundation Western. This gift is supported by the Ontario Student Opportunity Trust Fund program and recipients must meet Ontario residency requirements.

Value: 2 at \$3000
Effective: May 2006

This gift qualifies for the Ontario Student Opportunity Trust Fund (OSOTF). Recipients must meet Ontario residency requirements.

Jack Wyatt Meds Class of 1954 OTSS Bursary (Schulich School of Medicine & Dentistry, Medicine)

Awarded to full-time undergraduate students in the Doctor of Medicine (MD) program with demonstrated financial need. These bursaries were made possible by the generosity of graduates of the Schulich School

of Medicine, Class of 1954, to assist medical students in financial need. Established through Foundation Western. This gift is supported by the Ontario Trust for Student Support program and recipients must meet Ontario residency requirements.

Value: 1 at \$3000
Effective: May 2006

This gift qualifies for the Ontario Trust for Student Support (OTSS) program. Recipients must meet Ontario residency requirements.

11. **Personal Information Collection Notice**

The following statement will be added to the academic calendar to clarify Western's collection and use of its students' personal information.

Personal Information Collection Notice

The University of Western Ontario collects personal information under the authority of the University of Western Ontario Act, 1982, as amended. The information is related directly to and needed by the University for the purposes of recruitment, admission, registration, progression, graduation, administration, and other activities related to its programs.

The information is used to administer and operate academic, athletic, recreational, student development, student employment, financial aid, and other University programs and activities, including residence operations and alumni and development activities and programs. For example, personal information will be used to determine academic status, record academic achievement, produce class lists, issue student cards, process transcript requests, maintain tuition accounts, issue tax receipts, notify students of important issues and updates, determine eligibility for student awards, scholarships and financial support, and administer financial aid and government financial assistance programs.

It is the policy of the University to consider the following information about current and former students to be publicly available and to provide it to third parties upon request: student's full name; Faculty(ies)/Schools in which student is/was enrolled, with major field of study; degree(s) awarded by Western and date(s) conferred; and academic or other University honors or distinctions. At any time an individual may request that this information cease to be made publicly available by contacting Registrarial Services in writing.

Personal information may be used for statistical and research purposes by the University, other post-secondary educational institutions, researchers, and the provincial and federal government. The University discloses specific and limited personal information to recognized student organizations for the purposes of administering their programs including membership administration, health plan, elections, and issuing of bus passes. Personal information of students enrolled in an Affiliated University College is shared with the Affiliated University College.

Select information may be shared with third parties, including: award donors; government funding agencies to process financial assistance applications; financial institutions to confirm student enrolment; independent student loan administration companies to process student loan documents; collection agencies for outstanding accounts; municipalities for debts owed by students; and contracted service providers acting on behalf of the University. Credit card information is transmitted to an independent processing company in order to process payments. Personal information may be disclosed to third parties in the course of an investigation of misconduct.

Information relating to misconduct and/or falsified documents may be shared with other educational institutions.

If you have any questions about the University's collection, use, or disclosure of your personal information, please contact the Training and Security Team Leader, Registrarial Services, Stevenson-Lawson Building Room 155B, The University of Western Ontario, London, ON, N6A 5B8, tel: 519-661-2111, extension 85153.

12. **Retention Policy for Special Consideration Case Files**

The following policy is being withdrawn from the Academic Handbook since it is more of an internal guideline than a Senate policy (<http://www.uwo.ca/univsec/handbook/general/records.pdf>)

RETENTION POLICY FOR SPECIAL CONSIDERATION CASE FILES (S.88-200, S.96-238)

Files for special consideration cases heard by the Office of the Registrar must be retained for a period of five years after which time they may be destroyed. In most cases this will be sufficient time to enable the student to graduate.

Retention of each category of files held by Registrarial Services will be reviewed and approved as part of the creation of the campus-wide records retention policy being prepared by the Records and Archives staff in Weldon and the affected units. There is no need for this specific Senate policy on special consideration case files. (The above-noted retention period was questioned in relation to the FIPPA review. Retaining that personal information for "at least 12 months after the last use" of the information on file was seen as sufficient and it is possible that the period of five years might be reduced.)