

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

LLB (UWO)/LLM (RuG) Combined Degree Program with the University of Groningen in the Netherlands

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FOR APPROVAL

1. **LLB (UWO)/LLM (RuG) Combined Program**

Recommended: That effective September 1, 2007, a Combined Program leading to a LLB (UWO) and LLM (RuG) be introduced by the Faculty of Law with the [Faculteit der Rechtsgeleerdheid, Rijksuniversiteit Groningen] Faculty of Law, University of Groningen, The Netherlands.

NEW CALENDAR COPY

LLB (UWO)/LLM (RuG) COMBINED PROGRAM

Overview

This Combined Program will permit University of Western Ontario (UWO) students to earn an LLB from UWO and an LLM from the University of Groningen [Faculteit der Rechtsgeleerdheid, Rijksuniversiteit Groningen] (RuG), in 3½ years. Similarly, RuG students will be able to complement their Netherlands Law Degree by earning a UWO LLB by attending UWO for an exchange year and one additional year.

LLB/LLM Program for UWO Law Students

UWO law students seeking admission to the Combined Program will apply during their first or second year to go on exchange to RuG. Students accepted on the one-term exchange will be eligible to apply to the Combined Program, provided they stand in the top half of their UWO class. Students will have to maintain this standing during the remainder of their LLB program to enrol in RuG's LLM program.

UWO students will attend RuG on an exchange for one term during their second or third year. After graduating with an LLB, UWO students in the Combined Program will return to RuG for an additional term to take the remainder of their LLM courses. RuG has two semesters. The first term runs from September to the beginning of February and the second runs from February to August.

UWO students going to RuG will have four LLM programs from which to choose: European Law, International Law and the Law of International Organisations, International and European Comparative Private Law, and International Economic and Business Law. The first and second of these programs also can be completed with a specialization in human rights. Each LLM program consists of a minimum of six courses, a seminar and a thesis. A total of 60 European Credits (EC) must be taken to graduate from the program. One EC is equivalent to 28 hours of study. The courses in the LLM programs are offered in English. The specific course requirements for each LLM program are available from the Co-ordinators of the Combined Program. Students will have to plan their courses for their exchange term at RuG very carefully so as to be able to satisfy these requirements in one additional term.

LLB Program for RuG Law Students

After completing two years of their three-year law degree or three years of their four-year law degree at RuG, students may apply to the Combined Program, provided they stand in the top half of their RuG class. Students will have to maintain this standing during the remainder of their law degree at RuG to enrol in UWO's LLB program. RuG students accepted into the program will be required to complete two years at the UWO Faculty of Law.

During their initial year at UWO, the RuG students will be enrolled in the regular first-year program. In the second year of the Combined Program, RuG students will be required to take the compulsory elements of UWO's regular upper-year program, subject to the exception that a student who already has taken an equivalent to Public International Law need only take two of the four core-group courses, rather than three of the five. In addition to these compulsory elements, students will select additional upper-year courses to enrol in a minimum of 29 credit hours. The requirements of UWO's first and upper-year law program are available from the Co-ordinators of the Combined Program.

Academic Policies

Once admitted into the Combined Program, students will be required to meet the academic progression requirements of the school they are attending. Similarly, students will have to comply with the student code of conduct and academic integrity requirements of that school.

UWO students admitted to the Combined Program will remain eligible under the normal UWO rules for the Dean's Honor List and to graduate with distinction. RuG students admitted to the Combined Program will be eligible for the Dean's Honor List in each of their two years of study at UWO, and will graduate with distinction from UWO if they are on the Dean's Honor List in both years.

Administration

Each institution will appoint a faculty member to serve as the Co-ordinator of the Combined Degree Program. The Co-ordinators will be responsible for admission decisions and the on-going operation of the Combined Program. The Co-ordinators will attempt to maintain reciprocity in the number of incoming and outgoing students at the two schools.

Tuition *(provisional and provided for information only)*

RuG students in the first year of the LLB at UWO will, like other exchange students, pay regular tuition to RuG. In their second year, they will pay tuition to UWO at the same level as its other second-year students. UWO students in the first term of the LLM at RuG will pay regular UWO tuition to UWO. In their second term, they will pay foreign graduate school tuition (currently about \$6,000) to RuG.

Background:

In March 2006, the Faculty approved the Proposal for a Combined Program between the Faculty of Law of The University of Western Ontario and the Faculty of Law of the University of Groningen. The ultimate aim was, and remains, to enhance the international focus of the Faculty of Law. Professors Solomon and Hovius, working with the Associate Dean (Academic), have now negotiated the specific details of this program with the University of Groningen.

2. **Excellence in Teaching Award Regulations**

Recommended: That the Excellence in Teaching Award Regulations be revised as shown in **Appendix 1:**

- a) to change the Marilyn Robinson award to be a framed print with engraved plaque, rather than a plaque and paperweight,
- b) to add a requirement for a statement from nominees on their teaching philosophy, and,
- c) to add a requirement that nominators ask each individual writing a letter of support to declare whether he or she would agree to having the letter made public,

and, that the deadline for nominations be changed from January 15 to December 15, effective for 2007-08 and future years.

Background:

a) The Marilyn Robinson Award includes a framed print plus a red rose paperweight with engraved plate. The paperweight in question is difficult to find. With the agreement of the Teaching Support Centre, SUTA is recommending that the award be only the framed print to which will be added, with the consent of the winner, a plaque which will recognize the Marilyn Robinson award, recipient's name and date won.

b) Apart from reviewing the dossier and deciding whether or not it can be available for viewing by the public, nominees have no input to the teaching dossier. SUTA has recommended that nominees submit a statement on their teaching philosophy in order to extend SUTA members' understanding of how the nominee approaches teaching.

c) For the first time in decades, the teaching award winners this year expressed concern that when letters of support were solicited, the respondents were not aware that their letter could be available for viewing by the public in the Weldon Library and University Secretariat. As a result, they did not sign the release form agreeing to make them available. In order to address this concern for future years, the regulations have been changed so that the Nominators must inform people writing letters of support that they may be made public, and ask whether or not their letter could be included if the dossiers were made public.

Moving the deadline for nominations to December will allow SUTA an additional two weeks to have its orientation meeting, review the dossiers, select the recipients and report to the February meetings of SCAPA and Senate, prior to Conference Week.

3. **Course Load for Undergraduate Students**

Recommended: That the Policy on Course Load for Undergraduate Students be approved, as outlined below:

COURSE LOAD FOR UNDERGRADUATE STUDENTS

Normal Course Load

- 1) The normal course load for a first-year program is 5.0 courses numbered 001 to 099.
[Note: Effective May 2008, these numbers will be changed to 1000 to 1999.]
- 2) Students enrolled in 3.5 courses or more in Fall/Winter session are considered full-time students; students enrolled in fewer than 3.5 courses in any term are considered part-time students.
- 3) For students in second year and above, the normal course load is 5.0 courses, but 1.0 additional course may be included in any academic year with the consent of the Dean of the faculty in which the student is registered.
- 4) In each of the Fall and Winter terms, the number of half (0.5) courses, in relation to a normal course load, shall be limited to five (totalling 2.5 courses for the term), except with the permission of the Dean of the faculty in which the student is registered.

Spring/Summer Sessions

- 5) The workload for the Spring/Summer Sessions* (i.e., May to August) at this University or any other shall be restricted to a maximum of 3.0 courses, with no more than 2.0 courses to be taken simultaneously. In the case where 2.0 courses are taken simultaneously, only 1.0 of them may be an honors course or a laboratory course.
- 6) The Dean of the faculty in which the student is registered shall be empowered to authorize enrolment in a pattern outside of the above.

* Because the Summer Evening Session runs concurrently with Intersession and the regular Summer Day Session, the significance of "simultaneously" is that the limit of two courses applies whether the two courses are taken in a single session or in two concurrent sessions.

Distance Studies Courses

- 7) Students may not take more than 1.0 course by distance studies during the spring/summer session and 2.0 courses during the fall/winter session. Students wishing to take more than the permitted number of distance studies course must receive permission from the dean of their academic faculty before course selection.

Distance Studies courses are restricted to students who will be resident in Canada and the United States during the session. Exceptions from this restriction require special permission from the Office of the Dean of the Faculty in which the student is registered.

Background:

The rewritten policy statement merges four Senate-approved policies, starting from 1972 (S.1259, S.1496, S.1751, S.99-158). Point 2 has been added to clarify what constitutes full and part-time course loads during the Fall and Winter sessions. Decimal references have been added to the course weights throughout which will make it easier to understand, with the proliferation of courses weighing 0.25, 0.375, 0.5 etc.

4. **Policy on Academic Accommodations for Students in the Reserve Forces**

Recommended: That the policy on Academic Accommodations for Students in the Reserve Forces be approved, as outlined below:

ACADEMIC ACCOMMODATION OF STUDENTS IN THE RESERVE FORCES

To accommodate student participation in the Reserve Forces, Western will consider requests by student reservists seeking academic accommodation to meet their military service obligations.

Accommodations

The following are some of the academic accommodations that may be considered through the Deans' offices:

1. Deferral of scheduled exams that conflict with military activities in which the student reservists participate during the academic term.
2. Postponement of scheduled assignments that conflict with military activities in which the student reservists participate during the academic term.
3. Short-term leaves of absence (two weeks or less) from their academic studies to perform military service.
4. Extended leaves of absence (one or more semesters) from their academic studies to perform military service with no effect on their existing admission status or course accreditation.
5. Exemptions from financial and other penalties associated with leaves of absence, exam deferrals or assignment postponements noted above.

Conditions

1. Requests from student reservists for academic accommodations normally should be submitted in writing in the form of a petition to the Dean's office, and should be provided in sufficient time to allow proper review and consideration prior to the commencement of military activities.
2. The Dean's Office will require confirmation from the student reservist's Commanding Officer to substantiate a request for academic accommodation.

Procedures

1. Student reservists are to submit requests for academic accommodation in writing to the appropriate Dean's Office.
2. The Dean's Office should inform the student reservists as soon as practical of their decision either to grant or refuse the request.

Background:

At the request of the Canadian Forces Liaison Council, Western has been asked to recognize the contribution of Canadian reservists by implementing an accommodation policy to deal with requests for leave in order for students to carry out their reserve responsibilities without incurring academic penalty. It is estimated by the Canadian Reserve Forces that Western has in excess of 100 students in the Canadian Military Reserve. A sample application for accommodation is attached as [Appendix 2](#).

5. **Policy on Aegrotat Standing**

Recommended: That the policy on Aegrotat Standing be revised, as highlighted below:

AEGROTAT STANDING (S.1325)

Aegrotat Standing shall be defined as granting of credit for a course requiring a final examination. The credit shall be a mark/grade based on evaluation of achievement in the term work of the course. Aegrotat Standing may be granted only for a student who a) has been unable to take the required final examination for medical or compassionate reasons and b) is not able to take a make-up examination within 6 months of the original date of that exam.

A request for Aegrotat Standing must be submitted to the Dean of the Faculty/School of registration, normally before the end of the regular examination period. The application must be accompanied by documents supporting the reason for the request. The Dean may grant Aegrotat Standing on the recommendation of the Instructor or Department concerned. It shall be denied if, in the opinion of the Dean and the Instructor or Department concerned, there is insufficient evidence on which to base a mark/grade. In any case, Aegrotat Standing will not be granted if the student has completed less than 60% of the course requirements. The Dean shall inform the student and the Registrar, in writing, of the decision as soon as possible.

If Aegrotat Standing is awarded, the student's record shall show the mark/grade assigned only.

6. **Faculty of Engineering Timeline for Completion of BESC Degree Program**

Recommended: That all part-time and full-time students enrolled in the Faculty of Engineering be required to complete the academic requirements for the BESC degree within ten years of their first registration in Western Engineering, as shown in the policy statement below.

NEW CALENDAR COPY
(Page 75 of the 2007 Academic Calendar after
"Progression Requirements for Part-Time Students")

Time Limit for Completion of BESC Degree

The Faculty of Engineering requires that all undergraduate students complete the program of study within ten years from the start of their first registration in Western Engineering. The time limit for completion ensures that all graduates have demonstrated sufficient knowledge of up-to-date technology, engineering concepts, and professional practice.

Background:

As a professional faculty accountable to the Canadian Engineering Accreditation Board (CEAB), the Faculty of Engineering at the University of Western Ontario must ensure that all students have been trained and are knowledgeable in up-to-date technology, engineering concepts and professional practices within their respective disciplines. However, to remain current and demonstrate a commitment to the profession the Faculty must periodically update the curriculum and course content to address the changing expectations from both industry and the profession. To ensure that students are prepared for their respective professional discipline it is essential that they complete their programs from the start of the first course to completion, and graduate within a set time limit.

In this regard, the Faculty of Engineering introduced a policy in 1994 that limited the amount of time a student could take to complete a BESC degree. The ten-year rule ensures the academic integrity of the Engineering curriculum and relevancy of individual courses.

The inclusion of the proposed statement to the Academic Regulations in Western's Calendar will ensure that all applicants are aware of the time limitations for completing the degree and enable students to make informed decisions on course selection, scheduling of their studies, and completion timelines. If students fail

to complete their BEd degree within the ten year allotted time, they will be subject to new academic requirements based on curriculum changes within the discipline itself. This may mean that the student will be required to complete extra courses.

7. **Faculty of Law: Revised Policy on Evaluation and Grading Rules**

Recommended: That effective September 1, 2007, the calendar description for "Evaluation and Grading Rules" be revised in the Faculty of Law.

REVISED CALENDAR COPY
(pages 115-116 of 2007 academic calendar)

Evaluation

Course descriptions must set out clearly the contents of the course and the method of evaluation. These may not be changed after they have been published without the instructor's and students' agreement. Instructors should be as specific as possible about the method of evaluation. While it may not be essential to indicate whether an examination is open or closed book, it is preferable to provide students with this information at the outset of the course.

Final grades are based on some combination of written examinations, mid-term tests, essays, group assignments, presentations, and class participation. In upper-year courses, a final examination may count for more than 75% of a student's final grade only if the student (i) has been given the option of a final examination worth 75% or less, and (ii) has declined that option. First-year courses (with the exception of Foundations of Canadian Law, Legal Ethics and Professionalism, and Legal Research, Writing and Advocacy) run the full academic year, with mid-term examinations held in December worth at least 20% and not more than 30% of the student's final grade in the course.

The Faculty uses a system of blind marking, and students are issued exam numbers each term. These numbers are the only identification used by students on examination papers. They also may be used for other methods of evaluation.

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

No more than 20% of the final grade in a course may be for class participation. The basis for the participation component must be stated clearly.

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

Grading Rules

No changes to this section.

Passing and Failing

No changes to this section.

Supplemental Examinations

No changes to this section.

Satisfying Program Requirements

No changes to this section.

Prerequisites

No changes to this section.

Process

The Faculty of Law maintains a web-based student registration and records program called LAWSYS. It is the responsibility of all instructors to enter their students' final grades and, for first-year full-year courses, their students' mid-term examination grades into this program.

The deadline for entering grades is: (a) in courses with a final examination, one week following the writing of the examination; and (b) in courses without a final examination, one week after the last day of classes.

An instructor does not have the authority to change a student's final grade unilaterally after it has been submitted to the Student Services Office. However, if an instructor discovers a mathematical or other technical error in a grade that has been submitted, he or she should contact the Student Services Office as soon as possible to record the appropriate grade officially.

The Faculty has the right to alter course grades at the grades meetings. The Dean or Associate Dean (Academic) will alert an instructor if his or her grades appear to be anomalous, and may seek an explanation.

Background:

At present, the Faculty maintains grading and evaluation information in two places – in the Policy adopted last year and in the Faculty Handbook. The latter generally tracks the provisions of the former, but in a different order. It also includes some points which are not in the Policy. It would be preferable to have just one document with all relevant information. Accordingly, the Policy is being revised to include those points currently only in the Handbook.

8. **Policy on Recording Names on Academic Records and Degree Diplomas**

Recommended: That effective September 1, 2007, the Policy on Recording Students' Names on Academic Records and Degree Diplomas be approved as outlined below:

RECORDING STUDENTS' NAMES ON ACADEMIC RECORDS AND DEGREE DIPLOMAS

In order to maintain the integrity of the University's student records, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete legal name. Any requests to change a student's name by means of alteration, deletion, substitution or addition, must be accompanied by acceptable documentation except as described below.

Requests to Change Students' Names on Academic Records

Students who wish to change their name used for official registration purposes are required to provide acceptable documentation (as outlined below) and photo identification reflecting the change.

In these cases, the following documentation is acceptable:

Marriage certificate	Notarized letter
Passport	Annulment certificate
Driver's license	Death certificate of spouse
Government-issued photo identification	Joint declaration of conjugal relationship
Divorce papers/Divorce order/Certificate of divorce/Decree Nisi	

Requests to Change Students' Names on Degree Diplomas and Transcripts

Students who wish to include a variation of their complete name for the purpose of their printed degree are required to put this request in writing to the Office of the Registrar. The name variation for the printed degree will be retained as part of the student's permanent record and displayed on official transcripts with the degree conferral information.

To maintain data integrity, name change requests will not be accepted by email or through third parties without written authorization by the student.

The following are examples of acceptable requests for student name changes without documentation:

Change	Example
Truncation of names	Alexander to A.
Diminutives of names	James to Jim
Variation in the order of names	Surname/Given name
Use of religious names	Addition of Mohammad
Removal of middle names	Jane Ann Smith to Jane Smith

FOR INFORMATION

9. **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:

Christian Lassonde Scholarship (Faculty of Graduate Studies; Faculty of Engineering)

Awarded to a full-time undergraduate or full-time graduate student in any year of Engineering based on academic achievement (minimum 80% average for undergraduate students; 78% for graduate students) and financial need. Preference in selection will be given to undergraduate students. Applications for undergraduate students can be accessed online through the Office of the Registrar's Web site and must be submitted by September 30. Graduate candidates can obtain their applications through the Faculty of Engineering and also must apply by September 30. A committee in the Faculty of Engineering, with at least one representative who is a current member of the Faculty of Graduate Studies, will select the recipient.

Value: 1 at \$10,000
Effective: May 2007

Julie Lassonde Scholarship (Faculty of Graduate Studies; Faculty of Engineering)

Awarded to a full-time undergraduate or full-time graduate student in any year of Engineering based on academic achievement (minimum 80% average for undergraduate students; 78% for graduate students) and financial need. Preference in selection will be given to graduate students. Applications for undergraduate students can be accessed online through the Office of the Registrar's Web site and must be submitted by

September 30. Graduate candidates can obtain their applications through the Faculty of Engineering and also must apply by September 30. A committee in the Faculty of Engineering, with at least one representative who is a current member of the Faculty of Graduate Studies, will select the recipient.

Value: 1 at \$10,000
Effective: May 2007

William A. Cole Award for Excellence in Audiology (Faculty of Graduate Studies, Communication Sciences and Disorders)

Awarded to a full-time graduate student in Communication Sciences and Disorders, during the final year of the Master of Clinical Science program, who has shown excellence in an area of Audiology that has direct clinical applicability. A committee in Communication Sciences and Disorders in the Faculty of Health Sciences will select the recipient. At least one member of the selection committee will also hold membership in the Faculty of Graduate Studies. This award was established by donors in tribute to William A. Cole in recognition of his dedication to the field and profession of Audiology, through Foundation Western.

Value: 1 at \$900
Effective: May 2007

Tornado Insulation Athletic Awards (Any Undergraduate Program)

Awarded to full-time undergraduate students in any year of any degree program at Western who have a minimum admission average of 80% or a minimum in-course average of 70%, and are making a contribution as a varsity athlete: one award is reserved for a member of the Women's Basketball team and the second award is reserved for a member of the Women's Volleyball team. Candidates who are intercollegiate student athletes must be in compliance with current OUA and CIS regulations. The Awards and Scholarships Committee for the School of Kinesiology in the Faculty of Health Sciences will select the recipient in consultation with the head coach of the relevant team. These awards were established by a generous gift from Tornado Insulation.

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

Ralph Spencer and Frances Clare MacLean Award (Any Undergraduate Program; Faculty of Graduate Studies)

Awarded to an undergraduate or graduate student in any year of any program at Western, who is physically challenged, with priority given to an individual with a mobility impairment. Undergraduate students must be taking a minimum of 3.0 courses to be eligible. Preference will be given to students in first year of an undergraduate program, followed by other undergraduate students and then graduate students. For first-year undergraduate students, selection will be based on the highest admission average. If the candidate is in Year 2, 3 or 4, selection will be based on the 3.0 best courses, provided that the candidate's average on all courses is a minimum 70%. Graduate candidates must achieve a minimum 78% average to be considered. The Office of the Registrar will select undergraduate recipients in consultation with Services for Students with Disabilities. If an undergraduate recipient cannot be found, Services for Students with Disabilities will recommend a graduate recipient to the Faculty of Graduate Studies. The recipient may continue to receive this award for up to five years, provided that he/she continues to meet the criteria stated above. When the current recipient no longer qualifies, another recipient will be selected. This award was established by a gift from the Ralph Spencer and Frances Clare MacLean Award Fund, a fund within the London Community Foundation.

Value: 1 at approximately \$3,000 per year, as funds permit
Effective: May 2007

J.G. McLeod Scholarship in Family Law (Faculty of Law)

Awarded to the full-time student in second or third year Law who demonstrates the highest achievement in an advanced family law course. The Faculty of Law will select the recipient. This award was established by Justice Margaret A. McSorley (LLB '80) in memory of Professor James G. McLeod (LLB '71).

Value: 1 at \$750

Effective: 2006-2007 only

RTO District 8 Student Awards for Excellence in Practicum Teaching (Faculty of Education)

Awarded to full-time undergraduate students in Education based on excellence in practicum teaching as determined by the scholarship committee of the Faculty of Education. Recipients must have attended a secondary school in the London-Middlesex area. These awards are made possible by a generous gift from the Retired Teachers of Ontario (RTO) District 8.

Value: 2 at \$500

Effective: 2006-2007 to 2015-2016

Daria Telizyn Piano Scholarship (Don Wright Faculty of Music)

Awarded to a piano student entering the first year of study in a Bachelor of Music degree program with exceptional academic standing, who through the audition process, demonstrates exemplary performance talent and promise. This scholarship is open to international students as well as Canadian citizens and permanent residents. Preference will be given to international students from the Ukraine when selecting among equally qualified candidates. The recipient will be selected by the Don Wright Faculty of Music Scholarship Committee. The Chair of Ukrainian Studies Foundation has made this generous pledge in the spirit of its mandate to promote Ukrainian students and Ukrainian studies across Canada.

Value: 1 at \$4,625

Effective: 2007-2008 to 2011-2012

P. Michael Salentyn Memorial Award (Faculty of Social Science, Management and Organizational Studies)

Awarded to a full-time undergraduate student in his or her final year of a Specialization or Major in Commercial Aviation Management, who is enrolled in the UWO Integrated Commercial Pilot License (ICPL) flight training option of the Aubrey Dan Program in Management and Organizational Studies. The recipient will have achieved a minimum cumulative average of 70%, and demonstrated the qualities of leadership, congeniality, generosity in mentoring fellow aviation students, and commitment to excellence in aviation training, for which Michael Salentyn was known. The Director of the Aubrey Dan Program in Management and Organizational Studies, in consultation with a committee, will select the recipient. This award was established by memorial donations from the friends and family of P. Michael Salentyn through Foundation Western.

Value: 1 at \$500

Effective: May 2006

Helen and Warren Bongard Award (Faculty of Law)

Awarded to a full-time mature undergraduate student in Year 2 or Year 3 in the Faculty of Law, based on academic performance and financial need. Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Office of the Registrar will determine financial need and the Scholarship Committee of the Faculty of Law will select the recipient. This award was established by Mr. Warren Bongard in memory of his mother, Mrs. Helen Bongard.

Value: 1 at \$1,500

Effective: May 2007

Dr. Carol Hindmarsh Bursary (Schulich School of Medicine & Dentistry, Medicine)

Awarded annually to a full-time undergraduate student in any year of the Doctor of Medicine (MD) program at the Schulich School of Medicine & Dentistry, based on financial need. This bursary was established by a generous donation from the Hindmarsh Family through Foundation Western.

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

This bursary qualifies for matching funds from the OTSS program and recipients must meet Ontario residency requirements.

Dr. Carol Hindmarsh Summer Studentship Award (Schulich School of Medicine & Dentistry, Medicine)

Awarded annually, based on financial need, to a full-time undergraduate student in any year of the Doctor of Medicine (MD) program at the Schulich School of Medicine & Dentistry, who is confirmed to be participating in a summer student project working with marginalized or disadvantaged patient populations in Canada or abroad, as part of an existing student group participating in outreach work, or as an independent project.

Online applications must be submitted by January 31 through the Office of the Registrar. Applications should include a statement of confirmation of the student's participation in an applicable summer student project. The Office of the Registrar will determine financial need and the Scholarship and Awards Committee of the Schulich School of Medicine & Dentistry will select the recipient. This award was established by a generous donation from the Hindmarsh Family through Foundation Western.

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

This award qualifies for matching funds from the OTSS program and recipients must meet Ontario residency requirements.

Gordon and Myrtle Stevenson OSOTF/OTSS Scholarship in English (Faculty of Arts and Humanities, English)

Awarded to a full-time student in third or fourth year English, based on academic achievement (minimum 80%) and financial need. Preference will be given to students who attended high school in a rural area. Applications are available through the Office of the Registrar's Web site and must be completed by October 31. The recipient will be selected by the Scholarship and Awards Committee in the Faculty of Arts and Humanities. This scholarship was established by Marjorie Stevenson Miller (BA Arts '57) through Foundation Western to honour her parents Gordon and Myrtle Stevenson

Value: 1 at \$1,350
Effective: May 2007

This scholarship qualifies for matching funds from the OSOTF/OTSS programs and recipients must meet Ontario residency requirements.

Allen Philbrick Mustang Football Recruitment Scholarship (Any Undergraduate Program)

Awarded to a student entering first year of any full-time undergraduate degree program at Western who has been invited to join the Mustangs Football team, based on academic achievement (minimum 80% admission average). This scholarship will continue for the remainder of the recipient's undergraduate degree program (up to fourth year) provided that he maintains a 70% average and continues as a member of the Mustangs Football team. Candidates who are intercollegiate student athletes must be in compliance with current OUA and CIS regulations. The Awards and Scholarships Committee for the School of Kinesiology in the Faculty of Health Sciences will select the recipient in consultation with the Head Coach of the Mustangs Football

Team. Only one student may hold this award at any given time. A new recipient will be selected when the current recipient no longer qualifies. This award was established by Professor Allen K. Philbrick through Foundation Western.

Value: 1 at \$1,500
Effective: May 2007

Unitron Hearing Entrance Award in Clinical Audiology (Faculty of Graduate Studies, Communication Sciences and Disorders)

Awarded to a full-time student of outstanding quality entering the first year of the Communication Sciences and Disorders program in Audiology. Selection will be based on academic achievement (minimum 78% average) with preference given to the student who demonstrates all around excellence and exceptional potential relating to the practice of Clinical Audiology. The recipient will be selected by a committee within the School of Communication Sciences and Disorders. At least one member of the committee will also hold current membership in the Faculty of Graduate Studies. This award is made possible by a generous donation from Unitron Hearing.

Value: 1 at \$8,000
Effective: 2007-2008 to 2009-2010

Unitron Hearing Distance Clinical Education Bursaries (Faculty of Graduate Studies, Communication Sciences and Disorders)

Awarded to full-time students in Communication Sciences and Disorders participating in a second-year clinical Audiology placement outside of London, Ontario, at a location that the Clinical Placement Coordinator in the Audiology program would consider a centre of excellence. Applicants must demonstrate that they will be required to pay for travel and accommodation in a placement location for the period of their clinical/fieldwork course in addition to the cost incurred in maintaining their University location housing. Applications are available from the Communication Sciences and Disorders Office and must be submitted by January 31. Recipients will be selected by the Clinical Placement Coordinator in consultation with a least one faculty member who also holds current membership in the Faculty of Graduate Studies. This award is made possible by a generous donation from Unitron Hearing.

Value: 2 at \$2,500
Effective: 2007-2008 to 2008-2009

Larry Haylor Recruitment Scholarships (Any Undergraduate Faculty)

Awarded to student athletes who are entering the first year of any undergraduate program at Western as a full-time student and are successful in joining the Western varsity football team, based on academic achievement (minimum 80% entrance average). Recipients will be selected by the Awards and Scholarships Committee for the School of Kinesiology in the Faculty of Health Sciences in consultation with the head football coach. These awards are made possible by the generosity of donors contributing to a fund at Foundation Western established to recognize long-time football coach, Larry Haylor, who at the time of his retirement as head coach, held more wins than any other coach in the history of Canadian university football.

Value: As determined each year by the Awards and Scholarships Committee for the School of Kinesiology in the Faculty of Health Sciences in consultation with the head football coach, valued up to \$3,500 under OUA regulations.
Effective: May 2007

Jessica Jean Campbell Coulson Award (Faculty of Graduate Studies, Education)

Awarded to a full-time student pursuing an MEd or PhD in Education at Western, who is conducting research in the area of Special Education and who achieves at least a 78% average. A committee in the Faculty of Education, chaired by the Director of the Centre for Inclusive Education, with at least one representative

holding membership in the Faculty of Graduate Studies, will select the recipient. This award was established through Foundation Western by Mr. David R. Campbell (BA '38) in memory of Jessica Jean Campbell Coulson.

Value: 1 at \$1,125
Effective: May 2007

TD Bank Financial Group Women in Management MBA Awards (Faculty of Graduate Studies, Business Administration)

This award is available to women entering the MBA program at the Richard Ivey School of Business who have demonstrated academic achievement (minimum 78% average), community involvement and financial need. Candidates may submit applications for this award at the time of application to the MBA Program at the Richard Ivey School of Business. Final selection of recipients will be made by the MBA Scholarship Review Committee, at least one representative which is a current member of the Faculty of Graduate Studies, following an assessment of financial need by the Ivey Financial Aid Office. Recipients will be notified at the time of acceptance into the program. Recipients must meet the Ontario residency requirements of the Ontario Trust for Student Support Program. This award is made possible through the generosity of TD Bank Financial Group.

Number and Value: As determined each year by Ivey, with a maximum value of 50% of the cost of MBA tuition.

Effective: May, 2007

TD's gift qualifies for the Ontario Trust for Student Support (OTSS) program, which will provide a dollar for dollar match for endowed gifts directed to student bursaries or financial need based awards and scholarships. Recipients must meet Ontario residency requirements. Under the OTSS program, the Province of Ontario will provide \$1,000,000 in matching funds over time, based upon receipt of TD's gift, resulting in a total endowment of \$2,000,000.

10. **Policy on Eligibility for Awards for Scholar's Electives Students**

The policy on Scholar's Electives Program - Eligibility for Scholarships, Awards Prizes [S.97-13] has been revised as shown below to reflect the fact that the Dean's approval is no longer necessary:

Students in a Scholar's Electives Program may compete for "In-Course" awards/scholarships/prizes ~~with the Dean's approval of the candidate selected for such an award.~~

The Academic Handbook has been revised to reflect the change.

11. **Procedures for SCAPA and DAP Submissions**

DAP and SCAPA Procedures for the Transitional Year (from April 15, 2007 to April 30, 2008)

By mid-April, all Faculties/Schools/Colleges/Departments are to have submitted renumbered lists of courses and renumbered programs and modules for the SURC Web site:

<http://www.uwo.ca/univsec/SURC/>

The forms for SCAPA and DAP have been revised to accommodate the information needed during the transition from 3 digit numbers (still needed for Fall 2007) to 4 digit numbers (for Fall 2008). An additional change is that the section on consultation has been revised to allow one month for consultation between the Department originating the proposal and the Deans and Department Chairs consulted.

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

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

Please note that after May 1, 2007, the Registrar's Office will update the lists of program/modules and courses. Any questions about the process should be directed to Deborah Coward <dlcoward@uwo.ca> or Lorel Cline <lecline@uwo.ca>

THE UNIVERSITY OF WESTERN ONTARIO TEACHING AWARDS

A. A List of the Annual Awards for Excellence in Teaching

1. The Edward G. Pleva Award for Excellence in Teaching

All **continuing members** of full-time* faculty **who are either Limited Term or tenured** at the University and its Affiliated University Colleges are eligible for nomination. Previous recipients of **the this** award are ineligible for renomination.

Up to four awards will be made annually. The award recipient will receive a medal and commemorative scroll which normally will be presented at the appropriate Spring Convocation. In addition, his/her name will be inscribed on a plaque which will be displayed in a prominent location in the University.

The University Awards for Excellence in Teaching were created in 1980-81. In 1987, the awards were named in honor of Edward Gustav Pleva, Western's first geography teacher in 1938. Dr. Pleva was Head of the Department of Geography from the time it was established in 1948 until 1968. He has received a number of teaching awards for his contribution to the development of modern geographical education in Canada at all levels. His special area of interest is the Great Lakes region.

Dr. Pleva has acknowledged that, "Teaching has always been central to my career. My only claim to recognition rests in the relationship I have with the thousands of geography students in the classes I taught. I appreciate the many awards, including the Massey Medal, I have received as a teacher. In my opinion teaching is one of the highest callings."

* For the purposes of this award, Clinical Academics appointed under *Conditions of Appointment: Physicians Appointed in Clinical Departments and Clinical Divisions of Basic Science Departments* are eligible for nomination.

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

The Award for Excellence in Teaching by Part-Time Faculty was established at Western in 1989-90. It is to be awarded based on evidence of continued outstanding contributions to the academic development of students.

All part-time* members of faculty of the University and its Affiliated University Colleges are eligible for nomination for the award. **Previous recipients of this award are ineligible for renomination.**

No more than one award will be made annually. The award recipient will receive a medal and commemorative scroll which normally will be presented during the appropriate Spring Convocation. In addition, his/her name will be inscribed on a plaque which will be displayed in a prominent location in the University.

In 2003, the award was renamed in honor of Angela Mary Armitt (BA '36, MA '67, LLD '87), a champion of life-long learning and Western's first Dean of the Faculty of Part-Time and Continuing Education. In addition to her honorary degree from Western in 1987, York University had also conferred an Doctor of Laws upon her in 1975 as "one of education's best ambassadors." A much-loved administrator, she was dedicated to helping others achieve their university degrees and she travelled to the many extension centres where adult students were able

to work towards a university degree on a part-time basis. She described herself as, “the first travelling saleswoman extolling the virtues of a degree from Western.”

* For the purposes of this award, a part-time faculty member is one who held an academic appointment to teach at least one **full (1.0 or equivalent)** degree-credit course offered by Western or an Affiliated University College during the academic year (September 1 through August 31) preceding nomination, and was not a regular full-time faculty member, visiting faculty member, graduate teaching assistant or previous award recipient.

3. **The Marilyn Robinson Award for Excellence in Teaching**

The Marilyn Robinson Award for Excellence in Teaching was established at Western in 1996-97. It is to be awarded based on evidence of outstanding contributions in the area of classroom, laboratory, or clinical instruction.

All continuing members of full-time faculty who are either Limited Term or Probationary at the University and its Affiliated University Colleges and who usually have seven years or less of full-time university teaching experience at the time of their nomination are eligible for nomination for the award. Previous recipients of this award are ineligible for renomination.

No more than one award will be made annually. The award recipient will receive a commemorative scroll which normally will be presented at the appropriate Spring Convocation. Also, at the appropriate faculty’s award ceremonies, the award recipient will be presented with ~~two items that are~~ **an item that is** emblematic of Marilyn’s love for beauty and life: a framed reproduction of an artist such as Georgia O’Keefe or Claude Monet, to be selected by the recipient in consultation with the Teaching Support Centre, ~~and a plexiglass-encased floral specimen.~~ In addition, the award recipient’s name will be inscribed on a plaque which will be displayed in a prominent location in the University.

Marilyn Robinson was an enthusiastic and inspirational lecturer who was much loved and respected by both colleagues and students. In her roles as Assistant Professor in Physiology and Coordinator of the Educational Development Office, she helped raise the profile of teaching at UWO. One special gift was an ability to establish a rapport with students: she was always available for students, and each was dealt with warmly and compassionately, whether it was to discuss an academic or a personal problem. Through interaction with many colleagues, she became captivated with the idea of exciting students by means of active learning and problem solving, and convinced many throughout the University of the benefits of this approach. Her expertise was recognized with many teaching awards including the 3M Teaching Fellowship and the Excellence in Teaching Award (Pleva).

B. **The Awards Committee (SUTA)**

A subcommittee of the Senate Committee on Academic Policy and Awards (SCAPA), the Subcommittee on Teaching Awards (SUTA), will consider the nominations. Wherever possible, SUTA seeks a consensus regarding the awards on the basis of the materials contained in dossiers submitted to the University Secretariat. The members of the Subcommittee are willing to provide informal advice on the preparation of dossiers.

Copies of the dossiers of previous award recipients are available for consultation in the University Secretariat and in the Regional Room of The D.B. Weldon Library.

C. **Nomination Procedure**

Nominations may be initiated by an individual or group, including students, alumni, fellow faculty members, Deans, and department Chairs. However, all nominations should be submitted by two primary nominators through the Dean of the nominee's faculty or school, or the Principal of the nominee's Affiliated University College. The Dean or Principal is ultimately responsible for the compiling of the nomination dossier, and for forwarding the **original and one copy** to the University Secretariat not later than ~~January~~ **December** 15, and also for advising nominators about the confidentiality of information in the nominee's academic file. Regardless of who initiates the nomination, consultation with other relevant parties, including the Awards Committee, is strongly advised.

Each candidate will be given the opportunity to decline to let his or her name stand. Willing candidates also must give permission to those preparing their dossiers to examine data contained in their academic files, and should be given the opportunity to attest to the completeness of the dossier prepared for viewing by the Awards Committee.

Each candidate's dossier should contain two official letters of nomination. The nominators should be familiar with the candidate and the contents of the dossier.

Nominators are responsible for advising people who will be forwarding letters of support for a candidate that these letters will be available for public view if permission is given by a winning candidate to the University Secretariat to show the dossier in both the Secretariat and the Weldon Library.

D. **The 11 Factors to be Considered by SUTA**

Eleven criteria are listed below with explanatory notes which have been added by SUTA. The Subcommittee gratefully acknowledges its indebtedness to the Ontario Confederation of University Faculty Associations and 3M for assistance provided by ~~their~~ **its** Guidelines for ~~OCUFA~~ Teaching Awards.

For nominees for either the Angela Armitt or Marilyn Robinson Award, the following criteria are to serve as a format guideline since nominees may not yet have made contributions to all eleven criteria.

1. ***Instruction:***

A) *Classroom teaching:*

This is obviously more than just "lecturing"; it covers all activities involving the teacher in all types of "classrooms" including undergraduate and graduate tutorials, seminars and laboratories.

B) *Clinical teaching:*

Instruction of students in dynamic professional practice situations, where the content of the teaching-learning interaction is the client whose physical, emotional, social and/or intellectual well-being is (are) affected directly by the actions of the student.

2. ***Academic counselling, tutoring and advising of students:***

SUTA regards this item as one of the most important considerations, even though it is difficult to describe and even harder to evaluate. The most compelling evidence of the quality of interactions outside the classroom often comes from student letters. It also involves items on questionnaires regarding availability, readiness to answer questions, concern for student progress, informal conversations, and the like.

3. ***Graduate student and thesis supervision:***
In departments where graduate programs exist, SUTA regards evidence of excellence in this area as important in a nomination. The evidence often takes the form of letters from present or former graduate students or colleagues.
4. ***Course design:***
This might include either recognizing a need and filling that need with a course, or rejuvenating a moribund course.
5. ***Curriculum development:***
This is a longer term process than course design. It involves an ability to recognize a need (either for new subjects or for revisions of existing subjects) and the ability to integrate its parts into a workable and acceptable sequence of courses or study units.
6. ***Educational materials development:***
The materials should arise out of a recognized need in the teachers' own disciplines and might include audio-visual materials, **software**, slides, films, handouts, or lab manuals. ~~There should be evidence that the materials are effective in their use.~~

As an example of course materials, while no member of SUTA will review an entire textbook, it is helpful if the nominators identify what is unique and exceptional about course materials and help SUTA members locate those elements that are noteworthy. This might include highlights of course materials or better, include excerpts with an explanation. For example, a textbook in chemistry that encourages students to be more self-directed might include a sample from the text and explain in what way students would learn more effectively using this text.
7. ***Instructional development:***
This includes any activities intended to assist other faculty members to improve their teaching, such as participation in workshops and consulting with individuals, groups, or curriculum committees.
8. ***Research and or Publications on University teaching.***
9. ***Development of innovative teaching methods.***
10. ***Educational planning and policy-making.***
11. ***Educational outreach at the local, provincial or national level.***

E. **Format for Nominations**

In order to ensure as much balance and consistency as possible between one dossier and the next, SUTA strongly urges that nominations be presented in a **two** inch, three-ring binder and subdivided into (up to) ~~seven~~ **eight** sections (listed below) using tabbed dividers.

While it is not necessary for a nominee to make equal contributions to all 11 criteria, outstanding performance in at least four criteria is desirable.

For items ~~4 to 7~~ **5 to 8** below, only the first ten pages will be considered by SUTA. Material in excess of the ten pages will be removed from the dossier and returned to the primary nominator.

As a guideline, SUTA suggests the use of a font size between 10 and 12.

1. Letters from Primary Nominators:

Letters from two primary nominators will initiate the dossier. In the past, such nominators have taken a leading role in the compiling of the dossier. The pertinent criteria listed in Section D (above) should be addressed.

Note: Letters from nominators, peers, colleagues and students should identify clearly the nominee's particular contributions in the factors to be considered. It is not necessary for a nominee to make equal contributions to all 11 criteria, but outstanding performance in at least four criteria is desirable.

2. Letter from the Dean:

If the Dean is not one of the primary nominators, he or she may wish to endorse the nomination by way of a supporting letter.

3. Curriculum vitae of the nominee (not to exceed five pages):

This is essential to enable the Subcommittee to consider the nominee properly. SUTA recommends that the number of articles be summarized but not listed. Research papers with students as co-authors should be highlighted.

4. A Brief Statement (not to exceed 500 words) by the Nominee on his/her Teaching Philosophy

This statement should outline the candidate's vision of the nature and purpose of teaching.

4. 5. Letters from Peers and Colleagues (not to exceed ten pages):

Such letters can provide valuable information about commitment to teaching, academic standards and general reputation among colleagues and students. **Up to six** letters may be included.

Note: If selected, the nominee may grant permission to release his/her dossier for general viewing. It is incumbent on the nominator to determine whether or not letters of support from peers and colleagues can be shown as part of the dossier. When letters of support are solicited, at the bottom of each letter the following statement should be included with "do" or "do not" indicated

I do/do not grant permission for my letter to be included in the dossier if (the nominee) agrees to release the dossier for general viewing in the D.B. Weldon Library and the University Secretariat.

5. 6. Letters from students (not to exceed ten pages):

Thoughtful letters from present and former students are helpful; in particular, letters from former students who can look back on their entire university career and assess the nominee in a broad context, are especially valuable. Student "petitions" of the type hung up in a department office or a laboratory for everyone to sign are, at best, supporting material. **Up to six** letters in total from both graduate and undergraduate students may be supplied.

Note: If selected, the nominee may grant permission to release his/her dossier for general viewing. It is incumbent on the nominator to determine whether or not letters of support from students can be shown as part of the dossier. When letters of support are solicited, at the bottom of each letter the following statement should be included with "do" or "do not" indicated

I do/do not grant permission for my letter to be included in the dossier if (the nominee) agrees to release the dossier for general viewing in the D.B. Weldon Library and the University Secretariat.

6: 7. Teaching evaluations (not to exceed ten pages):

The Subcommittee finds it very helpful to have the results of evaluations by students. However, **raw computer output from teacher or course evaluations should not be included, but rather summaries of results should be provided.** The task of assessing teacher evaluations from across the University is difficult under the best of circumstances and the more guidance the nominators can provide the better. Clarification must be provided as to what type of activity is being evaluated - whether it is a lecture, seminar or clinic; the number of hours for which the nominee was responsible; the class size, year, and number of students. It also would be very helpful to know how the nominee's evaluations compare with those of his or her colleagues in the department or faculty.

7: 8. Teaching materials (not to exceed ten pages total):

Do not include copies of teaching materials but rather assessments of course and teaching materials.

The documentation: The material submitted to the Subcommittee should relate directly to the current nomination. **Promotion and tenure letters or newspaper clippings relating to other awards or relating rather unfocussed opinions are unacceptable.** Letters dealing specifically with teaching in a broad context are more useful than letters relating to the nominee's standing in the profession or to other matters. The Committee strongly suggests that letters of support be solicited by the nominators rather than the candidate him or herself.

Example: Application Form for Accommodation – Student Reservists

Instructions:

This application form is to be used by students who are members of the Canadian Forces to request accommodation from their academic programs to perform military service. If accommodation for multiple courses is required, please submit a separate form for each. Applications are to be accompanied by a covering letter from the applicant’s Commanding Officer verifying the reason for the request.

Student Name: (Please print) _____ Student ID #: _____			
Faculty: _____ Department: _____ Program: _____			
Applicable Course: _____ Instructor: _____			
Accommodation Requested <i>(check all that apply)</i>	Date(s)	Reason	Approving Authority
Deferral of Final Exam			Dean’s Office
Write final exam elsewhere under Military Proctor			Dean’s Office
Reschedule other exam/test			Dean’s Office
Postpone assignment			Dean’s Office
Leave of absence from class/lab <i>(two weeks or less)</i>			Dean’s Office
Leave of absence from program <i>(one or more semesters)</i>			Dean’s Office
Late registration			Dean’s Office
Exemption of related fees			Dean’s Office
Applicant Signature: _____ Application date: _____			
Staff use Only			
Approved _____ Not approved (state reason): _____			
Name: _____ Position: _____			
Signature: _____ Date: _____			
Note: Completed original to Registrar/Student Records. Copies to be forwarded to program Dean, Instructor and Applicant.			
See letter from Commanding Officer (attached)			