

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

Brescia University College/Faculty of Science: Introduction of BSc (Foods and Nutrition) Degree and Modules; Withdrawal of BSc (Human Ecology) Programs in Foods and Nutrition

Policy on Course Numbering

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Policy on Hours of Instruction

FOR APPROVAL

1. **Brescia University College/Faculty of Science: Introduction of BSc (Foods and Nutrition) Degree and Modules; Withdrawal of BSc (Human Ecology) Programs in Foods and Nutrition**

Recommended:

That effective September 1, 2007, an Honors Specialization and a Specialization in Foods and Nutrition, leading to a [Hons.] BSc (Foods and Nutrition), be introduced by Brescia University College in partnership with the Faculty of Science, and,

That effective September 1, 2007, the Honors, Four-Year and Three-Year programs in Foods and Nutrition, offered by Brescia University College in partnership with the Faculty of Science, be discontinued; that no new students be allowed to enroll; and, that students registered in those programs prior to September 1, 2007, have the option of changing to new programs, or completing their original programs by August 31, 2012. At that time, or earlier if there are no registrants, the present Human Ecology degree in Foods and Nutrition will be withdrawn formally.

REVISED CALENDAR COPY

(pages 14 and 28 of the 2007 academic calendar)

(p. 14) Under **DEGREES OFFERED: Undergraduate Degrees**, add Bachelor of Science (Foods and Nutrition) BSc(FN).

(p.28) Under **Second Degree (When One Degree is a Professional Degree): Professional Degrees**, add BSc (FN)....

NEW CALENDAR COPY

(To replace the calendar copy for Foods and Nutrition under "Human Ecology" on pages 324-325 of the 2007 calendar. NOTE: Another submission will be coming forward to deal with Family Studies programs currently offered by the Department of Food and Nutritional Sciences [formerly the Department of Human Ecology])

FOODS AND NUTRITION

The Bachelor of Science (Foods and Nutrition) degree (formerly BSc (Human Ecology)) provides students with professional and service-oriented preparation through an interdisciplinary approach that combines courses in Foods and Nutrition, Human Ecology, sciences, business, and social sciences.

Students may pursue the Honors Specialization or Specialization in Foods and Nutrition. These modules are restricted to students enrolled in the Foods and Nutrition degrees at the Department of Food and Nutritional Sciences, Brescia University College, or in the Faculty of Science, The University of Western Ontario. A Minor in Foods and Nutrition is offered through the Department of Food and Nutritional Sciences at Brescia University College. It 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 a Minor concurrently with their degree program.

Module Combinations

With careful planning, modules from different departments including modules from different faculties may be combined. Check the module listings. If there is overlap between modules, consult the Academic Counsellor in your home faculty to determine whether or not the modules may be combined and, if so, how the overlap may be resolved. For complete information on breadth requirements and Western graduation requirements, please refer to the "Graduation Regulations" section of the academic calendar.

The degree earned is the Bachelor of Science (Foods and Nutrition).

Admission Requirements: First-Year Bachelor of Science (Foods and Nutrition)

Six Grade 12U or M courses including Grade 12U English, Biology and Chemistry, and Grade 11 Mathematics (MCR3U or MCF3M). Other applicants should consult with the Department of Food and Nutritional Sciences and/or the Registrar's Office at Brescia University College, or with the Faculty of Science, for academic admission requirements.

HONORS SPECIALIZATION IN FOODS AND NUTRITION

The Honors Specialization in Foods and Nutrition program is accredited by the professional association, Dietitians of Canada (DC), and prepares graduates for application to a dietetic internship/practicum experience that leads to certification as a Registered Dietitian (RD) by the professional regulating body, the College of Dietitians of Ontario (CDO). Students take courses designed to meet the accreditation requirements of DC for dietetic internship placement. Completion of the Honors Specialization in Foods and Nutrition does not guarantee a dietetic internship placement.

Graduates also may pursue post-graduate study in areas such as Health Administration, Food Science, and Community Nutrition.

Students are encouraged to seek academic counselling early in the program, especially if they intend to combine the Honors Specialization with a Major or Minor in a complementary field.

Admission Requirements

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

Chemistry 020 or 023
Biology 090a/b
Human Ecology 022a/b
Foods and Nutrition 025a/b
Business 020
Computer Science 032a/b or 033a/b

Module

10.5 courses:

5.0 courses: Foods and Nutrition 232, 235a/b, 241a/b, 342a/b, 344a/b, 348a/b, 351a/b, 361a/b, 453a/b

1.5 courses: Human Ecology 255a/b, 349a/b, 401a/b

0.5 course: Chemistry 213a/b

1.0 course: Physiology 130

0.5 course: Biochemistry 280a

1.5 courses from: Foods and Nutrition 364a/b, 373a/b, 439a/b, 449a/b, 452a/b, 455a/b, 458a/b, 462a/b, 471a/b, 486a/b, Human Ecology 330a/b, 338a/b, 343a/b, 402a/b

0.5 course: A statistics course at the 100 level or above (Statistics 137a is recommended)

SPECIALIZATION IN FOODS AND NUTRITION

The Specialization in Foods and Nutrition prepares students for possible employment in foods and nutrition related areas such as food production and distribution industries, institutional and community health services, hospitality and pharmaceutical industries, education and volunteer agencies.

Graduates also may pursue advanced study in areas such as Community Development, Education, Child Care and Development, and Food Service Management.

Students are encouraged to seek academic counselling early in the program, especially if they intend to combine the Specialization with a Major or Minor in a complementary field.

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least 68% in the following 4.0 courses:

Chemistry 020 or 023
Biology 090a/b
Human Ecology 022a/b
Foods and Nutrition 025a/b
Business 020
Computer Science 032a/b or 033a/b

Module

9.0 courses:

4.0 courses: Foods and Nutrition 232, 235a/b, 241a/b, 342a/b, 344a/b, 348a/b, 351a/b

1.0 course: Human Ecology 255a/b, 349a/b

0.5 course: Chemistry 213a/b

1.0 course: Physiology 130

2.0 courses from: Foods and Nutrition 342a/b, 361a/b, 364a/b, 373a/b, 439a/b, 449a/b, 452a/b, 458a/b, 471a/b, 486a/b, Human Ecology 330a/b, 338a/b, 343a/b

0.5 course from Biology 217b, 285b or Biochemistry 280a

NOTE: To remain in the Specialization, students must maintain a cumulative module average of least 65% with no failures.

Background:

The Honors Specialization in Foods and Nutrition and the Specialization in Foods and Nutrition will replace the Honors and Four-Year programs in Foods and Nutrition. The Three-Year program in Foods and Nutrition will not be replaced. While retaining the professional nature, preparation and requirements of the programs, the new modules will allow students to plan their option courses so that they can combine their Foods and Nutrition degree with a Major or a Minor in a related area or another discipline of interest.

There are 10.5 courses required in the Honors Specialization. This number of courses is necessary to meet the requirements of Dietitians of Canada, the accrediting body for Nutrition programs.

With the introduction of New Academic Choices, there is increasing demand from students in the Foods and Nutrition program to be allowed to combine their Foods and Nutrition degree with a Major or Minor in a complementary discipline.

The combination of two disciplines in a student's program of study is becoming increasingly attractive to students; the value of such a course of study is recognized for career building in the foods and nutrition field, providing a wider choice of alternative career paths. For example, a Registered Dietitian with a Minor in Community Development is much better prepared to work in public health units where the community and its people are the foci of services. A Specialization in Foods and Nutrition with a Minor in French is more attractive for employment in hospitality and food industries where bilingualism is a great asset. Even now, at the pre-preparation stage in their career development, multi-skilled students are the preferred choice for placement in internship positions.

The proposed modules incorporate Brescia's current program offerings and streamline the access of students to specialized or enhancement courses.

These proposals reflect a reorientation of the Department of Food and Nutritional Sciences at Brescia University College. The Department renamed itself Department of Food and Nutritional Sciences during the 2006-07 academic year so that its academic and research strengths are better understood by students, applicants and the public.

2. **Policies on Course Numbering, Hours of Instruction for Courses, Add/Drop Deadlines**

2a **Course Renumbering: Addition of "U" and "V" Suffixes**

Recommended: That effective September 1, 2007, the Policy on Course Numbering be revised to identify:

- 1) courses with a 0.25 weight which are taught in other than a regular session (Q/R/S/T) with a "U" suffix.
- 2) Faculty of Education courses with a weight of 0.375 with a "V" suffix, as shown below.

COURSE NUMBERING POLICY [S.02-086a, S.03-078a, S.05-166, S.05-203, S.06-206]

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COURSE SUFFIXES...

2. Suffixes will be added according to the following format:

No suffix	1.0 course not designated as an essay course
A	0.5 course offered in first term
B	0.5 course offered in second term
A/B	0.5 course offered in first and/or second term
C	January courses in the Faculty of Law (4.0 credit weight)
D	February/March/April (FMA) courses in the Faculty of Law
E	1.0 essay course
F	0.5 essay course offered in first term
G	0.5 essay course offered in second term
F/G	0.5 essay course offered in first and/or second term
H	1.0 accelerated course (8 weeks) in the School of Nursing
J	1.0 accelerated course (6 weeks) in the School of Nursing
K/L/M/N	<i>Not yet designated</i>
P	Graduate Studies courses (see item 3 below)
Q	0.25 course offered in the first half of first term
R	0.25 course offered in the second half of first term
S	0.25 course offered in the first half of second term
T	0.25 course offered in the second half of second term
U	0.25 course offered in other than a regular session
V	0.375 course offered by the Faculty of Education
W	1.0 accelerated course offered in first term
X	1.0 accelerated course offered in second term
Y	0.5 course offered in other than a regular session
Z	0.5 essay course offered in other than a regular session

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UNDERGRADUATE COURSE OFFERINGS

1. Course Designations

In most cases:

- A full course (1.0 course) will have no suffix or will have an E suffix. A full course has a minimum of 52 contact hours.
- A half course (0.5 course) will have an A, B, F, G, Y or Z suffix. Two 0.5 courses are the equivalent of one 1.0 course, whether or not they have been taken in the same subject. A half course has a minimum of 26 contact hours.
- A quarter course (0.25 course) will have a Q, R, S, T, or U suffix to indicate the term. A quarter course has a minimum of 13 contact hours.

Other designations have been approved as follows:

- C and D courses are offered by the Faculty of Law
- H and J courses are offered by the Faculty of Health Sciences in the Compressed Time Frame Nursing program
- V courses are offered by the Faculty of Education
- W and X courses are accelerated full courses (often language courses) which are offered in one term only. They may not be designated as essay courses and, normally, will not be scheduled during high demand hours, i.e., Monday to Friday from 10:30 a.m. to 3:30 p.m.

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Background:

- The Faculty of Education has quarter courses that run all year, but are listed as being taught in one term only. The addition of "U" will solve the problem. After consultation with the University Secretariat and Registrarial Services, defining "U" courses as those offered "in other than a regular session" also will serve to address concerns raised by other Faculties. (This definition parallels that of "Z," 0.5 essay courses.)

- 2) The University is in the process of renumbering all courses in order to provide a consistent means for identifying all courses in the University. Senate's Course Numbering Policy (S.02-086a) gives common course weights for all undergraduate courses currently in use. However, in the process of renumbering the courses in the Faculty of Education, the Faculty found that the Senate Policy does not have a course weight of 0.375. The courses affected are Language Arts and Mathematics from EDTHEORY 72 in the PJ/JI preservice program. With the addition of the 0.375 course weight, the Faculty of Education can proceed to provide all courses with their individual numbers. The provision of individual course numbers will not affect the delivery of the courses, the coordination, or the number of hours already allotted to courses with this weight.

2b Hours of Instruction for Courses

Recommended: That the Policy on Hours of Instruction for Courses be revised to reflect course weights of 0.375, as shown below:

HOURS OF INSTRUCTION FOR COURSES (S.1514, S.99-13, S.03-078b, S.04-164)

The following course prescriptions are established:

- A full (1.0) course at the undergraduate level shall require a minimum of fifty-two (52) contact hours.
- A half (0.5) course at the undergraduate level shall require a minimum of twenty-six (26) contact hours.
- A course with a weight of 0.375, offered by the Faculty of Education, shall require a minimum of twenty (20) contact hours.
- A quarter (0.25) course at the undergraduate level shall require a minimum of thirteen (13) contact hours.

2c Add/Drop Deadline for Courses with an H, J, U, or V Suffix

Recommended: That the Policy on Adding and Dropping Courses be revised to recognize courses with an H, J, U or V suffix, as shown below:

ADDING AND DROPPING COURSES (S.01-151, S.02-086b, S.03-097, S.04-133, S.05-31)

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

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

Normally, the deadline date for adding a course will be calculated according to the table below*.

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

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

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

TYPE OF COURSE	SESSION	LAST DAY TO ADD	LAST DATE OR DAY TO DROP
		Number of business days from and including the start date of the session	Number of business days from and including the start date of the session
Full course	Fall/Winter	7	November 30
	Intersession	2	8
	Summer Day	2	8
	Summer Evening	5	19
First-term full course	Fall/Winter	7	October 15
First-term half course	Fall/Winter	7	October 15
“U” and “V” courses offered by Education	Fall/Winter	7	November 30
First-term quarter course (“Q” course offered by Education Pre-Service Sept. to Dec.)	Fall/Winter	7	October 15
First-term, first-quarter “Q” course	Fall/Winter	5	10
First-term, second-quarter “R” course	Fall/Winter	5	10
	Intersession 6 week	2	8
	Summer Day 3 week	2	4
	Summer Day 6 week	2	8
	Summer Evening	5	10
Full-year half course	Fall*/Winter	7	November 30
	Intersession	2	8
	Summer Day	2	8
	Summer Evening	5	19
Second-term full course	Fall/Winter	7	February 15
Second-term half course	Fall/Winter	7	February 15
Second-term quarter course (“S” course offered by Education Pre-Service Jan. to Apr.)	Fall/Winter	7	February 15
Second-term, first-quarter “S” course	Fall/Winter	5	10
Second-term, second-quarter “T” course	Fall/Winter	5	10
	Summer Evening	5	10

* NOTES:

1. Students in “W” accelerated language courses may transfer to the equivalent full-year course with the permission of their Faculty prior to November 1.
2. Some of the quarter courses offered by the Richard Ivey School of Business do not fit into the standard time lines. For these courses, the last day to add a course will be ten (10) business days from and including the start

date of the session; the last day to drop a course without penalty will be 50% of the way through the course (from and including the start date of the session) excluding Conference week.

3. For quarter courses in Kinesiology:

“Q” These courses will start the first Monday of the term; the last day to add the “Q” quarter course will be five (5) business days from and including the Monday start date; the last day to drop the “Q” quarter course without penalty will be ten (10) days from the Monday start date.

“R” The start date will be tabulated as thirty-one (31) business days from the start of the “Q” session; the last day to add the “R” quarter course will be thirty-five (35) business days from the start of the “Q” session; the last day to drop the “R” quarter course without penalty will be forty (40) business days from the start of the “Q” session.

“S” These courses will start the first Monday of the term; the last day to add the “S” quarter course will be five (5) business days from and including the Monday start date; the last day to drop the “S” quarter course without penalty will be ten (10) days from the Monday start date.

“T” The start date will be tabulated as thirty-one (31) business days from the start of the “S” session; the last day to add the “T” quarter course will be thirty-five (35) business days from the start of the “S” session; the last day to drop the “T” quarter course without penalty will be forty (40) business days from the start date of the “T” session, excluding Conference week.

4. For “H” (8- week) and “J” (6-week) courses offered by the Faculty of Health Sciences in the Compressed Time Frame Nursing program, the last day to add a course will be five (5) business days from and including the start date of the session; the last day to drop a course without academic penalty will be ten (10) business days from the start date of the session.

3. **Schulich School of Medicine and Dentistry: Police Records Check and Vulnerable Sector Screening Policy for Doctor of Medicine Applicants/Students**

Recommended: That the Police Records Check/Vulnerable Sector Screening Policy be approved for the Schulich School of Medicine & Dentistry, as outlined below:

Police Records Check/Vulnerable Sector Screening Policy¹

All medical students will interact with vulnerable populations through the course of their academic programs. In recognition of the requirements of the clinical agencies to ensure that medical students do not place vulnerable populations at risk, the Schulich School of Medicine & Dentistry (SSMD) requires that students provide, as a condition of admission into the MD² program, a current Police Records Check and a Vulnerable Sector (Position) Screening.

The Police Records Check includes an examination of the data base of the Canadian Police Information Centre (CPIC), Royal Canadian Mounted Police (RCMP). Information searched by the Police Records Check and Vulnerable Sector Screening is listed in the Web site:

<http://www.hamiltonpolice.on.ca/HPS/Services/Records/CriminalRecordsSearch.htm>.

The vast majority of applicants will receive a “clear” Police Check indicating that no police record was found for that individual in the jurisdiction(s) surveyed. A small number of applicants may receive a “not clear” Police Check, the reasons for which can vary greatly. The University will review the “not clear” Police Checks and decide whether the information warrants withdrawal of an offer of admission.

¹ Derived from the Council of Ontario Faculties of Medicine (COFM) *Police Records Check Policy Document* (2006). The purpose of this document is to identify guiding principles that will assist each medical school in developing its own policies related to police checks.

² For the purpose of this policy, MD program refers to Undergraduate Medical program and its joint programs.

SSMD will make reasonable efforts to inform potential applicants of the requirement to have a Police Check and that a “not clear” Police Check may result in withdrawal of an offer of admission. Applicants who submit false information may be subject to scholastic discipline, including suspension or expulsion from the University.

Process

Upon Receiving an Offer of Admission

1. All applicants who receive an offer of admission into the MD program at SSMD will provide results of a Police Check, conducted at their expense, before they will be permitted to register in the program.

Action Taken When There is a “Not Clear” Police Check

2. The Associate Dean for Admissions & Student Affairs shall appoint three faculty members to a Police Check Review (PCR) Committee. Members of the Police Check Review Committee shall be familiar with the licensing standards of the College of Physicians and Surgeons of Ontario (CPSO) and the relevant policies of the hospitals and other clinical teaching sites. Appointed members shall NOT be current members of the Admissions Committee.
3. In the event an applicant who receives an offer of admission receives a “not clear” Police Check, the file of the applicant will be referred to the PCR Committee for review.

Rules of Procedure for the *Police Check Review (PCR) Committee*

4. The PCR Committee may decide, upon initial review of the file, that the offer of admission should not be withdrawn or deferred on the basis of the police check. However, if it does not so decide, it will invite the applicant to appear before the Committee to discuss the results of the police check. The PCR Committee meeting may proceed in the absence of the applicant.
5. The applicant may invite a single person to accompany him/her for support at this meeting; however, the PCR Committee will hear from and conduct the discussion with the applicant only.
6. In addition to appearing before the Committee, the applicant may make submissions in writing.
7. Provided there is no additional relevant information to be considered, the PCR Committee will make a decision within 3 working days of the meeting. If there is additional relevant information, the applicant will be given an opportunity to respond to it in writing before the Committee makes its decision.
8. The PCR Committee may make the following decisions:
 - that the offer of admission should not be withdrawn or deferred;
 - that the offer of admission be withdrawn;
 - that the offer of admission be deferred for up to one year pending the outcome of any ongoing legal processes related to matters contained in the police check report.
9. Prior to making a decision, the PCR Committee will take into consideration such factors as the following:
 - the relevance of the offence or charge to an applicant’s enrolment in or completion of the program;
 - the date of the conviction;
 - the seriousness of the charge or conviction;
 - the applicant’s/student’s full and open disclosure of information during the admission process or subsequently; and
 - efforts at rehabilitation.

The Committee may consult, if necessary, with the London Hospitals’ Medical Affairs Office and CPSO.

10. The decision of the PCR to withdraw an offer of admission or require that an offer of admission be deferred is final.
11. The PCR Committee may allow an applicant to be admitted despite a “not clear” Police Records Check. However, clinical agencies will be informed of the “not clear” check and will have the right not to accept the

student for clinical placements. Students denied placement by an agency on the grounds of a “not clear” Police Records Check may not be able to complete their clinical placement, potentially jeopardizing their progress in the program. If the clinical placement is a mandatory component of the student’s program, the student will not be able to complete the requirements of the program.

12. Students registered in the MD program may be required to update the status of their Police Records Check on an annual basis.
13. Submission of false or misleading information or withholding of information will result in the withdrawal of an offer of admission to the MD program, and scholastic offence proceedings.

Information for Students – Process to Obtain a Police Check

The Police Records Check and Vulnerable Sector Screening can be obtained, at the applicant’s expense, from the local police service. (Those residing in London will find application details from the Web site: <http://www.police.london.ca/Forms/PolRecCheckVulnPosVol.htm>). Police services suggest that applicants request two original copies – one for submission to the School and one to keep for their own records. Additional information about a Canadian Police Information Centre check can be found at www.rcmp-grc.gc.ca. Processing time for the application may take up to six weeks. Applicants receiving an offer of admission from Schulich Medicine must submit copies of their current Police Records Check and Vulnerable Sector Screening to the Office of Admissions & Student Affairs no later than August 15.

NEW CALENDAR COPY
(page 126 of the 2007 main academic calendar)

Police Records Check/Vulnerable Sector Screening Policy

All medical students will interact with vulnerable populations through the course of their academic programs. In recognition of the requirements of the clinical agencies to ensure that medical students do not place vulnerable populations at risk, the Schulich School of Medicine & Dentistry (SSMD) requires that students provide, as a condition of admission into the MD program and its joint programs, a current Police Records Check and a Vulnerable Sector (Position) Screening. The Schulich School of Medicine & Dentistry will review the “not clear” Police Checks and decide whether the information warrants a withdrawal of an offer of admission. The Police Records Check and Vulnerable Sector Screening can be obtained, at the applicant’s expense, from the local police service. Applicants receiving an offer of admission from Schulich Medicine must submit copies of their current Police Records Check and Vulnerable Sector Screening to the Office of Admissions & Student Affairs no later than August 15. (Please visit the Schulich School of Medicine & Dentistry Admissions (MD program) Web site for further details on obtaining the Police Records Check/Vulnerable Sector Screening, and on the process of reviewing a “not clear” Police Check.

Background:

All medical students will interact with vulnerable populations through the course of their academic programs. In recognition of the requirements of the clinical agencies to ensure that medical students do not place vulnerable populations at risk, the Schulich School of Medicine & Dentistry (SSMD) requires that students provide, as a condition of admission into the MD program, a current Police Records Check and a Vulnerable Sector (Position) Screening.

The current SSMD proposal is based on the Guiding Principles as recommended by the Council of Ontario Faculties of Medicine (COFM) for Ontario Schools in the development of policies related to Police Checks:

1. The Ontario Human Rights Code permits discrimination in the provision of educational services on the basis of a criminal record, provided that a pardon has not been granted under the Criminal Records Act.

2. Despite #1, as public institutions, universities are required to act fairly and reasonably when making decisions that affect the rights and opportunities of others.
3. The University will make reasonable efforts to inform potential applicants of the requirement to have a police records check, and that a “not clear” Police Records Check may result in withdrawal of an offer of admission.

FOR INFORMATION

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

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

Dancap Private Equity Graduating Student Award in Organizational and Human Resources (Faculty of Social Science, Management and Organizational Studies)

Awarded to a full-time graduating student enrolled in the Organizational and Human Resources Major or Specialization of the Aubrey Dan Program in Management and Organizational Studies, based on academic achievement and the consistent demonstration of professionalism, leadership and initiative in extracurricular activities throughout the undergraduate program. Candidates must have attained a sessional average of at least 80% during their graduating year within the MOS program, and a combined average of at least 75% in MOS 280F/G, MOS 320a/b, MOS 330a/b, MOS 410a/b, and MOS 485F/G. Applications can be accessed online through the Aubrey Dan Program in Management and Organizational Studies Web site or the MOS Main Office. Applications must be submitted to the MOS Office no later than January 15 and include a maximum 500-word statement describing the applicant’s qualifications for the award. Applicants may be asked to attend a brief interview with the Dancap Private Equity Student Awards Committee.

Students need not have completed MOS 280F/G, MOS 320a/b, MOS 330a/b, MOS 410a/b, and MOS 485F/G prior to the application deadline. Although students can apply for more than one Dancap Private Equity Student Award per year, the recipient of the Dancap Private Equity Graduating Student Award in Organizational and Human Resources is not eligible to receive any other Dancap Private Equity Student Award during the same year.

This award was established by a generous donation from Mr. Aubrey Dan (BA '85).

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

Dancap Private Equity Graduating Student Award in Management and Organizational Studies (Faculty of Social Science, Management and Organizational Studies)

Awarded to a full-time graduating student enrolled in the Management and Organizational Studies Major, or the Finance and Administration Specialization, or the Finance, Administration and Computer Science Specialization, or the Commercial Aviation Management Major or Specialization, of the Aubrey Dan Program in Management and Organizational Studies, based on academic achievement and the consistent demonstration of professionalism, leadership and initiative in extracurricular activities throughout the undergraduate program. Candidates must have attained a sessional average of at least 80% during their graduating year within the MOS program, and a combined average of at least 75% in MOS 310a/b, MOS 320a/b, MOS 330a/b, MOS 372, and MOS 410a/b. Applications can be accessed online through the Aubrey Dan Program in Management and Organizational Studies Web site or the MOS Main Office. Applications must be submitted to the MOS Office no later than January 15 and include a maximum 500-word statement describing the applicant’s qualifications for the award. Applicants may be asked to attend a brief interview with the Dancap Private Equity Student Awards Committee.

Students need not have completed MOS 310a/b, MOS 320a/b, MOS 330a/b, MOS 372, and MOS 410a/b prior to the application deadline. Although students can apply for more than one Dancap Private Equity Student Award per year, the recipient of the Dancap Private Equity Student Award in Management and Organizational Studies is not eligible to receive another Dancap Private Equity Student Award during the same year.

This award was established by a generous donation from Mr. Aubrey Dan (BA '85).

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

Note: For the current academic year, March 23, 2007 will be the application deadline for each of the two above-noted Dancap awards. For the 2007-08 academic year and all future years, the application deadline will be January 15, as shown in the award descriptions.

UWO International Admission Scholarship (Any Undergraduate First-Entry Faculty)

Awarded to the first-year undergraduate international students with the highest admission averages. There are ten awards available to be distributed as follows:

- Arts and Humanities – One Scholarship
- Engineering – One Scholarship
- Health Science – One Scholarship
- Media and Information Technoculture – One Scholarship
- Music – One Scholarship
- Science – Two Scholarships
- Social Science – Three Scholarships

Value: 10 at \$2,000 each
Effective: May 2006

5. **Policy on Hours of Instruction**

HOURS OF INSTRUCTION (S.88-188, S.90-216, S.04-134, S.05-201)

The hours of instruction at The University of Western Ontario will be:

- 8:00 a.m. to 11:00 p.m. Monday to Thursday
- 8:00 a.m. to 6:00 p.m. Friday

As a subcategory of the above, the hours of instruction for first-entry undergraduate programs at The University of Western Ontario will be:

- 8:30 a.m. to 10:00 p.m. Monday to Thursday
- 8:30 a.m. to 5:30 p.m. Friday

Notes:

- Classes during the 5:30 p.m. to 7:00 p.m. time period are scheduled only at the request of the department.
- Evening classes at 6:00 p.m. or later begin on the hour.
- Graduate and second-entry professional programs may have classes that deviate from this schedule from time to time based on the needs of the instructor or students.
- **Class lectures, laboratories, tutorials, clinics and seminars always finish 10 minutes before the end times that appear in the Master Timetable, e.g., the timetable may indicate that a class begins at 8:30 a.m. and ends at 9:30 a.m. but, in fact, the class will end at 9:20 a.m. to allow students 10 minutes to get to the next class.**