

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

Faculty of Graduate Studies: MSc in Foods and Nutrition

Faculty of Graduate Studies: MA/MSc/PhD in Migration and Ethnic Relations

Residency Program In Oral and Maxillofacial Surgery, MSc, MD Concurrent OMFS program

Faculty of Arts and Humanities: Certificate and Diploma Programs in Technical and Professional Communication

Faculty of Arts and Humanities: Major and Minor Module in Spanish and Linguistics

Brescia University College and the Faculty of Health Sciences: Honors Specialization in Community Rural Health Development

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Policy on Breadth Requirements for Undergraduate Degrees

Report of the Subcommittee on Teaching Awards

New Scholarships and Awards

FOR APPROVAL

1. **Faculty of Graduate Studies: Master of Science in Foods and Nutrition (MScFN)**

Recommended: That, pending approval by the Ontario Council on Graduate Studies, Senate approve the introduction of a new Master of Science in Foods and Nutrition (MScFN) program, to be housed in Brescia University College, effective September 1, 2007.

Background:

The Ontario Council on Graduate Studies (OCGS) approval process for this graduate program is under way, with the expectation that approval will be granted in the spring or summer of 2007.

The MScFN program is designed to provide for the development of knowledge and skills at the graduate level in a full range of foods and nutrition practice areas, including work in clinical nutrition, community nutrition, food service administration, food science, foods- and nutrition-related research, nutritional epidemiology, and program planning and evaluation. In the internship stream, students will receive leadership and management training to prepare them to take on professional leadership roles and enhance their administrative competencies. Increasingly, modern foods and nutrition practice requires critical appraisal, adaptability, flexibility, multi-disciplinary or inter-professional understanding, and multi-tasking skills. This program will add to Western's strength in graduate level health care training.

Presently, there is a projected shortage of Registered Dietitians in Ontario and across Canada. The MScFN degree will consist of a 3.0 full-time equivalent (FTE) course requirement, and either an internship component

or thesis stream. The former will help meet the demand for dietetic services mandated in new expanded health and health care programs, such as the Family Health Networks, Local Integrated Health Networks, and Diabetes Education Care Teams.

The MScFN with a thesis component is a response to the emerging trend among health care agencies to prefer individuals with an MSc degree. Many Brescia/Western alumnae/alumni who are Registered Dietitians find they require a Master's degree to meet the increased demand for practice-based research data and the increasingly complex requirements of institutional settings and services offered to clients.

Students accepted into the MScFN program will be registered in the Faculty of Graduate Studies at Western (normal expected duration equal to five terms), and the program will be housed and administered by a program coordinator in the Department of Food and Nutritional Sciences at Brescia University College. The intake for the MScFN (Internship Stream) arm of the program will be approximately 10 - 15 students a year, while the intake of the MScFN (Thesis Stream) arm of the program will be approximately 5-10 a year.

2. **Faculty of Graduate Studies: Collaborative MA/MSc/PhD Programs in Migration and Ethnic Relations**

Recommended: That, pending approval by the Ontario Council on Graduate Studies, Senate approve the introduction of new collaborative MA, MSc and PhD programs in Migration and Ethnic Relations, effective September 1, 2007.

Background:

The OCGS approval process for this program is under way, with the expectation that approval will be granted in the spring or summer of 2007.

The collaborative program in Migration and Ethnic Relations involves the participation of the following OCGS- and Senate-approved graduate programs: Anthropology, History, Geography, Sociology, Political Science and Psychology.

As indicated in the OCGS brief, the objectives of the program are as follows:

The collaborative graduate program in Migration and Ethnic Relations brings together graduate students and faculty to study questions of migration, ethnic relations, cultural diversity, conflict, acculturation and the integration of migrants, from the perspectives of various social science disciplines. The program includes topics such as spatial flows of migration, patterns of immigration, ethnic relations, prejudice and discrimination, acculturation and integration of immigrants, identity, citizenship, and human rights. Both macro or societal-level considerations and micro or interpersonal considerations are included.

Western has strength in these areas and the collaborative program will enhance the ability to attract top-quality students to its programs, provide a multi-disciplinary experience for graduate students, and provide a formal network to facilitate communication between faculty and students engaged in research regarding migration and ethnic relations.

The program will be administered by a program director and program committee, and the administrative home of the program will be in the Faculty of Social Science.

The intake of the program will be approximately 10 students per year, counting both MA/MSc and PhD levels.

3. **Residency Program In Oral and Maxillofacial Surgery, MSc and MD Concurrent (OMFS) Program**

Recommended: That a limited enrolment concurrent degree program leading to completion of the requirements for Dental Specialty certification in Oral and Maxillofacial Surgery, an MSc in Pathology, and an MD degree, after six years of academic study, be introduced by the Schulich School of Medicine & Dentistry, the Faculty of Graduate Studies and The University of Western Ontario affiliated Teaching Hospitals, effective July 1, 2007.

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Admission: The goal is to select an ideal candidate who possesses the aptitudes, skills and experience that will allow him or her to complete successfully a six-year program including an MD degree, a Masters in Science, and a residency in Oral and Maxillofacial Surgery.

A. Prerequisites:

1. DDS or DMD graduate of a Commission on Dental Accreditation for Canada (CDAC) accredited dental school (in Canada or the U.S.)
2. Canadian citizen or Permanent Resident
3. Eligible for licensure in dentistry in the province of Ontario
4. National Dental Examining Board (NDEB) certification <www.ndeb.ca>

B. Application:

A completed application will contain:

1. A completed application form
2. University transcripts (dental school only)
3. *Curriculum Vitae* (CV)
4. 3 letters of reference
5. Personal statement / letter of intention (1000 words or less)

The MCAT is not required.

C. Admission Criteria:

Candidates will be selected for interviews on the basis of:

1. Grade Point Average (GPA) of 3.75 or above, or standing in top 10% of the graduating dental school class
2. Evaluation of references
3. Evaluation of personal letter of intent (1000 words)
4. Evaluation of CV

D. Process:

1. For admission to the program starting July 1, 2007, applications are invited immediately and up to the deadline of February 28, 2007. In subsequent years the application deadline will be August 31 for admission into the program starting the subsequent July 1.
(Note: For 2007, interviews and acceptance will occur only following full programmatic approval by SCAPA and the UWO Senate. This exceptional sequence of events is necessitated by only very recent notification of funding approval by the Ministry of Health and Long-Term Care.)
2. Candidates will be selected for interviews.

3. Acceptance of a candidate will include acceptance into the Oral and Maxillofacial Surgery Program, into Medical School (starting in the second year of the OMFS program) and into Graduate Studies. Acceptance into the residency, Medical School and Graduate Studies are **not** separate processes.
4. Notification of acceptance to Residency in Oral and Maxillofacial Surgery and acceptance to Medical School and Graduate Studies will be made in a timely manner. The successful candidate will be given five business days to accept or refuse the offer.

Concurrent Degree Program:

- Year 1: Post-graduate Year 1 (PGY1) of Oral and Maxillofacial Residency Program
- Year 2: Regular Year 1 of the MD program
- Year 3: Regular Year 2 of the MD program
- Year 4: Regular Year 3 of the MD program (clinical clerkship)
- Year 5: PGY5 year of the Oral and Maxillofacial Residency Program including medical electives (consolidation)
- Year 6: PGY6 year of Oral and Maxillofacial Residency Program including completion of off-service rotations and completion of requirements for MSc degree

Progression Requirements:

- Year 1: PGY1 performance evaluation and completion of Advanced Cardiac Life Support and Advanced Trauma Life Support courses
- Year 2: Progression requirements of the regular Year 1 of the MD program
- Year 3: Progression requirements of the regular Year 2 of the MD program
- Year 4: Progression requirements of the regular Year 3 of the MD program (clinical clerkship)
- Year 5: PGY5 performance evaluation including medical electives (consolidation)
- Year 6: PGY6 performance evaluation including completion of off-service rotations and completion of requirements for MSc degree (Thesis defence)

Background:

The program in Oral and Maxillofacial Surgery is designed to provide candidates with a comprehensive background for the practice of oral and maxillofacial surgery as a speciality, as well as to prepare them for examinations by the Royal College of Dentists in Canada. Acceptance into the program is competitive and limited to one candidate annually. Acceptance into the Oral and Maxillofacial Surgery program includes acceptance into the MD and MSc programs. This program is based out of the Schulich School of Medicine & Dentistry, London Health Sciences Centre and St. Joseph's Health Care, in London, Ontario. Residents also will rotate through the Schulich School of Medicine and Dentistry affiliated hospitals in Windsor Ontario. The program includes extensive training in surgical correction of dentofacial deformities, maxillofacial trauma, maxillofacial pathology, maxillofacial reconstructive surgery, dentoalveolar surgery, implant surgery, and ambulatory anesthesia. Each resident will attend the Medical program at the Schulich School of Medicine & Dentistry. An important part of the program is devoted to research. Residents will complete and defend an original research project in fulfillment of requirements for a Master of Science degree in Pathology.

4. **Faculty of Arts and Humanities: Certificate and Diploma Programs in Technical and Professional Communication**

Recommended: That a Certificate and a Diploma Program in Technical and Professional Communication be introduced in the Faculty of Arts and Humanities, effective September 1, 2007.

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CERTIFICATE IN TECHNICAL AND PROFESSIONAL COMMUNICATION

Open to all students in the University, the Certificate in Technical and Professional Communication aims to develop students' writing abilities in workplace writing genres. All program courses may be credited toward other undergraduate programs. Any undergraduate student may apply for admission, subject to prerequisites and general University entrance requirements.

Admission Requirements

A grade of at least 65% in Writing 111F/G: Introduction to Professional Writing is required for entrance to the program.

Program Requirements

To qualify for the Certificate in Technical and Professional Communication, students must attain an average of 70% in these 3.5 courses:

0.5 required course: Writing 299F/G

3.0 courses from: Speech 143, Writing 203F/G, 205F/G, 207F/G, 209F/G, 212F/G, 291F/G, 292F/G, 293F/G. A list of other approved courses is available from the Writing Program office.

DIPLOMA IN TECHNICAL AND PROFESSIONAL COMMUNICATION

Open to students who have completed an undergraduate degree, the Diploma in Technical and Professional Communication aims to develop students' writing abilities in workplace writing genres. Anyone with a university degree may apply for admission, subject to prerequisites and general University entrance requirements. A student who does not yet possess a university degree may apply for admission to the Certificate in Technical and Professional Communication, which can be taken concurrently with an undergraduate degree.

Admission Requirements

A grade of at least 65% in Writing 111F/G: Introduction to Professional Writing is required for entrance to the program.

Program Requirements

To qualify for the Diploma in Technical and Professional Communication, students must attain an average of 70% in these 3.5 courses:

0.5 required course: Writing 299F/G

3.0 courses from: Speech 143, Writing 203F/G, 205F/G, 207F/G, 209F/G, 212F/G, 291F/G, 292F/G, 293F/G. A list of other approved courses is available from the Writing Program office.

Background:

The current Certificate and Diploma programs offered by the Writing Program in the Faculty of Arts and Humanities focus on academic writing: students learn to write essays. The advanced courses offer a wide variety of genres that students can write in to extend their knowledge and skills in academic writing, creative writing, magazine writing, and professional writing. As a complement to the program in academic writing, the Writing Program in the Faculty of Arts and Humanities proposes to offer a more focused certificate and diploma program that specifically targets technical and professional communication skills. The series of

courses outlined above forms a coherent unit of courses with a focus on workplace communication genres: letters, memos, reports, manuals, brochures, presentations, speeches. The rhetorical theory courses (292F/G and 293F/G) provide opportunities for advanced study in theories of communication that are applicable to workplace writing.

The idea for this proposal comes from curriculum development discussions the Director of the Writing Program has had with contacts in a variety of units in the University: the Computer Science department, the internship program, Engineering faculty, MIT faculty, and Earth Sciences. On many occasions, faculty note that students need help writing workplace documents, sometimes as preparation for internship or co-op placements; students need to be familiar with these genres as part of their enculturation within a discipline. This program will allow students to add this certificate to their academic profiles and begin the process of bridging the gap between the academic and workplace worlds.

With regard to the courses listed, Speech 143: The Major Forms of Oral Discourse, is an existing course that has been taught for some time.

The following have been approved by DAP and have been taught this year:

Writing 203F/G: Writing for Publication

Writing 205F/G: Technical Writing

Writing 207F/G: Professional Writing in an Electronic Environment

Writing 209F/G: Document Design

Writing 212F/G: Writing for Oral Presentation

The following are currently Special Topics courses. A DAP proposal is forthcoming to make them into regular writing course offerings:

Writing 291F/G: Technical Editing

Writing 292F/G: Rhetorical Theory

Writing 293F/G: Legal Rhetoric

Writing 299F/G: The Writing Portfolio, has been approved by DAP but has not yet been taught.

5. **Faculty of Arts and Humanities: Major and Minor Modules in Spanish and Linguistics**

Recommended: That a Major and a Minor module in Spanish Language and Linguistics be introduced in the Faculty of Arts and Humanities, effective September 1, 2007.

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MAJOR IN SPANISH LANGUAGE AND LINGUISTICS

Admission Requirements

Completion of first-year requirements, including 1.0 course from Spanish 030 or 030w/x (or the former Spanish 002 or 002w/x) with a mark of at least 60%. Those with Grade 12U Spanish will receive special permission to go straight into Spanish 200, 200w/x or 222E.

Module

6.0 courses:

1.0 course (prerequisite for the rest of the module) from: Spanish 200, 200w/x, 222E, 223

1.5 courses: Spanish 300, 303a

3.5 courses from*: Spanish 214F/G, 314F/G, 315F/G, 316F/G, 390F/G, 406F/G, 407F/G, 408F/G, 411F/G, 412F/G

*0.5 course from the module's requirements (above) can be replaced with 0.5 course from the Linguistics Program.

Notes: With permission of the Department, certain additional Spanish courses at the 400 level (Special Topics) may be used to fulfill requirements for Language and Linguistics courses listed above.

With permission of the Department, students who are fluent in Spanish may substitute Spanish 200 with Portuguese 200.

MINOR IN SPANISH LANGUAGE AND LINGUISTICS

Admission Requirements

Completion of first-year requirements, including 1.0 course from Spanish 030 or 030w/x (or the former Spanish 002 or 002w/x) with a mark of at least 60%. Those with Grade 12U Spanish will receive special permission to go straight into Spanish 200, 200w/x or 222E.

Module

4.0 courses:

1.0 course (prerequisite for the rest of the module) from: Spanish 200, 200w/x, 222E, 223

1.5 courses: Spanish 300, 303a

1.5 courses from: Spanish 214F/G, 314F/G, 315F/G, 316F/G, 390F/G, 406F/G, 407F/G, 408F/G, 411F/G, 412F/G

Notes:

With permission of the Department, certain additional Spanish courses at the 400 level (Special Topics) may be used to fulfill requirements for Language and Linguistics courses listed above.

With permission of the Department, students who are fluent in Spanish may substitute Spanish 200 with Portuguese 200.

Background:

Following a recent series of hirings in the field of Spanish Linguistics, the Department of Modern Languages and Literatures is now in a position to enlarge its module offerings and propose a new academic focus. This would correspond to student demand for a Major that focuses on Spanish language and related disciplines.

6. Brescia University College and the Faculty of Health Sciences: Honors Specialization in Community Rural Health Development

Recommended: That an Honors Specialization in Community Rural Health Development be introduced jointly by the Department of Sociology, Brescia University College, and the Faculty of Health Sciences, effective September 1, 2007.

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(Pages 93 and 327 of 2007 Academic Calendar)

HONORS SPECIALIZATION IN COMMUNITY RURAL HEALTH DEVELOPMENT

The Honors Specialization in Community Rural Health Development is offered jointly by the Faculty of Health Sciences and Brescia University College. Students may enrol in the Honors Specialization in Community Rural Health Development through either the Faculty of Health Sciences or Brescia University College. This program is comprised of 10.0 required courses, including two half-course practica (one offered through Brescia's Department of Sociology and one offered through the Faculty of Health Sciences).

Admission Requirements

Completion of Sociology 020 or 021E, Health Sciences 022, and Biology 022 or 023, with an average of at least 70% in each of the 3.0 courses, no principal course below 60% and no failures.

Progression Requirements

Students must obtain an average of at least 70% in the required modular courses, with no course under 60%.

Module

10.0 courses:

4.5 courses: Health Sciences 202F/G, 203a/b, 204F/G, 205a/b, 306a/b, 307F/G, 308F/G, 407a/b, 419F/G

2.5 courses: Sociology 215a/b, 330F/G, 331F/G, 333F/G, 334a/b

For Health Sciences Registrants:

1.0 course: Health Sciences 207a/b, 303a/b

0.5 course from: Health Sciences 341a/b, 345a/b

0.5 course from: Health Sciences 382a/b, 385a/b

1.0. course: Health Sciences 282

For Brescia Registrants

0.5 course from: Human Ecology 255a/b, Management and Organizational Studies 205F/G

0.5 course: Political Science 276F/G

0.5 course: Foods and Nutrition 364a/b

1.5 courses: Sociology 205a/b, 300a/b, 322a/b

Background:

The proposal for an Honors Specialization in Community Rural Health Development is the result of meetings between Brescia University College and the Faculty of Health Sciences. It was realized that Brescia's Community Development Program and the Faculty of Health Sciences' Rural Health Program share a common interest in enhancing the community-based/community service-learning opportunities of their students. This proposal builds upon the strengths in Community Development and Rural Health and is designed to give students a solid foundation in both areas.

7. **Faculty of Health Sciences: Admission Requirements for Nursing Programs**

7a **Mature Candidate Admission Requirements for the Western-Fanshawe Collaborative BScN Program**

Recommended: That all mature applicants to the Western-Fanshawe Collaborative BScN program must have completed the requirements outlined below to receive admission consideration, effective September 1, 2007.

REVISED CALENDAR COPY
(Page 101, 2007 Academic Calendar)

Mature Applicants

Applicants will be considered for admission who:

- meet Western's definition of mature applicant, and
- are able to demonstrate academic success within the last four (4) years by achieving a credit equivalent to the following Ontario secondary school courses, according to the general criteria at Western, with a minimum mark of 60% in each:
 - Gr. 12 U English (ENG 4U)

- Gr. 12 U Biology (BIO 4U)
 - Gr. 12 U Chemistry (CHEM 4U)
- One of:
- Gr. 11 U Functions (MCR 3U)
 - Gr. 11 M Functions and Applications (MCF 3M)

Background:

Currently, applicants are required to meet Western's definition of mature applicant, have a minimum mark of 60% in Grade 12 U-level Biology and Gr. 12 U-level Chemistry, and a passing grade in Gr. 11 U Functions (MCR3U) or Gr. 11 M Functions & Applications (MCF3M). There is no English credit required. However, given the importance of facility with spoken and written English and writing competence in the nursing profession, it is critical that students achieve a credit in English to support their success in nursing.

7b English Language Proficiency Requirements for Applicants to Undergraduate Programs in Nursing

Recommended: That all applicants to undergraduate programs in the School of Nursing be required to satisfy the criteria for English Language Proficiency outlined below.

REVISED CALENDAR COPY
(Page 100, 2007 Academic Calendar)

English Language Proficiency Requirements

Students applying for admission to undergraduate Nursing programs must satisfy one of the following criteria:

English as a first language, **OR**

At least four recent years of full-time study in an educational institution where the language of instruction was entirely in English and was located in a country where the first language is English, **OR**

The required level of proficiency on an acceptable test of English language and an acceptable test of spoken English.

Acceptable Tests and Scores:

- TOEFL: Paper-based 580; Computer-based 237 and TSE (Test of Spoken English) 50 or greater; **Internet-based - total score of 92-93, with 22-24 in writing, 26 in speaking, 20 in reading, and 20 in listening.**
- MELAB: 90, with at least 4 on the oral interview.
- IELTS: 7, with at least 6.5 in reading and listening, and at least 7 in writing and speaking.

Background:

The change revises the existing Senate-approved policy by adding Internet-Based TOEFL scores to the current English language proficiency requirements. TOEFL iBT is the newest version of ETS's English proficiency test designed to assess English-language skills in academic settings. The new test, delivered through a secure Internet-based delivery platform, emphasizes integrated communication skills and communicative competence. Through the use of an integrated-skills approach, the test measures all four language skills, and involves an advanced scoring system. Initially launched in the U.S., the test has been implemented through a phased-in approach worldwide.

The proposed required test scores were determined by comparing the new test scores to the paper and computer-based TOEFL test scores previously required for the School of Nursing, as well as scores required by the College of Nurses of Ontario.

8. **Policies on Accommodations for Religious Holidays and Structure of the Academic Year**

Recommended: That the Policy on Accommodations for Religious Holidays be revised as highlighted below, and,

That the Policy on the Structure of the Academic Year be revised as highlighted below, and,

That the Guidelines for Implementation of the Policy on Accommodations for Religious Holidays be rescinded.

ACCOMMODATIONS FOR RELIGIOUS HOLIDAYS

When scheduling unavoidably conflicts with religious holidays which a) require an absence from the University or b) prohibit or require certain activities (i.e., activities that would make it impossible for the student to satisfy the academic requirements scheduled on the day(s) involved), no student will be penalized for absence because of religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and instructor involved, they should consult the appropriate Department Chair and, if necessary, the student's Dean.

It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

A student who, for either of the situations outlined in paragraph one above (a or b), is unable to write examinations and term tests on a Sabbath or Holy Day in a particular term shall give notice of this fact in writing to his or her **course instructor and** 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.~~ **but not later than two weeks prior to the writing of the examination.** 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~~ **as early as possible, but not later than one week prior to the writing of the test.** If a Special Examination is offered as an alternative means to satisfy the academic requirements, the instructor(s) in the case of mid-term tests, and the dean in the case of mid-year and Spring final examinations, will arrange for special examination(s) to be written at another time. In the case of mid-year and Spring final examinations, the accommodation must occur no later than one month after the end of the examination period involved. It is mandatory that students seeking accommodations under this policy give notification before the deadlines and that the Faculty accommodate these requests.

For purposes of this policy, the University has approved a list of dates which are recognized religious holidays which require members of those religions to be absent from the University; this list is updated annually and is available at Departmental, Deans' and Faculty advising offices.

GUIDELINES FOR THE ~~STRUCTURE ORGANIZATION~~ OF THE ACADEMIC YEAR

The following Guidelines apply only to those faculties, schools and colleges which operate on a 26-week teaching term, i.e., they do not apply to the Faculties of Education, Graduate Studies, Law, the Schulich School of Medicine & Dentistry or the Richard Ivey School of Business.

1. **Scheduling the Start Date of Classes and Length of the First and Second Terms**

- Classes in the first term will begin on the Thursday following Labour Day.
- Classes in the second term will begin on the first Monday following January 2. Second term classes will begin no earlier than twelve days following the last day of the mid-year examination period.
- Each term will be thirteen weeks in length, comprising at least 62 "lecture days."
- **The first day of classes in the fall term in all teaching divisions should not be scheduled on the first or second day of Rosh Hashanah (the Jewish new year) or on Yom Kippur (the Day of Atonement), unless the cancellation of classes on those days results in a term of less than 62 "lecture days." In that case, classes will proceed as usual.**

2. Scheduling Study Days and Examinations

- There will be at least one study day (including Saturdays and Sundays) between the completion of lectures and the first scheduled final examination.
- The final day of examinations will be no later than December 22 in the first term and April 30 in the second term.
- The final examination period will be at least 12 days in the first term and at least 17 days in the second term.
- No examinations are to be scheduled on Good Friday or Easter Sunday.
- No examinations are to be scheduled on the first two days of Passover unless the avoidance of those dates would extend the final examination period beyond the end of April. In years where examinations are scheduled on the first two days of Passover, affected students are required to request accommodation and arrange with their instructor(s) and/or Dean for an alternative examination.

3. Scheduling Conference Week

- Conference Week will be scheduled following the first seven weeks in second term.

4. Scheduling June and October Convocation Ceremonies

- June Convocation ceremonies will be scheduled for the second full week in June.
- October Convocation ceremonies will be scheduled on the third Thursday and Friday in October. [If October 1 is a Friday, it will not count as week 1.]

~~GUIDELINES FOR IMPLEMENTATION OF THE POLICY ON ACCOMMODATIONS FOR RELIGIOUS HOLIDAYS (S.89-191*)~~

~~The following guidelines are to be used in the implementation of this policy:~~

- ~~1. The first day of classes in the fall term in all teaching divisions should not be scheduled on the first and second days of Rosh Hashanah (the Jewish new year) or on Yom Kippur (the Day of Atonement) unless the cancellation of classes on those days results in a term of less than 62 teaching days. In that case, classes will proceed as usual.~~
- ~~2. No examinations are to be scheduled on the first two days of Passover unless the avoidance of those dates would extend the final examination period beyond the end of April. In years where examinations are scheduled on the first two days of Passover, affected students are required to request accommodation and arrange with their instructor(s) and/or Dean for an alternative examination.~~

Background:

The Secretary of Senate writes that last Fall the President's Office received a complaint from the Muslim Students Association about the fact that Muslim students seeking religious accommodation for the festival of Eid-el-Fitr were being asked by faculty to provide a letter from the Muslim chaplain on campus confirming the date of the festival. The festival is unable to be pinpointed far in advance because it is based on lunar phases. The Muslim religious leader on campus was receiving many requests for confirmation letters. The complaint came only a few days before the festival and the President asked as a temporary measure that the Secretary of Senate write to deans advising them to advise faculty and academic counsellors that Muslim students should be given accommodation for the holiday without having to get the letter. Attached as **Appendix 1** is a memorandum from the Acting Director of Equity Services and Human Rights commenting on the situation and suggesting a longer term solution.

9. **Policy on Breadth Requirements for Undergraduate Degrees**

Recommended: That the Policy on Breadth Requirements for Undergraduate Degrees be revised:

- 1) with editorial revisions to articulate better the difference between breadth requirements for first year and for graduation.
- 2) to add Thanatology to Category A, Various.
- 3) to add notes on Writing and Speech courses, which count towards fulfilling graduation requirements, but which do not count towards fulfilling breadth requirements (unless taken before September 1, 2005 and 2008, respectively).

First-Year Program

Students registering in general first-year programs must choose courses that fulfill the basic requirement of 5.0 courses numbered 001-099. **The 5.0 courses must include at least four different subjects with no more than 2.0 courses in one subject. Additionally, students are subject to the Breadth Requirements outlined below. Students are encouraged to take an essay course in first year. At least 1.0 course must be chosen from at least two of the following three categories: A, B, and/or C. Students are encouraged to take an essay course in first year.**

Except with Special Permission, a student may 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. (Exceptions are possible only with the permission of the student's Dean).

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.

Breadth Requirements for First Year: First-year students must include 1.0 course from each of two of the three categories (A, B, and C) shown below.

Breadth Requirements for Graduation

At least 1.0 course must be chosen from each of the three categories (A, B, and C) shown below. Any outstanding breadth requirement not completed in first year must be completed prior to graduation. Note: Not all subjects listed below offer first-year courses.

First-year courses are

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, **Thanatology**

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

Notes:

- Students who completed Writing courses prior to September 1, 2005 are permitted to graduate with these courses recognized as Category B
- Students who completed Childhood and Family Relations, International and Comparative Studies, and Linguistics, prior to September 1, 2007 are permitted to graduate with these courses recognized as Category B
- Students who completed Speech courses prior to September 1, 2008 are permitted to graduate with these courses recognized as Category B

Additional Calendar Revisions (Editorial)

The revisions noted above affect page 23 of the 2007 academic calendar. In addition, the following changes are recommended with regard to calendar copy.

- On Page 30, under Breadth Requirements, the italicized entry referring to Writing courses may be removed since it is now in the Breadth Requirement policy on page 23.
- On Page 30-31, it is recommended that the headings of "Graduation Requirements for Honors Bachelor Degrees (Four-Year)," "Graduation Requirements for Bachelor Degrees (Four-Year)" and "Graduation Requirements for Bachelor Degrees (Three-year)," be underlined or in capitals to identify the change in what follows, which is duplicated to a large extent for each degree. Under each heading, under Breadth Requirements, the italicized entry referring to Writing courses also may be removed since, with the above-noted revision, it will be incomplete.
- On Page 190, a note such as the following could be added to the page on which "Courses Offered" are listed: "Breadth Requirements. Courses are assigned to three Categories and students must take 1.0 course from each Category before graduation. For a list of courses by Categories see "Breadth Requirements for Bachelor Degrees."

FOR INFORMATION

10. **Excellence in Teaching Award Winners for 2006-2007**

The Subcommittee on Teaching Awards (SUTA) has chosen the following faculty members as recipients of Western's Awards for Excellence in Teaching for 2006-2007:

The Edward G. Pleva Award for Excellence in Teaching

Garry Lapenskie
School of Kinesiology
Faculty of Health Sciences

Susan Pepper
Department of Psychology
Faculty of Social Science

Anthony G. Straatman
Department of Mechanical and Materials Engineering
Faculty of Engineering

Martin W. Westmacott
Department of Political Science
Faculty of Social Science

The Angela Armitt Award for Excellence in Teaching by Part-Time Faculty

Khoa Nguyen
Department of Applied Mathematics
Faculty of Science

The Marilyn Robinson Award for Excellence in Teaching

Cynthia E. Dunning
Department of Mechanical and Materials Engineering
Faculty of Engineering

SUTA regulations are maintained at <http://www.uwo.ca/univsec/sutaregs.pdf> and the list of Western's teaching award winners is at <http://www.uwo.ca/pvp/honors/faculty/teach/index.htm>

11. **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:

Don Wright Undergraduate Entrance Award (Don Wright Faculty of Music)

Awarded to a student entering the first year of any Don Wright Faculty of Music undergraduate program based on academic and musical achievement. The Dean, Don Wright Faculty of Music, will select the recipient(s). This award is made possible by a generous donation from Don Wright through Foundation Western.

Value: Minimum \$1000. Number of awards to be determined annually by the Dean, Don Wright Faculty of Music.

Effective: May 2006

Sunstar/G-U-M Clinical Proficiency Award (Schulich School of Medicine & Dentistry, Dentistry)

Awarded annually, on the recommendation of the Examinations and Appeal Committee and a Senior Clinical Faculty Member, to the third-year student who exhibits the highest degree of clinical proficiency. Established through the generosity of Sunstar.

Value: 1 at \$1,385

Effective: 2007-2008 to 2011-2012

Dr. Max Taylor Nathan Memorial Award in Paediatrics (Undergraduate) (Schulich School of Medicine & Dentistry, Medicine)

Awarded to a fourth-year undergraduate student in the Doctor of Medicine (MD) program who has accepted a Paediatric residency program and who demonstrated clinical excellence during the Paediatric rotation. This undergraduate student best exemplifies the Physician roles identified by the undergraduate MD program curriculum objectives, and qualifies for financial need. Application forms can be accessed online through the Registrarial Services Web site and must be submitted by January 31. Once financial need is determined by Registrarial Services, the recipient will be selected by the Progression & Awards Committee for the MD program in the Schulich School of Medicine & Dentistry and the Department of Paediatrics. This award was established by Mrs. Jeanette Nathan and Family through Foundation Western in memory of Dr. Max Taylor Nathan, FRCPC (Meds '55).

Value: 1 at \$2,250

Effective: May 2006

This award is offered through the Ontario Trust for Student Support program, and recipients must meet Ontario residency requirements.

Jeanne Deinum OSOTF II Bursary (Schulich School of Medicine & Dentistry, Medicine)

Awarded to a full-time undergraduate student in the Doctor of Medicine (MD) program in the Schulich School of Medicine & Dentistry who demonstrates financial need. This bursary was established through Foundation Western.

Value: 1 at \$700

Effective: May 2006

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

Dr. Betty Bandeen Undergraduate Award in English (Faculty of Arts and Humanities, English)

Awarded in even years to a full-time undergraduate student in a four-year degree program pursuing an Honors Specialization, Specialization or Major in English Language and Literature, based on financial need and academic performance. Applications can be accessed through the Registrarial Services Web site and must be submitted by October 31. The Faculty of Arts and Humanities will select the recipient once financial need is determined by Registrarial Services. This award was established through Foundation Western by Dr. Robert Bandeen in memory of his sister, Betty Bandeen, who was a faculty member with the Faculty of Arts and Humanities.

Value: 1 at \$1,800

Effective: May 2008 and awarded in even years thereafter

This award is offered through the Ontario Trust for Student Support program, and recipients must meet Ontario residency requirements.

Dr. Betty Bandeen Graduate Award in English (Faculty of Graduate Studies, English)

Awarded in odd years to a full-time graduate student in a Masters or Doctoral program in English, based on financial need and academic performance (minimum 78% average). Applications can be obtained from the

Department of English and must be submitted by October 31. A committee in the Faculty of Arts and Humanities, with representation by a current member of the Faculty of Graduate Studies, will select the recipient. This award was established through Foundation Western by Dr. Robert Bandeen in memory of his sister, Betty Bandeen, who was a faculty member with the Faculty of Arts and Humanities.

Value: 1 at \$1,800
Effective: May 2009 and awarded in odd years thereafter

This award is offered through the Ontario Trust for Student Support program, and recipients must meet Ontario residency requirements.

I.A.M. Award in the School of Nursing (Faculty of Health Sciences, Nursing)

Awarded to a student entering first year of the Western-Fanshawe Collaborative Nursing program based on academic achievement (minimum 70% average) and financial need. This award will continue in Years 2, 3 and 4 of the recipient's Nursing program provided that the student maintains a 70% average and demonstrates financial need each year. If any recipient fails to qualify to continue receiving the award, another student from the same year will be selected as a replacement. Candidates must complete an admission bursary application that will be available in January of the year of application for admission into Western. Applications for students in the Western stream of the Collaborative program can be accessed online through the Registrarial Services's Web site. Applications for students in the Fanshawe stream of the Collaborative program can be obtained through the School of Nursing. All applicants must indicate whether or not they plan to work in Canada, as preference will be given to those students who are planning to work in Canada upon graduation. Registrarial Services will select the recipient. This award was established through Foundation Western.

Value: 1 at \$1,500 continuing for 4 years, with a new student selected each and every year in perpetuity.
Effective: May 2007

This award is offered through the Ontario Trust for Student Support program, and recipients must meet Ontario residency requirements.

Alberta O'Neil Award in Physical Education (Faculty of Education)

Awarded to an undergraduate student completing a Bachelor's Degree in Education at any teaching level, based on academic excellence and proficiency in Physical Education. The Faculty of Education will select the recipient. This award was established through Foundation Western by Mrs. Alberta O'Neil, a retired teacher, principal and Physical Education instructor.

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

Harold Crabtree Foundation Graduate Scholarship (Faculty of Graduate Studies, Economics)

Awarded to a Masters or Doctoral student in a graduate program in Economics who is researching a topic in Industrial Organization Economics, based on academic achievement (minimum 78% average). Preference will be given to candidates whose research focuses on Canadian Studies. The Chair of the Department of Economics will select the recipient in consultation with at least one faculty member who is also a member of the Faculty of Graduate Studies. This scholarship was established by a generous gift from the Harold Crabtree Foundation.

Value: up to \$4,370 (value is to be determined once the income is first applied to the OGS program)
Effective: May 2005

Mervin Wass Scholarship (Faculty of Science, Mathematics)

Awarded annually to a full-time student registered in the Faculty of Science in an Honors Bachelor degree with an Honors Specialization in Mathematics or a double Major that includes Mathematics, who has a

minimum average of 80%. The recipient will be selected by the Department of Mathematics based on academic achievement. Established by Mervin Wass (BA '33) through Foundation Western.

Value: 1 at \$2,000
Effective: May 2007

Westeinde Family Continuing Award in Environmental Engineering (Faculty of Engineering, Civil and Environmental Engineering)

Awarded to a full-time undergraduate student entering second year in the Civil and Environmental Engineering program and pursuing an Environmental Engineering option, based on academic achievement (minimum 70% average) and financial need. This award will continue to a maximum of three years as long as the recipient continues to meet the criteria. Applications can be accessed online through the Registrarial Services's Web site and must be submitted by September 30. Registrarial Services will assess the financial need and the Faculty of Engineering will select the recipient. At the end of this period, or should the recipient no longer qualify, a new recipient will be selected. Only one student may hold this award at any given time. This award was established by Mr. John Westeinde (BESc '62) through Foundation Western.

Value: 1 at \$1,125
Effective: May 2008

This award is offered through the Ontario Trust for Student Support program, and recipients must meet Ontario residency requirements.

Faculty of Health Sciences - Honors Baccalaureate Gold Medal

One gold medal will be awarded to the graduating Faculty of Health Sciences student with the highest average in an Honors Baccalaureate program or Bachelor of Science in Nursing (BScN) program. The recipient must have achieved an average of 80% or greater in his or her required Honors module(s) or program, and must have achieved an average of 80% or greater in the final year of the program, based upon a course load of 5.0 courses. The recipient of this award is ineligible for any additional gold medals.

Effective: May 2006

Faculty of Health Sciences - Baccalaureate Degree Gold Medal

One gold medal will be awarded to the graduating Faculty of Health Sciences student with the highest average in a Three-Year or Four-Year Baccalaureate program or the Compressed Time Frame Bachelor of Science in Nursing (BScN) program. The recipient must have achieved an average of 80% or greater in his or her required module(s) or program, and must have achieved an average of 80% or greater in the final year of the program, based upon a course load of 5.0 courses. The recipient of this award is ineligible for any additional gold medals.

Effective: May 2006

Bachelor of Science in Nursing - Compressed Program

One gold medal will be awarded to the graduating student with the highest average in the Compressed Time Frame Bachelor of Science in Nursing (BScN) program. The recipient must have achieved an average of 80% or greater in his or her program. The recipient of this award is ineligible for any additional gold medal.

Effective: May 2006

Acting Director, Human Rights & Equity Services

Memorandum

TO: Irene Birrell

FROM: Larissa Bartlett

DATE: September 8, 2006

SUBJECT: *Religious Accommodation Policy*

Further to our conversation regarding accommodation for Muslim celebrations/holy days, please find below Equity & Human Rights Services' comments and suggestions with regard to Western's Accommodations for Religious Holidays (S. 89-190, S.93-299, S.04-62).

The Current Policy

The current policy prescribes different processes for accommodation of religious holidays depending on the type of examination/term test:

For **mid-year examinations**, a student must advise the Dean in writing as early as possible, but not later than November 15th.

For **final examinations**, a student must advise the Dean in writing as early as possible, but not later than March 1st.

For **mid-term tests**, notice must be given to the instructor within 48 hours of the announcement of the date of the mid-term test.

The policy makes it *mandatory* for students to give notification before the above-noted deadlines.

Concerns with the current policy

Our office has two concerns. Both concerns relate to the prescribed deadlines for notification of religious accommodation. However, our first concern is specific to lunar-based religious celebrations, and, our second concern is more general in nature and relates to the conflict between Western's prescribed guidelines and the requirements for religious accommodation as set out in the Ontario Human Rights Code (the Code).

Lunar-based religious celebrations

Some religious celebrations/holy days, such as Islamic or Hindu celebrations, are based on a lunar calendar. Such dates are guided by solar constraint and thus, may vary depending on the sighting of the moon. Hence, it is difficult to provide much advance notice of when a celebration will *exactly* occur. Some indication of a general timeframe is possible, but this is an obvious challenge to both the faculty member, who wishes to schedule an exam, and the student, who may require religious accommodation. The best course of action is to attempt to not schedule tests or examinations within a few days of the predicted holy day, but this is not possible in all cases and hence, from time-to-time, it should be expected that students who practice a lunar-based faith will require religious accommodation on "short-notice".

Ontario Human Rights Code requirements

Western is clearly subject to the provisions of the Code as an employer and service provider (education). Creed (i.e. religion) is a prohibited ground of discrimination under the Code. Western's policy on Non-Discrimination and Harassment (MAPP 1.35) reinforces our commitment to the provisions as set out in the Code.

In order to ensure equal treatment for students on the ground of creed there will be situations where measures will be necessary in order to accommodate the practice of religious observances.

Currently, we have a policy which, on its surface, seems to suggest a rather neutral requirement (i.e., that all students, if they require religious accommodation, shall advise the appropriate individual by a prescribed date). In many cases, this is a fair and appropriate requirement. However, a concern of constructive discrimination exists for those persons whose religions follow a lunar calendar as they cannot predict their celebration date by the time prescribed. In such cases, Western must take reasonable steps to accommodate the affected person.

It has come to our attention that some departments have adopted a practice of asking students who request accommodation to provide documentation from their religious leader(s). Equity & Human Rights Services does **not** support this practice. The Code protects personal religious beliefs, practices or observances (including spiritual faiths or practices) provided they are sincerely held. Thus, because the Code clarifies that religious belief is subjective, the request of such verification is, in our opinion, contrary to the Code.

In terms of general timing, even for those religious which do have prescribed and predicable observance dates, our office has concerns about the mandatory nature of the deadlines. According to the rights and responsibilities outlined in the Ontario Human Rights Commission's *Policy on Creed and the Accommodation of Religious Accommodation*, the person requesting accommodation should "provide notice of request in writing, and allow a reasonable time for reply". The person responsible for the accommodation should "reply to the request within a reasonable time". Thus, accountability exists for both parties, but our office questions the "reasonableness" of such rigid deadlines for accommodation requests – particularly, in the case of mid-term tests, where a syllabus may be given out at the first class, and thus, provides a student with 48 hours to provide notice.

Suggestions

Due to the subjective nature of one's religious beliefs and the fact that it is not always possible to predict with accuracy the day on which religious observance will occur, and hence, require accommodation, Equity & Human Rights Services suggests a more flexible religious accommodation policy be adopted.

If religious accommodation must be provided to the point of undue hardship, the burden for proving undue hardship would be Western's. In general, because undue hardship is considered only where there is a high cost or health and safety risk, it will be hard to establish in the context of providing accommodation. Administrative inconvenience does not constitute undue hardship.

It is our suggestion that Western's Accommodations for Religious Holidays be changed to reflect a more flexible timeframe for a student to make a professor or Dean aware of a need for religious accommodation. Certainly, a student should raise the need for accommodation as soon as possible, but the question is: particularly in the case of lunar observances, how soon to the day can a student accurately predict his or her need?

If a change to the policy is not possible, then our office would suggest an additional guideline to the policy be developed to clarify the need for flexibility in the prescribed deadlines to be adapted in the case of lunar-based religious observances.

This memo is intended to be a brief overview of our position. We have chosen not to directly reference the Code, but if further information or reference is necessary, we would be pleased to provide it. If there are any questions, we would be pleased to discuss the foregoing and we may be reached at ext. 83334.