

Senate attendees are reminded that as per section IV.6 of the Senate By-Laws, only Senators or official Senate Observers may speak at Senate. The By-laws provide a process where, in exceptional circumstances, a guest may be granted speaking privileges at Senate. The Senate By-Laws are available on the Secretariat website: <https://uwo.ca/univsec/pdf/senate/bylaws.pdf>.

SENATE AGENDA

Friday, March 15, 2024, 1:30 p.m. – 4:30 p.m.
Somerville House, Great Hall

- | | | | |
|-----|--|--|-------------|
| 1.0 | Land Acknowledgement | | |
| 2.0 | Minutes of the Meeting of February 15, 2024 | | Approval |
| 2.1 | Business Arising from the Minutes | | Approval |
| 3.0 | Report of the President | | Information |
| 4.0 | Report of the Provost | | Information |
| 5.0 | Report of the Vice-President (Research) | | Information |
| 6.0 | Report of the Operations / Agenda Committee (E. Chamberlain) | | |
| 6.1 | Faculty of Health Sciences: Amendments to the Faculty Council Constitution | | Approval |
| 6.2 | Amendments to the Senate By-Laws | | Information |
| 7.0 | Report of the Nominating Committee (J. Toswell) | | |
| 7.1 | Membership – Selection/ Review Committee for the Dean of Schulich School of Medicine & Dentistry | | Action |
| 7.2 | Membership – Selection Committee for the Associate Vice-President (Research) | | Action |

- 8.0 **Report of the Senate Committee on Academic Policy (M. Adler)**
 - 8.1 School of Graduate and Postdoctoral Studies: [Revisions to the Policy on “Admissions”](#) Approval
 - 8.2 [Revisions to the Policy on “Admission – MD Program”](#) Approval
 - 8.3 [Revisions to the Policy on “Course Outlines”](#) Approval
 - 8.4 [Academic Policy Working Group Update: Academic Consideration Policy – Report on Consultations](#) Information
- 9.0 **Report of the Senate Committee on Academic Curriculum and Awards (S. Roland) – Refer to Consent Agenda**
- 10.0 **Report of the Senate Committee on University Planning (D. Laird)**
 - 10.1 Faculty of Health Sciences: [Approval for the Creation of a New School Named the Brescia School of Food and Nutritional Sciences](#) Approval
- 11.0 **Report of the University Research Board (P. Pexman)**
 - 11.1 [Western Postdoctoral Status Report](#) Information
- 12.0 **Report of the Academic Colleague (P. Barmby) – No Report**
- 13.0 **[The Unanimous Consent Agenda](#)**
 - 13.1 Items from the Operations / Agenda Committee
 - 13.1(a) [Appointment of Officers of Convocation](#) Information
 - 13.1(b) [Senate membership – Vacancies Filled by Appointment](#) Information
 - 13.1(c) [Schedule of Senate and Senate Committee Meetings \(2023-2024\)](#) Information
 - 13.1(d) [Senate Election Results \(2024\)](#) Information
 - 13.1(e) [Equity, Diversity, Inclusion, and Decolonization \(EDI-D\) Self- Identification Information – Nominees for Senate in the Faculty and Administrative Staff, Undergraduate Student, and Graduate Student Constituencies \(2022-2024\)](#) Information
 - 13.2 Items from the Senate Nominating Committee

13.2(a)	Senate Membership – Full-Time Administrative Staff	Information
13.3	Items from the Senate Committee on Academic Policy	
13.3(a)	Revisions to the Policy on “Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students”	Approval
13.3(b)	School of Graduate and Postdoctoral Studies:	
13.3(b)(i)	Overview	Information
13.3(b)(ii)	Revisions to the Policy on “Registration”	Approval
13.3(b)(iii)	Revisions to the Policy on “Program Design – Course Registration”	Approval
13.3(b)(iv)	Revisions to the Policy on “Program Design – Courses, Milestones and Course Outlines”	Approval
13.3(b)(v)	Rescindment of the Policy on “Graduate Study at Western for Non-Western Students”	Approval
13.3(b)(vi)	Policy on “Academic Integrity”	Information
13.3(b)(vii)	Policy on “External Scholarships on Transcripts”	Information
13.3(b)(viii)	Policy on “Thesis”	Information
13.3(b)(ix)	Policy on “Assessing Student Progress in Multi-Year Research Based Programs”	Information
13.3(b)(x)	Policy on “Graduation”	Information
13.3(b)(xi)	SGPS Regulation: General Introduction to School of Graduate & Postdoctoral Studies Policies and Regulations	Information
13.3(b)(xii)	SGPS Regulation: Graduate Programs	Information
13.3(b)(xiii)	SGPS Regulation: Financial Support	Information
13.3(b)(xiv)	SGPS Regulation: Professional and Career Engagement	Information

	13.3(b)(xv)	SGPS Regulation: SGPS Membership	Information
	13.3(b)(xvi)	SGPS Regulation: Supervision	Information
	13.3(b)(xvii)	SGPS Regulation: Support Services for Students with Disabilities	Information
13.4	Items from the Senate Committee on Academic Curriculum and Awards		
	13.4(a)	Faculty of Engineering, Department of Electrical and Computer Engineering: Revisions to the Admission Requirements of the Software Engineering Program and Revisions to the Program Requirements of the Software Engineering Options	Approval
	13.4(b)	Faculty of Health Sciences, Arthur Labatt Family School of Nursing: Revisions to the Program Requirements of the RPN Pathway within the Compressed Time Frame Bachelor of Science in Nursing (BScN)	Approval
	13.4(c)	Schulich School of Medicine & Dentistry, Department of Medical Biophysics and Faculty of Science: Revisions to the Admission and Program Requirements of the Honours Specialization in Medical Biophysics (Medical Science Concentration)	Approval
	13.4(d)	King's University College: Revisions to the Admission and Program Requirements of Management and Organizational Studies Modules	Approval
	13.4(e)	School of Graduate and Postdoctoral Studies: Major Modification to the Master of Arts (MA) and Doctor of Philosophy (PhD) in Media Studies	Approval
	13.4(f)	Undergraduate Sessional Dates (2024-25)	Information
	13.4(g)	New Donor-Funded Scholarships, Awards and Prizes	Information
13.5	Items from the Senate Committee on University Planning		
	13.5(a)	Vice-Provost's Annual Report on Faculty Recruitment and Retention	Information
14.0	Items removed from Consent Agenda		
15.0	Discussion and Question Period		

Senate Agenda
March 15, 2024

16.0 New Business

17.0 Adjournment

ITEM 1.0 – Land Acknowledgement

ACTION: APPROVAL INFORMATION DISCUSSION

Jisuo Jin will offer a Land Acknowledgement.

Offering a land acknowledgment was adopted as a standard practice at Senate on December 9, 2016.

Dr Christy Bressette, the Vice-Provost and AVP (Indigenous Initiatives), has indicated that it is important to remind ourselves regularly of our commitment to reconciliation and decolonisation, and to ensure that these objectives remain central in our collegial decision-making.

In the spring of 2021, the recommendation to offer a land acknowledgment was extended to Senate's committees.

Members of OAC were broadly supportive of this practice, while also being mindful that land acknowledgments should be meaningful and dynamic, and not simply a rote exercise.

Some suggestions for practices that might be most meaningful and relevant to Senate and committee meetings are:

- a land acknowledgement
- a reminder of one or more of the TRC Calls to Action, particularly those relating to education
- a reminder of elements of Western's Indigenous Strategic Plan
- a reference to local Indigenous culture or narratives

ITEM 2.0 – Minutes of the Meeting of February 15, 2024

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That the minutes of the meeting held on February 15, 2024, be approved as circulated.

ATTACHMENT(S):

[Minutes of the February 15, 2024 Meeting](#)



MINUTES OF THE MEETING OF SENATE

February 15, 2024

The meeting was held at 1:30 p.m. via Zoom

SENATORS:

L. Abdelellah	J. Herrera	C. Robinson
M. Adler	R. Heyden	D. Robinson
E. Ansari	A. Hodgson	B. Rubin
K. Arora	J. Hutter	M. Sanita Lima
S. Bahadoor	M. Joannis	L. Shaw
P. Barmby	I. Johnsrude	K. Siddiqui
M. Bassnett	A. Jokhu	A. Shepard
G. Beckett	E. Kalaydjian	Z. Sinel
J. Beecroft	Z. Kamal	D. Smith
F. Beier	M. Kim	C. Steeves
I. Berry	H. Kirk	F. Strzelczyk
J. Binoy	K. Kirkwood	J. Sutton
M. Bordignon	D. Kotsopoulos	D. Tempesta
N. Borradaile	D. Laird	J. Toswell
A. Bryson	K. Lawless	C. Vanderlugt
J. Campbell	C. Lengyell	R. Ventresca
E. Chamberlain	L. Lewis	S. Whitehead
B. Cheadle	A. Liu	J. Wild
K. Choi	M. McGrath	A. Zecevic
S. Clarke	M. H. McMurrin	
M. Cleveland	A. Meyer	
K. Coley	K. Meyer	
R. DeKoter	J. Minac	
S. Feagan	M. Modeski	
D. Ferri	T. Orchard	
A. Fremeth	P. Pexman	
J. Garland	G. Philip	
M. Green-Barteet	S. Pitel	
N. Harney	J. Plug	
L. Henderson	A. Puvirajah	
K. Henricus	L. Rehmman	

Observers: W. Alaka, C. Bressette, R. Chelladurai, L. Cho, J. Doerksen, R. Isard, S. Lewis, M. McGlynn, V. Sarkany, J. Weststar

LAND ACKNOWLEDGEMENT

A. Zecevic offered a Land Acknowledgement.

MINUTES OF PRIOR MEETING

S.24-26 **ITEM 2.0 – Minutes of the Meeting of January 19, 2024**

It was moved by C. Steeves, seconded by L. Henderson,

That the minutes of the meeting of January 19, 2024, be approved as circulated.

CARRIED

S.24-27 **BUSINESS ARISING FROM THE MINUTES**

At the January Senate meeting, during the discussion of the results generated from the National Survey of Student Engagement (NSSE), a question was asked regarding the indicators associated with writing assignments and the feedback provided by instructors. A detailed breakdown of effective teaching practices is attached to the minutes as Appendix "A".

Additionally, S. Lewis, Vice-Provost (Academic Programs) commented on the effective teaching practices and indicated that these results are currently being reviewed to provide forthcoming training and resources for instructors. S. Lewis responded to questions of clarification regarding the instructions that could be provided to students when completing the NSSE survey and what practices from other institutions could be used to increase students' participation and outcomes.

S.24-28 **REPORT OF THE PRESIDENT**

The President's Report, distributed with the agenda, contained information on the following topics: international student study permits and new provincial requirements, \$4.89 million in CIHR funding, Canada's first multi-disciplinary climate risk graduate program, the new scholarships to support globally minded students in SASAH, Western named as one of Southwestern Ontario's best employers, accolades and leadership updates.

In his remarks, A. Shepard, President & Vice-Chancellor additionally commented on the following items:

- Emilie Kalaydjian has been elected as the President of the University Students' Council (USC) as of May 1, 2024.
- The Gazette has been nominated for a record number of different national awards.
- The annual breakfast hosted by Youth Opportunities Unlimited (YOU).
- The cap on international student study permits.

S.24-29 **REPORT OF THE PROVOST**

F. Strzelczyk, Provost & Vice-President (Academic) reported on the updates and initiatives under her portfolio and began her report by providing a budget update. She noted that a broad consultation process is underway and that the date for the budget-related town hall will be confirmed soon.

The Provost provided a brief overview of current leadership search efforts and announced that Julian Birkinshaw was named the new Dean of the Ivey Business School.

The Provost reported the offer letters and voluntary separation packages have been shared with Brescia faculty and non-academic staff. She acknowledged the efforts of Human Resources and Faculty Relations in the consultation process for Brescia staff and faculty. The Provost continued her update by reporting on the Student Fair at Brescia and the onsite registration assistance that will be provided to Brescia students.

The Provost concluded her report by giving a presentation on the Provost's Convocation Task Force (Appendix B). F. Strzelczyk provided a high-level overview of the work carried out by the Provost Convocation Task Force and outlined the key findings. Next steps in the consultation process were described.

S.24-30 **REPORT OF THE VICE-PRESIDENT (RESEARCH)**

P. Pexman, Vice-President (Research), provided an update on Western's research activities and began her remarks by sharing insights on research security following the recent visit of the Research Advisor to the Research Security Centre, who provided broader information on the implementation of the newly adopted policy and risks mitigation strategies. Additionally, she shared information on collaborative efforts with other Ontario institutions to address the misalignment between federal and provincial levels regarding research security profiles.

P. Pexman continued her report with an update on the successful CIHR project results. However, she noted that Western's project success rate is below the national average. P. Pexman informed Senators that the decrease in the number of applications is currently a nationwide trend.

Additionally, she shared information on efforts aimed at supporting and enhancing Western's internal funding opportunities and processes.

P. Pexman concluded her report by providing an update on the Research Engagement Collaborative Alliance with Partners (RECAP).

REPORT OF THE SENATE NOMINATING COMMITTEE

S.24-31 **ITEM 7.1 – Membership – Senate Committee on Academic Curriculum and Awards (ACA)**

Anton Puvirajah was acclaimed to ACA as a faculty member for a term ending June 30, 2024.

S.24-32 **ITEM 7.2 – Membership – Senate Committee on University Teaching Awards (SUTA)**

Aleksandra Zecevic was acclaimed to SUTA as a faculty member for a term ending June 30, 2024.

S.24-33 **ITEM 7.3 – Membership – Subcommittee on Program Review – Undergraduate (SUPR-U)**

Tunajjina Mahboob was acclaimed to SUPR-U as an undergraduate student Senator representative for a term ending June 30, 2024.

S.24-34 **ITEM 7.4 – Membership – Convocation Task Force**

Pauline Barmby was acclaimed to the Convocation Task Force as a faculty member who has been engaged with Convocation in at least one of the past two years.

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY

S.24-35 **ITEM 8.1 – Revisions to the “Structure of the Academic Year” Policy**

On behalf of the Senate Committee on Academic Policy, WG Pearson presented the revision to the “Structure of the Academic Year” Policy for approval.

That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective September 1, 2024 to August 31, 2026, the “Structure of the Academic Year” policy be revised as shown in Item 8.1.

S. Lewis, Vice-Provost (Academic Programs), and M. Modeski, University Registrar, presented an overview of the proposed changes to the “Structure of the Academic Year” Policy. S. Lewis provided Senators with a brief rationale behind this change, which was introduced to address the need for meeting instructional days and exam period requirements alongside the addition of non-instructional days into the fall term.

M. Modeski presented a slide deck that illustrated three different models that were considered during the consultation process and informed Senators on the benefits and consequences for each model (Appendix C). She indicated that the proposed revision would move Fall Reading Week to Thanksgiving.

A lengthy discussion ensued regarding the proposed revisions to the Policy and the following points were raised:

- A suggestion was made to consider practices of other educational institutions in Canada.
- Concerns were raised regarding the fact that a November Reading Week would better support student mental health.
- Concerns were raised regarding the consultation process with students, its timeline and feedback received.
- Concerns with respect to moving of the Fall Reading week for a variety of reasons, financial concerns, and academic preparedness.
- A suggestion to consider a one-year trial period for this policy.

- Concerns were voiced that the proposed October timing for Reading Week, introduces potential difficulties for first-year students, especially international students.
- A proposal was suggested to move Fall Reading Week in years in which there are not enough Mondays as instructional days.

It was moved by J. Toswell, seconded by A. Liu,

To amend the original motion to a one-year time frame.

CARRIED

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective September 1, 2024 to August 31, 2025, the “Structure of the Academic Year” policy be revised as shown in item 8.1.

CARRIED

REPORT OF THE SENATE COMMITTEE ON ACADEMIC CURRICULUM AND AWARDS (ACA)

S.24-36 **ITEM 9.1 – School of Graduate and Postdoctoral Studies: Introduction of a Master of Teaching and Learning (MTL)**

On behalf of the Senate Committee on Academic Curriculum and Awards, S. Roland presented the Introduction of a Master of Teaching and Learning (MTL) for Senate approval.

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, and conditional on approval by the Quality Council, Senate approve and recommend to the Board of Governors that effective September 1, 2024, a Master of Teaching and Learning (MTL) be introduced as shown in Item 9.1.

CARRIED

S.24-37 **ITEM 9.2 – Faculty of Arts and Humanities: Introduction of an Arts and Humanities Internship Program (AHIP)**

On behalf of the Senate Committee on Academic Curriculum and Awards, S. Roland presented the Introduction of an Arts and Humanities Internship Program (AHIP).

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, an Arts and Humanities Internship Program (AHIP) be introduced by the Faculty of Arts and Humanities as shown in Item 9.2.

CARRIED

S.24-38 **ITEM 9.3 – Faculty of Arts and Humanities: Introduction of a Subject Area in “School for Advanced Studies in Arts and Humanities”**

On behalf of the Senate Committee on Academic Curriculum and Awards, S. Roland presented the Introduction of a Subject Area in “School for Advanced Studies in Arts and Humanities”.

It was moved by C. Steeves, seconded by L. Henderson,

That ACA approve and recommend to Senate that effective September 1, 2024, a subject area in “School for Advanced Studies in Arts and Humanities” be introduced by the Faculty of Arts and Humanities and included in Category B for Breadth Requirements for Graduation, as shown in Item 9.3.

CARRIED

REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING (SCUP)

S.24-39 **ITEM 10.1 – Subcommittee on Enrolment Planning and Policy (SUEPP) Report**

On behalf of the Senate Committee on University Planning, D. Laird presented for approval the plans and processes for first year, first-entry undergraduate enrolment, and the use of the enrolment projections for 2024-25 budget-planning purposes.

R. Chelladurai, Associate Vice-President (Institutional Planning & Budgeting), provided metrics on the 2023 Year 1 class, including the standard minimum entrance requirement, student profile (such as applicant type, geographical origin, and percentages of international and out-of-province students), average entering grade, retention rates, and 6-year graduation rates (Appendix D).

In response to a question of clarification regarding the significant difference between planned and actual enrollment numbers for Medicine and Science in 2023, J. Hutter, Acting Dean, Faculty of Science, advised that was a temporary trend and won't continue.

P. Pexman commented on the misalignment between successful numbers in student enrollment and retention and some challenges in Western's performance in research grant rates. The discussion focused on the different areas where Western outperformed other institutions.

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of the Senate Committee on University Planning, Senate approve the plans and processes for first-year, first-entry undergraduate enrolment for the University and Affiliated University Colleges as outlined in Item 10.1, and the use of the 2024-25 enrolment projections as shown in Item 10.1 for University budget-planning purposes.

CARRIED

S.24-40 **ITEM 10.2 – Update on Budget and Planning**

F. Strzelczyk, Provost & Vice-President (Academic) provided a presentation on the budget and the budget-planning process (Appendix E). She commented on both external and internal factors impacting the budget, the distribution of the 2022-23 operating revenues, and budget priorities for this cycle. Additionally, F. Strzelczyk outlined the further steps that would occur before budget approval.

T.24-41 **REPORT OF THE ACADEMIC COLLEAGUE**

P. Barmby presented the Report of the Academic Colleague for information. She reported that the COU Academic Colleagues met on January 13 and 14, 2024 . The main highlights from these meetings included:

- Report from the representative of the Ontario Undergraduate Student Alliance (OUSA).
- Budgetary concerns and sustainability within educational institutions.
- Progress update on the Blue-ribbon panel.
- Release of COU's response to the federal announcement on the international student cap.

U.24-42 **CONSENT AGENDA ITEMS**

REPORT FROM THE OPERATIONS / AGENDA COMMITTEE (OAC)

S.24-43 **Information Items Reported by OAC on Unanimous Consent:**

- ITEM 13.1(a) – Appointment of Officers of Convocation
- ITEM 13.1(b) – Senate Membership – Vacancies Filled by Appointment

REPORT FROM THE SENATE NOMINATING COMMITTEE

S.24-44 **Information Items Reported by the Nominating Committee on Unanimous Consent:**

- ITEM 13.2(a) – Senate Membership – General Community Member
- ITEM 13.2(b) – Temporary Replacement for Senate Committee on University Teaching Awards (SUTA)

REPORT FROM THE SENATE COMMITTEE ON ACADEMIC CURRICULUM AND AWARDS (ACA)

S.24-45 **ITEM 13.3(a) – Faculty of Health Sciences, School of Kinesiology: Revisions to the Admission and Program Requirements of the Honours Specialization in Kinesiology – BA, Honours Specialization in Kinesiology – BSc, Honours Specialization in Clinical Kinesiology, and Major in Kinesiology**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, the admission and program requirements of the Honours Specialization in Kinesiology – BA, Honours Specialization in Kinesiology – BSc, Honours Specialization in Clinical Kinesiology, and Major in Kinesiology be revised as shown in Item 13.3(a).

CARRIED BY UNANIMOUS CONSENT

S.24-46 **ITEM 13.3(b)(ii) – Faculty of Health Sciences, School of Health Studies: Withdrawal of the Honours Specialization in Health Sciences – Health Promotion**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, admission to the Honours Specialization in Health Sciences – Health Promotion be discontinued, and

That students currently enrolled in the module be permitted to graduate upon fulfillment of the module requirements by August 31, 2028, and

That the module will be withdrawn effective September 1, 2028.

CARRIED BY UNANIMOUS CONSENT

S.24-47 **ITEM 13.3(c)(i) – School of Graduate and Postdoctoral Studies: Major Modification to the Master of Professional Education (MPEd) and Doctor of Education (EdD)**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, the Master of Professional Education (MPEd) and Doctor of Education (EdD) be revised as shown in Item 13.3(c)(i).

CARRIED BY UNANIMOUS CONSENT

S.24-48 **ITEM 13.3(c)(ii) – School of Graduate and Postdoctoral Studies: Major Modification to the Master of Arts (MA) in Education Studies**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, the Master of Arts (MA) in Education Studies be revised as shown in Item 13.3(c)(ii).

CARRIED BY UNANIMOUS CONSENT

S.24-49 **ITEM 13.3(c)(iii) – School of Graduate and Postdoctoral Studies: Major Modification to the Master of Arts (MA) and Doctor of Philosophy (PhD) in Anthropology**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective January 1, 2024, the Master of Arts (MA) and Doctor of Philosophy (PhD) in Anthropology be revised as shown in Item 13.3(c)(iii).

CARRIED BY UNANIMOUS CONSENT

S.24-50 **ITEM 13.3(c)(iv) – School of Graduate and Postdoctoral Studies: Major Modification to the Doctor of Philosophy (PhD) in Political Science**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, the Doctor of Philosophy (PhD) in Political Science be revised as shown in Item 13.3(c)(iv).

CARRIED BY UNANIMOUS CONSENT

S.24-51 **ITEM 13.3(c)(v) – School of Graduate and Postdoctoral Studies: Major Modification to the Master of Public Administration (MPA) and the Graduate Diploma (GDip) in Public Administration**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective January 1, 2024, the Master of Public Administration (MPA) and the Graduate Diploma (GDip) in Public Administration be revised as shown in Item 13.3(c)(v).

CARRIED BY UNANIMOUS CONSENT

S.24-52 **ITEM 13.3(c)(vi) – School of Graduate and Postdoctoral Studies: Major Modification to the Master of Arts (MA) and Doctor of Philosophy (PhD) in Sociology**

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, the Master of Arts (MA) and Doctor of Philosophy (PhD) in Sociology be revised as shown in Item 13.3(c)(vi).

CARRIED BY UNANIMOUS CONSENT

S.24-53 **Information Items Reported by ACA on Unanimous Consent:**

- ITEM 13.3(d)– Report of the Subcommittee on Program Review – Graduate (SUPR-G): Cyclical Review of the Graduate Program in Music
- ITEM 13.3(e) – Revised 2024-25 Sessional Dates for Medicine, Schulich School of Medicine & Dentistry
- ITEM 13.3(f) – New Donor-Funded Scholarships, Awards and Prizes

S.23-54 **ITEMS REMOVED FROM THE CONSENT AGENDA**

ITEM 13.3(b)(i) – Faculty of Health Sciences, School of Health Studies: Withdrawal of the Honours Specialization in Health Sciences – Health and Aging

A Senator requested this item be removed from the Consent Agenda as they wanted to have a separate vote on this motion.

Additionally, a Senator expressed concerns, disagreeing with the withdrawal of the Honours Specialization in Health Sciences – Health and Aging, noting that the language in the proposal differed slightly from what was approved by the Faculty Council.

J. Garland, Dean of the Faculty of Health Sciences, provided a rationale for the withdrawal and explained the language in the justification might be different, but the motion is the same. Additionally, she noted that there will be no changes to the courses to be offered in the area of health and aging.

It was moved by C. Steeves, seconded by L. Henderson,

That on the recommendation of ACA, Senate approve that effective September 1, 2024, admission to the Honours Specialization in Health Sciences – Health and Aging be discontinued, and

That students currently enrolled in the module be permitted to graduate upon fulfillment of the module requirements by August 31, 2028, and

That the module will be withdrawn effective September 1, 2028.

CARRIED

S.23-55 **DISCUSSION AND QUESTION PERIOD**

The full text of the questions submitted in advance of the meeting was posted in the Agenda at Item 15.0 prior to the meeting. The questions and responses are summarized below:

1. A Senator raised a question regarding whether an update on the Working Group on Academic Integrity could be provided, including progress, frequency of meetings, and advancements made on both the undergraduate and graduate levels.

J. Hutter, the Co-Chair of the Task Force on Academic Integrity, provided a brief historical overview of the work of the working group and advised on the main areas of concern for future work. The guidance on academic integrity, which contains information on AI, from the Centre for Teaching and Learning, could be found at <https://teaching.uwo.ca/teaching/assessing/academic-integrity.html>.

2. A Senator requested an update on the development of a policy for affirming Indigenous identity of applicants for faculty positions.

C. Bressette, Vice-Provost and Associate Vice-President (Indigenous Initiatives), advised Senate that the Office of Indigenous Initiatives is currently in the process of creating a new policy to affirm Indigenous identity for roles and for awards that are designated for Indigenous people. Additionally, C. Bressette noted that the draft policy will be brought forward to the Senate for discussion.

3. A Senator raised a question of clarification regarding a former practice calling for comments on senior leader's performance.

The Chair advised that it was an informal practice, and no public call will occur. The Chair noted that there are other opportunities for the community on campus to express their views.

ADJOURNMENT

The meeting adjourned at 4:10 p.m.

A. Shepard
Chair

A. Bryson
University Secretary

National Survey of Student Engagement

Effective Teaching Practices Breakdown

Western 

1

What is the NSSE

- National Survey of Student Engagement (NSSE) assesses:
 - extent to which students engage in programs & activities that post-secondary institutions provide for learning & development
 - how undergraduate students spend their time & what they gain from post-secondary education

Western 

2

More about the NSSE

- Focus 1st and Senior year undergraduate students
- First administered @ Western in 2004
- Now administered @ Western in Winter/Spring every 3 years (e.g., 2020, 2023)

Western 

3

Comparison Groups

- Ontario: 22 universities across the province (Western excluded from this group when compared)
- U15: 15 universities across Canada (Western excluded from this group when compared)
- Carnegie: 18 comparable US institutions, Research Universities (Very High Research Activity), Enrolment > 20,000

Western 

4

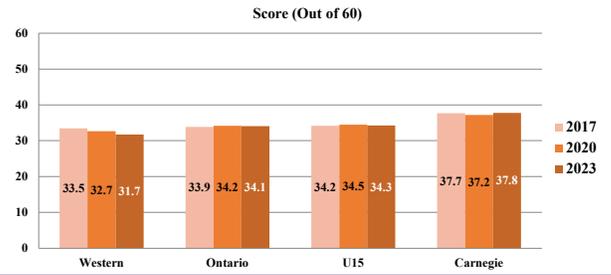
NSSE Reports

- NSSE Reports on:
 - 10 Engagement Indicators (e.g., Higher Order Learning, Supportive Environment)
 - 6 High Impact Practices (e.g., Service Learning, Research)



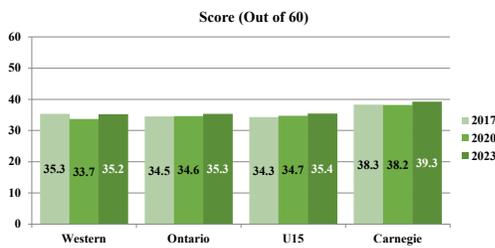
5

Effective Teaching Practices– First Year Students



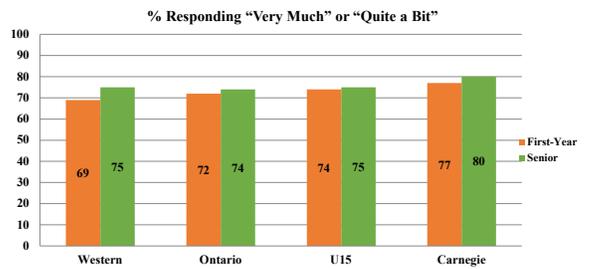
6

Effective Teaching Practices– Senior Year Students

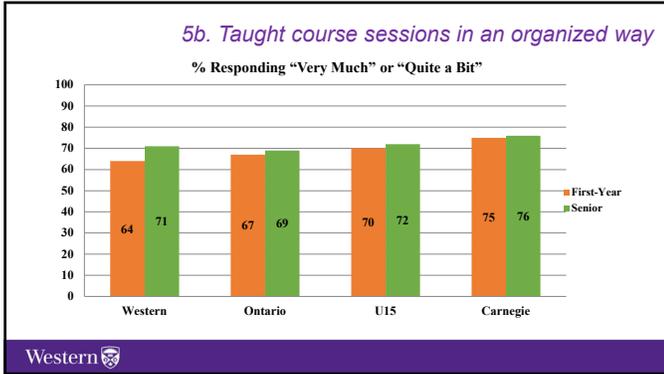


7

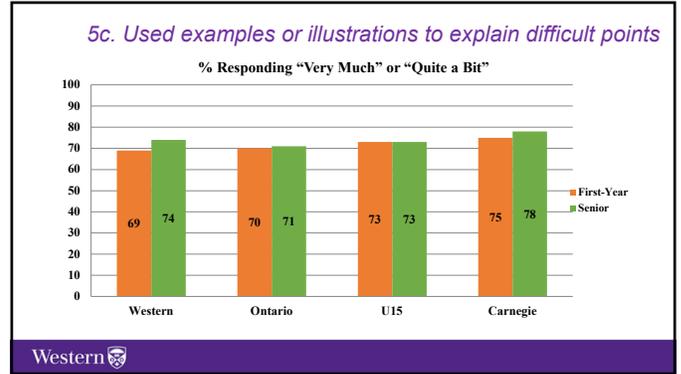
5a. Clearly explained course goals and requirements



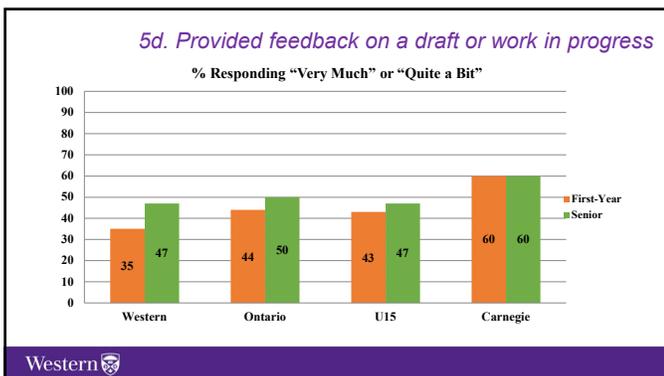
8



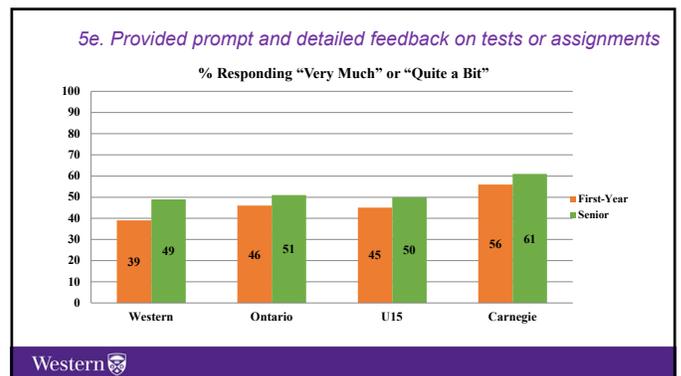
9



10



11



12

Convocation Task Force: Update to Senate

February 15, 2024



1

Convocation Task Force

- Created in March 2023 to conduct preliminary research and identify current and anticipated challenges.

Membership:

- Co-chairs – Secretariat and Provost Office
- Office of the President
- Director of Convocation and faculty member
- Office of the Registrar
- Communications
- Facilities Management
- Institutional Planning & Budgeting
- Advancement
- Western Retail Services
- Undergrad student representatives
- Graduate student representative



2

Convocation: challenges and considerations

Accessibility	Parking
Venue space constraints	Timing and resource investment

Western 

3

Convocation: challenges and considerations

Accessibility	Parking
Venue space constraints	Timing and resource investment

Western 

4

Convocation: challenges and considerations

Accessibility	Parking
Venue space constraints	Timing and resource investment

Western 

5

Convocation: challenges and considerations

Accessibility	Parking
Venue space constraints	Timing and resource investment

Western 

6

Environmental scan

- U15 peers have varied approaches based on institutional need and available resources.
- Spring 2023 Convocation participant survey sample feedback:
 - Cross-campus travel is frustrating and not conducive to tight timelines provided.
 - Alumni Hall room 15 not well ventilated.
 - General and accessible parking is difficult to navigate.
 - Alumni Hall does not allow for inclement weather plan for guests waiting to enter.

Next steps

- Focused community consultations
 - Inform the Task Force's work in scoping and assessing venue options for future convocation events
- Update to Task Force composition
 - Add a Senate-elected faculty member who has been engaged with Convocation in at least one of the past two years



1

Revisions to the “Structure of the Academic Year” Policy

Presented by:
S. Lewis, Vice-Provost, Academic
M. Modeski, University Registrar



2

Revisions to the “Structure of the Academic Year” Policy

Purpose: This proposed policy update is brought forward to address the need for meeting instructional days and exam period requirements alongside the addition of noninstructional days into the fall term.



3

Revisions to the “Structure of the Academic Year” Policy

Impact on non-instructional days for holidays and observances that constrain the scheduling for:

- A minimum of 60 instructional days
- Fall Reading Week
- A **minimum** December exam period of 12 days ending December 22
- At least one study day in December
- Maintaining a balance between the number of instructional days for each day of the week



4

Option 1: Reading Week remains in November 12-day exam period and 1 study day

Fall/Winter Undergraduate Sessional Dates (Fall 2024)

September 2024							October 2024							November 2024							December 2024						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- 2: Labour Day.
- 5: Fall/Winter classes begin.
- 13: Last day to add or drop a full (1.0) course, a first-term half (0.5) course, a first-term full (1.0) course, or a full-year half (0.5) course. Courses dropped after this date will not appear on a transcript; no fee penalty. Courses dropped after this date will appear on a transcript with a grade of 'W/N' (withdrawn, without academic penalty).
- 30: National Day for Truth and Reconciliation (non-instructional day).
- 3: Rosh Hashanah (for reference).
- 14: Thanksgiving Holiday.
- 23-25: Autumn Convocation.
- 4-10: Fall Reading Week.
- 12: Last day to withdraw from a first-term half (0.5) course or a first-term full (1.0) course resulting in a grade of 'W/N' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'Y'.
- 2: Last day to withdraw from a full (1.0) course and full-year half (0.5) course resulting in a grade of 'W/N' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'Y'. [*Note: deadline extended from Saturday, November 30, 2024]
- 9: Fall/Winter classes end.
- 10: Study Day.
- 11-22: Mid-year examination period.
- 23-31: Holiday break.

Red	Start/end date
Blue	Add/drop deadline
Yellow	No classes
Green	Convocation
Purple	Examinations
Grey	Official Holiday (no classes)



5

Option 2: Reading Week follows Thanksgiving 14-day exam period and 2 study days

Fall/Winter Undergraduate Sessional Dates (Fall 2024)

September 2024							October 2024							November 2024							December 2024						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5			1	2	3	4	5	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- 2: Labour Day.
- 5: Fall/Winter classes begin.
- 13: Last day to add or drop a full (1.0) course, a first-term half (0.5) course, a first-term full (1.0) course, or a full-year half (0.5) course. Courses dropped after this date will not appear on a transcript; no fee penalty. Courses dropped after this date will appear on a transcript with a grade of 'W/N' (withdrawn, without academic penalty).
- 30: National Day for Truth and Reconciliation (non-instructional day).
- 3: Rosh Hashanah (for reference).
- 12-20: Fall Reading Week.
- 14: Thanksgiving Holiday.
- 23-25: Autumn Convocation.
- 12: Last day to withdraw from a first-term half (0.5) course or a first-term full (1.0) course resulting in a grade of 'W/N' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'Y'.
- 2: Last day to withdraw from a full (1.0) course and full-year half (0.5) course resulting in a grade of 'W/N' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'Y'. [*Note: deadline extended from Saturday, November 30, 2024]
- 6: Fall/Winter classes end.
- 7-8: Study Days.
- 9-22: Mid-year examination period.
- 23-31: Holiday break.

Red	Start/end date
Blue	Add/drop deadline
Yellow	No classes
Green	Convocation
Purple	Examinations
Grey	Official Holiday (no classes)



6

Option 3: Reading Week follows Thanksgiving 12-day exam period and 1 study day, 1 additional instructional Monday

Fall/Winter Undergraduate Sessional Dates (Fall 2024)

September 2024							October 2024							November 2024							December 2024						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- 2: Labour Day.
- 5: Fall/Winter classes begin.
- 13: Last day to add or drop a full (1.0) course, a first-term half (0.5) course, a first-term full (1.0) course, or a full-year half (0.5) course. Courses dropped after this date will not appear on a transcript; no fee penalty. Courses dropped after this date will appear on a transcript with a grade of 'W/N' (withdrawn, without academic penalty).
- 30: National Day for Truth and Reconciliation (non-instructional day).
- 3: Rosh Hashanah (for reference).
- 12-20: Fall Reading Week.
- 14: Thanksgiving Holiday.
- 23-25: Autumn Convocation.
- 4-10: Fall Reading Week.
- 12: Last day to withdraw from a first-term half (0.5) course or a first-term full (1.0) course resulting in a grade of 'W/N' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'Y'.
- 2: Last day to withdraw from a full (1.0) course and full-year half (0.5) course resulting in a grade of 'W/N' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'Y'. [*Note: deadline extended from Saturday, November 30, 2024]
- 9: Fall/Winter classes end.
- 10: Study Day.
- 11-22: Mid-year examination period.
- 23-31: Holiday break.

Red	Start/end date
Blue	Add/drop deadline
Yellow	No classes
Green	Convocation
Purple	Examinations
Grey	Official Holiday (no classes)



7

Considerations

	Option 1	Option 2	Option 3
14 Examination Days	X	✓	X
(2) December Study Days	X	✓	X
Balance between the number of instructional days for each day of week	X	X	X



8



9



10

Fall 2023 First Year Class

Senate
February 15, 2024

1

Context

- Western continues Approach using “Standard Minimum Entrance Requirement”

- Fall 2023	83.5%	(final = 83.5%) **
- Fall 2022	83.5%	(final = 83.5%)
- Fall 2021	83.5%	(final = 83.5%)
- Fall 2020	83.5%	(final = 83.5%)
- Fall 2019	83.5%	(final = 83.5%)
- Fall 2018	83.5%	(final = 83.5%)
- Fall 2017	83.5%	(final = 83.5%)
- Fall 2016	83.5%	(final = 83.5%)
- Fall 2015	83.5%	(final = 83.5%)
- Fall 2014	84.0%	(final = 83.0%)
- Fall 2013	84.0%	(final = 83.0%)
- Fall 2012	83.0%	(final = 82.5%)
- Fall 2011	83.0%	(final = 82.0%)
- Fall 2010	83.0%	(final = 81.0%)
- Fall 2009	83.0%	(final = 80.0%)
- Fall 2008	82.5%	(final = 79.0%)
- Fall 2007	82.0%	(final = 78.0%)
- Fall 2006	81.0%	(final = 78.0%)
- Fall 2005	80.5%	(final = 77.0%)
- Fall 2004	80.5%	(final = 78.0%)
- Fall 2003	83.0%	(final = 78.0%)
- Fall 2002	79.5%	(final = 74.0%)
- Fall 2001	77.0%	(final = 73.0%)

2

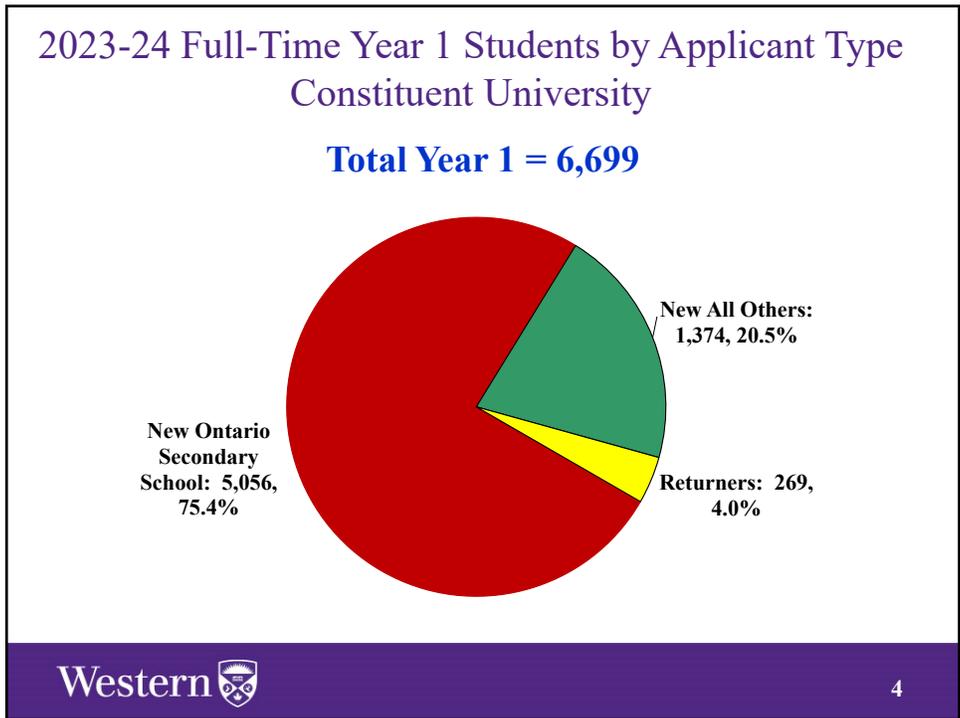
**Student Profile: Applicant Type &
Geographical Origin**

Constituent University

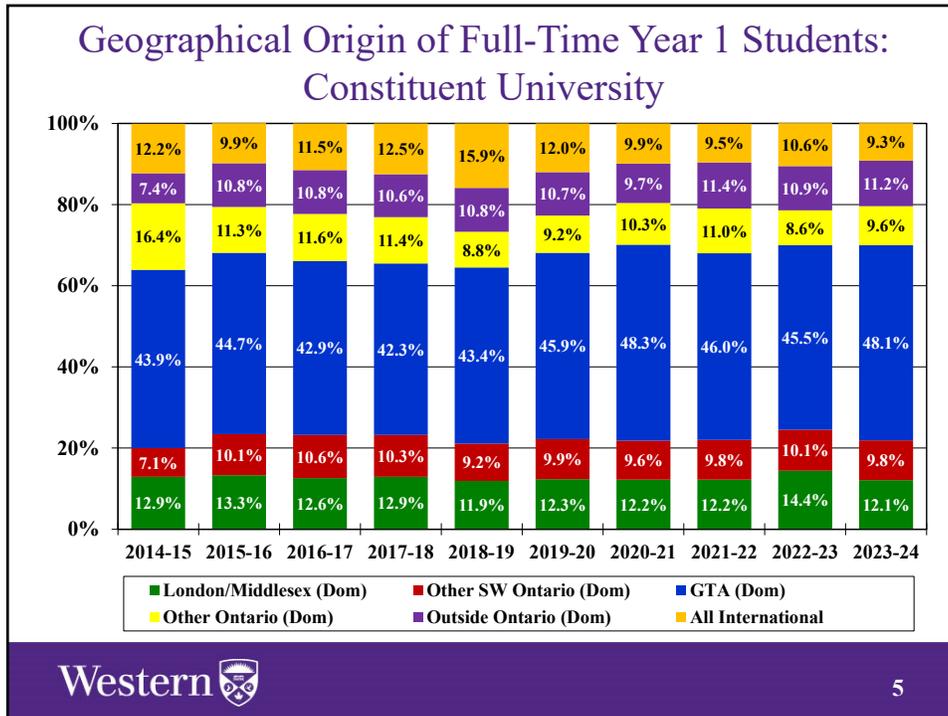
Western 

3

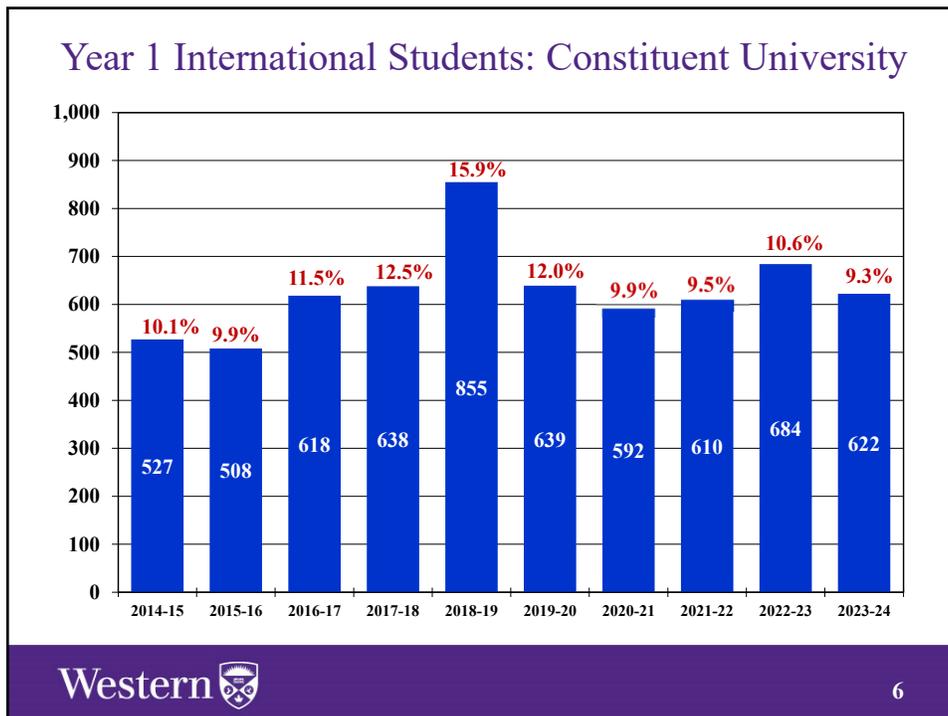
3



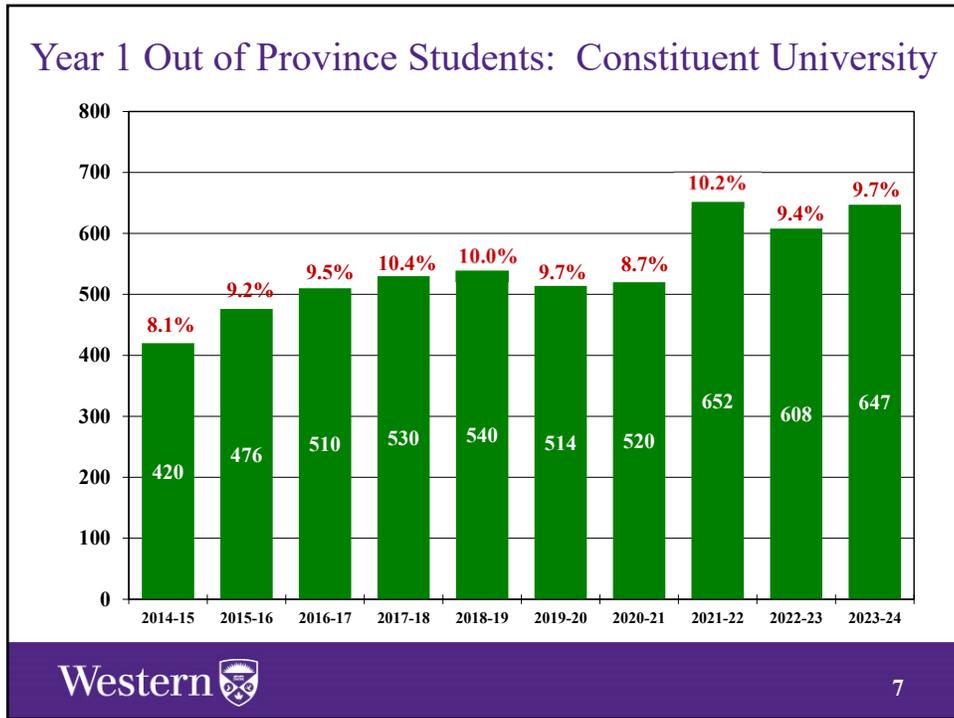
4



5



6

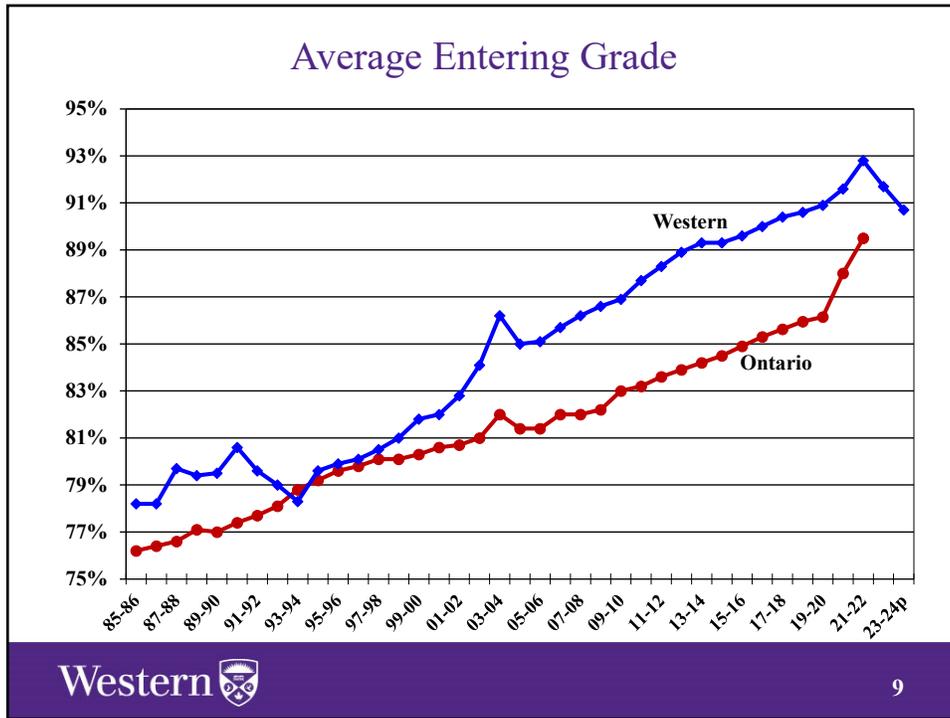


7

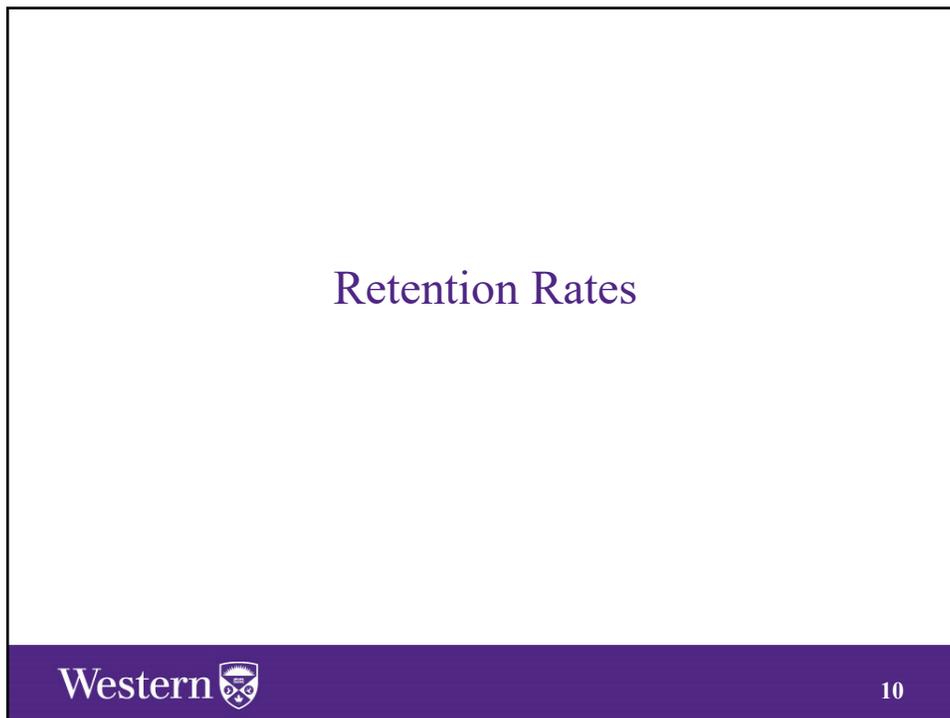
Entering Grades of New Ontario Secondary School Students

Western  8

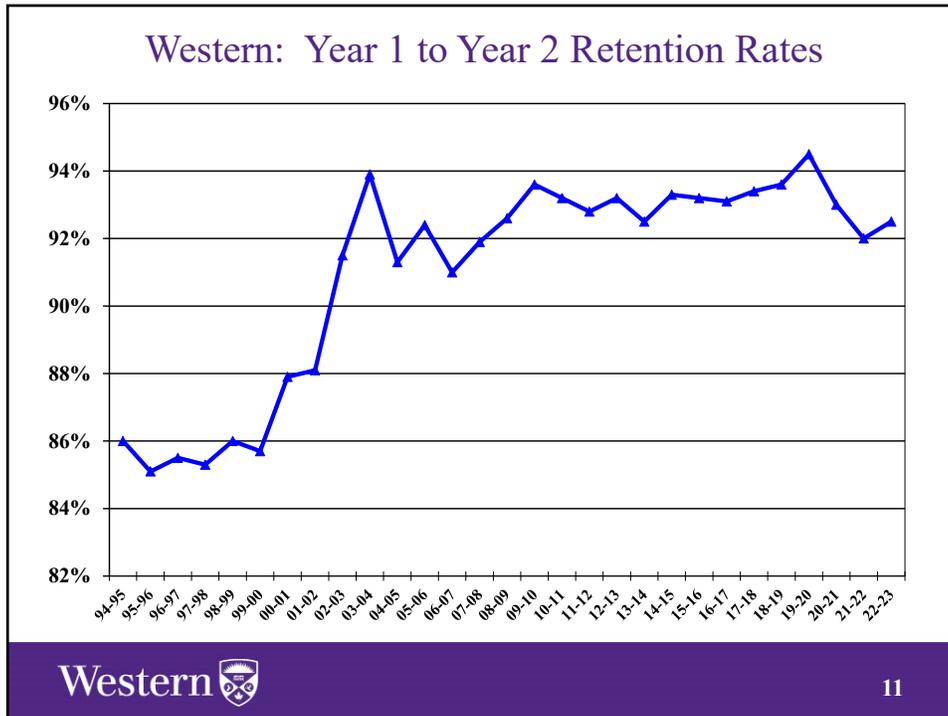
8



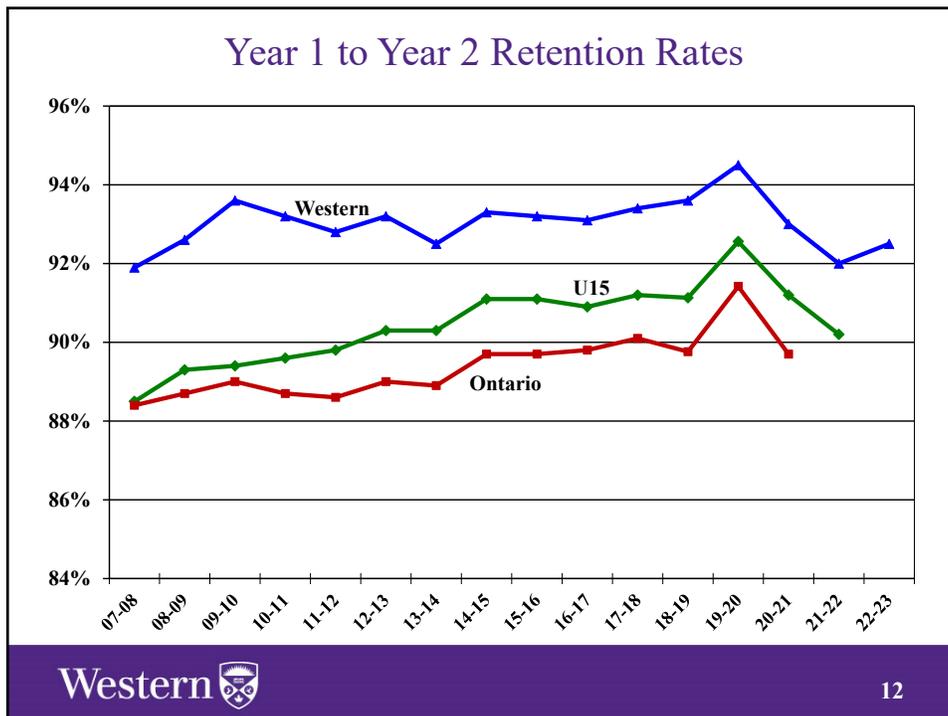
9



10



11



12

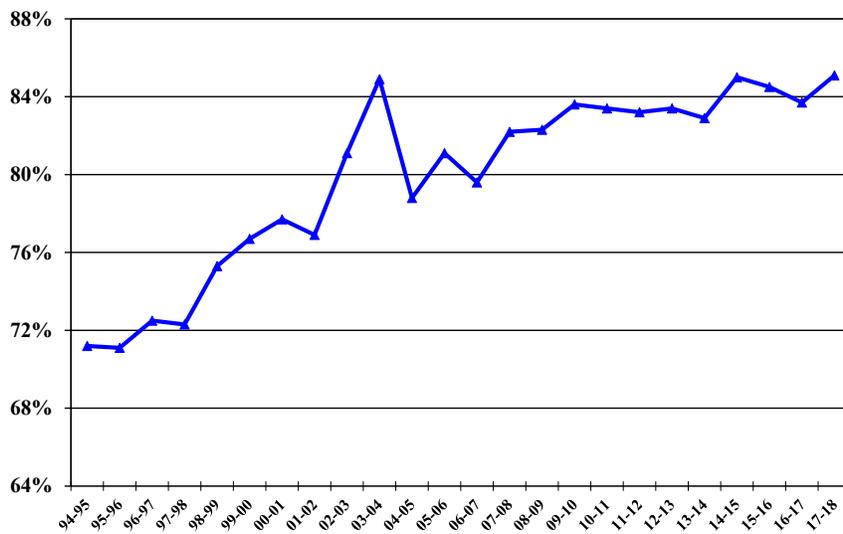
Graduation Rates – 6 Years after Entry



13

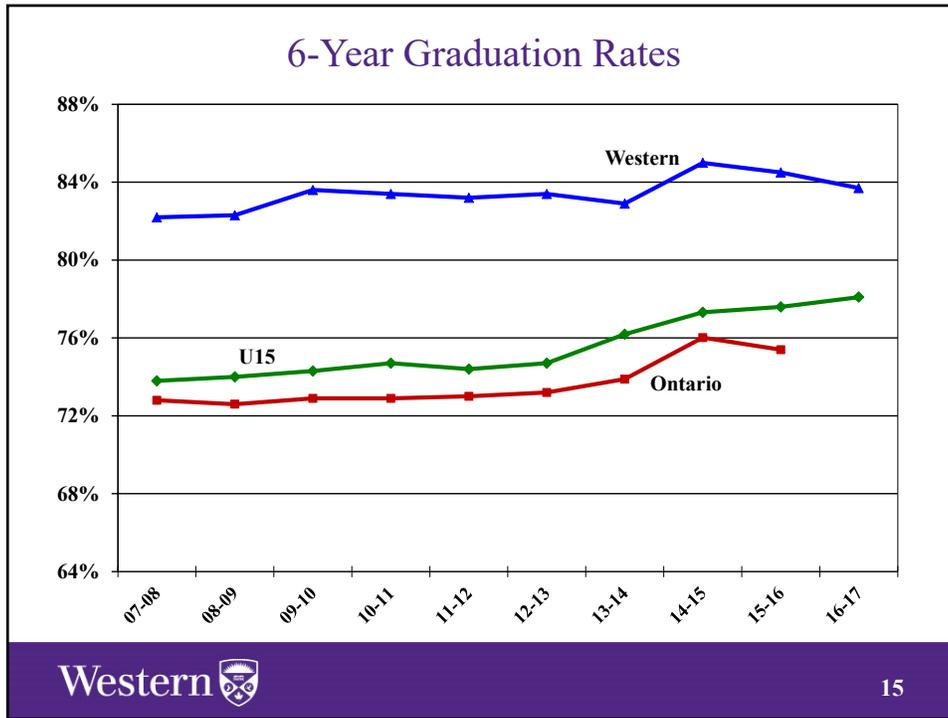
13

Western: Graduation Rates



14

14



15



16

Budget and planning update

Presentation to Senate

February 15, 2024



1

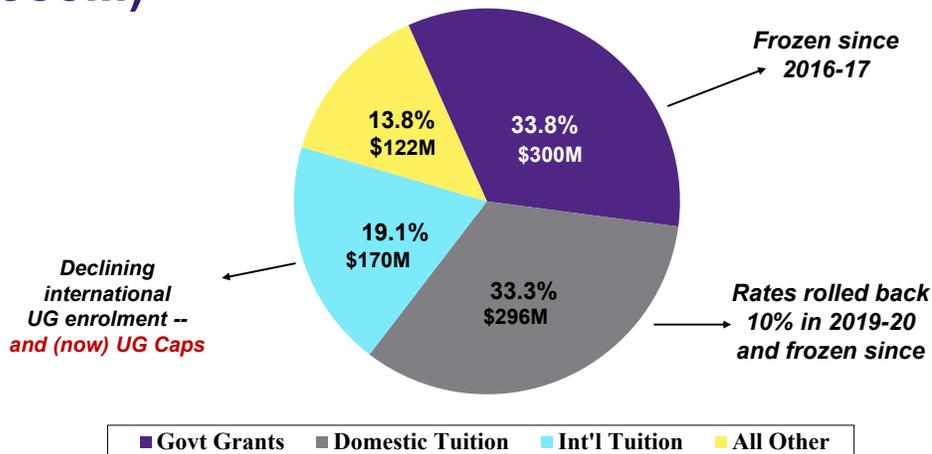
External context

- Provincial grant frozen at 2016-17 level (block grant)
- Domestic tuition rates:
 - Rolled back 10% in 2019-20 and frozen through 2023-24
 - Undergraduate domestic out-of-province tuition to increase by 5% — as per provincial framework
 - Tuition anomaly increases in undergraduate computer science and MOS
- International tuition rates reaching high levels
- Blue Ribbon Panel: awaiting outcomes
 - Domestic Tuition Framework and Operating Grants
- **NEW** Jan 22/2024 → two-year cap on UG study permits
 - 35% reduction nationally
 - 50% in Ontario



2

Distribution of 2022-23 operating revenues (\$888M)



3

Internal context

- Overall enrolment growth (since 2018-19):
 - Substantial domestic growth → unfunded students
 - International undergraduate declining → with plans/aspirations to grow
 - **Uncertainties due to recent federal announcement on undergraduate international study permit caps**
- Moving to 2nd year of 3-Year Plan in 2024-25
 - Budget structure/approach remains unchanged
 - Multi-year commitments made last year will be honored
- Slowing-down on new incremental funding commitments
- BWI Integration impacts on Unit Budgets → TBD

4

Budget priorities for this cycle

International undergraduate recruitment

Support for Research Institutes

Support for faculties with large and growing enrolments/teaching (in a revenue-constrained environment)

5

Timeline

- February 9: Provost's recommendations sent to faculties
- Mid-to-late February: Develop Support Unit recommendations
- Mid-March: Finalize BWI-related budget allocations
- March: Develop full University budget
- April: Budget at SCUP, Senate, P&F, and Board of Governors (on April 24)

6

ITEM 2.1 – Business Arising: Revisions to the Policy on “Progression Requirements – Dentistry”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective September 1, 2024, the policy on “Progression Requirements – Dentistry” be revised as shown in Item 2.1.

EXECUTIVE SUMMARY:

Senate initially considered this proposal at its meeting on January 19, 2024. The proposal was tabled due to concerns raised. A revised proposal is now presented for Senate’s consideration. Amendments to the policy on “Progression Requirements – Dentistry” made after the January 19, 2024 Senate meeting are identified with blue highlight.

Note: The proposal reviewed by Senate in January also included proposed revisions to the “Dean’s Honours List and Graduation “With Distinction”” policy. Proposed revisions to that policy will come forward at a later date.

The Schulich School of Medicine & Dentistry is proposing revisions to the policy on “Progression Requirements – Dentistry” relating to:

- a program name change from “DDS Program for Internationally Trained Dentists” to “Advanced Standing Program for International Dental Graduates”;
- program requirements and progression;
- program regulations; and
- assessment.

The proposed changes are detailed below:

Program Name Change: “DDS Program for Internationally Trained Dentists” to “Advanced Standing Program for International Dental Graduates”

Senate recently approved that the “DDS Program for Internationally Trained Dentists” be renamed as the “Advanced Standing Program for International Dental Graduates”, effective September 1, 2024. The rationale for changing the name of the Internationally Trained Dentists (ITD) program to the Advanced Standing Program for International Dental Graduates (IDG) was twofold:

- The “ITD” and other such programs in Canadian dental schools are described by Commission on Dental Accreditation of Canada (CDAC) requirements documentation as an “Advanced Standing” program, and it is important to align with CDAC requirements, especially given the School’s upcoming accreditation in Spring 2024.

- Historically, the term “ITD” has taken on a potentially derogatory meaning at Schulich Dentistry and has been described as such by international dental graduates, faculty, and staff. Specifically, it was said that the term “ITD” was used to “other” this student cohort, specifically based on their status as international dental graduates and their separation from DDS program educational activities. The culture of Schulich Dentistry has much improved in recent times, partially because of an acknowledgment of the inappropriate use of the term “ITD”, and due to the full integration of international dental graduates into all DDS program educational activities, beginning with their entry into Year 2 of the DDS program as advanced standing students.

The current proposal revises the policy on “Progression Requirements – Dentistry” to reflect this program name change.

Program Requirements and Progression

The policy on “Progression Requirements – Dentistry” has had very few revisions over the years and needs to be updated due to issues encountered during the 2022-23 academic year. Students who reviewed the policy indicated that it was very confusing and unclear. This lack of clarity has resulted in difficulties for academic leaders in addressing failures and appeals.

In addition, a few years ago the DDS Advanced Standing Program for International Dental Graduates (IDG) (formerly the DDS Program for Internationally Trained Dentists) was changed to a three-year program (from a two-year program) and was fully integrated into the DDS curriculum starting in Year 2. To foster inclusivity for the IDG students and domestic students, the language in the policy has been updated to remove the ITD section.

A section on program requirements has been added so that students understand what is required to transition from year 1 onward.

Information relating to the structure of the academic year has been updated to provide a higher-level description of Dentistry’s two-term curriculum. Specific information about the structure of each term by Year is removed. This change is in alignment with the information provided for other professional programs at Western and will provide flexibility for scheduling orientation week(s) and examination periods without necessitating a policy revision.

Program Regulations

Sections on Attendance, Professional Ethical Standards, Immunizations, and Police Checks have been added.

Assessment

This section of the policy has been revamped to provide clarity.

Schulich Dentistry would like to align with the Schulich Doctor of Medicine Program’s pass level of performance of 70%. As such, Schulich Dentistry proposes to increase

the pass level of performance from 60% to 65% effective September 1, 2024, and to 70% effective September 1, 2025.

The subsection on Grading (formerly Reports) has been updated to reflect that reports are no longer mailed to students.

Supplemental Remedial Passed (SRP) was removed from the Grade Key as it was decided that students would receive the pass level of performance grade following successfully passing a remediation and/or a supplemental examination. Students experience stress about receiving an “SRP” on their transcript and the preference would be to receive the pass level of performance grade instead. The Schulich Dentistry Education Office will continue to keep a record of students who have completed remediation and/or a supplemental examination, as these students will not be eligible for awards in that year.

ATTACHMENT(S):

[Revisions to “Progression Requirements – Dentistry”](#)

Progression Requirements – Dentistry

Policy Category:	Registration, Progression, Graduation
Subject:	Progression Requirements – Dentistry
Subsections:	Program Requirements and Progression; Program Regulations; Assessment Guidelines for the Organization of the Academic Year: Dentistry; Doctor of Dental Surgery (DDS); DDS Program for Internationally Trained Dentists (ITD)
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	Dean’s Honour List and Graduation “With Distinction”
Effective Date:	TBD September 1, 2022
Supersedes:	September 1, 2022; March 2019

Doctor of Dental Surgery (DDS) Program and DDS Advanced Standing Program for International Dental Graduates (IDG), Schulich School of Medicine & Dentistry

PROGRAM REQUIREMENTS AND PROGRESSION

The Doctor of Dental Surgery (DDS) program in the Schulich School of Medicine & Dentistry is a four-year program, however for international dental graduates it is a three-year program with students starting in Year 2. The program is divided into integrated years of learning offering large and small group, laboratory, pre-clinical Simulation Clinic, Dental Clinic, and Community Service.

Progression Requirements – Dentistry

Years 1 and Year 2 courses involve both in-person and online learning; laboratory experiences; pre-clinical dental simulation; large group learning; and small group learning. Students are required to successfully complete all course requirements in Year 1 before transitioning to Year 2, as well as successfully complete all Year 2 requirements before transitioning to Year 3.

Year 3 courses involve both in-person and online learning. Year 3 is a clinically intensive year in the Dental Clinic, providing students with a broad-clinical experience emphasizing a comprehensive patient-centered approach to oral health. Students are required to successfully complete all requirements prior to transitioning to Year 4.

Year 4 courses involve both in-person and online learning and the majority of courses occur in the Fall. Year 4 is a clinically intensive year in the Dental Clinic providing students with a broad clinical experience emphasizing a comprehensive patient-centered approach to oral health. Students are required to successfully achieve competence in all requirements to be recommended for graduation.

~~GUIDELINES FOR THE ORGANIZATION OF THE ACADEMIC YEAR: DENTISTRY~~

The Academic Year

The academic year at the Schulich School of Dentistry comprises a period of approximately 32 weeks and is divided into two-terms. (See Schulich Dentistry – Sessional Dates).

The timetable for the first term is available one-week prior to the first day of classes. Schulich Dentistry may, on notice, schedule compulsory classes and seminars additional to those indicated on the timetable.

~~Dentistry has adopted a two-term curriculum with an examination week(s) at the end of each term as follows:~~

- ~~• For Years 1, 2 and 3, a fall term shall normally comprise 14 weeks of classes plus a one week examination period*.~~
- ~~• For Years 1 and 2, a winter term shall normally comprise 16 weeks of classes plus a three week examination period.~~
- ~~• For Year 3, a winter term shall normally comprise 16 weeks of classes plus 8 weeks of Spring Clinic training, with final examinations normally scheduled on Mondays during the Spring Clinic.~~
- ~~• For Year 4, a fall term shall normally comprise 15 weeks of classes and a winter term shall normally comprise 16 weeks of classes with final examinations interspersed in weeks 9 and 10 of that term.~~

During the examination period, only mid-term and/or final written and/or practical examinations will be held.

Progression Requirements – Dentistry

The fall term, including the examination week, shall not extend beyond December 22 in any year.

The winter term shall normally begin on the Monday of the first full week in January.

No lectures, seminars, laboratory or preclinical or clinical sessions shall be scheduled for Years 1, 2, and 3, and 4 during the examination week(s).

Term tests that are not mid-terms are to be scheduled at times normally assigned to a course for lectures, seminars and/or laboratories but not within two weeks of the examination week(s).

A ~~conference or~~ study week shall be scheduled during the March Break to coincide with the Schulich Doctor of Medicine Program ~~Reading Week of the Faculty of Medicine~~.

~~* During this examination period, only mid-term and/or final written and/or practical examinations will be held.~~

PROGRAM REGULATIONS

Attendance

It is expected that students attend all scheduled curricular learning experiences in the DDS program, including laboratory, pre-clinical and clinical. Failure to attend curricular learning experiences, including scheduled pre-clinical and clinical sessions, without prior advanced approval will be considered a breach of professionalism and may result in a failing grade, remediation or dismissal.

Professional Ethical Standards

All candidates registered in the program are expected to be in compliance with Western University's Degree Level Expectations, and all other applicable policies or statements governed by Western University, including the Code of Student Conduct, MAPP 1.35 – Non-Discrimination/Harassment/Sexual Misconduct Policy, and MAPP 1.46 – Safe Campus Community. In addition, candidates must develop and demonstrate the attributes of a professional as outlined and regulated by the Royal College of Dental Surgeons of Ontario (RCDSO), the Schulich Dentistry Professionalism Policy, and Schulich Medicine and Dentistry Charter of Professionalism.

Immunizations

On admission and for annual clearance, students are required to provide

immunization documentation as it relates to the requirements of the Schulich School of Medicine & Dentistry listed on the Learner Experience Office website.

Police Checks

Students enrolled in the DDS program are engaged in patient care, including vulnerable sectors (i.e., children, adolescents, special needs, adults, seniors, etc.) during their learning. To fulfill legal obligations that support patient safety, students will be required to submit their police record checks and vulnerable sector checks upon admission to the Program prior to beginning Year 1 studies and prior to the beginning of Years 3 and 4. Year 2 students must provide a signed declaration before beginning Year 2. This must be completed independently by the learner and submitted to the Learner Experience Office. Students are not permitted to commence their studies in Year 1, Year 3 and Year 4 if they do not submit or update required documentation of a clean police and vulnerable sector check. Students must consult the Admissions Office (for Year 1) and the Learner Experience Office (Years 2,3, and 4) about processes to follow in the event of a failed check.

~~DOCTOR OF DENTAL SURGERY (DDS)~~

Time Limitation for Completion of Program

The DDS program is a full-time, four-year professional academic program (or three-year for International Dental Graduates). Students on request to the Vice-Dean and Director of Dentistry may be granted a leave of absence while enrolled in their program studies. The DDS program however must be completed within five consecutive years (or four years for international dental graduates) of the original date of enrollment.

A student who fails to complete the DDS program within the stipulated consecutive time period, for any reason, must withdraw from the DDS program. Only under extenuating circumstances may a student apply for readmission to the DDS program, and there is no guarantee that a student will successfully gain readmission to the program. All applications for readmission to the DDS program are reviewed by the Vice-Dean and Director of Dentistry.

~~The four year program of studies leading to the degree of Doctor of Dental Surgery (DDS) must be completed in no more than five consecutive full years (sixty months) from the date of initial registration in the Faculty of Dentistry. A student who fails to complete the program in five years must withdraw from the School of Dentistry.~~

~~In the event that students fail to complete satisfactorily his/her course of study within the stipulated period of five years, it would be under only extenuating circumstances that readmission would be granted and this only after an application for readmission had been approved by the Director of Dentistry.~~

ASSESSMENT

Assessment in the DDS program occurs via different testing methods and the principal function is to provide feedback to support student learning and achievement of competence. All assessment activities are aligned with the competencies of a beginning dental practitioner in Canada which were established by the National Dental Examining Board of Canada.

Satisfactory Progression without Condition

To complete a year's work and be permitted to register in the succeeding year of the dental program, a student must:

- a) Satisfactorily complete the prescribed assignments for both credit and non-credit courses;
- b) Obtain at least a Pass level ~~(60%)~~ of performance in each credit course.

Notes:

- i) The pass level of performance will transition to 65% effective September 1, 2024 and 70% effective September 1, 2025.

“Transition Year”: September 1, 2024 to August 31, 2025.

- ii) A course shall be defined as a discrete division of a general subject and is characterized by specific instruction and by examination specific to the said course. Where a general subject is not divided into discrete divisions it shall, for the purpose of these regulations, be considered a course.
- iii) In each course, the ratio of term grades to final examination grades is determined by the **Course Director** ~~teaching staff~~ of the department concerned.

~~A student who obtains an average at the Honours level (80%) in a year's work is considered to have passed that year with Honours.~~

Eligibility for Awards

Students ~~in the Faculty of Dentistry~~ are required to achieve a passing grade without benefit of supplemental examination(s) in all courses of the academic year, **as well as have no breaches of professionalism**, to be eligible for Professional Awards ~~(excluding Scholarships and Bursaries)~~ in that year.

Conditional Progression

A student may be given permission by the **Vice-Dean and** Director of Dentistry to progress or continue in the dental program with conditions as noted below:

Progression Requirements – Dentistry

First and Second Years

A first or second-year student who fails either the written and/or preclinical laboratory component(s) of a course may be granted permission to write a supplemental examination in either or both components of that course, ~~provided the student's overall average in all courses taken that year is at least 65%.~~ If a student is granted permission to take a supplemental examination in either or both components, the student:

1. must achieve a minimum Pass level of performance on the supplemental examination(s), otherwise the student will receive a grade of "fail";
2. will be given a grade of 70% (Transition Year – 65%) in the course, regardless of the passing grade achieved on the supplemental examination

Third and Fourth Years

A third or fourth-year student who fails the written component of a course may be granted a supplemental examination in that component, ~~provided his/her overall average in the written components of all courses taken that year is at least 65%.~~ If a student is granted permission to take a supplemental examination in either or both components, the student:

1. must achieve a minimum pass level of performance on the supplemental examination(s), otherwise the student will receive a grade of "fail";
2. will be given a grade of 70% (Transition Year – 65%) in the course regardless of the passing grade achieved on the supplemental examination.

If, by the end of the academic year, a student in third or fourth-year has not completed all clinical cases, requirements and other assignments prescribed in a clinical component of a course, but has an overall passing grade in those activities that have been done, the Clinical Division may recommend that a grade of 'Incomplete' be given. The recommendation will include:

1. The type and extent of the work to be completed;
2. The date on which it must be completed;
3. The name of the Division who will evaluate the student's work;
4. The date by which the final grade will be forwarded to the Registrar's Office.

If a student fails to satisfactorily complete the clinical cases in the prescribed time necessary to remove the course grade of "incomplete", this will result in a failure of the course.

No supplemental examinations will be permitted in the clinical component of third or fourth-year courses, 5320 and 5420. If, by the end of the academic year, a student in third or fourth-year has a failing grade in a clinical discipline within 5320 or /5420, that student shall be given a grade of "Fail" in 5320 or /5420.

Unsatisfactory Standing

A student shall be considered to have failed the year if the student attains:

1. Less than a Pass level of performance ~~(60%)~~ in one or more courses or components of courses where supplemental examination(s) are not granted;
2. Less than a Pass level of performance ~~(60%)~~ in a supplemental examination.
3. Fails 30% of their course load in a single year. Course load will be determined by the number of course credits. Each course is equivalent to one course credit whether it is a half-year or full-year course.

Requirement to Repeat a Failed Year

Students who have been considered to have failed the year will be required to either repeat the year or withdraw from the program, which will be dependent on the number and magnitude of the failures. The Competency and Progressions Committee and Vice-Dean and Director of Dentistry will determine if a student is required to repeat a year or withdraw from the DDS program.

If a student is required to repeat the year, they must repeat the entire year. Only in extenuating circumstances will the Vice-Dean and Director of Dentistry grant an exemption.

Supplemental examination privileges are not extended to students repeating a year.

A student granted the privilege of repeating a year will be responsible for all applicable tuition and Dentistry fees outlined in the Fee Schedule of the year being repeated.

Requirement to Withdraw

A student who has not met the requirements listed for “Satisfactory Progression” above or was not successful in demonstrating sufficient achievement and progression after appropriate remediation and/or supplemental examinations shall be required to withdraw from the DDS program for any of the following reasons:

1. The student has not met the conditions listed under “Conditional Progression” and, therefore is not eligible for supplemental assessment.
2. The student has met the conditions listed under “Conditional Progression” but permission for supplemental assessment is not granted by the Competency and Progressions Committee and Vice-Dean and Director of Dentistry.
3. The student is offered and completes a repeat year of supplementary learning and is not successful in progression.
4. The student has failed a second year of studies (does not have to be consecutive).

Progression Requirements – Dentistry

5. The student has failed 30% or more of their course load in a single year.
6. The student that has met the requirements under “Satisfactory Progression” but may be required to withdraw under the University penalties for Scholastic Offenses or violation of the Western University Code of Student Conduct.
7. The student has met the requirements under “Satisfactory Progression” but has not been compliant with the Professional Ethical Standards defined above.
8. The student has not met the requirements for immunization and/or Police Record Check/Vulnerable Sector Screening resulting in suspension of pre-clinical or clinical privileges and failure to complete academic requirements.
9. The student has failed to remit tuition or student fees and has been sent to collection, resulting in suspension of pre-clinical or clinical privileges and failure to complete academic requirements.
10. The student has met the requirements under “Satisfactory Progression” but has not adhered to the “Program Regulations” identified in this document, including (but not limited to) professional conduct.

Appeals

Students wishing to appeal a decision of the Schulich School of Medicine & Dentistry should refer to the Undergraduate Student Academic Appeals policy.

Readmission

~~A student who fails to complete the program in five years will be required to withdraw from the dental program and will not normally be readmitted. Readmission to the dental program following withdrawal for unsatisfactory standing is subject to the following conditions:~~

If a student has been asked to withdraw from the DDS Program for unsatisfactory standing, readmission to the Program will be subject to the following conditions:

1. A student may be permitted to repeat ~~that~~ the failed year. Permission to repeat first year is seldom given, and then only under extenuating circumstances. Permission to repeat one of the subsequent years is normally given, but is subject to a vacancy being available in the year to be repeated.
2. Applications for readmission must be submitted in writing to the Director of Dentistry on or before August 15 of the year in which readmission is being sought.
3. A student who is granted permission to repeat a year is required to repeat the entire year ~~all courses of the failed year that have a clinical component~~, regardless of the achievement level. All prescribed work must be completed

Progression Requirements – Dentistry

satisfactorily or the student will be required to withdraw from the Faculty of Dentistry. Supplemental examination privileges are not normally extended to students repeating a year.

A student who voluntarily withdraws from a specific year of instruction before the end of the Fall-Term may apply for readmission to the Vice-Dean and Director of Dentistry by July 1 of the following year. In such event, the year from which the student withdrew would not be counted within the sixty-month period (or forty-eight months for International Dental Graduates) allowed to complete the program.

Grading Reports

~~At the end of each academic year, a report will be mailed by the Office of the Registrar to each student showing the numerical (percentage) grade achieved in each course.~~ Students are able to access their grades at the end of each academic term through the Student Center. The key to grades is:

September 1, 2024 to June 30, 2024: This will be a transition year with 65% to 100% being a “pass” and below 65% a “fail”.

In the Transition Year (September 1, 2024 to August 31, 2025) 65% to 100% will be a “pass” and below 65% will be a “fail”.

Effective September 1, 2025:

70% and above: Pass

Below 70%: Fail

IPR: Course in Progress

INC: Incomplete

Mark	Grade	Performance
80-100	A	Honours
70-79	B	Pass
60-69	C	Pass
59 and below	F	Fail
SRP	--	Supplemental Examination/Remedial Work passed
IPR	--	In-Progress
INC	--	Incomplete

Progression Requirements – Dentistry

Students must satisfactorily complete all course requirements to receive a Pass level of performance, which includes formative assessments and a minimum grade of 70% (Transition Year – 65%) on summative assessments.

Note: Effective September 1, 2025, the Pass level of performance and minimum grade on summative assessments will change to 70%.

Remedial Work/Supplemental Examination

A grade of 70% (Transition Year – 65%) is given to students who have failed a course and have successfully completed remediation work and/or a supplemental examination.

Honours

See the “Dean’s Honour List and Graduation “With Distinction”” policy.

~~Reports will also show quartile standing (an indication of class ranking).~~

Graduation Requirements

A student who successfully completes the work of the fourth their final year of the DDS program shall be recommended for graduation.

~~THE DDS PROGRAM FOR INTERNATIONALLY TRAINED DENTISTS (ITD)~~

~~Time Limitation for Completion of Program~~

~~The three-year program of studies leading to the degree of Doctor of Dental Surgery (DDS) must be completed in no more than four consecutive years (forty-eight months) from date of the initial registration. A student who fails to complete the program in four years must withdraw from the Program.~~

~~In the event that the student fails to complete their course of study satisfactorily within the stipulated period of four years, it would be only under extenuating circumstances that readmission would be granted and this only after an application for readmission had been approved by the Examinations & Progression Committee and Dentistry Council.~~

~~Non-Credit Courses~~

~~In addition to the credit courses, students are required to attend the non-credit courses.~~

~~Progression Without Condition~~

~~To complete a year’s work and be permitted to register in the succeeding year of the DDS ITD dental program, a student must:~~

Progression Requirements – Dentistry

- ~~1. satisfactorily complete the prescribed assignments for both credit and non-credit courses, and~~
- ~~2. obtain at least a Pass level of performance (60%) in each credit course.~~

Notes:

- ~~i. A course shall be defined as a discrete division of a general subject and is characterized by specific instruction and by examination specific to the said course. Where a general subject is not divided into discrete divisions it shall, for the purpose of these regulations, be considered a course.~~
- ~~ii. In each course, the ratio of term grades to final examination grades is determined by the teaching staff of the department concerned.~~

~~A student who obtains an average at the Honours level (80%) in a year's work is considered to have passed that year with Honours.~~

Eligibility for Awards

~~Students in Dentistry are required to achieve a passing grade without benefit of supplemental examinations(s) in all courses of the academic year, to be eligible for Professional Awards (excluding Scholarships and Bursaries) in that year.~~

Conditional Progression

~~A student may be given permission by the Examinations & Progression Committee and Dentistry Council to progress or continue in the DDS ITD Program with conditions as noted below:~~

First Year (DDS ITD1)

~~A first year (ITD1) student who fails either the written and/or preclinical laboratory component(s) of a course, may be granted permission to write a supplemental examination in either or both components of that course, provided that the student's overall average in all courses taken that year is at least 65%.~~

Second and Third Year (DDS ITD2, DDS ITD3)

~~A second or third year DDS ITD student who fails the written component of a course may be granted a supplemental examination in that component, provided his/her overall average in the written components of all courses taken that year is at least 65%.~~

~~If, by the end of the academic year, a student in the second or third year of the DDS ITD of the program has not completed all clinical cases, requirements, and other assignments prescribed in a clinical component of a course, but has an overall passing grade in those activities that have been done, the Clinical Division may recommend that a grade of "Incomplete" be given. The recommendation will include:~~

- ~~1. the type and extent of the work to be completed;~~
- ~~2. the date on which it must be completed;~~

Progression Requirements – Dentistry

- ~~3. the name of the Division that will evaluate the student's work;~~
- ~~4. the date by which the final grade will be forwarded to the Registrar's Office.~~

~~No supplemental examinations will be permitted in the clinical components of second or third year courses, Clinical Practice 5320 and 5420.~~

~~Unsatisfactory Standing~~

~~A student shall be considered to have failed the year if the student attains:~~

- ~~1. less than a Pass level of performance (60%) in one or more courses or components of courses where supplemental examination(s) are not granted;~~
- ~~2. less than a Pass level of performance (60%) in a supplemental examination.~~

~~Readmission~~

~~A student who fails to complete the program in four years will be required to withdraw from the DDS ITD Program and will not normally be readmitted.—
Readmission to the DDS ITD Program following withdrawal for unsatisfactory academic standing is subject to the following conditions:~~

- ~~1. A student may be permitted to repeat that year, subject to a vacancy being available in the year to be repeated.~~
- ~~2. Applications for readmission must be submitted in writing to the Associate Dean, Undergraduate Dental Education on or before August 15 of the year in which readmission is being sought.~~
- ~~3. A student who is granted permission to repeat a year is required to repeat all courses of that year, regardless of the achievement level. All prescribed work must be completed satisfactorily or the student will be required to withdraw from Dentistry. Supplemental examination privileges are not normally extended to students repeating a year.~~

~~A student who **voluntarily** withdraws a specific year of instruction may apply to the Associate Dean Undergraduate Dental Education for readmission, subject to a vacancy being available in the year to be repeated. In any such an event, the year from which the student withdrew would not be counted within the forty-eight month period allowed to complete the program.~~

~~Reports—~~

~~At the end of each academic year, a report will available from the Registrar's Office to each student indicating the numerical (percentage) grade achieved in each course. The key to grades is:~~

Mark	Grade	Performance
80-100	A	Honours
70-79	B	Pass

Progression Requirements – Dentistry

60-69	C	Pass
59 and below	F	Fail
SRP	--	Supplemental Remedial Passed
IPR	--	In Progress
ING	--	Incomplete

~~Exemption from Courses: No exemptions from courses will be permitted to students registered in the ITD Program.~~

~~Graduation Requirements~~

~~A student who successfully completes the work of the third year of the DDS ITD program shall be recommended for graduation.~~

REPORT OF THE PRESIDENT

To: Senators
From: Alan Shepard
Date: March 8, 2024
Re: Monthly report for March 2024

Dear Senators,

Following are some noteworthy developments since my last report for the Senate meeting of February 15, 2024.

RECAP Program: Western Research officially launched the **Research Engagement Collaborative Alliance with Partners** (RECAP) program at an event in February that brought together more than 50 researchers and representatives of local community groups. Supported by the strategic priorities fund, RECAP will help foster partnerships in research with impact locally, nationally, and internationally.

\$2.1 million from NSERC and NRCan: Samantha Gateman (Science) and **Hamid Abdolvand** (Engineering) both received grants from the NSERC-NRCan partnership to fund research on small modular reactors. The program supports small reactor development to position Canada as a clean energy leader and to support the decarbonization of provincial energy grids. The grants will also bring an additional **\$1.36 million** in cash and in-kind support from partners.

Grant to study Brain Health and Cognitive Impairment: Taylor Schmitz (Schulich) received nearly \$740,000 from CIHR's Brain Health and Cognitive Impairment in Aging (BHICIA) Research Initiative to study deep biology for brain resilience to Alzheimer's disease pathology.

Graduate students can earn Global & Intercultural Engagement Honour: Western International has expanded eligibility for this special distinction recognizing international and intercultural experiences and learning to graduate students.

Accolades: Congratulations to the following Western community members who, among others, have received special honours and awards in recent weeks:

- Schulich postdoctoral scholar **Idowu Olawoye** is one of 43 national recipients of CIHR's *Research Excellence, Diversity, and Independence (REDI) Early Career Transition Awards*.

- **Miodrag Grbic** (Science) has received the *Order of Karadjordje* from the Republic of Serbia for his contributions to genomics.
- **Chris Watling** (Schulich) appointed Chief Executive Officer of the Royal College of Physicians and Surgeons of Canada, effective July 1, 2024.
- A coin design created by **Soheila Esfahani** (Arts & Humanities) was selected for the Royal Canadian Mint's collection, *Celebrating Canada's Diversity*.
- **Pingzhao Hu** (Schulich) and **Cristián Bravo Roman** (Science) selected to represent Western at the *2024 Science Meets Parliament* program in May 2024.
- Mustangs Track & Field Head Coach **Vickie Croley** received both the *Bob Vigars* and *Sue Wise Coach of the Year Awards* at the *OUA Track & Field Championships*.
- Longtime Mustangs golf coach, **Jim Waite**, received the 14th annual *London Ontario Golf Heart Award* in recognition of his contributions to the sport in Southwestern Ontario.
- **Chris Hanebury**, Mustangs Squash Head Coach, named *OUA Coach of the Year*.
- *Western Gazette* student newspaper named **Publication of the Year** at national *John H. McDonald Awards*, alongside the University of Guelph's *The Griff*.
- **Sandra Datars Bere** (BA'87, MPA'06) appointed City Manager for the City of London.
- **Andrew Irvine** (MBA'02) appointed Chief Executive Officer of National Australia Bank.
- **Barry Howson** (BA'74, King's), who played in the 1964 Olympics, was formally recognized by Basketball Canada as Canada's first Black Olympic basketball player.
- **Paul Wells** (BA'89) awarded the *Hyman Solomon Award for Excellence in Public Policy Journalism* from the Public Policy Forum.
- **Nicole Sbrocca** (BMSc'03) named Chief Executive Officer of the Windsor-Essex branch of the Canadian Mental Health Association.
- **Joseph Burke** (BA'14) appointed Chief Administrative Officer – Clerk for the Town of Espanola, Ontario.
- **Anissa Hilborn** (BA'94) appointed Chief Executive Officer at Hamilton Health Sciences Foundation.
- **Nikita Miller** (BA'13, Brescia) appointed Executive Director of Young London.

Leadership updates:

Ileana Paul has accepted an invitation from Provost & Vice-President (Academic) Florentine Strzelczyk, to serve as Acting Dean of the Faculty of Arts & Humanities for a two-year term beginning **July 1, 2024**, following the conclusion of Jan Plug's tenure as Acting Dean.

Amrit Ahluwalia has been named the new Executive Director of Western Continuing Studies (WCS), effective **March 25, 2024**.

Meanwhile, searches remain underway for our next Vice-President (University Advancement), the Executive Director of Government Relations, and the Vice-Provost (Libraries)/Chief Librarian.

ITEM 4.0 Report of the Provost

ACTION: APPROVAL INFORMATION DISCUSSION

Florentine Strzelczyk, Provost & Vice-President (Academic) will provide a verbal report.

ATTACHMENTS:

ITEM 5.0 Report of the Vice-President (Research)

ACTION: APPROVAL INFORMATION DISCUSSION

Penny Pexman, Vice-President (Research), will provide a verbal report.

ITEM 6.1 – Faculty of Health Sciences: Amendments to the Faculty Council Constitution - Composition and Rules of Procedure

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: Conditional on Senate and Board approval of the creation of the Brescia School of Food and Nutritional Sciences in the Faculty of Health Sciences, and on the closing of the Brescia-Western integration, that the Operations/Agenda Committee approve and recommend to Senate the approval of amendments to the Faculty of Health Sciences' *Faculty Council Constitution - Composition and Rules of Procedure* to include the Brescia School of Food and Nutritional Sciences, effective May 1, 2024.

EXECUTIVE SUMMARY:

The Faculty of Health Sciences houses multiple regulated health professional programs: Audiology, Clinical Kinesiology, Nursing, Occupational Therapy, Physical Therapy, and Speech Language Pathology. Each of these programs requires disciplinary oversight of their curriculum and resources to meet accreditation standards. The School-based structure of the Faculty of Health Sciences allows the programs to meet accreditation standards and promotes quality education for the health professions.

The proposed revisions to the *Faculty Council Constitution - Composition and Rules of Procedure* provide for the recognition of a new School, the Brescia School of Food and Nutritional Sciences, and grant representation for that School on Faculty Council. There are also minor housekeeping changes to indicate that the health care representatives on Faculty Council are non-voting as stipulated in the Affiliation Agreements with our health care partners.

The creation of the new School is subject to the recommendation/approval of the Senate Committee on University Planning, Senate and the Board of Governors. The committee is asked to approve the Faculty Council Constitution changes conditional on that approval process in order for the changes to come into effect at the same time as the effective date of the creation of the School.

ATTACHMENT(S):

[Faculty Council Constitution - Composition and Rules of Procedure](#)



FACULTY OF HEALTH SCIENCES

Effective Date: **May 1, 2024** ~~November 11, 2022~~

Supersedes: **November 11, 2022**; December 2013

COMPOSITION AND RULES OF PROCEDURE

1. The Faculty of Health Sciences shall consist of the following:
 - i. School of Communication Sciences and Disorders
 - ii. **Brescia School of Food and Nutritional Sciences**
 - iii. School of Health Studies
 - iv. School of Kinesiology
 - v. Arthur Labatt Family School of Nursing
 - vi. School of Occupational Therapy
 - vii. School of Physical Therapy
 - viii. Graduate Programs in Health and Rehabilitation Sciences
 - ix. Graduate Programs in Advanced Health Care Practice

Requests to establish a new School shall be initiated by the Council of the Faculty of Health Sciences and shall be submitted to Senate.

2. The Council of the Faculty of Health Sciences shall be responsible to Senate and shall be composed of:
 - a. The following ex officio members:
 - i. The President & Vice-Chancellor
 - ii. The Provost & Vice-President (Academic)
 - iii. The Vice-President (Research)
 - iv. The Dean of Health Sciences who shall be Chair of the Council
 - v. The Vice-Provost (Graduate & Postdoctoral Studies)
 - vi. The CEO of London Health Sciences Centre, or designate **(non-voting)**
 - vii. The CEO of St. Joseph's Health Care London, or designate **(non-voting)**
 - viii. The Medical Officer of Health of London Middlesex Health Unit, or designate **(non-voting)**
 - ix. The President of the Faculty of Health Sciences Student Council
 - b. The following members:

Faculty of Health Sciences Council Constitution

- i. All full-time (probationary, tenured, and limited term) faculty members of the Faculty, including those who hold joint appointments with other Faculties
 - ii. One part-time faculty member of each School of the Faculty, elected by the faculty members of the respective School
 - iii. One student from each academic program of the Faculty, elected by the students in the respective academic program
 - iv. One full-time PMA-eligible or UWOSA staff member from each Administrative unit of the Faculty elected or appointed by the staff of the respective units
 - v. Two full-time members of faculty holding the rank of Lecturer or higher, who are not members of the Faculty of Health Sciences and who are not from the same Faculty (except from the School of Graduate and Postdoctoral Studies), elected by full-time faculty members of Faculty Council.
3. Members of the above categories shall be entitled to participate in the meetings of the Council, i.e., to speak **and, except for non-voting members,** to propose motions, and to vote.
4. All staff, students and part-time faculty of the Faculty are welcome to attend Faculty Council as visitors, subject to meeting room capacity limitations.
5. The Council shall meet at least four times each year and at such times as the Council or Senate may, from time to time, prescribe. Twenty-five (25) voting members shall constitute a quorum for regular and special meetings of the Council.
6. A special meeting of the Council shall be called on the written notice of 10% of the members of Council. Such notice shall be conveyed to the Chair of Council who shall convene a meeting of Council within seven (7) working days thereafter, to consider the matter or matters set out in the notice.
7. The Council shall advise Senate on all matters under the jurisdiction of the Senate which are pertinent to the Faculty of Health Sciences or which are referred to the Council by the Senate, and shall determine policy on all such matters if so delegated by the Senate.
8. The Council shall establish such committees to exercise its powers and advise it as it considers necessary.
9. Elections held by Council to appoint members to Departmental and Faculty Committees and to other bodies within the University, may be held by electronic vote.
10. Unless otherwise specified by this constitution, the by-laws and regulations for the

Faculty of Health Sciences Council Constitution

conduct of the Council's proceedings shall, where applicable, be those adopted by the Senate.

11. This constitution may be amended by the Senate on the recommendation of two-thirds (2/3) of the voting members of the Council of the Faculty of Health Sciences at least fourteen (14) days following written notice of the proposed amendment.

ITEM 6.2 – Amendments to the Senate By-Laws

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

At its February meeting, the Operations/Agenda Committee (OAC) considered a request from the Nominating Committee regarding potential revisions to the Senate By-Laws concerning regulations related to leaves of absence.

The Senate By-Laws state the following regarding leaves of absence from Senate Committees, Subcommittees, Councils or Boards in section VI.13.a:

“A member elected by the Senate to a Senate Committee, Subcommittee, Council or Board may apply to the Operations/Agenda Committee for Leave of Absence from two or more consecutive regular meetings of the body to which he/she was elected. Upon the granting of the Leave of Absence, the Nominating Committee shall appoint a temporary replacement and report its actions to the Senate, except that in the case of the Nominating Committee, the Operations/Agenda Committee shall appoint the temporary replacement and report its action to Senate.”

This year to-date, OAC has approved five leave of absence requests from Senate and Senate Committees. Once requests are approved, the resulting vacancies are provided to the Nominating Committee. Each request met the requirements of the By-Laws, however, several were four months or less in length.

The Nominating Committee has identified challenges in filling short-term vacancies. The current nominations process takes at least one month to complete. Individuals filling these vacancies may only be able to attend one or two meetings before their term is complete.

At its March meeting, OAC approved the proposed revisions to the Senate By-Laws as outlined in item 6.2.

The revisions are now presented to Senate for information, given the 14-day notice requirement for changes to the Senate By-Laws and will be brought to Senate for approval in April.

ATTACHMENTS:

[The Senate By-Laws – Track Changes Copy](#)

SENATE BY-LAWS

N.B.: For continuity of ease and reference, certain specific provisions within The University of Western Ontario Act (1988) are cited at the beginning of the particular Articles of these By-Laws to which they are relevant.

I. OFFICERS

Note: The UWO Act (1988), Section 24(3) provides that:

"The Vice-Chancellor shall be the Chair of the Senate, and a vice-chair shall be elected from among its members in such a manner as the Senate may establish."

1. The duties of the Chair shall be to preside at meetings and carry out such other duties as the Senate may from time to time prescribe.
2.
 - a) The Vice-Chair of Senate shall be elected annually at the first regular meeting of Senate held after the first day of April.
 - b) In the absence of or at the request of the Chair, the Vice-Chair shall preside at meetings or fulfill any other duties of the Chair.
 - c) The Vice-Chair shall be a member of the Operations/Agenda Committee, ex officio.
3. In the case of the absence of the Chair and the Vice-Chair the Senate may appoint one of its members to act as Chair for the time being and the member so appointed shall act and have all the powers of the Chair.
4.
 - a) The Secretary of the Senate, as the executive officer of Senate, shall be responsible for ensuring that the day-to-day business affairs of the Senate are conducted in an orderly and efficient manner, for the recording and dissemination of the work of the Senate and its Committees, for the provision of advice on the proper interpretation and application of the By-Laws, Rules, Policies, Procedures and Academic Regulations of the Senate, and such other duties as the Senate may from time to time prescribe. (See also By-Law X.)
 - b) The Secretary shall maintain a Minute Book, a copy of the Senate By-Laws and Rules of Order, and any other public documents of the Senate, which shall be open for the inspection of any person at reasonable times.
5. In the absence of the Secretary of the Senate, the Associate Secretary of Senate shall fulfil the duties of the Secretary.

II. MEMBERS: RIGHTS AND RESPONSIBILITIES

1. Unless otherwise provided in the University Act, Senate By-Laws, Rules, or Policies, all members of Senate are entitled to participate fully in meetings of the Senate, speak, propose motions, vote on all questions, and sit on committees of Senate.
2. Pursuant to subsection 1, those ex officio members of Senate designated in the Act as non-voting shall enjoy all other privileges of Senate membership.

3. (a) No member of Senate may appoint or send a designate or proxy to act or vote on his/her behalf in the Senate.
- (b) Notwithstanding the provisions of 3(a), for the May and June meetings of Senate, if a student Senator is unable to attend, a Senator-elect in the same constituency will be invited by the Secretary of Senate to assume the vacant seat. In the case of undergraduate constituencies wherein there is more than one Senator-elect, the invitations will be extended to candidates in an order determined by their plurality in that election.

4. Pursuant to section 26.(3) of the UWO Act (1982), where within any membership year (July 1 – June 30) a member of Senate, other than an ex officio member, who has not been granted leave of absence attends less than 50 per cent of the regular meetings of the Senate, the Senate may by resolution declare such membership vacant.

[Note: Senators who find they have a schedule conflict with Senate meetings may apply for a Leave of Absence from Senate for the period of the conflict, in which case an Alternate will be appointed in accordance with the Senate policy for filling vacancies [see Senate Election Procedures for "Appointment of Alternates" and "Filling of Vacancies"].

- a) The Secretary of Senate shall remind a member of the attendance requirement after the member has failed to attend three regular meetings.
 - b) Once a member has failed to attend 50% of the regular meetings, the Operations/Agenda Committee will recommend to Senate that the member's seat be declared vacant, provided that the member shall first be given the opportunity to resign or to request leniency for reasons detailed in writing to the Operations/Agenda Committee.
 - c) Subject to b), the Operations/Agenda Committee will determine whether to recommend to Senate that the member's seat be declared vacant.
 - d) Notwithstanding b) and c), the Operations/Agenda Committee will advise Senate that a member's seat is to be declared vacant once the member has failed to attend 75% of the regular meetings in a membership year except that the member will be given the opportunity to resign.
5. a) Senate may establish Observerships, as deemed necessary, to provide for communication of Senate business to and from pertinent areas.
 - b) Observers so appointed may participate in discussion but shall neither move/second motions nor vote.

III. ELECTION PROCEDURES [See also, UWO Act (1988), Sections 24(4), 25, 26, 27]

Pursuant to The University of Western Ontario Act, procedures for the election of Senate members, appointment of Alternates, and filling of Vacancies, shall be as established by Senate from time to time and as set forth in Senate Election Procedures.

IV. MEETINGS

Note: The UWO Act (1988), Section 28, provides that:

- (1) The Senate shall meet at least four times in each academic year and at such other times as the Senate from time to time may prescribe.
- (2) A special meeting of the Senate shall be called on the written notice of any seven members thereof and shall be convened within 15 days thereafter, to consider the matter or matters set out in the notice.

and Section 31 provides that:

- (1) Subject to subsection (2), the meetings of the Board and of the Senate shall be open to the public and prior notice of such meetings shall be given to the members and to the public in such manner as the Board and the Senate by By-Law shall respectfully determine, and no person shall be excluded therefrom except for improper conduct but, where confidential matters of the University are being considered, that part of the meeting may be held in camera.
 - (2) Where matters of a personal nature concerning an individual may be disclosed at a meeting, the part of the meeting concerning such individual shall be held in camera unless such individual requests that such part of the meeting be open to the public.
1. A Notice of Meeting, accompanied by the Agenda, shall be mailed to each member of Senate, and upon request, to members of the news media, at least seventy-two hours prior to the time fixed for the meeting A Notice of Meeting shall be published in Western News in the edition preceding each scheduled meeting of Senate.
 2. The Agenda shall be prepared by the Operations/Agenda Committee. The business of the Meeting shall be confined to the Agenda unless the Senate otherwise decides.
 3. A quorum shall be one-half the voting members of Senate except in the months of June, July and August when a quorum shall be twenty-five voting members of Senate.
 4. Each voting member of the Senate, including the Chair, shall have one vote.
 5. Procedure at Senate Meetings shall follow the rules as determined by Senate from time to time and set forth in the [Rules of Order](#).
 6. Normally, only Senators or official Senate Observers may speak at Senate. However, the Operations/Agenda Committee may invite to Senate meetings special guests, or other persons to serve as a resource or to provide information on any Senate matter. In exceptional circumstances, Senate may also, by a two-thirds majority vote, elect to permit a guest to be heard at Senate.

V. MINUTES

The Minutes of Senate shall contain a record of the resolutions dealt with by Senate and such other matters as the Senate from time to time may decide.

VI. COMMITTEES, COUNCILS, BOARDS [See also, UWO Act Section 29(a)]

Note: In these By-Laws, Committees, Councils, Boards shall be deemed to refer only to those bodies subject to the sole authority of Senate and, for the purpose of these By-Laws, are not inclusive of the Councils of the various Faculties and Schools.

1. The Senate shall establish a Nominating Committee, an Operations/Agenda Committee, and such other Committees, Councils or Boards, either standing or ad hoc, as from time to time it may deem advisable.
2. Unless otherwise provided by Senate, all Committees, Councils and Boards shall report only to Senate.
3. Unless otherwise provided by Senate, all Senate Committees, Councils and Boards may establish subcommittees, either standing or *ad hoc*.

The Terms of Reference of any subcommittee so established shall not be inconsistent with those of the parent Committee, Council or Board.

4.
 - a) The Chair of Senate shall be a member, ex officio, of Senate Committees and Councils.
 - b) The Provost and other Vice-Presidents shall be members, ex officio, of Senate Committees and Councils as shall be determined by Senate.
 - c) The Secretary of Senate shall be a member, ex officio, of Senate Committees, Councils and Boards, but shall be non-voting unless otherwise specified by Senate in the Composition of a particular Committee, Council or Board.
5. Either the Chair or the Vice-Chair of all Standing Committees, except the Senate Review Board Academic, shall be selected from those members of the Committee who are members of Senate.
6. The Chair of a Senate Committee, Council or Board shall be an ex officio member of its subcommittees.
7. Unless otherwise specified, all ex officio members of Senate Committees, Subcommittees, Councils and Boards shall be voting members.
8.
 - a) An ex officio member of a Senate Committee, Subcommittee, Council or Board may designate two persons to act on his/her behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.
 - b) An appointed or elected member of a Senate Committee, Subcommittee, Council or Board may not designate a person to act on his/her behalf unless previously determined by the respective Committee, Subcommittee, Council or Board.
 - c) Notwithstanding the provisions of 8(b), for the May and June meetings of a Senate Committee, Subcommittee, Council or Board, if a student Senator is unable to attend, the member-elect will be invited by the Secretary of Senate to assume the vacant seat.

9. An Observer member of a Senate Committee, Subcommittee, Council or Board may participate in the discussion but shall neither move/second motions nor vote.

An Observer may designate a person to act on his/her behalf.

10. a) The terms of office for elected members of Senate Committees, Subcommittees, Councils and Boards, unless otherwise specified, shall be: students - one year, renewable; faculty/others - two years, renewable.

The membership terms shall be so staggered that approximately even proportions of the faculty/others members retire each year.

- b) The terms of office for members appointed by one committee to another, for the purpose of reporting back to the appointing committee, shall be one year, renewable.

11. a) Unless otherwise specified, the quorum for Standing Committees of Senate shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

- b) Unless otherwise specified, the quorum for all other Senate Committees, Subcommittees, Councils and Boards shall be one-half of all voting members during September to May, and one-third of all voting members during June, July and August.

12. Unless otherwise specified, where membership on Senate is an eligibility requirement for certain of the members of a Senate Committee or Subcommittee, the term of office and classification of any such member shall not be affected should the membership term on Senate expire before that on the Committee or Subcommittee.

If a member of a Committee or Subcommittee is not a member of Senate at the time of election or appointment but should become a member of Senate subsequently, his/her classification will then become that of a member of Senate.

13. a) A member elected by the Senate to a Senate Committee, Subcommittee, Council or Board may apply ~~to the Operations/Agenda Committee~~ for a Leave of Absence from two or more consecutive regular meetings of the body to which ~~he/she was they~~ **were** elected, as follows: ~~Upon the granting of the Leave of Absence, the Nominating Committee shall appoint a temporary replacement and report its actions to the Senate, except that in the case of the Nominating Committee, the Operations/Agenda Committee shall appoint the temporary replacement and report its action to Senate.~~

(i) for a Leave of Absence of six months or more, to the Operations/Agenda Committee, and on the granting of the Leave of Absence, the Nominating Committee shall appoint a temporary replacement and so report to the Senate;

(ii) for a Leave of Absence of less than six months, to the body to which they were elected, and on the granting of the Leave of Absence, that body may request that the Nominating Committee appoint a temporary replacement and so report to the Senate;

(ii) if pursuant to (i) or (ii) a member of the Nominating Committee is to be replaced, the Operations/Agenda Committee shall appoint the temporary replacement and so report to the Senate.

b) A member appointed or elected by a body other than the Senate to a Senate Committee, Subcommittee, Council or Board may apply for Leave of Absence to the appointing body. The appointing body shall appoint a temporary replacement, the action to be reported to the Secretary of Senate for report to Senate.

14. The seat of an appointed or elected member of a Senate Committee, Subcommittee, Council or Board may be declared vacant if the member during a membership year is absent from three regular meetings of that Committee, Subcommittee, Council or Board, without having been granted Leave of Absence.

15. The [Rules of Order](#) shall apply *mutatis mutandis* to all Senate Committees, Subcommittees, Councils, and Boards.

VII. PUBLIC DOCUMENTS [See also UWO Act (1988), Section 31, Subsections (3) and (4)]

The following shall be regarded as public documents:

- a) approved Minutes of Senate meetings
- b) By-Laws of Senate
- c) reports to Senate received at open meetings of Senate
- d) any other matter declared to be public by a motion passed by Senate

VIII. CONFIDENTIALITY

Note: The word "Committee" used hereafter includes Committees, Subcommittees, Councils and Boards of Senate.

- 1. The question of confidentiality, in the first instance, is a matter of the common sense, discretion and good judgment of the individual concerned. If there is any doubt as to the confidential nature of the information in question, it is the responsibility of the individual to seek a ruling from the Chair of the Committee.
- 2. Unless otherwise provided by Senate, meetings of Senate Committees are open only to members, designated Observers and Resource personnel, and others upon explicit invitation by the Chair of the Committee.
- 3. Unless otherwise provided by Senate, both oral and written reports of Senate Committees shall be confidential and shall not be made available to the University or general community until such time as they are:
 - a) distributed to Senators,
 - b) received by the Secretary of Senate where it is not the intent for the report to go further, or
 - c) received by a Committee of Senate where it is not the intent for the report to go further
- 4. Breaches of confidentiality, with respect to Committee reports, minutes, or discussions, or the unauthorized release of Senate information, may result in the suspension or dismissal of the member from the Committee upon the recommendation of the Committee to Senate.

IX. PARLIAMENTARY AUTHORITY

The Standard Code of Parliamentary Procedure by Alice Sturgis (Current Edition) shall govern the Senate in all parliamentary situations not provided for in the UWO Act, Senate By-Laws, or Senate [Rules of Order](#).

X. INTERPRETATION OF BY-LAWS, RULES, POLICIES, PROCEDURES

In any instance where a substantive question arises concerning the meaning or intent of a Senate By-law, Rule, Policy or Procedure, the Secretary of Senate shall render an interpretation which shall be reported to Senate for information through the Operations/Agenda Committee.

In reaching a decision, the Secretary may first seek the advice of the Operations/Agenda Committee or other appropriate body or person.

XI. AMENDMENTS TO BY-LAWS

1. Any proposed amendment to these By-laws shall first be submitted in writing to the Operations/Agenda Committee for review.
2. Notice of the proposed amendment, together with any recommendation of the Operations/Agenda Committee related thereto, shall be given at a meeting of the Senate at least 14 days prior to the meeting at which approval will be sought.
3. Approval of the amendment shall require a majority of those voting on the resolution in a regularly-constituted meeting of the Senate following the required Notice.

ITEM 7.1 – Membership – Selection/Review Committee for the Dean of Schulich School of Medicine & Dentistry

ACTION: ACTION INFORMATION DISCUSSION

In accordance with the “Appointment Procedures for Senior Academic and Administrative Officers of the University,” the term for Deans is five years, renewable. A Selection Committee will conduct a review of the incumbent with a view to possible reappointment.

Composition:

- the Provost & Vice-President (Academic), who shall be Chair
- the Vice-President (Research)
- Six (6) persons, one of whom shall be an undergraduate student enrolled in the Faculty and one of whom shall be a graduate student enrolled in a program housed in the relevant Faculty, elected by the Council of the Faculty concerned
- Three (3) faculty or staff elected by Senate, who are from outside of the Faculty concerned, and only one of whom may be a Dean
- the President and Chief Executive Officers of the London Health Sciences Centre and St. Joseph’s Health Care or designates, one Robarts Scientist identified by the Robarts Scientists, and one additional student and faculty member elected by the Council of the Schulich School of Medicine & Dentistry

Members elected by Joint Schulich Council:

- **Delaney Mattern** (Dentistry –DDS ‘25) - Appointment to the Schulich Decanal Selection Committee as Undergraduate Student Enrolled in the Faculty
- **Amin Manji** (Basic Science –PhD Candidate) - Appointment to the Schulich Decanal Selection Committee as Graduate Student Enrolled in the Faculty
- **Lina Ghattas** (Medicine –MD ‘25) - Appointment to the Schulich Decanal Selection Committee as One Additional Student (at large)
- **Lisa Saksida** (Robarts Scientist) - Appointment to the Schulich Decanal Selection Committee as Robarts Scientist
- **Abdel Rahman Lawendy** (Faculty Member) - Appointment to the Schulich Decanal Selection Committee as One Additional Faculty Member (at large)
- **Tracey Crumley** (Clinical Chair) Appointment to the Schulich Decanal Selection Committee
- **Jefferson Frisbee** (Basic Science Chair) - Appointment to the Schulich Decanal Selection Committee
- **Rosemary Hicks** (Administrative Staff) - Appointment to the Schulich Decanal Selection Committee
- **Michael Shimizu** (Faculty Member) - Appointment to the Schulich Decanal Selection Committee

Required: Three (3) faculty or staff elected by Senate, who are from outside of the Faculty concerned, and only one of whom may be a Dean.

Nominees: Lisa Henderson (FIMS) (Dean)
 Lisa Cechetto (Admin. Staff) (Faculty/Staff)
 Denis Maxwell (Sci) (Faculty/Staff)

**ITEM 7.2 – Membership – Selection Committee for an Associate Vice-President,
Research (Health)**

ACTION: ACTION INFORMATION DISCUSSION

Composition:

- the Vice-President (Research), who shall be Chair
- Four (4) persons elected by the Senate, one of whom shall be a graduate student
- Two (2) persons elected by the Board of Governors

Required: Four (4) persons elected by the Senate, one of whom shall be a graduate student

Nominees: Miriam Capretz (Eng) (Faculty/Staff)
 Isaac Luginaah (SS) (Faculty/Staff)
 Angela Roberts (HS) (Faculty/Staff)
 Kevin Moore (GRAD)

ITEM 8.1 – School of Graduate and Postdoctoral Studies: Revisions to the Policy on “Admissions”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective March 15, 2024, the Graduate and Postdoctoral Studies policy on “Admissions” be revised as shown in Item 8.1.

EXECUTIVE SUMMARY:

See Item 13.3(b)(i) for an overview of the policy and regulation items coming forward from the School of Graduate and Postdoctoral Studies (SGPS).

The Graduate and Postdoctoral Studies policy on “Admissions” was formerly SGPS Regulation 2.

The proposed revisions to this policy are primarily to bring the language up to date with current practices and processes.

General

- Reference to “financial support” has been removed because the SGPS does not determine (and has not for several years) eligibility for financial support. Historically, when SGPS allocated funding to programs for student financial support packages, a minimum admission average of 78 was required for eligibility for financial support. SGPS has not allocated funding to programs in more than a decade.
- Reference to programs “nominating” applicants for admission has been revised to “offering” to reflect current admission practices. Historically, paper-based applications were received directly by programs; following review by the program, the program forwarded the applications to SGPS for calculation of the admission average, validation of transcripts, Graduate Record Examinations (GRE) scores, and English Language Proficiency scores to confirm admission eligibility. In the current online process, the admission average and validation of transcripts and test scores is completed before applications are received by the program, eliminating the need for programs to nominate applicants to SGPS.
- For admission to Master’s programs, criteria were revised to include a four-year degree from a college. It has been the practice of graduate programs since the introduction of four-year degrees at colleges, to consider applicants with four-year degrees from colleges on a competitive basis, but the policy had not been updated.
- The word “most” was added to the requirement of a Master’s degree for admission to “most” Doctoral programs to acknowledge that Doctoral programs may admit graduates of an undergraduate degree directly into a

Doctoral program and some programs exercise this option in exceptional cases.

Proficiency in English

- The word “furnish” was revised to “provide” to avoid unnecessary confusion for ESL speakers.
- Reference to the paper version of the TOEFL was removed as it is no longer used/accepted.
- Reference to 6 IELTS tests centres in the US and Canada was removed because it is outdated.
- The Duolingo English Test was added as an acceptable assessment for graduate admissions. Duolingo was initially accepted during the COVID pandemic because of the need for accessible English testing. It was found useful and appropriate by graduate programs, so it has been added to the list of assessments accepted on an ongoing basis.
- Reference to locations for Canadian Academic English Language Assessment test was removed because it is outdated.
- A reference to requests for exemption to the policy was added, directing applicants to their graduate program of interest.

Procedures

- Information in the policy that pertained directly to the application procedure was moved to an accompanying “Procedure”.

ATTACHMENT(S):

[Revisions to the Policy on “Admission”](#)

[Procedure for Admission Application](#) (for information)

Admissions

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Admissions
Subsections:	General; Proficiency in English
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Admission Application
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Effective Date:	TBD
Supersedes:	September 16, 2022

1. General

The Vice-Provost (Graduate and Postdoctoral Studies) grants admission to graduate students, only on the recommendation of the program in which the applicant intends to pursue studies. Admission to graduate programs at The University of Western Ontario (**Western**) is competitive. Thus, applicants meeting or even exceeding minimum admission standards, as described below, are not guaranteed admission to any of ~~the University of Western's Ontario's~~ Graduate Programs. Admission decisions are not subject to appeal.

For purposes of admission ~~and financial support~~, the School of Graduate and Postdoctoral Studies (**SGPS**) determines accreditation, degree, and standing equivalencies for all non-Western degrees.

Admissions

For students undertaking a thesis as part of their degree requirements, the Graduate Chair must determine that an appropriate thesis Supervisor is available for the student's declared field of research before ~~nominating~~ offering the student ~~for~~ admission.

For admission to Master's programs, applicants must possess a four-year degree from an accredited university ~~or college~~. SGPS requires at least a 70% average in senior level academic courses, as determined by ~~SGPS~~ the School of Graduate and Postdoctoral Studies, taken in the last two full-time years of the undergraduate degree. Equivalent qualifications may be considered based on the standards of the discipline or profession.

For admission to ~~most~~ Doctoral programs, applicants must possess a Master's degree or equivalent from a university, ~~or college~~ ~~or institute~~, and provide evidence of research potential. ~~The School of Graduate and Postdoctoral Studies~~ ~~SGPS~~ requires at least a 70% average in the Master's degree, as determined by ~~the School of Graduate and Postdoctoral Studies~~ ~~SGPS~~. Some Western programs provide ~~for~~ transfers from Master's to Doctoral degree status without achieving a Master's degree; ~~see Section 4.05~~. Some Western programs offer direct entry to begin a doctoral degree without having a completed Master's degree. Consult the program's regulations for details.

Individual programs commonly have higher admission standards than the minimum. Applicants should contact their program of choice to get information on its admission requirements.

2. Proficiency in English

Applicants whose first language is not English must ~~furnish~~ provide evidence of their proficiency in the use of the English language by a satisfactory* achievement within the last two years in one of the following:

- The Test of English as a Foreign Language (TOEFL). iBT (internet-Based Test): The minimum acceptable score is 86, with no individual score below 20. ~~PdT (Paper-delivered Test): The minimum acceptable total score is 65, with no individual score below 20. Please note that some programs require a higher minimum and/or band score.~~
- The International English Language Testing Service (IELTS Academic). The minimum acceptable score is 6.5 out of 9. ~~The IELTS is offered in 6 test centres in the US and 3 in Canada.~~
- ~~The Duolingo English Test. The minimum acceptable score is 115.~~
- The Canadian Academic English Language Assessment (CAEL Assessment). The minimum acceptable score is 60. ~~The CAEL Assessment is offered in several countries throughout the world as well as Canada.~~
- Western English Language Centre. The requirement is successful completion of the High-Advanced level.

Admissions

- Fanshawe College's EAP Program. The requirement is graduation from Level 10, English for Academic Purposes, with a minimum 80% in all components.

*Programs at Western may require a higher minimum score than those listed above.

Students Applicants who are required to present evidence of proficiency in English must make their own arrangements to complete one of the above tests or programs write the TOEFL, IELTS, or CAEL and to have the official results sent directly to SGPS by the testing agency.

~~Other formal evidence of graduate level proficiency in English (as determined by the School of Graduate and Postdoctoral Studies) may be considered in lieu of these test scores.~~

Exemptions:

Applicants may request an exemption by contacting their graduate program(s) of interest.

For the French and Hispanic Studies programs only, evidence of proficiency in English is a degree requirement but not a requirement for admission.

Procedure for Admission Application

To apply for admission, applicants will need to arrange to send the following to Western:

A completed application, including:

- Biographical information
- Contact information
- Statement of academic intent (if applicable)
- Academic background
- Electronic transcripts from Ontario universities/colleges (see below for information on transcripts)
- Professional background (if applicable)
- Referee information (your references are collected electronically upon receipt of application)
- Proficiency in English Scores (if applicable) (you must have the testing service send scores electronically to Western)
 - [The Test of English as a Foreign Language](#) (TOEFL). Western's TOEFL ID is 0984.
 - [The International English Language Testing Service](#) (IELTS) of the British Council.
 - [The Michigan English Language Assessment Battery](#) (MELAB) of the University of Michigan.
 - [The Canadian Academic English Language Assessment](#) (CAEL Assessment).
 - [Fanshawe College's ESL Program](#).
- Test Scores ([GRE](#)) (if applicable). Some programs require graduate applicants to take the Graduate Record Examinations (GRE), prepared by the Educational Testing Service of Princeton, New Jersey and Berkeley, California and administered several times each year at most universities. The applicant pays the cost of taking such examinations. Western's GRE ID is 0984.
- Application fee
- **Additional application requirements as required by program (examples below):**
 - A sample of written work
 - List of publications

All documents and transcripts submitted to Western become the property of the University and will not be returned.

ITEM 8.2 – Revisions to the Policy on “Admission – MD Program”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective September 1, 2024, the policy on “Admission – MD Program” be revised as shown in Item 8.2.

EXECUTIVE SUMMARY:

The Schulich School of Medicine & Dentistry is proposing revisions to the policy on “Admission – MD Program” relating to:

- the number of seats available;
- the application deadline;
- the admission requirements; and
- a Black Applicant Pathway.

The proposed changes are detailed below.

Number of Seats Available

Information relating to the number of places available in first year has been removed from the policy. This information is more appropriately placed on the Schulich Medicine & Dentistry Admissions website.

Note: All medical schools have received an increase in government funding. The maximum number of places available in first year has increased from 171 to 187. Current details relating to the number of places available at the London and Windsor campuses will be available on the Schulich Medicine & Dentistry Admissions website.

Application Deadline

The policy is updated to provide current information regarding the application deadline.

Admission Requirement: First Undergraduate Degree – Three years of study

Schulich Medicine would like to adjust its admission requirements in an effort to reach a group of applicants that have typically been ineligible for its programs. The new requirement would be that an applicant is eligible for admission to Schulich Medicine after completing three years of a four-year undergraduate degree and will no longer be required to complete said degree.

Currently, Schulich Medicine requires students to have completed a 4-year degree in advance of admission to the program. Historically, it had been thought that the completion of a 4-year honours degree was a sufficient surrogate measure of an applicant’s academic abilities. In Ontario, only Northern Ontario School of Medicine

(NOSM) also requires a 4-year degree. The remaining Ontario medical schools only require three years of a University Program to apply.

Admission Requirement: Second Undergraduate Degree – Two years of study

Schulich Medicine would like to adjust its admission requirements in an effort to reach a group of applicants that have typically been ineligible for its programs. The new requirement would be that an applicant is eligible for admission to Schulich Medicine after completing two years of an undergraduate degree in their second four-year degree and will no longer be required to complete the second 4-year degree.

Currently, Schulich Medicine requires students currently enrolled in a second undergraduate degree program to have completed their four-year degree in advance of admission to the program.

Black Applicant Pathway

The Black Applicant Pathway Admissions Committee is a subcommittee of the Medicine Admissions Committee at the Schulich School of Medicine & Dentistry. Its mission is to establish policies and guidelines related to the design, sustenance, and promotion of the program to increase enrolment of Black students and to provide them with respective support and counselling.

Every effort will be made to encourage persons of Black ancestry who have a proven record of cultural sensitivity towards Black educational issues to participate. The Black Applicant Pathway Admissions Committee will be responsible for the following:

- recommending strategies and policies to increase enrolment of Black medical students; and
- developing standards to select promising underrepresented candidates to the program and recommending such standards to the Medicine Admissions Committee.

The Black Applicant Pathway is being proposed to help address the systemic barriers that have impacted those applicants who identify as Black, from pursuing a career in Medicine.

The Black Applicant Pathway will operate as such:

1. Whereas there will be no seats reserved for applicants through the Black Applicant Pathway, the targeted minimum number of seats will be a proportion of the total number of available seats equal to the proportion of Black-identifying persons in the catchment region for Schulich School of Medicine & Dentistry and affiliate hospitals.
2. Applicants to the Black Applicant Pathway may be afforded MCAT and/or GPA flexibility.

3. Applicants through Black Applicant Pathway must provide a personal statement as part of the application requirements for this pathway. This will be a brief statement, less than 500 words, describing their Black experience.
4. File review and grading of applications through the Black Applicant Pathway will be completed by members of the Black Applicant Pathway Admissions Committee.
5. Interviews for applicants through the Black Applicant Pathway will be conducted by panel members who self-identify as Black. If, due to lack of resources available this is not possible, the panel will be comprised of members who identify in other underrepresented, equity deserving groups, preferably with at least one member self-identifying as Black. The panel composition should be representative of current Schulich School of Medicine & Dentistry guidelines and given gender considerations.

ATTACHMENT(S):

[Revisions to the Policy on "Admission – MD Program"](#)

Admission – MD Program

Policy Category:	Admission
Subject:	Admission – MD Program
Subsections:	Application for Admission ; Admission Requirements
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy and Awards (SCAPA)
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	*
Effective Date:	TBD May 1, 2022
Supersedes:	May 1, 2022; July 2021

APPLICATION FOR ADMISSION

Registration Deadline: To apply to the **Doctor of Medicine (MD)** Program at the **Schulich School of Medicine & Dentistry**, all applicants must register for an account with the **Ontario Medical School Application Service (OMSAS)** by **October 1**, unless **October 1** falls on a weekend, in which case the deadline is typically the first **business day in October** ~~the second week of September~~. Online applications are obtained from the OMSAS website, and must be submitted by the stated deadlines. Please refer to the OMSAS website for more information, including “Important Dates”.

Admission – MD Program

ADMISSION REQUIREMENTS

Please note that the admission policy is reviewed annually and the admission requirements from previous years may not apply. The University reserves the right to review and change the admission requirements at any time, without notice.

The Schulich School of Medicine & Dentistry provides an outstanding education within a research-intensive environment, where tomorrow's physicians, dentists and health researchers learn to be socially-responsible leaders in the advancement of human health.

The ~~Doctor of Medicine~~ MD Program runs simultaneously from two campuses: London, Ontario and Windsor, Ontario (at the University of Windsor). Each year a portion of the admitted class will complete all of their academic studies at the Schulich Medicine - Windsor Campus and graduate from Western University. The Windsor Campus is a partnership between Western University, the University of Windsor, and the London and Windsor hospitals. The Windsor campus builds on the strength of clerkship training provided in Windsor through the Schulich Medicine & Dentistry's Distributed Education program.

Applicants invited for an interview will have an opportunity to indicate their location of preference. When a location reaches its enrollment limit, successful applicants will be offered admission to the available location. All applicants will be processed by the Schulich School of Medicine & Dentistry, Western University, and will be subject to the same entry criteria.

Financial Support

Each year over \$5 million in scholarships, awards and bursary funding is distributed to assist medical students in greatest financial need. Within Schulich Medicine, there are Schulich Scholarships awarded annually (~~\$25,000/year for four years~~) as well as several endowment funds available for disbursement as scholarships/bursaries and awards. In addition, there are other university-based awards issued by Western University, as well as loans through the Ontario Student Assistance Program (OSAP). Through these and other measures, Schulich aspires to have financial considerations never act as a barrier to any student wishing to study Medicine at this school.

Admission Requirements

Enrollment is limited. Admission to the Doctor of Medicine Program is highly competitive and possessing the minimum requirements does not ensure an interview or acceptance. Individuals satisfying the following requirements are eligible to apply for admission to the first year of the program. Note that failure to be aware of the admission requirements does not constitute a ground for appeal. Individuals must satisfy the following requirements to be considered for admission to the first year of the four-year MD program in the Schulich School of Medicine & Dentistry:

Admission – MD Program

1. Degree Requirements

Applicants must have successfully completed a minimum of three years of a four-year undergraduate degree from a recognized university. They may be in the third final year of a four-year degree at the time of application. There is no preference given for the undergraduate program of study and there are no course prerequisites.

Applicants who have earned a degree from a recognized university, may elect to continue in full-time undergraduate studies. Only the first such "special year" taken by the applicant will be considered for determination of GPA. A special year will be considered only if it contains 5.0 courses or equivalent (30 credit hours) taken between September and April. First-year courses, repeat/antirequisite courses, and second-year courses that do not require a first-year prerequisite, are not acceptable in the "special year."

Applicants who embark on a second undergraduate degree program are eligible to apply having completed only two years of studies in the second four-year undergraduate degree program during the final year of their new program. In order to be considered for GPA purposes, the second degree must be equivalent to a four-year degree. In this situation, GPA consideration will be based only on the two best years of the second degree program. Course load and course level requirements for the second degree are analogous to the requirements of the first degree. ~~Applicants who are given a conditional offer must complete all program requirements for the second degree by June 30th.~~

Graduate students who are completing **thesis-based master's** must have completed all requirements for their graduate degree. Final transcripts showing that all requirements for their graduate degree have been completed (or a letter attesting to the same) must be received by OMSAS no later than June 30th.

Applicants who are enrolled in a **course-based master's** at the time of application must have completed all requirements by August 15th. A letter of good standing indicating there are no concerns with meeting all requirements of the course-based master's degree must be received at OMSAS no later than June 30th. Western does not take graduate courses into consideration for the GPA; only undergraduate years are used.

Schulich Medicine will no longer consider applications to the first year of the medical program from individuals who were registered in a Doctor of Medicine Program or equivalent elsewhere.

2. GPA

The GPA minimums are reset each year. Applicants must meet or exceed this threshold in each of two undergraduate years of full-time study (one of which may be the current year).

Admission – MD Program

Full-time study is defined as 5.0 courses or equivalent with 30 or more credit hours. Academic transcripts must show clearly that applicants have met this course load requirement.

To be considered, each year must contain at least 3.0 courses or equivalent whose published academic level is at or above the year of study (for example, in third year, at least 3.0 courses or equivalent must be at the third- or fourth-year level). Please note, only ONE Pass/Fail credit will be permissible in each of the two years being considered for GPA.

Consideration of the 2019-2020 Academic Year Affected by the Covid-19 Pandemic:

If you are presenting two undergraduate years for GPA consideration that do not include the 2019-2020 academic year affected by the COVID-19 pandemic, all of the following must be met:

- You must meet or exceed the minimum GPA in each of your two best undergraduate years of full-time study (one of which may be the current year). Full-time study is defined as five full or equivalent courses (30 credit hours), taken between September and April.
- Each of the two years must contain at least three full-course equivalents (18 credit hours) whose published academic level is at, or above, the year of study.
- Only one full or equivalent pass/fail course (6 credit hours) will be permissible in each of the two years being considered for the GPA.

If you are presenting the 2019-2020 academic year affected by the COVID-19 pandemic as one of your academic years for GPA consideration, all of the following must be met:

- During the 2019-2020 academic year, you must have completed 5 full or equivalent courses (minimum 30 credit hours) taken between September and April of which 3 full-course equivalents (18 credit hours) must have a published academic level at, or above, the year of study.
- The GPA will be calculated on grades from the fall 2019 semester only. Due to the transition of many universities to pass/fail or credit/no credit, grades from the winter 2020 semester and full-year courses from the 2019-2020 academic term will not be used in the calculation of GPA in order to ensure a fair assessment for all candidates.
- Only 1.0 equivalent pass/fail course(s) (6 credit hours) will be permissible in the fall 2019 term (September-December). The pass/fail course(s) must be passed. Discovery Credits (Western students) will be considered within, not in addition to, the 1.0 course pass/fail allowance.

Admission – MD Program

For applicants who have attended other universities on exchange, GPA calculation will be based on the marks achieved at the exchange institution. Official transcripts from the exchange institution must be provided to OMSAS at the time of application. Applicants who have completed their undergraduate studies outside of Canada or the United States should consult the section titled “Foreign courses/Grades.”

3. MCAT

MCAT minimums are reset each year. Applicants must meet or exceed these thresholds in their most recent writing of the MCAT (which must be no more than five years prior to the application deadline).

Only scores from the MCAT test introduced in April 2015 will be considered. Applicants from designated counties in Southwestern Ontario (Grey, Bruce, Huron, Perth, Oxford, Middlesex, Lambton, Chatham-Kent, Elgin and Essex Counties) are afforded some MCAT flexibility wherein the total MCAT score must meet the 50th percentile and each MCAT component score must also individually meet the 50th percentile.

All applicants must arrange for verified results of the revised MCAT to be submitted directly to the Ontario Medical School Application Service (OMSAS).

Additional Non-Academic Requirements

1. Citizenship

Applicants must be Canadian Citizens or Permanent Residents of Canada.

2. Confidential Assessment Form

Any three persons who, in the opinion of the applicant, will give an informed critical assessment will be acceptable as referees.

3. Autobiographical summary

Applicants will be asked to highlight their top activities that showcase certain skillsets important for being a physician. Verifiers for these activities must be provided. It is the applicant's responsibility to describe appropriate activities, provide accurate verifiers who can attest to their abilities, and ensure that verifiers are aware that they may or may not be contacted by the Admissions Office to provide support and verification of the skills and/or activities any time up to August 31st of the year following submission.

4. Interview

Select applicants will be invited for an interview. Individuals who satisfy the academic requirements as determined by the Admissions Committee each year will have their applications reviewed carefully and will receive consideration for an interview. Interviews are structured, standardized 45-minute interviews with a panel of three: one faculty member/physician, one senior medical student, and one community representative.

Admission – MD Program

Many factors contribute to the final determination of which applicants will be invited for an interview. Achieving the minimum GPA and MCAT scores does not guarantee an invitation to be interviewed.

5. Proficiency in English

The Schulich School of Medicine & Dentistry reserves the right to deny admission to any applicant whose facility in written and spoken English is judged to be inadequate.

6. Basic Life Support Training

Applicants are required to complete training in standard first aid and a CPR Basic Rescuer course (CPR-C), and provide valid certification before enrolment in the medical program. It is the responsibility of the student to keep this up to date.

7. Statement on Potential Health Risks and Immunization Requirements

Students in the Schulich School of Medicine & Dentistry will be required to care for persons with infectious diseases (including Hepatitis B and HIV) should they be assigned to them. Students accepted into the medical program will be sent complete documentation regarding health status policies and immunization requirements. Documentation of immunization and tuberculin status will be required.

8. Police Records Check Including Vulnerable Sector Screening

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

For more detailed information, please see the [Schulich Medicine & Dentistry Admissions website](#), or review the Police Check policy for the Undergraduate Medicine program.

Admission and Application Policies

The maximum number of places available in first year is [available on the Schulich Medicine & Dentistry Admissions website](#) ~~171 with 133 students enrolled at the London campus and 38 students enrolled at the Windsor campus.~~

Following the final date for application, an applicant may file any supplementary information relevant to the application with the Schulich School of Medicine & Dentistry, ~~The University of~~ [Western University Ontario](#), on or before the last day of May in the year following submission of the application.

Applicants may request a review of the decision of the Medicine Admissions Committee, provided that such a request is based upon new and significant information pertinent to the application. This request must be filed with the Schulich

Admission – MD Program

School of Medicine & Dentistry, ~~The University of~~ Western **University** Ontario, no later than two weeks after the issue of the original decision. The request should contain information not available to the applicant prior to the last Wednesday in May in the year following submission of the application. This request will be passed on to the Appeals Committee whose decision is final.

Health Care Improvement in Southwestern Ontario and Indigenous Communities

As a component of its mandate, Schulich Medicine will give special consideration to applicants who have indicated on their OMSAS application that they are from designated communities in Southwestern Ontario (Grey, Bruce, Huron, Perth, Oxford, Middlesex, Lambton, Chatham-Kent, Elgin, and Essex, Counties) and/or from the Indigenous communities.

Schulich Medicine & Dentistry's Distributed Education program is a partnership of over 50 communities throughout Southwestern Ontario which provides rural/regional medical education and training experience to undergraduate and postgraduate trainees from the Schulich School of Medicine & Dentistry.

The clinical clerkship or third year of the medical program is constituted so that all clerks will be expected to spend time outside of London or Windsor in the Distributed Education teaching sites. For those students with a particular interest in community medicine a rural/regional clerkship stream is available. Each year a section of students will complete the majority of the clerkship year in some of Schulich Medicine & Dentistry's Distributed Education communities. It is important that applicants to the Schulich Medicine MD undergraduate program understand that all students will be mandated to spend at least part of third year away from London or Windsor. There are no exceptions to this policy. By accepting an offer of admission to this program, students are consenting to participate fully in this approach to learning.

The Schulich School of Medicine & Dentistry is committed to increasing the number of First Nations, Métis, and Inuit physicians. It has established the Indigenous Admissions Committee to increase the enrollment of Indigenous students in Medicine and to provide Indigenous applicants and students with support and counseling to facilitate their success in medical school. Schulich Medicine has designated seats in each entering class for First Nations, Métis, and Inuit students. Applicants self-identified as Indigenous and one of Canada's First Peoples who wish to be considered for a designated seat must provide official documents of Indigenous status or proof of ancestral Indigenous origin to OMSAS. Such applicants must also provide at the time of application a personal statement describing experiences within Indigenous communities, and additional letters of support from Indigenous communities or organizations.

Applicants will be assessed on a balanced portfolio which includes academic achievements, MCAT scores, letters of support, and a personal statement that

Admission – MD Program

provides evidence of long-term involvement in the Indigenous community and the impact of these experiences.

Only in exceptional circumstances will Indigenous applicants with a GPA of less than 3.30 or MCAT score below the 50th percentile be considered for the designated seats. Applicants invited to an interview will be welcomed by an interview panel consisting of an Indigenous physician, Indigenous community member, and senior medical student.

First Nations, Métis, and Inuit applicants and students considering a future career in Medicine are encouraged to contact the Admissions Office at admissions.medicine@schulich.uwo.ca or call 519-661-3744 for further information and counseling.

ACCESS Pathway

The Schulich School of Medicine & Dentistry recognizes that some applicants may have faced barriers on their path to applying to medicine, and as part of its commitment to inclusivity and equity, it wishes to mitigate barriers for these applicants, where possible, while ensuring fairness for all applicants.

The ACCESS pathway is for those applicants who have been adversely impacted by circumstances that created a disadvantage. These may include medical, sociocultural, and/or financial barrier(s).

Those who apply through the ACCESS pathway may be considered for MCAT flexibility using the same criteria as set for our Southwestern Ontario stream. The MCAT criteria are re-set annually based on the competitiveness of the applicant pool.

In your application, you must:

- Describe why you are applying in this pathway;
- Provide supporting documentation regarding your barrier;
- Provide a written statement on how you have adapted to and/or overcome your barrier and your potential for success in medical school; and
- For applicants with a medical and/or financial barrier, provide all of the documentation outlined below.

Medical barrier

A medical barrier is defined as a disability and/or life-threatening illness affecting an applicant during their university education. Students with medical barriers are encouraged to apply if they have the skills and abilities to successfully meet the essential requirements of a medical degree. As well, students must have the skills and abilities to ensure their own safety and the safety of the patients they interact with and care for during their medical training. These skills and abilities are outlined in the “*Essential Skills and Abilities Required for the Study of Medicine*” document approved by the Council of Ontario Faculties of Medicine (COFM).

Admission – MD Program

To be considered for the ACCESS pathway because of a medical barrier, an applicant MUST provide ALL of the following supporting documentation for a reasonable assessment:

1. Official documentation on whether accommodations were provided and the nature of these accommodations for writing the MCAT. (If no accommodations were provided for writing the MCAT, please state this to us.)
2. Official documentation on whether accommodations were provided and the nature of these accommodations for their university learning. (If no accommodations were provided, please state this to us.)
and
3. Official documentation by a licensed professional on how their illness and/or disability impacts/impacted their learning and/or the learning of others (note that although disclosing the name of a diagnosis is not required, the committee will require sufficient information on the impact of the illness and/or disability on your educational experience).

Applicants to Schulich School of Medicine & Dentistry who have disabilities and wish to discuss requests for accommodations will be advised to contact Accessible Education at ssd@uwo.ca or 519-661-2147.

Financial barrier

We recognize that many students work part-time. However, to be considered as having a *financial* barrier, an applicant MUST have been working at least 20 hours per week during each academic year (September to April) for at least 2 academic years, where 1 year is engaged in full-time studies at an appropriate course level and load (as outlined in our GPA requirements).

To be considered for the ACCESS pathway because of a financial barrier, an official letter from the employer(s) must be provided clearly outlining the hours and dates employed as they relate to the above definition of financial barrier.

It is the applicant's responsibility to ensure that all relevant documentation is provided.

As is customary with all applications, Schulich Medicine reserves the right to verify supporting documentation. Falsification or misrepresentation of information will result in removal of the application from consideration and will preclude them from being considered in any future applications to the University.

This documentation will be reviewed holistically by a Sub-Committee of the Medicine Admissions Committee. There are no fixed seats or quotas. Those who apply through the ACCESS pathway may be considered for MCAT flexibility using the same criteria as set for our Southwestern Ontario stream annually. Applicants

Admission – MD Program

through the ACCESS pathway must meet all other Admission requirements as the Southwestern Ontario stream and general stream applicants. Applying through this pathway does not automatically guarantee granting of MCAT flexibility nor guarantee admission.

Black Applicant Pathway (BAP)

The Schulich School of Medicine & Dentistry recognizes that some applicants may have faced barriers on their path to applying to medicine, and as part of its commitment to inclusivity and equity, it wishes to mitigate barriers for these applicants, where possible, while ensuring fairness for all applicants. The BAP was created as a way to nurture a welcoming and inclusive environment for all applicants under-represented within medicine, and therefore is for applicants who self-identify as Black.

To be considered through the BAP, applicants must provide a personal statement as part of the application requirements. This will be a brief statement, less than 500 words, describing their Black experience.

This documentation will be reviewed holistically by a Sub-Committee of the Medicine Admissions Committee. There are no fixed seats or quotas. Those who apply through the BAP may be considered for MCAT flexibility using the same criteria as set for the Southwestern Ontario and ACCESS stream annually. Those who apply through the BAP may be considered for GPA flexibility using the same criteria as set for the Indigenous pathway annually. Applicants through the BAP must meet all other admission requirements as the Southwestern Ontario stream, ACCESS pathway and general stream applicants. Applying through this pathway does not guarantee granting of MCAT and/or GPA flexibility nor guarantee admission.

Interviews for applicants through the BAP will be conducted by panel members who self-identify as Black. If, due to lack of resources available this is not possible, the panel will be comprised of members who identify in other underrepresented, equity deserving groups, preferably with at least one member self-identifying as Black. The panel composition should be representative of current Schulich School of Medicine & Dentistry guidelines and given gender considerations.

Medical Military Training Program (MMTP) Pathway

The Schulich School of Medicine & Dentistry recognizes that some applicants may have faced barriers on their path to applying to medicine, and as part of its commitment to inclusivity and equity, it wishes to mitigate barriers for these applicants, where possible, while ensuring fairness for all applicants. The Schulich School of Medicine & Dentistry also recognizes that there is a critical shortage of medically trained personnel who will serve our Canadian Armed Forces.

The Medical Military Training Program (MMTP) pathway is for those applicants who are current active members of the Canadian Armed Forces for a minimum of 12 months prior to the application deadline.

Admission – MD Program

Those who apply through the MMTP pathway may be considered for MCAT flexibility using the same criteria as set for our Southwestern Ontario stream. The MCAT criteria are re-set annually based on the competitiveness of the applicant pool.

To be eligible for the MMTP pathway, you must:

- Be an active member of the Canadian Armed Forces for a minimum of 12 months prior to the application deadline
- Consent to have verification of your application with the Canadian Armed Forces
- Be eligible and approved to receive funding of your medical school tuition by the Canadian Armed Forces (If you are not approved for funding by the Canadian Armed Forces, you will be considered within the general stream application process and must meet all general stream admissions requirements).

It is your responsibility to ensure that all relevant documentation is provided.

We reserve the right to verify elements of your application. Falsification or misrepresentation of information will result in removal of the application from consideration and may be considered in any future applications to the University.

There is a maximum of 3 supernumerary seats funded by the Canadian Armed Forces for this pathway. Applicants through the MMTP pathway must meet all other Admission requirements as the Southwestern Ontario stream and general stream applicants. Applying through this pathway does not automatically guarantee granting of MCAT flexibility nor guarantee admission.

Kuwait Pathway

Western University wishes to promote the development of International connections and training of International students across Faculties, including the Schulich School of Medicine & Dentistry. To address this vision, the Schulich School of Medicine & Dentistry has started International discussions with countries where there already are partnerships with the Postgraduate Medical Education program. One such partnership is with Kuwait, and thus, Schulich Medicine will be offering a Kuwait pathway to allow for undergraduate medical training of their qualified students as future physicians through the allocation of supernumerary seats.

To be eligible for the Kuwait pathway, you must:

- Have Kuwait citizenship
- Not be a Canadian citizen or permanent resident of Canada
- Be eligible and approved to receive funding of your medical school tuition by the Kuwait Cultural Bureau (If you are not approved for funding by the Kuwait Cultural Bureau, you will not be considered for a seat).

Admission – MD Program

- Have completed your undergraduate degree within an accredited North American University, where your transcript will clearly outline course load and course levelling.

It is your responsibility to ensure that all relevant documentation is provided.

We reserve the right to verify elements of your application. Falsification or misrepresentation of information will result in removal of the application from consideration and may be considered in any future applications to the University.

There is a maximum of 3 supernumerary seats funded by the Kuwait Cultural Bureau for this pathway. Applicants through the Kuwait pathway must meet all other Admission requirements as the general stream applicants. Applying through this pathway does not automatically guarantee admission.

International Applicant Pathway

The International Applicant Pathway for the MD Program at the Schulich School of Medicine & Dentistry is a process that provides international learners an opportunity to study medicine at Western University while facilitating cross-cultural learning and fostering global perspectives within MD Program students. Schulich Medicine will be offering undergraduate medical education training to qualified applicants through defined supernumerary seats. There is a maximum number of supernumerary seats open for this Pathway in each academic year. Applicants invited for an interview will have an opportunity to indicate their location of preference. When a location reaches its enrollment limit, successful applicants will be offered admission to the available location. All applicants will be processed by the Schulich School of Medicine & Dentistry, Western University, and will be subject to the same entry criteria.

~~Registration for this Pathway is available for students joining the MD Program at the Windsor Campus, only.~~

To be eligible for the International Applicant Pathway, an applicant must:

- Have valid citizenship in their home country at the time of application (Note: applicants who have dual citizenship between Canada and another country or have achieved status as a permanent resident (landed immigrant) or citizen of Canada at the time of admission will be automatically entered into the Canadian applicant process.)
- Not be a Canadian citizen or Permanent Resident of Canada
- Have completed or be in the final year of study in the equivalent of a ~~program leading to a conferred~~ four year undergraduate degree or completed two or more years in a graduate degree at a recognized university equivalent to an accredited Canadian program. Applicants who have completed their undergraduate or graduate degree outside Canada or the United States, must

Admission – MD Program

have their final transcript submitted to the World Education Services (WES)
<https://www.wes.org> on a course-by-course basis

Schulich Medicine reserves the right to deny admission to any applicant whose facility in written and/or spoken English is judged inadequate for medicine studies. The Admissions Office reserves the option to request a candidate demonstrate English language proficiency as:

Applicants are expected to show English language proficiency through pre-existing post-secondary degree studies or successful completion of one of the following assessments:

- The Test of English as a Foreign Language (TOEFL): minimum overall score and by categories:
 - TOEFL Internet-based Test (TOEFL iBT): 100
 - Speaking: 26
 - Writing: 24
 - Reading: 24
 - Listening: 22
- The Duolingo English Test: Must score a minimum of 120

Applicants must have completed ~~the final four full years~~ or be in the final year of study in the equivalent of a four-year undergraduate degree or completed two or more years in a graduate degree at a ~~recognized university equivalent to an accredited Canadian program~~ ~~university that educates and assesses only in English and is located geographically in a country whose primary language of communication and commerce is English.~~

There are no prerequisite courses required for this Pathway.

It is the responsibility of the applicant to ensure all relevant documentation is provided to OMSAS for Medicine Admissions.

Schulich Medicine reserves the right to verify all elements of your application. Falsification or misrepresentation of information will result in removal of the application from consideration and will preclude the applicant from being considered in any future applications to the MD Program at Western University.

Applicants through the Schulich Medicine International Applicant Pathway must meet all established admission requirements of the Medicine Admissions general stream applicants.

Applying through this Pathway will require applicants to: (1) undergo the standard

Admission – MD Program

selection process for Canadian general stream applicants (2) be granted a visa to study medicine in Canada and (3) meet all standards for Admissions in language, education and documentation.

Support is available for students who require assistance with their visa and documentation through offices in the Schulich School of Medicine & Dentistry, Western University and the University of Windsor.

Combined Programs

1. MD/PhD Program

A maximum of three (3) seats will be set aside each year for applicants to the MD/PhD program. ~~For further information, please visit the MD/PhD Program website at:~~

~~http://www.schulich.uwo.ca/medicine/undergraduate/research/mdphd_program.html~~

2. Oral and Maxillofacial Surgery/MD/MSc Program

A maximum of one seat will be set aside each year for applicants to the OMFS/MD/MSc program. ~~For details about this program, please visit:~~

~~http://www.schulich.uwo.ca/dentistry/future_students/oral_maxillofacial_surgery.html~~

Additional Information for Applicants

1. Co-op Programs and Clinical Placements

All undergraduate degree programs that have a co-op or clinical placement component are dealt with on an individual basis. Questions about how this is considered, should be emailed to admissions.medicine@schulich.uwo.ca.

If applicants are enrolled in an Honours-level co-op degree program, their academic course work will be considered as follows:

The two years considered for GPA purposes will be the best two academic years with a full course load (5.0 courses or equivalent). Please note that an “academic year” in this case will consist of the two semesters which combine to complete one of the mandatory “years” of the program (e.g., a student’s third year may consist of courses taken between September-December and May-September, while the student is registered by their university as being a third-year student. Two semesters belonging to different academic years of study will not be considered.

Applicants registered in co-operative programs should submit a separate letter from their Dean or program director that specifies the schedule of their academic and work terms if this information **is not** clear from their transcript. This letter should be sent directly to the Office of Admissions & Student Affairs, Schulich School of Medicine & Dentistry.

2. Graduate Students

Candidates enrolled in a Master’s program at the time of application must complete

Admission – MD Program

the requirements of the program. Withdrawal from a Master's program during that year in order to enroll within Schulich Medicine will not be acceptable.

Graduate students completing thesis-based master's degrees must have completed all requirements for their graduate degree. Final transcripts showing that all requirements for their graduate degree have been completed (or a letter attesting to the same) must be received by OMSAS no later than June 30th.

Applicants who are enrolled in a course-based master's at the time of application must have completed all requirements by August 15th. A letter of good standing indicating there are no concerns with meeting all requirements of the course-based master's degree must be received at OMSAS no later than June 30th.

Western does not take graduate courses into consideration for the GPA; only undergraduate years are used. Applicants who currently are enrolled in a master's program are encouraged to make inquiries about the MD/PhD program.:-
http://www.schulich.uwo.ca/medicine/undergraduate/research/mdphd_program.html

3. Repeat Courses

Schulich Medicine does not accept repeat courses. If a course is repeated, the course is not counted in the course load for that year, nor is it factored into the GPA calculation for that year. Therefore, if 5.0 courses or equivalent are taken, but one of them is a repeat course, that year will be considered to have less than a full course load and not suitable for GPA calculations.

4. Summer Courses

Summer courses will not be counted in the overall GPA for interview and admission consideration. Summer courses will not be counted as part of the September to April course load.

5. Disability and Admission to Medicine

The Schulich School of Medicine & Dentistry, in accord with the Ontario Human Rights Code and University Policy, is committed to provision of equal access opportunities to all qualified applicants. To fulfill the requirements of the MD degree and to avoid serious risk to the health and safety of patients/clients, students are required to acquire competency in a wide range of knowledge, skills and abilities. Individuals with special needs are advised to contact the Admissions Office, Schulich School of Medicine & Dentistry, and to carefully review the "Council of Ontario Faculties of Medicine (COFM) Policy Document: Essential Skills and Abilities Required for the Study of Medicine" at:-
<http://www.ouac.on.ca/omsas/omsas-essential.html>.

6. Transfer Students

Transfer consideration is restricted to Canadian citizens or Permanent Residents of Canada currently enrolled in a Canadian medical school. Applicants considering transfer must contact the Admissions Office. For detailed information on transfer into

Admission – MD Program

the undergraduate Medical program please refer to the Statement on Transfer of Student for Program Studies in UME.

7. Foreign Courses/Grades

Canadian citizens or permanent residents of Canada who have completed their undergraduate-level university education outside of Canada may apply to the Schulich MD program.

Applicants who have completed their undergraduate education outside of Canada and the United States must have their foreign transcripts assessed by World Education Services (WES). By doing so, WES will convert foreign academic credentials into their Canadian educational equivalents. A course-by-course evaluation along with an overall GPA is required. WES evaluations must be sent directly to OMSAS by WES and must be received by the application deadline.

WES will forward the transcript to OMSAS along with their report. A second copy does not need to be sent to OMSAS or Western. To contact WES visit their website at: www.wes.org/ca.

8. Candidates from Accredited Degree-Granting Institutions

Candidates with acceptable standing at accredited degree-granting institutions may be considered for admission provided that the content of studies completed is equivalent in content to the courses offered by Western, and to the requirements of the program to which the student has applied. The University will review other candidates on an individual basis. Admission in all cases is competitive. Applicants who submit false information will be subject to disciplinary action in accordance with Western policy.

ITEM 8.3 – Revisions to the Policy on “Course Outlines”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective September 1, 2024, the policy on “Course Outlines” be revised as shown in Item 8.3.

EXECUTIVE SUMMARY:

The proposed updates to the policy on “Course Outlines” include:

- Addition of a requirement that instructors must indicate on their course outlines for undergraduate courses, if, how and when the use of generative artificial intelligence tools/software/apps are permitted in the course.
- A mandatory statement on Gender-Based and Sexual Violence that must be included in all course outlines. The inclusion of the mandatory statement on Gender-Based and Sexual Violence was previously presented to Senate for discussion at the meeting on November 10, 2023.
- Removal of outdated language referencing “WebCT”.
- Removal of “Guidelines for Instructors on the Use of Personal Response Systems (“Clickers”)” and “Guidelines for Students on the Use of Personal Response Systems (“Clickers”)” as clickers are no longer in use.

ATTACHMENT(S):

[Revisions to the Policy on “Course Outlines”](#)

Course Outlines

Policy Category:	Examinations
Subject:	Course Outlines
Subsections:	Course Outlines (Syllabi) for Undergraduate Courses ; Course Outlines for Graduate Courses ; Guidelines for Instructors on the Use of Personal Response Systems (“Clickers”); Guidelines for Students on the Use of Personal Response Systems (“Clickers”)
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	*
Effective Date:	TBD September 2019
Supersedes:	September 2019 *

COURSE OUTLINES (SYLLABI) FOR UNDERGRADUATE COURSES

No later than the first day of class in the term a course is given, Faculties, Departments, Schools or Programs (hereafter called “Academic Units”) must post on ~~the appropriate~~ a **secure** Web site a course outline for each course offered **that includes the course name and number, and the location and days and hours that the course is scheduled (including lecture, laboratory and tutorial hours).** ~~With the exception of courses taught by Distance Studies (WebCT), this outline also must be available electronically and/or in hard copy form at the first meeting of the course.~~

~~In order to allow students to make informed decisions on their course selection and the scheduling of their studies, each~~ **Each** course outline must include the following information or direct students to an ~~appropriate~~ **secure** course Web site where these

Course Outlines

details are available:

1. **Course Information**

~~This includes the course name and number, and the location and days and hours that the course is scheduled (including lecture, laboratory and tutorial hours).~~

A) **Prerequisite checking - the student's responsibility**

If applicable, a list of the prerequisites for the course and the following notation regarding the Senate regulation with respect to the student's responsibility for ensuring that course prerequisites have been completed successfully or special permission from the Dean obtained:

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

2. **Instructor Information**

Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course [course coordinator].

3. **Course Syllabus**

A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.

4. **Course Materials**

A description of the materials that are required (or recommended) for the course, including text books, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.

5. **Methods of Evaluation**

A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments, is required. When exact dates cannot be supplied, a tentative schedule must be issued, with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline.

Any course-specific conditions that are required to pass the course must be

Course Outlines

outlined. Conditions might include (i) minimum attendance at lectures, tutorials or laboratories, (ii) minimum overall grade on laboratory, tutorial or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam, to name a few.

A clear indication of how **non-illness** absences from midterms, tutorials, laboratory experiments, or late essays or assignments, will be dealt with must be provided. The course outline must direct the student to the **Policy on Academic Consideration for Medical Illness – Undergraduate Students** (https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf) ~~Policy on Academic Consideration for Student Absences – Undergraduate Students First Entry Programs–~~ (https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf)

Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the dean **(or designate)** of the faculty concerned.

6. **Additional Statements**

Statement on Use of Electronic Devices

A clear statement of what electronic devices will or will not be allowed during tests and examinations.

~~**Statement on Use of Personal Response Systems (“Clickers”)**~~

~~If Personal Response Systems (“Clickers”) are used in the course, a reference to the Guidelines for their use (Guidelines are shown below). Instructors are to communicate clearly to students information on how clickers are used including: how the student’s privacy will be protected, how clickers may be used by the instructor for data gathering and for evaluating the student, and why they cannot be used by anyone but the student (since the students involved in misuse of a clicker may be charged with a scholastic offence).~~

Statement on the Use of Generative Artificial Intelligence (AI)

Instructors must indicate whether the use of generative artificial intelligence (AI) tools/software/apps is acceptable, permitted in specific situations, or unacceptable in their course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence.

Statement on Academic Offences

The statement: “Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

Course Outlines

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.”

Additionally,

- A) If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline:

“All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

- B) If computer-marked multiple-choice tests and/or exams will be given, and software might be used to check for unusual coincidences in answer patterns that may indicate cheating, the following statement must be added to course outlines:

“Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.”

Support Services

The Web sites for Registrarial Services (<http://www.registrar.uwo.ca>), and the same for affiliated university colleges when appropriate, and any appropriate Student Support Services (including the services provided by the USC listed here: <http://westernusc.ca/services/>) and the Student Development Services, should be provided for easy access.

Statement on Gender-Based and Sexual Violence

All course outlines must contain the following statement:

“Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website: https://www.uwo.ca/health/student_support/survivor_support/get-

Course Outlines

[help.html](#) To connect with a case manager or set up an appointment, please contact support@uwo.ca.”

All course outlines should contain the following statement: “Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”

Retention of Electronic Version of Course Outlines (Syllabi)

At the same time that course outlines/syllabi are posted on the appropriate Web site, each Department must forward an electronic version of items 1-5 of each course outline (syllabus) to the Office of the Dean of the Faculty or College. By the fourth week after the start of term, the Dean’s Office will forward all of the collected outlines to Registrarial Services, where they will be maintained in electronic form in the faculty/staff extranet for a minimum of ten years after the completion of the course. (Final retention periods and disposition will be determined by the relevant records retention and disposition schedule approved by the President’s Advisory Committee on University Records and Archives).

COURSE OUTLINES FOR GRADUATE COURSES

As soon as possible and in any case no later than two weeks prior to the course’s start, Faculties, Departments, Schools or Programs (hereafter called “Academic Units”) must post on ~~the appropriate~~ a **secure** Web site a course outline for each course offered. At the start of each course this outline also must be available electronically and/or in hard copy form.

In order to allow students to make informed decisions on their course selection and the scheduling of their studies, each course outline must include the following information or direct students to an ~~appropriate~~ **secure** course Web site where these details are available:

1. Course Information

This includes the course name and number, and the location and days and hours that the course is scheduled (including all required components of the class: lectures, seminars, colloquia, labs, etc).

2. Instructor Information

Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course [course coordinator].

Course Outlines

3. Course Description

A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.

4. Course Materials

A description of the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.

5. Methods of Evaluation

A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments. When exact dates cannot be supplied, a tentative schedule must be issued with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline.

Any course-specific conditions that are required to pass the course must be outlined. For example, conditions might include (i) minimum attendance at lectures or laboratories, (ii) minimum overall grade on laboratory or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam.

Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the graduate chair of the program concerned.

6. Statement on Academic Offences

The statement: "Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

Additionally,

A) If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline:

"All required papers may be subject to submission for textual similarity review to the commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the

Course Outlines

licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

B) If computer-marked multiple-choice tests and/or exams will be given, and software might be used to check for unusual coincidences in answer patterns that may indicate cheating, the following statement must be added to course outlines: “Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.”

Statement on Gender-Based and Sexual Violence

All course outlines must contain the following statement:

“Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website:
https://www.uwo.ca/health/student_support/survivor_support/get-help.html
To connect with a case manager or set up an appointment, please contact support@uwo.ca.”

Retention of Electronic Version of Course Outlines (Syllabi)

At the same time that course outlines/syllabi are posted on the appropriate Web site, each program must forward an electronic version of items 1-5 of each course outline to the School of Graduate and Postdoctoral Studies (SGPS). By the fourth week after the start of term, SGPS will forward all of the collected outlines to Registrarial Services, where they will be maintained in electronic form in the faculty/staff extranet for a minimum of ten years after the completion of the course. (Final retention periods and disposition will be determined by the relevant records retention and disposition schedule approved by the President's Advisory Committee.)

~~GUIDELINES FOR INSTRUCTORS ON THE USE OF PERSONAL RESPONSE SYSTEMS (“CLICKERS”)~~

~~Personal Response Systems (“clickers”) may be used in some classes. If used, instructors should contact the Classroom Management Group (CMG) unit in the Department of Institutional Planning and Budgeting well in advance of delivery of the course. Information is at the following Web site: <http://www.ipb.uwo.ca/cmgl>~~

~~If clickers are to be used by an instructor, it is the responsibility of the instructor to:~~

- ~~1. Give students thorough instructions on how to use the devices.~~

Course Outlines

- ~~2. Indicate to students by what means they can confirm that the clicker is functional.~~
- ~~3. Explain how the devices will be used in service of the educational objectives of the course.~~
- ~~4. Explain how tasks done by the students using the device are evaluated for their mark in the course.~~
- ~~5. Clarify that students' privacy will be protected with respect to data gathered from the responses.~~
- ~~6. Confirm for students that data gathered using the devices will not be used for research purposes without the express written permission of the student.~~
- ~~7. Include the Guidelines for Students on the Use of Personal Response Systems in their course outlines.~~

~~GUIDELINES FOR STUDENTS ON THE USE OF PERSONAL RESPONSE SYSTEMS (“CLICKERS”)~~

~~Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning.~~

~~Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:~~

- ~~• the use of somebody else's clicker in class constitutes a scholastic offence,~~
- ~~• the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence~~

~~Related Policies and Notes:~~

~~Note: With reference to the Methods of Evaluation Section (page 1, item 5) the following is a suggestion as to what could be used to refer students to the Policy on Academic Consideration for Student~~

~~Absences — Undergraduate Students in First Entry Programs:~~

~~For the Policy on Academic Consideration for Student Absences — Undergraduate Students in First Entry Programs, and a downloadable SMC see:~~

~~https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf~~

~~Downloadable Student Medical Certificate (SMC):~~

~~https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf~~

~~Students seeking academic accommodation on illness grounds for any missed tests, exams, participation components and/or assignments worth more than 30% of their final grade, must apply to the Academic Counselling~~

Course Outlines

~~office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor, or department.~~

~~The instructor must then provide a statement, indicating what procedure he/she intends to follow with regards to elements worth 30% or less.
(http://www.uwo.ca/univsec/pdf/academic_policies/exam/scheduling.pdf)~~

ITEM 8.4 – Academic Policy Working Group Update: Academic Consideration Policy – Report on Consultations

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

S. Lewis (Vice-Provost, Academic Programs) and M. Modeski (University Registrar) will present the themes arising from consultations with campus partners on an academic considerations policy.

ATTACHMENT(S):

[PowerPoint Slides used for Consultations with Campus Partners on an Academic Considerations Policy](#)

[Summary of Academic Considerations Policy Consultations](#)

[Overarching Considerations – Academic Consideration Policy](#)

Academic Considerations Policy

January-February 2024

Consultations with Campus Partners

Resources:

- [Western's Current Academic Consideration Policy](#)
- Email academicpolicy@uwo.ca with additional comments and suggestions

Environmental Scan- U6

- University of Toronto and [Queens University](#) are very clear about the difference between *consideration* and *accommodation*
 - Both carefully define which circumstances qualify/do not qualify for academic considerations
- All U6 partners have varying procedures within their institutions for submitting short-term and long-term absences, and exam deferral requests/petitions
- Many of the procedures being used by U6 partners were implemented during the COVID-19 Pandemic, and then altered in recent years. As such, some are waiting on an official academic policy
- All other U6 partners have policies (or interim policies) in place regarding short-term absences that do not require documentation, which can be used once per term (length, weighting of missed assessments varies between institutions)

Definitions

- *Academic Consideration*
 - Enables students dealing with extenuating circumstances to complete the essential academic requirements of a course
 - **What this policy is focused on**
- *Academic Accommodation*
 - Reduces or removes barriers that students with disabilities experience so that they may complete the essential academic requirements of a course

Guiding Principles

Western's policy on academic consideration will reflect the following principles and aims:

1. A consistent and fair approach and experience for all students seeking academic consideration.
2. A recognition that there is no expectation that a student must be in optimum physical or mental condition to carry out their academic responsibilities.
3. A desire to empower students to take responsibility for their decisions about absences and missed work due to extenuating circumstances.
4. A recognition that students must still demonstrate mastery of the learning outcomes within their coursework (i.e., essential course requirements cannot be excused).
5. A desire to provide a mechanism for facilitating student well-being and academic fairness while at the same time acknowledging the integrity of relationships and interactions that students have with individuals and services on campus. These may include faculty members, academic advisors, Accessible Education, Student Success Centre, Student Health Services and community healthcare professionals.
6. An expectation that students, faculty, staff, and administrators will approach requests for academic consideration as being made in good faith, recognizing that evidence to the contrary (including false statements or altered forms or documents) may be liable to investigation as either a Scholastic Offense (Clause 4) or a violation of the Student Code of Conduct (Section E, clauses 4a and 4b).

Guiding Principles (continued)

Western's policy on academic consideration must meet the following conditions:

1. Academic considerations must not place undue hardship on the course instructor.
2. Academic considerations typically will not be entertained for course assessments that incorporate flexibility (e.g., 7 of 9 quizzes). It is understood that this flexibility will reduce the need for requests for Academic Consideration; therefore, instructors should provide flexibility in course assessments whenever possible.
3. Academic considerations must not compromise the integrity of the assessment.
4. Academic considerations are informed by – not directed by – medical documentation. The form of academic consideration is determined by academic advisors in consultation with the course instructor.

Points for Discussion

Exams

- We are pursuing infrastructure and support for a centralized make-up exam process
- If a midterm or final exam is missed for documented/approved reasons, the midterm or final must be taken on the designated make-up date
- Instructors will be supported in efforts to limit the number of make-up examinations offered for tests and other synchronous assessments. Faculties may determine a maximum number of make-up assessments to be provided. Policy will be re-written to reflect this (e.g., the policy surrounding tests scheduled outside of timetabled class times)
- If a student is provided with an academic consideration that permits them to miss a make-up exam, options that instructors may consider are to give the student an incomplete in the course (student would then be required to complete the missing elements in a subsequent offering of the course), an additional make-up assessment (at the discretion of the instructor), or, in the case of a missed midterm exam, re-weighting to the final exam.
 - Re-weighting to the final exam requires that the final exam be cumulative (and therefore covers learning objectives inherent within the missed evaluation) and that the re-weighting does not exceed the allowable assessment weight for the final exam (see below)
- There will be (faculty-determined) limitations set on the re-weighting of final exams and assignments. In particular, language will specify that the weight of term work can only be shifted to a cumulative final exam. Further, it is likely that the policy will require faculties to set a limitation on the maximum re-weighting on a final exam or assignment

Points for Discussion (continued)

Assessments

- Provide options for students to miss an assessment
 - For example, three grades for assignments will be included in final grade (and provide four assignment options)
- 48-hour submission period/window for written assignments
- Changes to academic consideration policy may require changes to course outline policy, examination policy, and accommodations policy

Procedures

- Academic consideration requests will be submitted by course
- We are pursuing a central portal/location for submission and tracking of Academic Consideration Requests
 - We are discussing the possibility of managing intake of academic consideration requests centrally, as this will facilitate inter-Faculty collaboration and consistency. Failing this, we are investigating the provision of support (technological or otherwise) for academic advisors, that will facilitate tracking academic consideration requests by student. This is intended to monitor the number of academic consideration requests by each student.



Western
UNIVERSITY • CANADA

Summary of Academic Considerations Policy Consultations:

Key Comments Regarding Exams & Midterm Tests:

1. Offering to write the exam the next time the course is offered will not work for all faculties, as the content of the course changes from term to term
2. Make-up exams are often difficult to coordinate with the number of limited-duty instructors. These instructors are no longer on campus when the exams are written, and are often coordinated by full-time faculty members.
3. Exams are one of the most pervasive issues. We are printing 2000 exams, booking rooms, organizing proctors, and then students don't show up. It's a tremendous undertaking. Students see it as an option to write in December or January, and they always perform worse on the make-up.
4. There must be a set time between exam and make-up, if a make-up date is required. For example, a make-up exam 48 hours after the regularly-scheduled exam won't be very effective if a student is legitimately ill.
5. The policy should clearly state that consideration will not be entertained once a student has written an exam.
6. Requiring a scheduled make-up exam seems like placing undue hardship on an instructor
7. Lots of debate over maximum weighting for final exams
8. If designated make-up dates are included in the policy, there must be language that addresses conflicts (students often miss multiple exams)
9. Make-up exams or midterm tests don't work well for all courses in all situations (ex. Nursing courses, intersession Chemistry that is 19 days in length)
10. Policies should make it clear if tests/quizzes, midterm exams, laboratory components, and final exams are treated differently, or whether this is up to the instructor

Key Comments on Procedure:

1. The original guiding principles stated that the form of consideration would be determined by academic advisors... this is not how the system is set up. Considerations are vetted by the academic advising teams, but it is ultimately the instructors that determine the form of consideration made.
 - a. "The form of academic consideration is determined by ~~academic advisors~~ instructors in consultation with the ~~course instructor~~ academic advisors."
2. In order to reduce volume in a central intake system, there must be some sort of central review. Otherwise, it is just re-routing the problem. We also need buy-in from all units. Advisors do not want to miss important information coming in, so how the requests are reviewed centrally must be carefully executed
3. We need more clarity on *when* students need to be seen for medical documentation. The policy should state that they need to be seen at the time of illness.
4. Readily available and clear information should be accessible to students about the processes surrounding academic considerations. If information is only

available deep in academic policy documents, students will face an increased burden when trying to access it.

Key Comments Regarding Flexibility:

1. Providing a policy that supports flexibility is essential, though the policy should not include examples of what that flexibility may look like. Examples can be provided in a separate resource.
2. With the 48-hour submission window, students often wait until the very end and then request consideration. Some students have the entire semester to submit work and then request consideration in the last week.
3. Many instructors build in different forms of flexibility (ex. “grace days”) already

Key Comments on Consideration Requests in General:

1. Medical notes are utterly useless to advising teams, and now students can get them for free. Every note is approved (unless blatantly obvious), so they are essentially SRA’s. We can discourage students missing assessments in other ways (course outlines, flexibility, etc.)
2. There needs to be some sort of effort involved in getting a consideration, or at the very least, less appealing for students to submit requests. Students must be made aware of the consequences, and consequences must exist (ex. consequences for fraudulent notes, consequences for missing exams). For example, make-up exams at inconvenient times.
3. Volume is simply not manageable for advising teams
4. Some concerns about academic considerations being *per course*. This allows students to really pick-and-choose what they want to miss and use it as a time management tool.
5. Some feel strongly that the dates of the student medical certificate need to be more strict. If students can obtain a medical note with ease (don’t even have to leave their room), the effective dates of the medical note should not be “after-the-fact”. The medical note should begin on the day of the illness. We must tighten language on *when* medical notes are accepted
6. We need to make it clear what “compassionate grounds” means. Compassionate grounds are NOT “I made a mistake” or “I sent the wrong file”. Compassionate grounds are not an outcome that is a result of student action or inaction.
 - a. There are very different academic advising experiences across campus. While we don’t want to standardize compassion, there is no “baseline” for compassion.
7. Students need some sort of formalized academic consideration model without documentation. While we can appreciate the integrity of providing documentation, students are facing issues (political/economical) that don’t *use* documentation. How can I ask the parents of a deceased friend for an obituary or death certificate? If we are building global citizens, we need to have considerations for global issues.

8. The time between submitting a request for consideration and receiving the result can be very stressful. Sometimes the consideration request is confirmed 4 or 5 days later and then the assessment is due immediately. The great thing about SRA's is you *knew* you were covered and you could plan accordingly. No matter what was happening, you knew you were going to be okay.
9. We need more flexibility on the timing for submission of religious considerations (ex. religious holidays that are impacted by lunar activity)

Key Questions:

1. Will the new policy include a percentage threshold for students to speak directly to their instructors? (ex. 10%)
2. Is it possible to do away with medical notes entirely?
3. Can we impose a statute of limitations on SPCs? Or a limit on the number of deferred exams a student can take? We would need to be prepared to deal with appeals, but [Laurier has a policy](#), stating: "Final examinations for any course cannot be deferred more than twice. Students may receive a maximum of five exam deferrals during the completion of their degree."
4. Will there be a limit on the number of consideration requests a student can submit? What about the number of considerations they have?
5. Can approval for an academic consideration request be removed from an actual person's identity? Instructors don't want to do this, but neither do advisors.
6. How will information be shared between campuses? We have a number of students that are registered in double-majors on Main Campus and affiliates.
7. Instead of a make-up day, what if we had a make-up week? Right now, we are constrained by Accommodated Exams, but what if we were able to start earlier?
8. What if we introduced a policy similar to University of Toronto's [Petition for Late Withdrawal without Academic Penalty](#)? The policy is a mechanism to assist students, in conjunction with their college registrars, to remedy situations, particularly in their early years at university, where personal or other circumstances mean they are irretrievably behind in a course and can only be used for up to 3.0 credits over the duration of their degree.

Overarching Considerations- Academic Consideration Policy

Definitions:

Academic consideration enables students dealing with extenuating circumstances to complete the essential academic requirements of a course.

Academic accommodation reduces or removes barriers that students with disabilities experience so that they may complete the essential academic requirements of a course.

Guiding Principles:

Western's policy on academic considerations will reflect the following principles and aims:

1. A consistent and fair approach and experience for all students seeking academic consideration.
2. A recognition that there is no expectation that a student must be in optimum physical or mental condition to carry out their academic responsibilities.
3. A desire to empower students to take responsibility for their decisions about absences and missed work due to extenuating circumstances.
4. A recognition that students must still demonstrate mastery of the learning outcomes within their coursework (i.e., essential course requirements cannot be excused).
5. A desire to provide a mechanism for facilitating student well-being and academic fairness while at the same time acknowledging the integrity of relationships and interactions that students have with individuals and services on campus. These may include faculty members, academic advisors, Accessible Education, Student Success Centre, Student Health Services and community healthcare professionals.
6. An expectation that students, faculty, staff, and administrators will approach requests for academic consideration as being made in good faith, recognizing that evidence to the contrary (including false statements or altered forms or documents) may be liable to investigation as either a Scholastic Offense (Clause 4) or a violation of the Student Code of Conduct (Section E, clauses 4a and 4b).

Western's policy on academic consideration must meet the following conditions:

1. Academic considerations must not place undue hardship on the course instructor.
2. Academic considerations typically will not be entertained for course that incorporate flexibility (e.g., 7 of 9 quizzes). It is understood that this flexibility will reduce the need for requests for Academic Consideration; therefore, instructors should provide flexibility in course assessments whenever possible.
3. Academic considerations must not compromise the integrity of the assessment.
4. Academic considerations are informed by – not directed by – medical documentation. The form of academic consideration is determined by academic advisors in consultation with the course instructor.

Points for Discussion:

Exams and Assessments:

- We are pursuing infrastructure and support for a centralized make-up exam process
- If a midterm or final exam is missed for documented reasons, the midterm/final must be taken on the designated make-up date
- Instructors will be supported in efforts to limit the number of make-up examinations offered for tests and other synchronous assessments. Faculties may determine a maximum number of make-up assessments to be provided. Policy will be re-written to reflect this (e.g., the policy surrounding tests scheduled outside of timetabled class times)
- If a student is provided with an academic consideration that permits them to miss a make-up midterm exam, options that instructors may consider are to give the student an incomplete in the course (i.e., the student would be required to complete the required elements in a subsequent offering of the course), an additional make-up assessment (at the discretion of the instructor), or re-weighting to the final exam. Re-weighting to the final exam requires that the final exam be cumulative (and therefore covers the learning objectives inherent within the missed evaluation) and that the re-weighting does not exceed the allowable assessment weight for the final exam (see below)
- There will be (faculty-determined) limitations set on the re-weighting of final exams and assignments. In particular, language will specify that the weight of term work can only be shifted to a cumulative final exam. Further, it is likely that the policy will require faculties to set a limitation on the maximum re-weighting on a final exam or assignment
- Provide options for students to miss an assessment
 - For example, three grades for assignments will be included in final grade (and provide four assignment options)
- 48-hour submission period for written assignments
- Changes to academic considerations policy may require changes to course outline policy, examination policy, and academic accommodations policy

Procedures:

- Academic consideration requests will be by course
- We are pursuing a central portal/location for submission and tracking of Academic Consideration Requests
 - We are discussing the possibility of managing intake of academic consideration requests centrally, as this will facilitate inter-Faculty collaboration and consistency. Failing this, we are investigating the provision of support (technological or otherwise) for academic advisors, that will facilitate tracking academic consideration requests by student. This is intended to monitor the number of academic consideration requests by each student

ITEM 10.1– Faculty of Health Sciences: Approval for the Creation of a New School Named the Brescia School of Food and Nutritional Sciences

ACTION: APPROVAL INFORMATION DISCUSSION

RECOMMENDED: That on the recommendation of the Senate Committee on University Planning, Senate approve and recommend to the Board of Governors the creation of a new School in the Faculty of Health Sciences, named the Brescia School of Food and Nutritional Sciences, effective May 1, 2024, conditional on approval by the Board of Governors and the closing of the merger as contemplated in the MOA between Western University and Brescia University College approved January 10, 2024.

Background:

The Faculty of Health Sciences houses multiple regulated health professional programs: Audiology, Clinical Kinesiology, Nursing, Occupational Therapy, Physical Therapy, and Speech Language Pathology. Each of these programs requires disciplinary oversight of their curriculum and resources to meet accreditation standards. The School-based structure of the Faculty of Health Sciences allows the programs to meet accreditation standards and promotes quality education for the health professions.

The new Brescia School of Food and Nutritional Sciences will similarly enable the program to meet accreditation standards and facilitate graduates of the dietetics program for registration with the College of Dietitians of Ontario.

ITEM 11.1 – Western Postdoctoral Status Report

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

K. Siddiqui, Vice-Provost (Graduate and Postdoctoral Studies) will provide a presentation.

ATTACHMENT(S):

ITEM 13.0 – The Unanimous Consent Agenda

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That the items listed in the Consent Agenda be approved or received for information by the Senate by unanimous consent.

The Senate's parliamentary authority - *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (formerly called *Sturgis Standard Code of Parliamentary Procedure*) - explains the consent agenda:

Organizations having a large number of routine matters to approve often save time by use of a *consent agenda*, also called a *consent calendar* or *unanimous consent agenda*. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual votes.

A number of Canadian university governing bodies have employed the consent agenda format to include not only routine approval items, but also information items. One reason for using this format is to allow the governing body to focus on major items of business. While approval of an omnibus motion saves time at meetings, members will want to review the agenda materials carefully in order that they properly discharge their responsibilities.

How it works for Senate:

In consultation with Committee chairs and principal resource persons, the University Secretary identifies action and information items that are routine and/or likely non-controversial. Action and information items on the agenda that are not noted on the consent agenda will be presented singly for discussion and voting (when appropriate).

When members receive their meeting agendas, they should review all reports in the usual manner. **If any member wants to ask a question, discuss, or oppose an item that is marked for the consent agenda, they can ask to have it removed from the consent agenda** by contacting the University Secretary (at senate@uwo.ca) prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

At the Senate meeting, before the unanimous consent motion is presented for approval, the Chair of Senate (1) will advise the Senate of items that are to be removed from the list based on prior requests from Senate members; and (2) will ask if there are any other items that

should be removed from the list. The remaining items are then unanimously approved *en bloc* without discussion. Those matters that have been struck from the consent agenda will be handled in the usual way.

The minutes of the Senate meeting will report matters approved as part of the consent agenda as "carried by unanimous consent". Information items received as part of the consent agenda will be reported as received.

ITEM 13.1(a) – Appointment of Officers of Convocation

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The Operations/Agenda Committee, on behalf of the Senate, approved the appointment and renewal of the Officers of Convocation listed below.

OFFICERS OF CONVOCATION		
Daniel Brou	<i>Chief Public Orator</i>	July 1, 2024 – June 30, 2026

ATTACHMENT:

[Candidate Bio](#)

OFFICER OF CONVOCATION BIOS

Daniel Brou Chief Public Orator	<i>Associate Professor, Faculty of Social Science</i>
<p>Daniel Brou is an associate professor in the Department of Management and Organizational Studies. Having experienced Western’s convocation ceremony as a student (BA’98) and a faculty member (since 2008), he is passionate about the important role Convocation plays in the Western community. He hopes to contribute to upholding that tradition as Chief Public Orator.</p>	

ITEM 13.1(b) – Senate Membership – Vacancies Filled by Appointment

ACTION: APPROVAL INFORMATION DISCUSSION

The Senate seats listed below were filled by appointment for the term indicated at the recommendation of the units concerned in accordance with the Senate Election Procedures.

Faculty of Arts & Humanities	
Jacques Lamarche	July 1, 2024 – June 30, 2026
Ileana Paul	July 1, 2024 – June 30, 2026

Faculty of Health Sciences	
Vijay Parsa	July 1, 2024 – June 30, 2026

Faculty of Law	
Alfonso Nocilla	July 1, 2024 – June 30, 2026

Faculty of Social Science	
Christopher Alcantara	July 1, 2024 – June 30, 2026

FIMS	
Alison Hearn	July 1, 2024 – June 30, 2026

SGPS	
Business: Warren Ritchie	July 1, 2024 – June 30, 2026

Don Wright Faculty of Music	
Norma Coates	July 1, 2024 – June 30, 2026

Faculty of Education	
Julie Byrd Clark	July 1, 2024 – June 30, 2026

Faculty of Engineering	
Xianbin Wang	July 1, 2024 – June 30, 2026

ITEM 13.1(c) – Schedule of Senate and Senate Committee Meetings (2024-25)

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The schedule of regular meetings of Senate and its committees for the 2024-25 academic year is being presented to Senate for information, in accordance with the Adopted Policies and Procedures of Senate.

ATTACHMENTS:

[2024-25 Senate Meeting Schedule](#)
[2024-25 Senate Standing Committee Meeting Schedule](#)

MEETINGS OF THE SENATE 2024-2025

Senate meetings are held on **Fridays at 1:30 p.m. in the Great Hall, Somerville House**, unless otherwise noted.

SENATE – 2024-2025
September 13, 2024
October 11, 2024
November 8, 2024
December 6, 2024
January 17, 2025
February 14, 2025
March 14, 2025
April 25, 2025
May 16, 2025
June 6, 2025

Senate and Senate Standing Committees Meeting Schedule – 2024-2025

POLICY (Mondays, 9:30 am)	SCUP (Mondays, 3:00 pm)	ACA (Tuesdays, 9:30 am)	URB (Tuesdays, 1:00 pm)	Nominating (Wednesdays, 9:30 am)	OAC (Wednesdays, 3:00 pm)	Senate (Fridays, 1:30 pm)
Sep. 3, 2024* Tuesday	Sep. 3, 2024* Tuesday	Sep. 4, 2024* Wednesday		Sep. 5, 2024* Thursday	Sep. 5, 2024* Thursday	Sep. 13, 2024
Sep. 23, 2024	Sep. 23, 2024	Oct. 1, 2024	Oct. 1, 2024	Oct. 2, 2024	Oct. 2, 2024	Oct. 11, 2024
Oct. 28, 2024	Oct. 28, 2024	Oct. 29, 2024	Oct. 29, 2024	Oct. 30, 2024	Oct. 30, 2024	Nov. 8, 2024
Nov. 25, 2024	Nov. 25, 2024	Nov. 26, 2024	Nov. 26, 2024	Nov. 27, 2024	Nov. 27, 2024	Dec. 6, 2024
Jan. 6, 2025	Jan. 6, 2025	Jan. 7, 2025		Jan. 8, 2025	Jan. 8, 2025	Jan. 17, 2025
Feb. 3, 2025	Feb. 3, 2025	Feb. 4, 2025	Feb. 4, 2025	Feb. 5, 2025	Feb. 5, 2025	Feb. 14, 2025
Mar. 3, 2025	Mar. 3, 2025	Mar. 4, 2025	Mar. 4, 2025	Mar. 5, 2025	Mar. 5, 2025	Mar. 14, 2025
Apr. 7, 2025	Apr. 7, 2025	Apr. 8, 2025	Apr. 8, 2025	Apr. 9, 2025	Apr. 9, 2025	Apr. 25, 2025
May 5, 2025	May 5, 2025	May 6, 2025	May 6, 2025	May 7, 2025	May 7, 2025	May 16, 2025
May 26, 2025	May 26, 2025	May 27, 2025	May 27, 2025	May 28, 2025	May 28, 2025	Jun. 6, 2025

ITEM 13.1(d) – Senate Election Results (2024)

ACTION: ACTION INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

Elections for membership on Senate in the faculty, administrative staff, graduate and undergraduate student constituencies were held as follows:

- Faculty Constituencies: February 13-14, 2024
- Administrative Staff Constituency: March 4-5, 2024
- Graduate Student Constituency: February 13-14, 2024
- Undergraduate Student Constituencies: February 1-5, 2024

The results of the elections are attached.

The terms of the faculty and administrative staff representatives will be two years, from July 1, 2024 to June 30, 2026. The terms of the graduate and undergraduate student representatives will be one year, from July 1, 2024 to June 30, 2025.

ATTACHMENT(S):

[Election Results – Faculty and Staff Constituencies](#)

[Election Results – Undergraduate and Graduate Student Constituencies](#)

Simply Voting Certified Results:

[Faculty Constituencies](#)

[Administrative Staff Constituency](#)

[Undergraduate Student Constituencies](#)

[Graduate Student Constituency](#)

Senate Election Results (2024) - Faculty and Administrative Staff Constituencies						
Faculty Constituencies (July 1, 2024 to June 30, 2026 term)						
Constituency	Required	Name of Nominee	Pronouns	Rank	Academic Unit	Election Status
Arts and Humanities	3	GREEN-BARTEET, Miranda	she/her	Associate Professor	Gender, Sexuality, and Women's Studies; English and Writing Studies	Acclaimed
<i>No additional nominations received. Senate will appoint two members upon the recommendation of the Faculty.</i>						
Ivey Business School	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the School.</i>				
Education	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the Faculty.</i>				
Engineering	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the Faculty.</i>				
Health Sciences	2	MANTLER, Tara	she/her	Assistant Professor	Health Studies	Acclaimed
<i>No additional nominations received. Senate will appoint a member on the recommendation of the Faculty.</i>						
Information and Media Studies	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the Faculty.</i>				
Law	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the Faculty.</i>				
Medicine & Dentistry	3*	IBARRA, Lilia Marcela	she/her	Assistant Professor	Dentistry	Acclaimed
		LINGARD, Lorelei	she/her	Professor	Medicine	Elected
		SCHMID, Susanne	she/her	Professor	Anatomy & Cell Biology	
Music	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the Faculty.</i>				
Science	3	CHRONIK, Blaine	he/him	Professor	Physics & Astronomy	Acclaimed
<i>No additional nominations received. Senate will appoint two members upon the recommendation of the Faculty.</i>						
Social Science	3	CHOI, Kate H.	she/her	Associate Professor	Sociology	Acclaimed
		JOHNSRUDE, Ingrid	she/her	Professor	Psychology; Communication Sciences & Disorders	
<i>No additional nominations received. Senate will appoint a member upon the recommendation of the Faculty.</i>						
SGPS - Business	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the School.</i>				
SGPS - Education		<i>Acclaimed individual resigned. Senate will appoint a member based on the recommendation of the School</i>				
SGPS - Health Sciences	1	<i>No nominations received. Senate will appoint a member upon the recommendation of the School.</i>				
SGPS - Science	1	RUBIN, Ben	he/him	Assistant Professor	Biology	Acclaimed
SGPS - Social Science	1	JOANISSE, Marc	he/him	Professor	Psychology	Acclaimed
Administrative Staff Constituency (July 1, 2024 to June 30, 2026 term)						
	Required	Name of Nominee	Pronouns	Title	Academic/Administrative Unit	Election Status
	1	MILLS, Melanie	she/her	Director, FIMS Graduate Library	Faculty of Information and Media Studies	Elected

Senate Election Results (2024) - Student Constituencies						
Undergraduate Student Constituencies (July 1 , 2024 to June 30, 2025 term)						
Constituency	Required	Name of Nominee	Pronouns	Academic Program/AUC	Year	Election Status
Arts and Humanities / FIMS / Music		<i>No nominees. Seat migrated to At-Large for the 2024-25 year.</i>				
Business / Education / Engineering / Law		<i>No nominees. Seat migrated to At-Large for the 2024-25 year.</i>				
Health Sciences	1	BAHADOOR, Sophia	she/her	Health Sciences	3	Elected
Medicine & Dentistry	1	JOKHU, Aliya	she/her	Interdisciplinary Medical Sciences & Physiology	3	Acclaimed
Science	2	BUHROW, Sydney	she/her	Biology	3	Elected
		COOKE, Angeli	she/her	Biology	3	
Social Science	2	DA COSTA, Ethan	he/him	English Language & Literature & Political Science	3	Elected
		HENRICUS, Kathleena (Kat)	she/her/hers	International Relations & SASAH	3	
Affiliated University Colleges		<i>No nominees. Two seats migrated to At-Large for the 2024-25 year.</i>				
At-Large	8	AGYAPONG, Alexandra	she/her	BMOS / Social Science	2	Elected
		BEECROFT, Jenna	she/her/hers	Psychology & Political Science / Brescia	3	
		BEGG, Brooklin	she/her	English Language & Literature & Sociology / Social Science	2	
		IJAM, Jenna	she/her	Biochemistry / Schulich	3	
		KAMIMURA, Eva	she/her	Philosophy & Gender, Sexuality, & Women's Studies / Social Science	3	
		LIU, Angela	she/her	Political Science / Huron	4	
		MATTHEWS, Olivia	she/her	Social Science	1	
		ZABIAN, Noah	he/him	Interdisciplinary Medical Sciences & Physiology / Schulich	3	
Graduate Student Constituency (July 1 , 2024 to June 30, 2025 term)						
Required	Name of Nominee	Pronouns	Academic Program	Year	Election Status	
4	LUKAWSKI, Alexandra	she/her	PhD / English Literature	3	Elected	
	PHILIP, George	he/him	PhD / Health Science	3		
	SALEH, Sabbir Muhammad		PhD / Computer Science	4		
	SANITA LIMA, Matheus	he/him/his	PhD / Science	3		

Feb 15, 2024

Western University Secretariat
Western University
Room 4101, Stevenson Hall
London, ON
N6A 5B8 Canada

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack
President
Simply Voting Inc.

Results - Senate - Medicine & Dentistry Faculty Representative - February 2024

Start: 2024-02-13 08:00:00 America/Toronto

End: 2024-02-14 20:00:00 America/Toronto

Turnout: 204 (15.3%) of 1334 electors voted in this ballot.

Senate - Medicine & Dentistry Faculty Representative - THREE Positions Electable

Option	Votes
SCHMID, Susanne	88 (17.6%)
LINGARD, Lorelei	85 (17.0%)
RIEDER, Michael	78 (15.6%)
GROS, Robert	75 (15.0%)
YANG, Victor	72 (14.4%)
PRADO, Vania	56 (11.2%)
IBARRA, Lilia Marcela	47 (9.4%)

VOTER SUMMARY

Total	204
Abstain	7 (3.4%)



Mar 5, 2024

Western University Secretariat
Western University
Room 4101, Stevenson Hall
London, ON
N6A 5B8 Canada

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack
President
Simply Voting Inc.

Results - Senate - Administrative Staff Representative - March 2024

Start: 2024-03-04 08:00:00 America/Toronto

End: 2024-03-05 20:00:00 America/Toronto

Turnout: 649 (20.6%) of 3158 electors voted in this ballot.

Senate - Administrative Staff Representative - ONE position electable

Option	Votes
MILLS, Melanie	170 (27.2%)
CIRCELLI, Chris	155 (24.8%)
MORADIPOUR, Melinda	125 (20.0%)
ANSARI, Hassam	118 (18.9%)
MACDOUGALL, Terri	56 (9.0%)

VOTER SUMMARY

Total	649
Abstain	25 (3.9%)



Election ID: 225686
To validate the authenticity of this
report please contact Simply
Voting at info@simplyvoting.com.

Feb 5, 2024

Western University Students' Council
340 UCC Building
Western University
London, ON
N6A3K7 Canada

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack
President
Simply Voting Inc.

Results - USC Elections 2024

Start: 2024-02-01 08:00:00 America/Toronto

End: 2024-02-05 20:00:00 America/Toronto

Turnout: 8388 (21.6%) of 38858 electors voted in this ballot.

UNDERGRADUATE STUDENT MEMBERSHIP ON THE WESTERN UNIVERSITY BOARD OF GOVERNORS

Option	Votes
HENRICUS, Kathleena (Kat)	2718 (41.8%)
SVIRSKY, Daniel	1085 (16.7%)
YU, Bruce	1006 (15.5%)
SHERZAI, Sahil	642 (9.9%)
CHOU, Oscar	541 (8.3%)
MEHTA, Payal	513 (7.9%)

VOTER SUMMARY

Total	8388
Abstain	1883 (22.4%)

SENATE UNDERGRADUATE AT-LARGE REPRESENTATIVE

Option	Votes
KAMIMURA, Eva	2661 (10.2%)
BEECROFT, Jenna	2640 (10.1%)
MATTHEWS, Olivia	2514 (9.6%)
LIU, Angela	2452 (9.4%)
BEGG, Brooklin	2445 (9.4%)
IJAM, Jenna	2359 (9.1%)
ZABIAN, Noah	2123 (8.1%)
AGYAPONG, Alexandra	2100 (8.1%)
JAN, Hussain	1806 (6.9%)
SOHAIB, Ibrahim	1736 (6.7%)
KRISHNAN, Nandhitha	1637 (6.3%)
LEE, Cherin	1583 (6.1%)

VOTER SUMMARY

Total	8388
Abstain	2053 (24.5%)

SENATE UNDERGRADUATE HEALTH SCIENCES REPRESENTATIVERestricted to **HS;HS-KIN;HS-NUR**

Option	Votes
BAHADOOR, Sophia	552 (55.4%)
DANIER, Laura	445 (44.6%)

VOTER SUMMARY

Total	1345
Abstain	348 (25.9%)

SENATE UNDERGRADUATE SCIENCE REPRESENTATIVERestricted to **S**

Option	Votes
COOKE, Angeli	604 (31.2%)
BUHROW, Sydney	578 (29.8%)
HOSSAIN, Aaryan	493 (25.5%)
HIRA, Shanbir	262 (13.5%)

VOTER SUMMARY

Total	1566
Abstain	390 (24.9%)

SENATE UNDERGRADUATE SOCIAL SCIENCE REPRESENTATIVERestricted to **SS**

Option	Votes
HENRICUS, Kathleena (Kat)	857 (36.1%)
DA COSTA, Ethan	750 (31.6%)
HENDERSON, Jaliyah	425 (17.9%)
KOOTAR, Sima	343 (14.4%)

VOTER SUMMARY

Total	2051
Abstain	547 (26.7%)



Feb 15, 2024

Western University Secretariat
Western University
Room 4101, Stevenson Hall
London, ON
N6A 5B8 Canada

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack
President
Simply Voting Inc.

Results - Senate - Graduate Student Representative - February 2024

Start: 2024-02-13 08:00:00 America/Toronto

End: 2024-02-14 20:00:00 America/Toronto

Turnout: 340 (4.7%) of 7241 electors voted in this ballot.

Senate - Graduate Student Representative - FOUR Positions Electable

Option	Votes
LUKAWSKI, Alexandra	204 (26.7%)
SANITA LIMA, Matheus	178 (23.3%)
PHILIP, George	146 (19.1%)
SALEH, Sabbir Muhammad	128 (16.7%)
MOORE, Kevin	109 (14.2%)

VOTER SUMMARY

Total	340
Abstain	16 (4.7%)



ITEM 13.1(e) – Equity, Diversity, Inclusion, and Decolonization (EDI-D) Self-Identification Information – Nominees for Senate in the Faculty and Administrative Staff, Undergraduate Student, and Graduate Student Constituencies (2022-2024)

ACTION: ACTION INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

Throughout the consultation process for Western’s new strategic plan, [Towards Western at 150](#), our community expressed a collective aspiration to build a more inclusive culture for students, faculty, staff, and graduates. Western’s new plan set out a vision to embed practices and processes related to equity, diversity, inclusion, and decolonization (EDI-D), and to cultivate a sense of belonging that supports the safety and well-being of all members of the university community.

Senate is committed to respecting, fostering and supporting diversity, inclusion and decolonization. It is with this in mind that self-identification information was gathered through the Senate Nomination Form for the Faculty and Administrative Staff Constituencies in 2022, 2023, and 2024, in consultation with the Office of Equity, Diversity and Inclusion. Self-identification information was gathered for the Undergraduate and Graduate Constituencies in 2024 only.

Candidates were able to select one or multiple options. The language was updated in 2024 in consultation with the Office of Equity, Diversity and Inclusion:

- Woman (2024) / Female (2022-23)
- Indigenous
- Black
- Racialized (2024) / Persons of Colour (2022-23)
- A person with a disability (2024) / Persons with Disabilities (2022-23)
- 2SLGTBQIA+
- I do not identify with any of the groups listed above
- I self-identify as: _____
- I choose not to self-identify

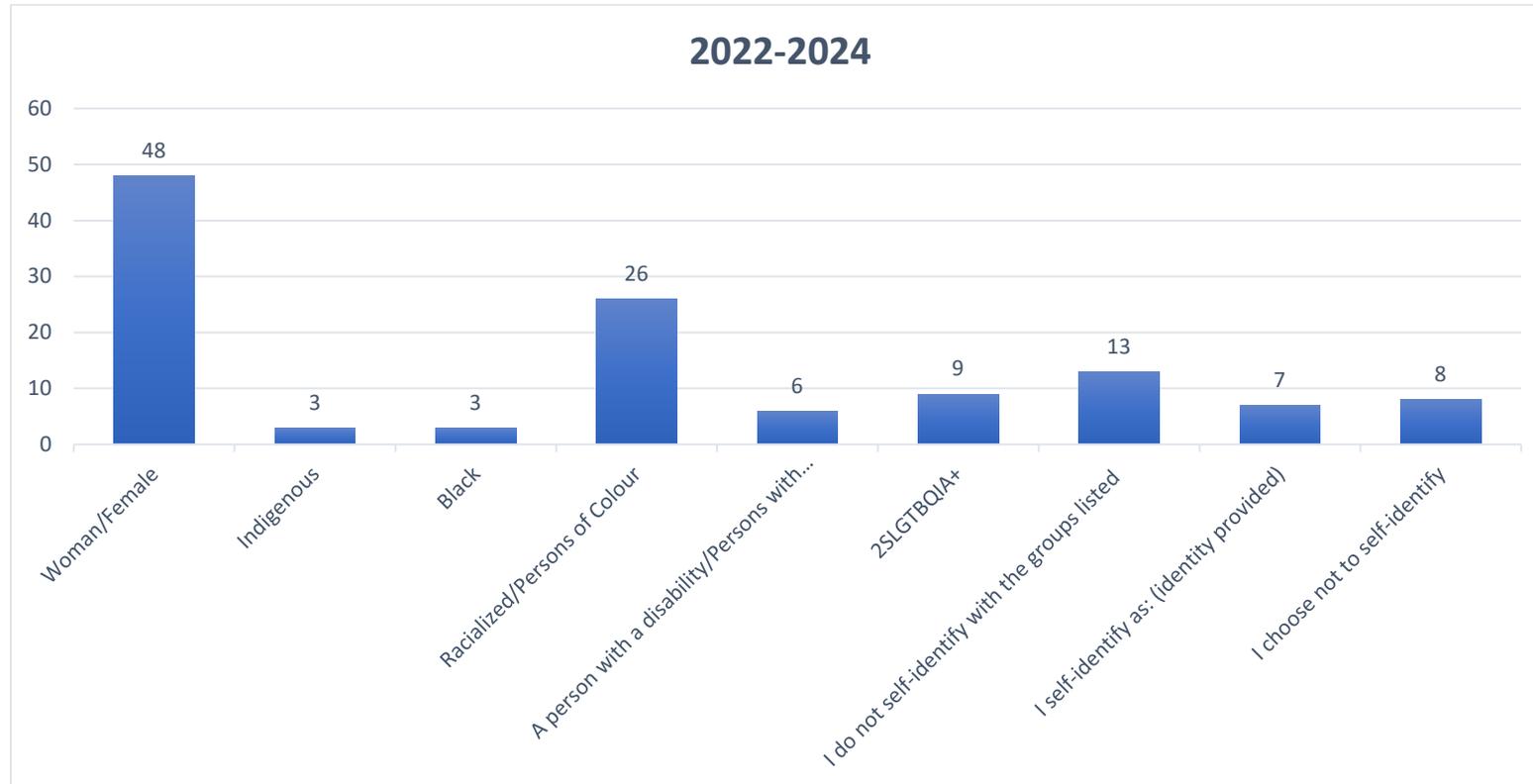
The EDI-D self-identification information for nominees for Senate in 2022, 2023, and 2024 is now being shared in aggregate form.

ATTACHMENT(S):

[EDI-D Self-Identification Information for Nominees for Senate in the Faculty and Administrative Staff, Undergraduate Student and Graduate Student Constituencies](#)

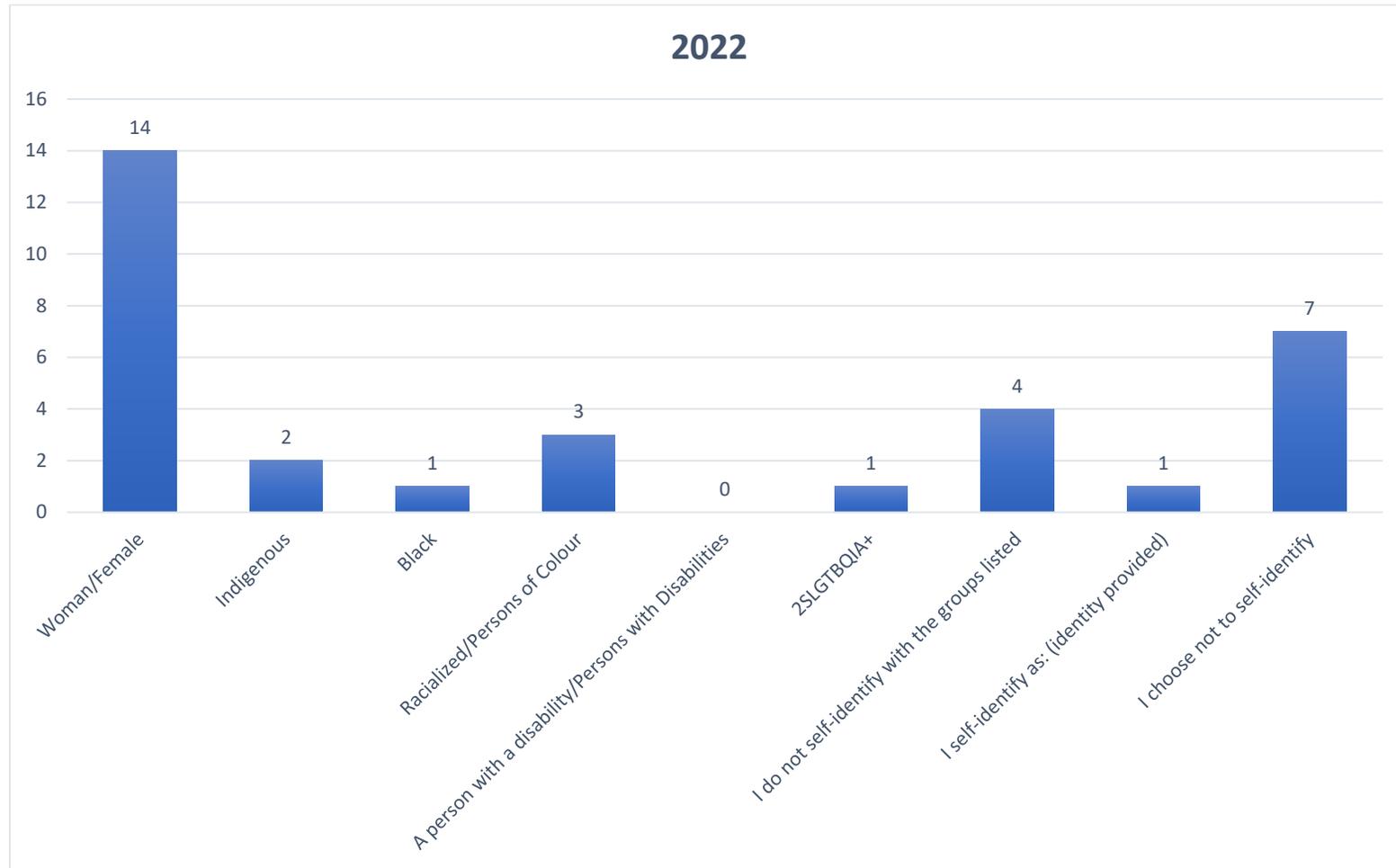
EDI-D Self-Identification Information for Nominees for Senate in the Faculty, Administrative Staff, Undergraduate Student and Graduate Student Constituencies

EDI-D Self-Identification for Nominees for Senate in the Faculty, Administrative Staff, Undergraduate Student, and Graduate Student Constituencies in 2022-2024



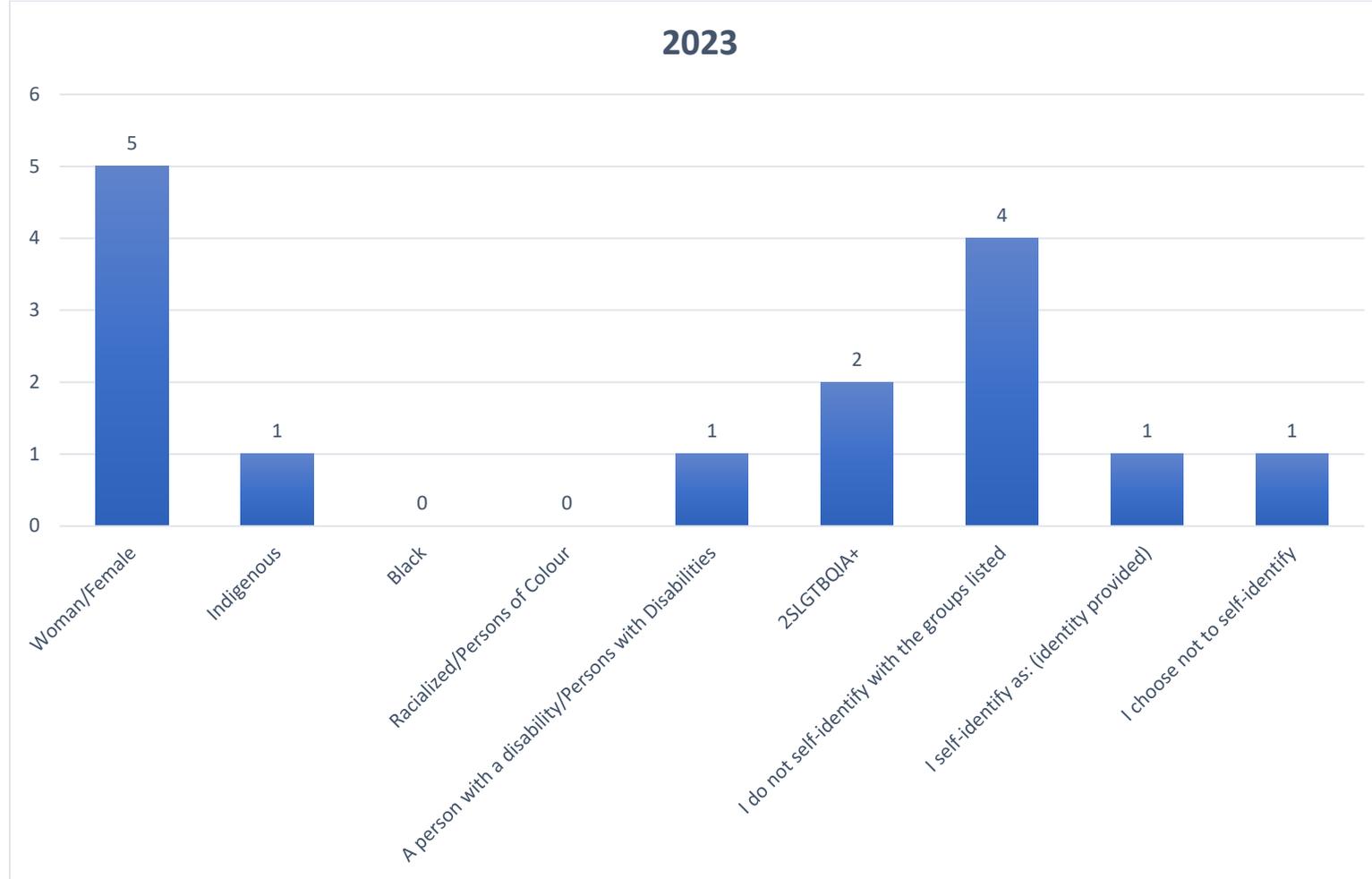
N=90

EDI-D Self-Identification for Nominees for Senate in the Faculty and Administrative Staff Constituencies by Year



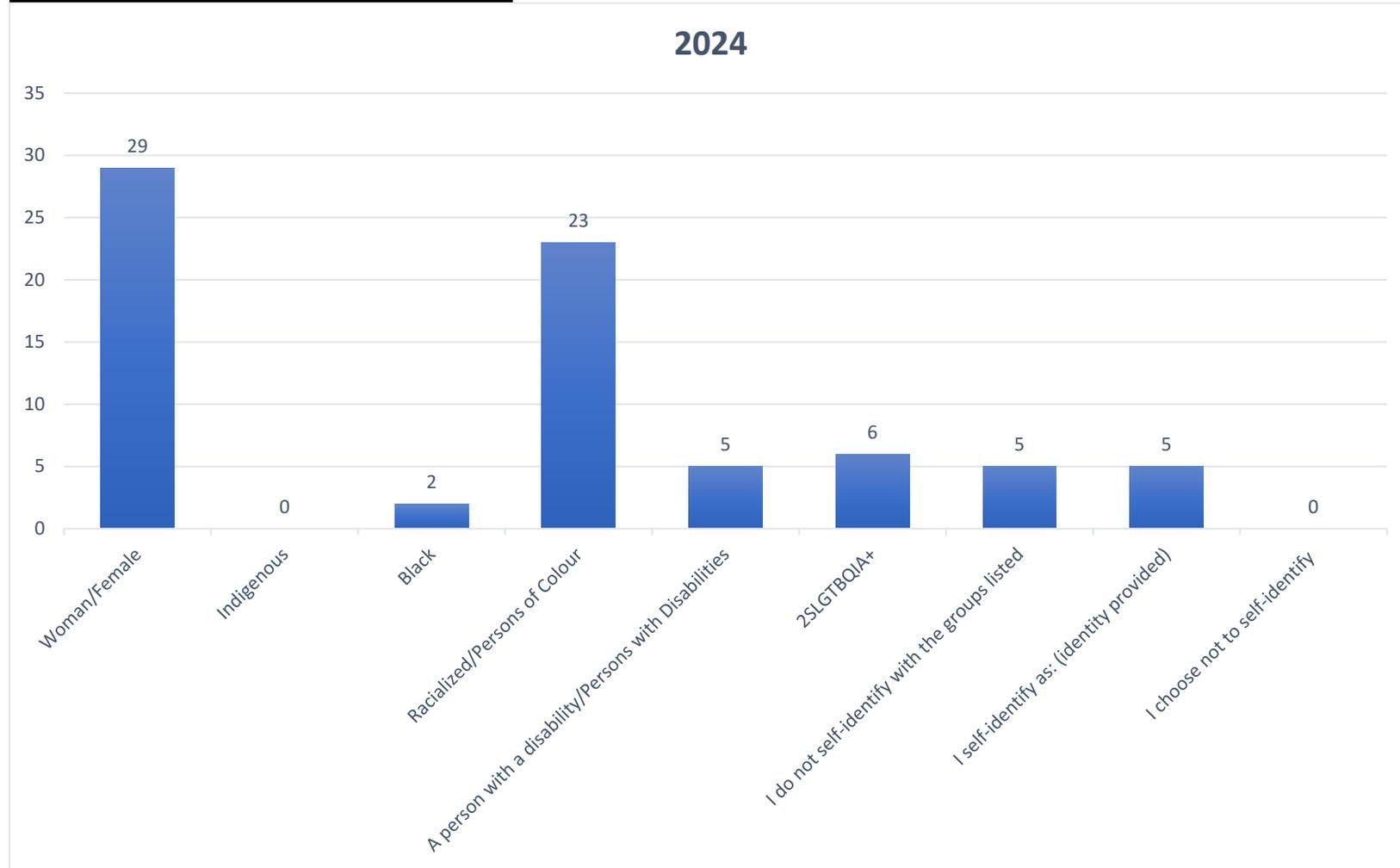
N = 31

EDI-D Self-Identification for Nominees for Senate in the Faculty and Administrative Staff Constituencies by Year



N=12

EDI-D Self-Identification for Nominees for Senate in the Faculty, Administrative Staff, Undergraduate Student, and Graduate Student Constituencies by Year



N=47

ITEM 13.2(a) – Senate Membership – Full-time Administrative Staff

ACTION: APPROVAL INFORMATION DISCUSSION

Stephanie Hayne Beatty has been elected to fill the full-time Administrative Staff Senate vacancy.

EXECUTIVE SUMMARY:

Full-time Administrative Staff Senator Kylie Bressette has resigned from her role, leaving a vacancy on Senate until June 30, 2025.

In accordance with section C. 6 of the Senate Election Procedures, in regard to the filling of mid-year vacancies for full-time Administrative Staff:

The Senate Nominating Committee shall select a replacement. The name of the replacement shall be submitted to Senate for information.

The Nominating Subcommittee met on March 7, 2024. An election was held during the meeting and Stephanie Hayne Beatty was elected to serve on Senate for a term ending June 30, 2025.

ITEM 13.3(a) – Revisions to the Policy on “Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective September 1, 2024, the policy on “Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students” be revised as shown in Item 13.3(a).

EXECUTIVE SUMMARY:

The intent of the proposed update to the Marking Scales policy is to add clarity to the procedure for calculation of cumulative and term averages and the rounding of averages for the purpose of admission to progression in modules, scholarships retention and Dean’s Honour List.

The change to the section Terminology/Descriptions of Academic Performance better reflects the purpose of the section; to provide a list of the terminology for student evaluation that can be entered on the official record.

The Policy Committee recommended that consideration be given to the university-wide grade descriptors in the policy and updated language be brought back to the committee at a later date.

Primary Contact:

S. Lewis, Vice Provost (Academic Programs)

Consultation:

Working Group on Academic Policy
Associate and Academic Deans
School of Graduate and Postdoctoral Studies

ATTACHMENT(S):

[Revisions to the Policy on “Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students](#)

**Marks/Grades; Definitions of Grades;
Grading Scale for Undergraduate Students**

Policy Category: General Policy

Subject: Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students

Subsections: Marks/Grades; Terminology/Descriptions of Academic Performance; Additional Information on Transcripts; Incomplete Standing; Marking Scales

Approving Authority: Senate

Responsible Committee: Senate Committee on Academic Policy

Related Procedures: *

Officer(s) Responsible for Procedures: *

Related Policies: [Grading Scale for Graduate Students](#)

Effective Date: TBD ~~September 2015~~

Supersedes: ~~September 2015~~ *

MARKS / GRADES

Undergraduate

Arts and Humanities, Business, Education, Engineering, Health Sciences, Information and Media Studies, Medicine & Dentistry (BMSc, BSc), Music, Science, Social Science, Continuing Studies at Western, and the Affiliated University
Colleges: Brescia, Huron, King's

A+	90 - 100%
A	80 - 89%
B	70 - 79%

Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students

C	60 - 69%
D	50 - 59%
F	below 50% or assigned when course is dropped with academic penalty

Dentistry

http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/prof_prog_dentistry.pdf

Law

http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/prof_prog-law.pdf

Medicine (MD)

http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/prof_prog_medicine.pdf

TERMINOLOGY/DESCRIPTIONS OF ACADEMIC PERFORMANCE

The following terminology will be used for undergraduate courses in Arts and Humanities, Business, Education, Engineering, Health Sciences, Information and Media Studies, Medicine & Dentistry (BMSc, BSc), Music, Science, Social Science, Continuing Studies at Western, and the Affiliated University Colleges (Brescia, Huron, King's).

~~Instructors shall enter one~~ **One** of the following ~~on the~~ **will be entered on the** official record of final student evaluation for each student:

A specific mark or grade

AEG Aegrotat

AUD Audit

COM Complete

CR Credit

DEF Deferred Exam

DNW Did Not Write

DRP Dropped (Penalty)

FAI Fail, for course designated pass/fail

FTW Failed Term Work

INC Incomplete

IPR In Progress

NC No Credit

NGR No Grade Reported

PAS Pass, for course designated as pass/fail

PWD Pass with distinction, for courses designated as pwd/pass/fail in

Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students

	Faculties that offer this designation
SAT	Satisfactory
SPC	Special exam
SUP	Supplemental exam, in faculties that offer supplemental privileges
WDN	Withdrawn, if withdrawal is without academic penalty

This regulation also applies to the mid-year examination period.

ADDITIONAL INFORMATION ON TRANSCRIPTS

- 1) Class (i.e., section) average will be added to the transcript (assessing failures as 40%);
- 2) For passing grades, the class size (i.e., section) will be added to the transcript (including failures in the enrollment);
- 3) The university-wide descriptors of the meaning of letter grades outlined as follows were approved by Senate and will be printed on the back of the transcripts:

University-wide grade descriptors:

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

In some Faculties, failing grades are distinguished as follows:

E	40-49	Fail with supplemental examination privileges
F	below 40	Fail

INCOMPLETE STANDING

A student who, for medical or compassionate reasons, is unable to complete his/her term work prior to the last day of classes and who wishes an extension in order to complete it, shall submit a written request to the Dean **or designate** of the Faculty in which the student is registered. The request shall include the following information:

1. the type and extent of the work to be completed;
2. the date on which it is due;
3. the name of the faculty member who will receive and grade it.

Before making a decision, the Dean **or designate** will consult with the instructor and Department Chair or Director. If Incomplete Standing is granted, the Dean shall inform the student, the instructor, and the Department Chair or Director of the date by which a final grade must be forwarded to the Registrar.

Failure of the student to meet the extended assignment deadline shall result in a grade of zero (0) for the assignment unless the Dean authorizes a further extension for medical or compassionate reasons. In any case, students who continue an Incomplete Standing in a course at the beginning of the Add/Drop period of the following registration session (including Fall, January and Intersession/Summer sessions), must reduce their course load accordingly or seek permission for an overload from the Dean **or designate** of their Faculty.

The authorization of the Chair of the Department or Departmental Graduate Studies Committee shall be sufficient for granting Incomplete Standing for graduate students.

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

MARKING SCALES

Marks for achievement in courses are assigned as follows:

Mark Range	Grade
90 –100	A+
80-89	A
70-79	B
60-69	C
50-59	D
Below 50	F*

Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students

* Average calculations will INCLUDE failed marks. All marks below 50% are considered failures. Failing marks below 40% will be included in average calculations as 40%, marks from 40% to 49% will be included as the actual mark reported. A count of failed attempts will be maintained.

Averages Cumulative and term averages will be calculated to two decimal places and rounded to the nearest whole number with .45 rounded up, for the purposes of admission to and progression in modules, scholarship retention, and Dean's Honour List. This rounding provision does not apply to the calculation of individual course grades.

ITEM 13.3(b)(i) – School of Graduate and Postdoctoral Studies: Overview

ACTION: APPROVAL INFORMATION DISCUSSION

In June 2021 the Operations/Agenda Committee (OAC) formed an *ad hoc* Working Group to review the structure and remit of the Senate Committee on Academic Policy and Awards (SCAPA) and its subcommittees.

The Second Report of the *ad hoc* Working Group presented recommendations relating to the review and approval of graduate-level academic policy.

Following receipt of this report, and on the recommendation of OAC, at its meeting on September 16, 2022, Senate ratified the SGPS Regulations identified as falling under Senate’s purview as Senate Academic policy, and approved that effective September 1, 2022, proposals for revisions to said policies be submitted to the Senate Committee on Academic Policy in accordance with the *Policy on Establishing Senate Academic Policies and Procedures*.

The School of Graduate and Postdoctoral Studies is now bringing forward the following:

1. Proposals to amend four Senate Academic policies (formerly SGPS Regulations):
 - Admissions
 - Registration
 - Program Design – Course Registration
 - Program Design – Courses, Milestones and Course Outlines

2. Former SGPS Regulations deemed to be under Senate’s purview converted into the format specified in the *Policy on Establishing Senate Academic Policies and Procedures*:
 - Academic Integrity
 - External Scholarships on Transcripts
 - Thesis
 - Assessing Student Progress in Multi-Year Research Based Programs
 - Graduation

The above policies are presented for information.

3. SGPS Regulations under the purview of the Graduate Education Council:
 - General Introduction to School of Graduate & Postdoctoral Studies Policies and Regulations
 - Graduate Programs
 - Financial Support
 - Professional and Career Engagement
 - SGPS Membership

- Supervision
- Support Services for Students with Disabilities

The above regulations are presented for information.

Note on Graduate Education Council

The Graduate Education Council (GEC) consists of members from the Graduate community, including Associate Deans (Graduate), faculty members, Graduate Chairs, Graduate Assistants, and graduate students from each Faculty. It also includes the President of the Society of Graduate Students (SOGS), the President of the Postdoctoral Association at Western (PAW), the Vice-Provost & Associate Vice-President (Indigenous Initiatives), the Associate Vice-President (Equity, Diversity & Inclusion), the University Registrar, the Vice-Provost & Associate Vice-President (International), and the Vice-President (Research) (refer to the [SGPS Constitution for full membership](#)).

The GEC serves as a central forum for approving or recommending to Senate academic policies as determined by Senate and outlined in the 'Approving Authority Document.' Proposed changes are first reviewed and developed by the GEC Academic Policy Committee before they are presented to GEC. This Policy Committee, composed of diverse representatives from across the campus, is responsible for reviewing and revising academic policies related to graduate studies (refer to the [Terms of Reference](#)).

ITEM 13.3(b)(ii) – School of Graduate and Postdoctoral Studies: Revisions to the Policy on “Registration”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective March 15, 2024, the Graduate and Postdoctoral Studies policy on “Registration” be revised as shown in Item 13.3(b)(ii).

EXECUTIVE SUMMARY:

The Graduate and Postdoctoral Studies policy on “Registration” was formerly SGPS Regulation 4.

The rationale for the proposed revisions is outlined below.

Categories of Registration

- The definition of a full-time student was revised to remove reference to the Ministry of Training Colleges and Universities, hours of employment off campus, and the Ontario Council on Graduate Studies (OCGS) Principle of Timely Completion (which has since been revised).

Leave of Absence

- A statement was added to direct programs to SGPS when recommending a leave of absence to discuss considerations for outstanding coursework. This was added to ensure that students taking a leave of absence are not negatively impacted with respect to incomplete coursework.

Withdrawal

- Language was added to this section of the policy to make explicit the Program’s responsibility to approve the student’s plan of study and to provide feedback to the student regarding their progress.
- Language was added to make progression requirements explicit and to state that failure to meet progression requirements is a basis for withdrawal.

Procedural information has been moved to a separate Procedure document.

The section re: Academic Integrity Module has been removed to a standalone policy as Item 13.3(b)(vi) of the agenda.

ATTACHMENT(S):

[Revisions to the Policy on “Registration”](#)

[Procedure for Registration](#) (for information)

Registration

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Registration
Subsections:	Initial Registration; Registration Requirements; Categories of Registration; Transfer from Master's to Doctoral Degree Status in a Program; Leave of Absence; Student Progress and Withdrawal; Admission After Withdrawal
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Registration
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Effective Date:	TBD
Supersedes:	September 16, 2022

1. Initial Registration

A candidate whose application for admission has been approved by the School of Graduate and Postdoctoral Studies (SGPS) must register in the term indicated on the "Offer of Admission". In exceptional circumstances, registration may be deferred for one term, with approval of the program and SGPS. The candidate should consult the appropriate program for details about registration.

~~To be registered graduate students must pay or make arrangements to pay all fees by the established deadline each term (see Office of the Registrar — Fees Refunds).~~

Registration

2. Registration Requirements

a) Continuous Registration

Graduate students must maintain continuous registration in the SGPS in each successive term from initial registration until all requirements for the degree are completed.

b) Maximum Registration Period

The maximum registration period for completing a Master's degree is three calendar years from initial registration and, in the case of a Doctoral degree, six calendar years from initial registration. For students who transfer from a Master's program to a Doctoral program without completing the Master's program **or Direct-Entry to a Doctoral program**, a maximum of seven calendar years from the initial registration in the Master's program **or Doctoral program (Direct Entry)** will be given to complete the Doctoral degree. For students admitted part-time to an approved part-time Master's program, the maximum registration period is four years.

The student will be withdrawn at the end of his or her maximum registration time limit unless the Vice-Provost (Graduate and Postdoctoral Studies) has approved an extension.

3. Categories of Registration

a) Full-Time Student

To be registered as a full-time student ~~according to the Ministry of Training, Colleges and Universities~~, a student must meet the following criteria:

- ~~• be pursuing graduate studies as a full-time occupation.~~
- ~~• be geographically available and visit the campus regularly. It is understood that a graduate student may be absent from the University while visiting libraries, attending a graduate course at another institution, doing field work and the like. Normally, if such periods of absence exceed four weeks in any term, the student must obtain written approval from the program Graduate Chair and the Vice-Provost (Graduate and Postdoctoral Studies).~~
- ~~• be considered a full-time* graduate student by the graduate program.~~
- **make satisfactory progress toward degree completion in alignment with full-time program expectations and requirements. Failure to meet progression requirements may result in being required to withdraw from the program.**
- **be present on campus as required by their program**
- **must** have paid, or **made** **make** arrangements to pay, full-time tuition fees.
- ~~• should not be employed on campus for more than an average of ten hours per week in any term*.~~

~~*Full-time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all~~

Registration

~~program requirements. It is not possible, or desirable, for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is both possible and desirable for the university to ensure that it does not itself create a structural situation that jeopardizes the ability of the graduate student to make full-time progress towards the completion of graduate program requirements. Accordingly, OCGS is committed to the principle that full-time graduate students are employed no more than an average of 10 hours per week on campus.~~

~~(from Ontario Council on Graduate Studies 2017, Principles for Graduate Study at Ontario's Universities, Resolution 5: The Principle of Timely Program Completion)~~

b) **Part-Time Student in Approved Part-Time Program**

Students may be admitted as part-time students in approved part-time programs (listed below) as stipulated in the program's regulations. During the course of study, and with the approval of the program and SGPS, such a part-time registrant may be approved to register as a full-time student; **they** ~~he or she~~ may then register as a part-time student at a later date by meeting the requirements as stipulated in (c) below. Students who begin as full-time students in programs that have an approved part-time course of study may only change to part-time registration as stipulated in (c) below.

Students registered part-time may take no more than two courses in a term. Undergraduate courses taken as extra courses or as degree requirements are to be included in the totals above.

Students can enroll part-time in the following established part-time programs:

- Computer Science MSc
- Education MEd
- Engineering Sciences MEng
- Epidemiology and Biostatistics MSc
- Family Medicine MCISc & PhD
- Foods and Nutrition MScFN - Thesis Stream
- Law LLM
- Library and Information Science MLIS
- Media Studies MA
- Music MMus (Music Education)
- Nursing MScN
- Master of Nursing
- Pathology and Laboratory Medicine MSc & PhD
- Public Administration MPA
- Theology MA (Huron University College)

Registration

c) **Part-Time Students in Full-Time Programs**

Part-time registration in full-time programs may be granted in exceptional circumstances and only with the approval of both the Graduate Program and the Vice-Provost (Graduate and Postdoctoral Studies). Examples of such circumstances are: admission to another full-time university program or medical or compassionate circumstances that make it impossible for the student to continue to devote full-time attention to their program of study. Supporting documentation must be submitted with the request for part-time status.

Part-time status is not to be used as a means for reducing or avoiding tuition fees. Being beyond the funding eligibility period will not, by itself, constitute grounds for a change from full-time to part-time status. Part-time status may be granted for up to a cumulative total of three terms.

Students registered part-time may take no more than two courses in a term. Undergraduate courses taken as extra courses or as degree requirements are to be included in the totals above.

d) **Thesis Defense Only Student**

The purpose of this status is to allow a student who: a) has completed all program requirements (including thesis submission), but b) has not been able to defend their thesis before the end of term, to register at the University in the subsequent term without paying tuition fees. Thesis Defense Only registration (TDO) can be held for only one term.

- This registration category will not require payment of tuition fees; however, students will be required to pay part-time ancillary fees.
- In order to be considered for TDO status students must upload their thesis electronically.
- TDO status will be granted to those students who have submitted a thesis by the final official day of term but have not been able to secure an examination board and/or examination date that falls before the end of the term.
- Programs are required to inform SGPS as soon as possible (and in any case no less than 10 working days before the last working day of the term) when a thesis examination will need to be scheduled into the subsequent term.
- The thesis examination must be successfully completed, all required revisions done, and the final thesis submitted to SGPS prior to the end of the TDO term. A student who does not meet these conditions will be required to pay part-time tuition for the TDO term and will continue to be registered until the final thesis is submitted.
- TDO applies only to students in programs that have a thesis requirement.
- A student will be given TDO status for no more than one term.
- When the thesis examination is unsuccessful at either the preliminary or examination stages, the student will not have met the TDO conditions and will be required to pay part-time tuition and fees for the TDO term.

Registration

e) Non-degree Part-time Student

Non-degree part-time students must meet normal admission requirements. If a student in this category is subsequently admitted to a degree program, no more than 20% of the course requirements for the degree may be credited from courses taken while a non-degree student. Non-degree part-time students are not required to maintain continuous registration. For each term in which they are registered, however, they must inform their Graduate Chair before the start of the next term whether they plan to take courses during that term or whether they plan to withdraw. Without withdrawal, they will receive a tuition bill for the following term, as if they were in a degree program. Once withdrawn, they must apply for readmission to resume their non-degree part-time studies. In such cases, SGPS waives the readmission fee.

f) Concurrent Degree Student

Students in the following programs will be registered in both programs and are eligible to receive degrees in each:

- MD-PhD
- MBA-LLB in Business and Law

g) Doctoral Flex-time Registration

Students must select flex-time registration prior to commencing their program of study and cannot alter their registration status once selected.* Students enrolled in flex-time studies pay full-time tuition fees for the first four years of their registration, and part-time fees until they complete their program. As the flex-time option is intended for working professionals, Western's doctoral funding guarantee does not apply to students in flex-time studies. Flex-time enrolment will normally require two additional years of study for students to complete the program, in comparison to students in a regular full-time enrolment status. Completion within six to eight years while in flex-time enrolment is expected.

*Please note that the flex-time registration option is available only for doctoral programs with an approved flex-time option.

h) Interdisciplinary Combined PhD

A Western Interdisciplinary Combined PhD entails the completion of the combined degree requirements of two Western doctoral programs simultaneously under the supervision of a faculty member from each program.

DEFINITIONS

Home Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, "Home Program" will refer to the graduate program that has administrative responsibility for the student, including providing work/office space, assignment of GTAships, completion of annual progress reports, etc. The Home Program is also the "fall-back" program in the event that the student wishes to discontinue in the combined option.

Registration

Partnering Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, “Partnering Program” will refer to the second graduate program.

~~1. Rationale for an Interdisciplinary Combined PhD Option~~

~~1.1. Many current and emerging areas of research and professional practice are at the intersection of existing disciplines.~~

~~1.2. Advanced knowledge and research expertise that spans disciplinary boundaries is needed to effectively respond to emerging cultural, social, and scientific needs.~~

~~1.3. The creation of new interdisciplinary graduate programs would not provide the flexibility or responsiveness required to address these growing needs.~~

~~1.4. This option will be unique in Canada and will provide an innovative and competitive advantage for Western and its graduates.~~

i. Program Structure

- The student shall have two supervisors – one supervisor with doctoral membership in each graduate program. In exceptional circumstances, a single supervisor, with doctoral membership in both programs may be approved by SGPS, conditional upon the supervisory committee representing both programs.
- One of the two programs will be identified as the "Home Program" for the purpose of registration and administration.
- Programs are encouraged to “share” or “merge” some of their usual requirements. For example, a required course in one program can also be counted as an optional or elective course in the second program.
- One thesis is to be completed; the thesis must meet the expectations of both programs, the content of the thesis should represent a blending of the disciplines.
- The composition of the examining board for the dissertation will include representation of both participating programs and disciplines. Some variation from the usual PhD Examination Board structure may be needed to achieve this; such variation must be approved by SGPS.
- The student's individual program (structured to support completion in 4 years) must be determined and agreed upon by the two programs normally no later than by the second term, including:
 - All courses to be completed to meet the learning outcomes of both programs
 - The nature and timing of comprehensive(s) to satisfy both programs (if feasible, the comprehensive exam requirements of the two programs can be merged into one exam)
 - Any additional milestones required to meet the learning outcomes of both programs

Registration

- The topic of the dissertation/research

~~3. Enrolling in an Interdisciplinary Combined PhD Option~~

~~3.1. The student is accepted first into a “Home Program” and then requests admission to the “Partnering Program” ideally before the beginning but no later than by the second term after beginning in the “Home Program”.~~

~~○ The student must meet the entrance requirements of both graduate programs and must be admitted by both programs.~~

~~3.2. Following completion and approval of the “Interdisciplinary Combined PhD Degree Agreement” and admission to the Partnering Program, the student is transferred into the combined degree program.~~

~~○ Normally the Interdisciplinary Combined PhD Agreement will be completed prior to the student’s first term of registration but no later than two terms into the student’s registration in the Home Program.~~

ii. **Inclusion on Transcripts and Degrees**

- One degree/parchment will be awarded; it will list both graduate programs.
- The student’s transcript will note registration in both graduate programs, with one degree awarded upon completion of all requirements.
- The student’s transcript will read under “Academic Program History”:
- Program: Home Program
Plan: Interdisciplinary Combined Doctor of Philosophy
Home Program and Partnering Program
Status: Active in Program (or later, “Completed Program”)
- The final degree awarded will appear on the parchment as: DOCTOR OF PHILOSOPHY, Home Program and Partnering Program

4. Transfer From Master’s to Doctoral Degree Status in a Program

Programs may allow students to transfer their registration from the Master's to the Doctoral degree within the same program, without completion of the Master's degree. The Vice-Provost (Graduate and Postdoctoral Studies) will consider such requests on the recommendation of the student's program.

Transfers from the Master's to the Doctoral program must take place before the sixth term of Master's registration.

5. Leave of Absence

The Vice-Provost (Graduate and Postdoctoral Studies) may grant a leave of absence on pregnancy/parental, medical or compassionate grounds normally to a maximum of three terms or 12 months, on the recommendation of the ~~Graduate~~ Pprogram.

Registration

When recommending a leave of absence to the Vice-Provost (Graduate and Postdoctoral Studies), programs should contact SGPS about any academic considerations for outstanding coursework.

While on leave, students are expected to be away from normal activities as graduate students (e.g. attending classes, conducting research). However, students and supervisors may negotiate ongoing communication during this period. Before the end of the approved leave of absence, students notify the Graduate Chair/Director, the Graduate Assistant and, where relevant, the Supervisor(s), to discuss the transition back to their studies. If students are applying for an additional leave of absence, it is important that the program and SGPS be notified as soon as possible.

To ensure that they are optimally supported throughout their degree, students requiring leaves of absence that extend beyond three terms are encouraged to communicate with programs about potential professional, academic or research implications of the extended period away from their studies.

The start and finish of the leave may begin or end at any point in the term; normally the leave will coincide with the start and end of terms. Students are advised to consult with their graduate program to make special arrangements especially if taking courses during this period.

The date for degree completion and funding of the degree program will be extended by the duration of the time taken on leave, i.e. one, two or three terms as appropriate.

a) **Pregnancy and/or Parental**

Pregnancy/Parental Leave is intended to recognize the need for leave at the time of pregnancy, birth or adoption, and to permit a pause in studies in order to provide full-time care in the first year of parenting a new child. Either parent may request up to three terms of leave, which must be started within twelve months of the date of birth or custody.

Provided the student has been a registered full-time graduate student for at least one term and is not receiving additional Tri-Agency benefits, they are entitled to a \$1,500 pregnancy and parental bursary per leave.

During a Pregnancy/Parental leave international students can opt into UHIP for up to 12 months.

b) **Medical**

Graduate students may apply for a medical leave by providing a Medical Certificate completed by a health care practitioner. During a Medical leave, international students can opt into UHIP for four months in a 12-month leave period. It is possible to extend UHIP for another four months subject to the approval of the insurance provider.

Registration

~~Graduate students on medical leave can retain bus pass service. Please contact the Society of Graduate Students for more information.~~

c) **Compassionate**

Graduate students may apply for a compassionate leave for care and support of a seriously ill family member. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.

~~During a compassionate leave international students can opt into UHIP for up to four months.~~

d) **Internship**

Graduate students in programs without an internship requirement who secure an internship through Western's Internship Program may apply for an internship leave.

Students may apply for a leave of absence by completing an online request via the Graduate Student Web Services Portal. The request is then reviewed by the graduate program. If approved by the program, it is reviewed by SGPS.

Once on leave, students are not registered with the University nor will they be required to pay tuition and ancillary fees for this period; however, they are entitled to receive/maintain certain benefits as described **in the related Procedures**.

Financial Benefits:

- ~~• Graduate students may qualify for pregnancy/parental benefits such as paid pregnancy/parental leave or sick leave if they are employed as Graduate Teaching Assistants; consult the GTA Collective Agreement for further information.~~
- ~~• Graduate Students who are awarded funding through an external agency e.g. Tri-Agency (Research Grant or External Scholarship), OGS etc. may be entitled to certain benefits and should check with the particular granting agency for further information.~~

Service Benefits:

- ~~• Graduate students while on leave may opt into the Society of Graduate Students (SOGS) health plan which includes coverage of prescription drugs, as well as basic dental care and vision coverage.~~
- ~~• Graduate students while on leave may opt into Campus Recreation Services.~~
- ~~• Graduate students will retain email and library privileges.~~
- ~~• Student Health Services are available to those on leave.~~

6. **Withdrawal**

The Graduate Chair of a program:

- Must approve the student's plan of study**

Registration

- Must ensure the preparation and filing of an annual progress report for each student

Graduate faculty must provide students with timely feedback on courses, examinations, or other requirements.

The program may require students to withdraw if they fail to meet the following standards:

- Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%
- Students must make satisfactory progress towards the degree according to milestones set by the program

Withdrawal from a program can occur in two ways. A student can voluntarily withdraw, following formal notification to the program. Alternatively, the program or SGPS can withdraw a student for failure to meet admission conditions, progression requirements, specified deadlines for completion, or failure to pay fees. Once withdrawn from a program (and SGPS), the person withdrawn is no longer a student and may not attend classes, receive supervision, or have access to any resources of the University.

7. Admission After Withdrawal

Students who have voluntarily withdrawn or who have been withdrawn and wish to complete their program must formally re-apply for admission. Credit for previous work completed must be approved by the program and SGPS.

Students who are withdrawn for non-payment of fees will be considered for admission under the following payment conditions:

- Any student who has withdrawn or has been withdrawn may be required to pay fees for the terms in which registration has lapsed if admitted.
- Payment of all fees owing at the time of withdrawal including all penalty fees incurred as a result of the default
- Prepayment of full fees for the term in which admission is sought
- These payments must be money order, cash, direct debit, or certified cheque

Refunds

~~Fee refunds will be made on a pro rata basis to students who have completed all of their degree requirements, withdraw, or are required to withdraw before the end of a term. Detailed information on graduate tuition refunds is available on the Office of the Registrar's Website.~~

~~Scholarships received from the School of Graduate and Postdoctoral Studies are also subject to pro-rating. Contact the School of Graduate and Postdoctoral Studies for details.~~

Registration

8. Time Away From Studies and Vacation Time

Full-time graduate students in research-based programs are expected to be active in their program for all three terms of the university year, as specified in Section ~~2 4.03~~. While engaging in their program, we recognize that personal time (i.e. time away from studies) is beneficial for student health, well-being and academic achievement. It is acceptable and expected that Supervisors, Supervisory Committee Members and Graduate Chairs will discuss expectations around students' study and research schedules; they will mentor students and support their need for time off and their pursuit of work/life balance. Time away from studies must take into account the impact on timely progression and the impact on research and other responsibilities.

It is expected that students devote a reasonable number of hours each weekday to study and to research. It is acceptable for students to take days off. In making these time management decisions, it is expected that students will learn to discern when time away from studies supports academic productivity, and when it undermines timely progression.

Graduate Chairs are encouraged to ensure that both student and supervisor needs and expectations are met. See SGPS Regulation regarding supervisor expectations.

In addition to the above, students are entitled to be away from their studies and research responsibilities during:

- the closing of the University from late December until early January
- statutory holidays when the University is closed
- religious holidays in accordance with University policy

Graduate students are also entitled to at least two weeks of vacation time from their studies per year.

~~Academic Integrity Module~~

~~Effective January 2013, all incoming graduate students are required to complete the SGPS Academic Integrity module to progress beyond the first term of their degree. This module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offenses. After reviewing the material and finishing the readings, students are required to complete both a multiple-choice assessment and a series of short case studies to evaluate their knowledge of academic integrity. Students have unlimited opportunities to pass the module. Students who do not complete the module will not be able to progress beyond the first term of their degree. Eligible students can access the module in the Graduate Student Web Services Portal. Instructions regarding access and how to complete the module will be emailed to students the first week of their first term.~~

Procedure for Registration

Registration and Fee Payment

To be registered graduate students must pay or make arrangements to pay all fees by the established deadline each term (refer to the Fees Refund Schedule on the Office of the Registrar website).

Refunds

Fee refunds will be made on a pro rata basis to students who have completed all of their degree requirements, withdraw, or are required to withdraw before the end of a term. Detailed information on graduate tuition refunds is available on the Office of the Registrar's website.

Scholarships received from SGPS are also subject to pro-rating. Contact SGPS for details.

Enrolling in an Interdisciplinary Combined PhD Option

- The student is accepted first into a “Home Program” and then requests admission to the “Partnering Program” ideally before the beginning but no later than by the second term after beginning in the “Home Program”.
- The student must meet the entrance requirements of both graduate programs and must be admitted by both programs.
- Following completion and approval of the “Interdisciplinary Combined PhD Degree Agreement” and admission to the Partnering Program, the student is transferred into the combined degree program.
- Normally the Interdisciplinary Combined PhD Agreement will be completed prior to the student’s first term of registration but no later than two terms into the student’s registration in the Home Program.

Leave of Absence

Financial Benefits:

- Graduate students may qualify for pregnancy/parental benefits such as paid pregnancy/parental leave or sick leave if they are employed as Graduate Teaching Assistants (GTA); consult the GTA Collective Agreement for further information.
- Graduate Students who are awarded funding through an external agency e.g. Tri-Agency (Research Grant or External Scholarship), OGS etc. may be entitled to certain benefits and should check with the particular granting agency for further information.

Service Benefits:

- Graduate students while on leave may opt into the Society of Graduate Students (SOGS) health plan which includes coverage of prescription drugs, as well as basic dental care and vision coverage.
- Graduate students while on leave may opt into Campus Recreation Services.
- Graduate students will retain email and library privileges.
- Student Health Services are available to those on leave.

- Graduate students on medical leave can retain bus pass service. Contact the Society of Graduate Students for more information.
- During a Compassionate leave international students can opt into UHIP for up to four months.

ITEM 13.3(b)(iii) – School of Graduate and Postdoctoral Studies: Revisions to the Policy on “Program Design – Course Registration”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective March 15, 2024, the Graduate and Postdoctoral Studies policy on “Program Design – Course Registration” be revised as shown in Item 13.3(b)(iii).

EXECUTIVE SUMMARY:

The former SGPS Regulation 6 has been split into two policies:

- Program Design – Course Registration [formerly sections 6.04-6.08, 6.10]
- Program Design – Courses, Milestones and Course Outlines [formerly sections 6.01-6.03]

The rationale for proposed revisions to the policy on “Program Design – Course Registration” is outlined below:

Incomplete Courses

- Reference to “one-term half course or a “two-term full course” was struck because the policy is the same for all courses regardless of the length or weight of the course.
- Language was added to direct programs to SGPS for incomplete courses related to a student’s leave of absence.
- Reference to courses longer than two terms was struck because such courses no longer exist.

Waiving Program Requirements for Prior Equivalent Work

- The heading of this section was revised from “credit” to “waiving” to reflect what has been the practice for several years.
- The language in this section has been revised to clarify that this is to occur before a student begins the first term of their program.
- Language stating that the academic work could not have counted toward a previous degree was removed because some academic work, such as courses in research methods and data analysis, is similar across disciplines.

Procedural information, including section 6.09 of the SGPS Regulations, has been moved to separate Procedures documents.

ATTACHMENT(S):

Revisions to the Policy on “Program Design – Course Registration”

Procedure for Program Design – Auditing a Graduate Course and Taking an Undergraduate Course (for information)

Program Design – Course Registration

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Program Design – Course Registration
Subsections:	Adding or Dropping Graduate Courses; Auditing Graduate Courses; Repeated Courses; Incomplete Courses; Adding, Auditing, or Withdrawing from Undergraduate Courses; Credit for Prior Graduate Work
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Program Design – Auditing a Graduate Course and Taking an Undergraduate Course
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Effective Date:	TBD
Supersedes:	September 16, 2022

1. Adding or Dropping Graduate Courses

All courses added or dropped by the student must be approved by the Graduate Chair of the student's program and by the Graduate Chair of the department offering the course (if the course is not from the student's program). Courses may not normally be added and dropped after the specified deadline dates.

Deadline dates for adding or dropping a course will normally be calculated according to the table below. A course that has been dropped by the last date specified for adding a course shall be expunged from the records. A course that has been dropped after the last date specified for adding a course but before the last date specified for dropping a course without academic penalty shall be recorded as "WDN". A course that has not

Program Design – Course Registration

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

Weight of Course	Last Day to Add	Last Day to Drop
0.5, 1.0, 1.5 or 2.0	One month from the official beginning of the term in which the course begins	Two months from the beginning of term in which the course begins
0.25	10 Business days	50% of the way through the course

2. Auditing Graduate Courses

The student must declare an intention to audit a graduate course by the enrolment deadline for the term, using the Graduate Course Audit Form. The student must have the instructor's signed approval to audit the course, as well as approval from the Supervisor (if applicable) and Graduate Chair. An Audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student's record at the instructor's request.

After the enrolment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in a given course for credit that has previously been audited.

Graduate courses delivered online may not be audited without special permission from the program.

3. Repeated Courses

When a course previously completed is repeated, both marks will appear on the official transcript, but only the last mark obtained is used for all academic purposes, even if it is lower than the previously obtained mark.

4. Incomplete Courses

When a student does not complete work for a ~~one-term half course or a two-term full~~ course by the grade submission deadline, a grade of INC appears on the transcript. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

Program Design – Course Registration

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds.

For incomplete courses related to a leave of absence, programs should see the Leave of Absence section and contact SGPS about academic considerations.

~~The INC grade does not apply to full courses that are longer than two terms (in these courses the interim grade of IPR stands until the student completes the course).~~

5. Adding, Auditing, or Withdrawing from Undergraduate Courses

Graduate Students may take undergraduate courses without additional charge only if needed for their degree requirements and with the approval of the Graduate Chair and SGPS. Graduate students taking undergraduate courses must follow the undergraduate regulations, as stipulated in the undergraduate calendar under 'add/drop deadlines'.

Undergraduate courses, or combined courses in which undergraduate students predominate must be less than one-third of the student's total course requirement for the graduate degree. Graduate students may not take an undergraduate course at a Western-Affiliated University College (with the exception of programs whose home unit is an Affiliated University College).

6. **Waiving Program Requirements for Prior Equivalent Work** ~~Credit for Prior Graduate Work~~

~~At the time of the student's admission, a~~ A program may waive one or more degree ~~reduce its~~ requirement(s) if it determines that the requirement(s) has been ~~is~~ satisfied through prior ~~that the student has completed~~ equivalent academic work ~~that has not counted toward a previous degree~~. Normally this would be done by the beginning of the student's first term.

~~Compulsory Student Evaluation of Courses~~

~~All graduate courses with an enrolment of three or more students are subject to an evaluation designed by the program and completed by students. This evaluation should occur at the end of each offering of the course and should include elements that are designed to provide an evaluation of both the course and the effectiveness of the instructor. The results of such evaluations will be made available to the course instructor and the Chair or director of the instructor's home unit. Programs are encouraged to make the results of these evaluations available to students who might be considering taking the same course in the future.~~



Procedure for Program Design - Auditing a Graduate Course and Taking an Undergraduate Course

Graduate students must have the instructor's signed approval to audit a course. To request permission to audit a graduate course, the following form must be completed and submitted:

- [Graduate Course Audit Form](#)

To register in an undergraduate course, graduate students must complete and submit the following form:

- [Graduate Student Taking Undergraduate Course Form](#)

ITEM 13.3(b)(iv) – School of Graduate and Postdoctoral Studies: Revisions to the Policy on “Program Design – Courses, Milestones and Course Outlines”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective March 15, 2024, the Graduate and Postdoctoral Studies policy on “Program Design – Courses, Milestones and Course Outlines” be revised as shown in Item 13.3(b)(iv).

EXECUTIVE SUMMARY:

The former SGPS Regulation 6 has been split into two policies:

- Program Design – Course Registration [formerly sections 6.04-6.08, 6.10]
- Program Design – Courses, Milestones and Course Outlines [formerly sections 6.01-6.03]

Program design is a key component in the development and modification of graduate programs. As part of this process, SGPS advises programs on the appropriate categorization of graduate degree requirements as either courses or milestones. The definitions of course and milestone have been revised to better differentiate them and to support program design innovation.

Procedural information, including section 6.09 of the SGPS Regulations, has been moved to separate Procedures documents.

ATTACHMENT(S):

[Revisions to the Policy on “Program Design – Courses, Milestones and Course Outlines”](#)

[Procedure for Program Design – Courses, Milestones and Course Outlines](#) (for information)

Program Design – Courses, Milestones and Course Outlines

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Program Design – Courses, Milestones and Course Outlines
Subsections:	Definitions; Course Outlines; Course Numbering
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Program Design – Courses, Milestones and Course Outlines
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	Graduate Courses; Course Outlines (Graduate)
Effective Date:	TBD
Supersedes:	September 16, 2022

1. Definitions

Graduate Course: A graduate course is the study of a particular topic, group of topics or area of specialization within a wider discipline/subject area, normally extending through one term or session, and can be one of the basic building blocks of qualification for a graduate degree, including a **graduate diploma**. Graduate courses are designed to meet substantive discipline graduate program learning outcomes and normally utilize the student/instructor format. **Any Ggrades are can be assigned that will contribute towards the student's academic average academic average progression requirements; grades assess the level of mastery of the topic(s) or areas of specialization. It is at each program's discretion how these grades will be used when assessing a student's progression.**

Program Design – Courses, Milestones and Course Outlines

Milestone: A milestone is a learning activity that must be successfully completed in order to fulfill the requirements for the graduate degree. Milestone requirements are designed to meet program learning outcomes. Milestones can require:

- a short-term time commitment over one or two weeks (e.g. research ethics module),
- a medium-term time commitment over one or two terms (e.g. thesis proposal) or
- a more extensive commitment of time that continues over multiple terms (e.g. a seminar series).

Milestones can be completed during a time span that does not necessarily coincide with an academic term. Grades can be assigned to milestones that contribute towards the student's progression requirements but do not contribute to the student's academic average. Common graduate requirements that are catalogued as milestones include but are not limited to: Language Requirements, Comprehensive Examinations (or equivalent), Seminar Series, Major Projects (or equivalent), Thesis Work Components, Thesis (or dissertation). It is at each program's discretion how these grades will be used when assessing a student's progression.

2. Course Numbering

Graduate courses are numbered from 9000 to 9999.

3. Course Outlines

For information on course outlines refer to the policy on [Course Outlines](#).

In addition to the requirements outlined in the policy on Course Outlines, graduate course outlines must include the following information:

Graduate Course Level Learning Outcomes/Objectives

Provide a list of course learning outcomes/objectives. Course learning outcomes/objectives should align with the graduate program's learning outcomes. Contact your graduate chair/administrator, or SGPS, for a copy of the program learning outcomes. Ideally, students should be able to see how course learning outcomes/objectives are addressed through course requirements, activities and assessments.

Course Timeline and Format

Include an anticipated timeline of the content areas, or topics and/or other learning activities, covered over the course duration, as well as the format (face-to-face, online, hybrid) used to deliver the content. Instructors should make every effort to follow the stated timeline. Normally, instructors cannot change the format of instruction during the course.

Enrollment Restrictions

All course outlines must include one of the following two statements regarding enrollment restrictions:

Program Design – Courses, Milestones and Course Outlines

Enrollment in this course is restricted to graduate students in (Insert name of program(s)).

OR

Enrollment in this course is restricted to graduate students in (Insert name of program(s)), as well as any student that has obtained special permission to enroll in this course from the course instructor as well as the Graduate Chair (or equivalent) from the student's home program.

Health/Wellness Services

All course outlines must contain the following statement:

Students who are in emotional/mental distress should refer to Mental Health Support at <https://www.uwo.ca/health/psych/index.html> for a complete list of options about how to obtain help.

Accessible Education Western (AEW)

All course outlines must contain the following statement:

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with Accessible Education Western (AEW), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AEW and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.



Procedure for Program Design – Courses, Milestones and Course Outlines

Compulsory Student Evaluation of Courses

All graduate courses with an enrolment of three or more students are subject to an evaluation designed by the program and completed by students.

This evaluation should occur at the end of each offering of the course and should include elements that are designed to provide an evaluation of both the course and the effectiveness of the instructor.

The results of such evaluations will be made available to the course instructor and the Chair or director of the instructor's home unit.

Programs are encouraged to make the results of these evaluations available to students who might be considering taking the same course in the future.

ITEM 13.3(b)(v) – School of Graduate and Postdoctoral Studies: Rescindment of the Policy on “Graduate Study at Western for Non-Western Students”

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of the Senate Committee on Academic Policy, Senate approve that effective March 15, 2024, the School of Graduate and Postdoctoral Studies policy on “Graduate Study at Western for Non-Western Students” be rescinded as Senate Academic Policy.

EXECUTIVE SUMMARY:

In September 2022, Senate deemed that SGPS Regulation 7.01 (Visitor and Exchange Programs) was under the authority of the Graduate Education Council (GEC) and that SGPS Regulation 7.02 (Graduate Study at Western for Non-Western Students) was under the purview of Senate.

Regulation 7.01 (Visitor and Exchange Programs) pertains to Western students accessing the Ontario Visiting Graduate Student Program (OVGS) and Canadian Universities Graduate Transfer Agreement (CUGTA) programs.

Regulation 7.02 (Graduate Study at Western for Non-Western Students) pertains to non-Western students attending Western via the OVGA and CUGTA programs.

The School of Graduate and Postdoctoral Studies has identified that SGPS Regulation 7.02 was incorrectly classified as under the purview of Senate as both 7.01 and 7.02 pertain to the OVGS and CUGTA programs which are under the authority the Council of Ontario Universities (COU) (specifically, the Ontario Council on Graduate Studies (OCGS)) and the Canadian Association for Graduate Studies (CAGS) respectively, and all member institutions of CAGS have access to the program.

Following discussion with the University Secretary, it is proposed that the policy on “Graduate Study at Western for Non-Western Students” be rescinded as Senate Academic Policy. SGPS will subsequently reestablish Regulation 7.02 as an SGPS Regulation under the authority of the GEC, consistent with Regulation 7.01.

ITEM 13.3(b)(vi) – School of Graduate and Postdoctoral Studies: Policy on “Academic Integrity”

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The policy on “Academic Integrity” (formerly a component of SGPS Regulation 4) has been converted into the format specified in the *Policy on Establishing Senate Academic Policies and Procedures*.

The policy on “Academic Integrity” has been separated from the “Registration” policy (previously SGPS Regulation 4).

There have been no changes to the policy since it was ratified by Senate on September 16, 2022.

The policy is presented for information.

ATTACHMENT(S):

[Policy on “Academic Integrity”](#)

Academic Integrity

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Academic Integrity
Subsections:	*
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedures:	*
Related Policies:	Registration
Effective Date:	September 16, 2022
Supersedes:	*

1. Academic Integrity Module

All incoming graduate students are required to complete the School of Graduate and Postdoctoral Studies Academic Integrity module to progress beyond the first term of their degree.

This module is designed to provide students the necessary knowledge and resources to abide by academic principles during their graduate career and to help combat scholastic offenses. After reviewing the material and finishing the readings, students are required to complete both a multiple-choice assessment and a series of short case studies to evaluate their knowledge of academic integrity. Students have unlimited opportunities to pass the module. Students who do not complete the module will not be able to progress beyond the first term of their degree.

Eligible students can access the module in the Graduate Student Web Services Portal. Instructions regarding access and how to complete the module will be emailed to students the first week of their first term.

ITEM 13.3(b)(vii) – School of Graduate and Postdoctoral Studies: Policy on “External Scholarships on Transcripts”

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The policy on “External Scholarships on Transcripts” (formerly a component of SGPS Regulation 5) has been converted into the format specified in the *Policy on Establishing Senate Academic Policies and Procedures*.

There have been no changes to the policy since it was ratified by Senate on September 16, 2022.

The policy is presented for information.

ATTACHMENT(S):

[Policy on “External Scholarships on Transcripts”](#)

External Scholarships on Transcripts

Policy Category:	Graduate and Postdoctoral Studies
Subject:	External Scholarships on Transcripts
Subsections:	*
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedures:	*
Related Policies:	*
Effective Date:	September 16, 2022
Supersedes:	*

1. External Scholarships on Transcripts

To ensure accuracy of the Western transcript, the School of Graduate and Postdoctoral Studies (SGPS) will include external scholarships on the transcript when the adjudication and payment is managed by SGPS.

Below is a list of current scholarships that will be included on a transcript.

- Vanier Canada Graduate Scholarship – CIHR (added effective May 2013)
- Vanier Canada Graduate Scholarship – NSERC
- Vanier Canada Graduate Scholarship – SSHRC
- CIHR Canada Graduate Scholarship - Doctoral (added effective May 2013)
- CIHR Canada Graduate Scholarship - Master's (added effective May 2013)
- Julie Payette-NSERC Research Scholarship
- NSERC Canada Graduate Scholarship - Doctoral
- NSERC Canada Graduate Scholarship - Master's
- NSERC Postgraduate Scholarship - Doctoral

External Scholarships on Transcripts

- NSERC Postgraduate Scholarship - Master's
- NSERC Industrial Postgraduate Scholarship
- SSHRC Canada Graduate Scholarship - Doctoral
- SSHRC Canada Graduate Scholarship - Master's
- SSHRC Doctoral Fellowship
- Schmeelk Canada Fellowship
- Ontario Trillium Scholarship (added effective May 2011)
- Ontario Graduate Scholarship
- Ontario Graduate Scholarship in Science and Technology (Effective May 1, 2011 scholarship was re-named to Queen Elizabeth II Graduate Scholarship in Science and Technology)

ITEM 13.3(b)(viii) – School of Graduate and Postdoctoral Studies: Policy on “Thesis”

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The policy on “Thesis” (formerly SGPS Regulation 8) has been converted into the format specified in the *Policy on Establishing Senate Academic Policies and Procedures*.

There have been no changes to the policy since it was ratified by Senate on September 16, 2022, other than procedural details have been moved to two separate Procedure documents.

The policy and procedures are presented for information.

ATTACHMENT(S):

[Policy on “Thesis”](#)

[Procedure for Thesis Formats and Content](#)

[Procedure for Thesis Examinations and Final Submission](#)

Thesis

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Thesis
Subsections:	Definitions; General; Doctoral Programs; Master's Programs; Completion of All Non-Thesis Degree Requirements
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for the Thesis Formats and Content Procedure for the Thesis Examinations and Final Submission
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Related Regulations:	SGPS Membership
Effective Date:	September 16, 2022
Supersedes:	*

DEFINITIONS

Thesis (or dissertation)

A thesis (or dissertation) is a formal statement of the theory, source materials, methodology, and findings of a student's major research project. It must be a complete and sufficient document that does not require subsidiary information to substantiate its findings. The examination of the thesis exposes the student's work to scholarly criticism.

POLICY

1. General

- To fulfill the degree requirement, the thesis and the candidate's oral examination must be assessed and approved by a Thesis Examination Board and meet School of Graduate and Postdoctoral Studies (SGPS) requirements for thesis content.
- For each student writing a thesis, programs are required to establish a formal Thesis Supervisory Committee for all thesis-based Masters and PhD students consisting of a supervisor and at least one other person.
- For information on SGPS Membership, please consult the Regulation on School of Graduate and Postdoctoral Studies (SGPS) Membership.

2. Doctoral Programs

- Every candidate for the Doctoral degree must complete a thesis.
- The thesis must indicate in what respects the investigation has increased knowledge of the subject.
- A candidate may not submit a thesis that has been previously accepted for a degree, but may, with the permission of the Graduate Program, incorporate material included in a previous thesis.
- Doctoral candidates must present a Public Lecture on their thesis research. The Public Lecture allows the candidate to present their research projects to a Western University community of scholars in an open forum.

3. Master's Programs

- Programs may require a thesis or make a thesis optional.

4. Completion of All Non-Thesis Degree Requirements

- Each Graduate Program specifies student milestones for satisfactory progress towards the completion of all degree requirements.
- All non-thesis degree requirements must be completed before the student and/or Graduate Chair can submit a proposal for the Thesis Examination Board to SGPS.

Procedure for Thesis Formats and Content

1. Thesis Format

- The work must comprise a coherent account of a unified research project rather than a collection of loosely connected studies.
- It must have an acceptable form for its discipline and display a thorough knowledge of and scholarly approach to the subject.
- Before beginning to write, each student, in consultation with their Supervisory Committee and Graduate Program, should decide on the best format in which to present the work.
- Respecting the variety of cultures both academic and social, the School of Graduate and Postdoctoral Studies (SGPS) accepts theses in monograph format, integrated-article format, and alternative formats, as will be further described in sections 6-8 below.
- SGPS respects Indigenous cultures and encourages the submission of theses that represent Indigenous research in a relevant format.

1.1 Monograph Format

- The monograph format organizes chapters around a central problem.
- A monograph thesis may include published material, in which case full citations must be provided.

1.2 Integrated Article Format

- In the integrated-article format, the chapters treat discrete but related problems.
- The work must include connecting materials to provide logical bridges between the different chapters, thereby achieving an integration of information.
- Chapters may include content from, or entire, published articles, submitted articles, and unpublished work for which the student was the principal contributor. Full citations must be provided.
- Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgment of the work during the thesis examination process. The criteria that determine whether an article is suitable for publication are not identical to the academic requirements for a thesis.
- The number of papers to be included is not specified. The substance of the thesis should be consistent with the quantity and quality of original work expected in a monograph thesis.

Procedure for Thesis Formats and Content

1.3 Alternative Formats

- The traditional monograph or integrated-article thesis will not in every case be the best way to communicate scholarly work.
- In some disciplines scholarly output takes other forms, including, but not limited to, musical scores, artistic performances or exhibitions, digital recordings, catalogues, policy documents, software, new materials or composites etc. Such forms of scholarly output may be incorporated into an alternative-format thesis.
- The substance of the thesis should be consistent with the quantity and quality of original work expected in a monograph thesis.
- The choice of thesis format should be considered on a case by case basis early in the development of the thesis, as part of a process where both the format and the content of the proposed thesis are examined.
- A student wishing to pursue an alternative format thesis must justify to their proposal committee (or equivalent) how the proposed format best accomplishes the scholarly goals of the thesis; how the proposed format can be achieved within the standard time-frame for the program; how appropriate examiners will be secured; how the work will be disseminated; any issues of long-term storage and public availability, and any other considerations relevant for the discipline and/or format.
- Though the thesis proposal may be rejected on the grounds of the proposed format and/or content, it may not be rejected without due consideration of both elements.
- If a proposed alternative format is accepted, the proposal document (modified as necessary) must be signed by the supervisor and the graduate chair and retained by the relevant department/program.
- This process is intended to encourage openness to consider alternative formats and to aid in the development of innovative scholarly work while providing appropriate supervisory support and maintaining scholarly standards.
- Because this is an area of evolving academic practice, communication between the student, supervisor, program, and SGPS is strongly encouraged.

1.4 Elements of the Thesis

Regardless of the format chosen, all theses must fulfill certain core expectations of scholarly presentation and content. The following are the elements of the thesis in the order in which they should normally appear. Optional elements may be included at the discretion of the student.

Front Matter:

- Title Page (provided by Scholarship@Western upon upload)
- Abstract and Keywords
- Summary for lay audience (maximum 350 words) *effective July 1, 2019

Procedure for Thesis Formats and Content

- Co-Authorship statement (where applicable)
 - In the case of co-authored papers (chapters), the student must include a **statement of co-authorship** for each paper included in the thesis, describing the nature and extent of contributions by the student and by others. This must include a detailed description of the work (in conducting the research and preparing the manuscript) for which the student was solely responsible. An estimate of the percentage of the work conducted solely by the student must be included. The goal is to make clear to the examiners the student's contribution to the work. The publication status of each paper must be indicated (i.e. not submitted for publication; submitted (where and when?); published (with full citation)). For further guidelines on authorship, see MAPP 7.0.
- At the time of approving the submission of the thesis, the supervisor will be asked to confirm the accuracy of the statement of co-authorship.
- Epigraph (optional)
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables (where applicable)
- List of Figures and/or Illustrations (where applicable)
- List of Appendices (where applicable)
- List of Abbreviations, Symbols, Nomenclature (where applicable)
- Preface (optional)

The Body of the Thesis:

- Introductory chapter to the entire thesis
 - This must address the objectives of the work.
 - For an integrated-article or alternative-format thesis this may explain how the work forms a coherent thesis.
- Literature review and/or research methods
 - This may take the form of a stand-alone chapter or may be integrated into the introductory or middle chapters as appropriate for the discipline and the format of the thesis.
- Middle chapters
 - For an integrated-article thesis each article is presented without an abstract. Each chapter should contain connecting materials to provide logical bridges between the articles. A thesis consisting solely of published articles without connecting elements is not acceptable.
 - For an alternative format thesis, middle chapter(s) may be replaced by other relevant text, images or artefacts.
- Conclusion

Procedure for Thesis Formats and Content

- For an integrated-article thesis this may relate the separate studies to each other and to a relevant discipline or field of study.
- For an alternative format thesis this may relate the introduction, literature review/methodology, middle chapter(s) and/or other text(s)/object(s) to each other and to the relevant discipline(s) or field(s) of study.

Bibliography:

- There may be a single bibliography for the entire thesis, or each chapter may have its own individual bibliography, depending on the norms of the discipline.

Appendices:

- Details of methodology, tabulated data, and other pertinent data not provided in detail in previous chapters (where applicable).
- Ethics Approval (where applicable).
- Copyright releases from publications (where applicable).

Curriculum Vitae (optional)

2. Length

- Programs may have regulations that limit length. Students should contact their program for these regulations.

3. Copyrighted Material and Permissions

- The candidate must ensure that the work does not contain a substantial amount of copyrighted material.
- Under the Copyright Act, the "fair use" provision allows the quotation of a reasonable extract of someone else's work, if properly cited.
- For more extensive quotation, the candidate must obtain written permission from the copyright holder(s) and include this permission in the thesis.
- If the candidate wishes the work to include text that they have already published as a journal article or book chapter, they must obtain permission from the publisher and include this permission in the appendices. This is of utmost importance if the integrated-article format is used.
- Any chapters that have been published, accepted for publication, or submitted for publication must carry the following footnote: A version of this chapter has been published/accepted for publication/submitted for publication (Cite the reference).

4. Confidentiality Agreement

- If the candidate feels that the nature of the information contained in the work must remain confidential (e.g., concerns pending patents etc.) for a specified period of time, a confidentiality agreement is required.

Procedure for Thesis Formats and Content

5. Contents

5.1. Titling

- An effective title makes the thesis accessible to other scholars. The title must provide an accurate description of the thesis content. Library catalogues and online bibliographic databases use words in the title as a way to retrieve a thesis. Thus, if possible, the title should include key words that link the thesis to literature on its topic. Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, and so on.

5.2 Title Page

- The title page contains the copyright notice and information to identify the thesis in catalogues and bibliographies. A title page is generated and attached to the front of a thesis after it is uploaded to Scholarship@Western.

5.3 Abstract and Keywords

- The abstract (page-numbered ii) provides a succinct summary of the work. To satisfy the requirements of the National Library and University Microfilms International, the abstract must be no longer than 350 words for a Doctoral thesis and 150 words for a Master's thesis.
- The abstract must give enough information about the thesis to allow a potential reader to decide whether or not to consult the complete work. The candidate must ensure that the abstract refers to all the elements that would make the thesis worth consulting. The abstract should include important place names and proper nouns because these can be significant key words for electronic retrieval. It should not include graphs, charts, illustrations or tables. The expected content of an abstract varies among disciplines, but all abstracts can be expected to include the following:
 - a statement of the research problem or question
 - an indication of the research method(s) used or theoretical orientation taken
 - findings or major discoveries made
 - conclusions and significance.
- The abstract should have the same line spacing as the text of the body of the thesis.
- Keywords: At the end of the Abstract should appear a list of keywords. Librarians use these keywords when assigning subject headings and index terms as part of the Cataloguing Record. The candidate, as the person most familiar with the research and its significance, selects the terms that help other scholars get access to his/her work. For example, the following keywords could be used for a thesis studying fuzzy relational modeling:
 - Keywords: fuzzy relational modeling, fuzzy simulation, fuzzy c-Means, Centre of Gravity, Centre of Area, Weighted Average of Cluster Centres, Polyline algorithm.
- The following could be used to describe a thesis entitled "The Other of Grammatology: Lacan, Derrida, Kristeva," which studies the relationship

Procedure for Thesis Formats and Content

between psychoanalysis, deconstruction, and feminism as they relate to linguistic representations:

- Keywords: Psychoanalysis, Deconstruction, Freud, Derrida, Kristeva, Lacan, Feminism, Reference.

5.4 Summary for Lay Audience

- Effective July 1, 2019, theses submitted for examination must include a Summary for Lay Audience.
- The summary for lay audience is a brief (maximum 350 words) and accessible summary of a research project that is used to explain complex ideas, technical writing and scientific terms to people who do not have prior knowledge of the subject. While your abstract is designed with your subject peers in mind, the Summary for Lay Audience communicates the importance, impact, and content of your thesis to a broader audience.

5.5 Co-Authorship Statement (where applicable)

- Although SGPS allows co-authorship of chapter materials, the candidate must be the principal contributor to the work and to the manuscript. Authorship conventions vary by discipline, and so order of authors cannot be taken as an indicator of the significance of an author's contribution to the work.
- In the case of co-authored papers (chapters), the student must include a **statement of co-authorship** for each paper included in the thesis, describing the nature and extent of contributions by the student and by others. This must include a detailed description of the work (in conducting the research and preparing the manuscript) for which the student was solely responsible. An estimate of the percentage of the work conducted solely by the student must be included. The goal is to make clear to the examiners the student's contribution to the work. The publication status of each paper must be indicated (i.e. not submitted for publication, submitted (where and when), published (with full citation)).
- At the time of approving the submission of the thesis, the supervisor will be asked to confirm the accuracy of the statement of co-authorship.
- For further guidelines on authorship, see MAPP 7.0.

5.6 Acknowledgements (where applicable)

- The acknowledgments note help received from the Supervisor(s), staff, co-authors and co-researchers, fellow students, technicians or others in the collection of materials or data, the design and construction of apparatus, the analysis of data, and the writing of the thesis.

5.7 Table of Contents

- The table of contents provides a listing of the main elements in the thesis. In the rare case where the thesis requires more than one volume, each volume must have its own table of contents.

Procedure for Thesis Formats and Content

5.8 Ethics Approval (where applicable)

- If the thesis has involved the use of animal or human subjects, the candidate must provide evidence of the necessary ethics approval from the appropriate committee, such as a copy of the Western ethics approval form in an appendix.
- For more information on research involving humans consult the Office of Research Ethics website. For information on the use of animals consult the Animal Care and Veterinary Service website.

5.9 Appendices (where applicable)

- The purpose of an appendix is to include in the thesis supporting material that is not an essential part of the text itself. For example, in a thesis that involves a survey, letters of information to subjects, questionnaires, or other research instruments may appear in an appendix. In a thesis that analyzes a rare or inaccessible text, that text may be included in an appendix. An appendix also may include raw data on which analysis has been performed, either in print or disk format.

5.10 Curriculum Vitae

- The vita should be a brief document and include only public information: name, post-secondary education and degrees, awards, related work experience, and relevant publications. It is not intended to be a job resumé. The Vita is the last page(s) of the thesis.

6. Electronic Thesis and Dissertation (ETD)

6.1. File Format

- Candidates must present their work in an acceptable file format type. These acceptable types are:
 - Portable Document Format (.pdf)
 - Word Document (.doc)
 - Rich Text Format (.rtf)
- Note: candidates are encouraged to use the Portable Document Format (.pdf) as all documents received through the Scholarship@Western Electronic Thesis and Dissertation repository are automatically converted to .pdf. Using the .pdf format allows the candidate to verify the appearance and organization of the document as it will be presented to the examiners.

6.2. Supplementary Content on EDT

- Candidates who would like to include supplementary multimedia to accompany their work may do so in the Supplementary Content section of the submission process. These files may have any format type, however, candidates should be aware that the content should be in a universally accessible format – this is required in order to ensure that examiners will be able to access the material.

Procedure for Thesis Formats and Content

7. Style

7.1. Style for headings, subheadings, references, figures, tables, spelling, punctuation, and bibliographic citations

- The candidate must follow a standard style manual that has the approval of their Graduate Program, so that the form and location of notes and the presentation of references/bibliographies is consistent throughout the thesis and conforms to a style appropriate to the discipline.

7.2. Typescript and point size

- The style of font, font size, footnote/reference method, pagination, margins, and any other aspects of production are to be consistent throughout the thesis. For the text, type smaller than 12 point must not be used, but a smaller point size, not less than 9, is acceptable for footnotes, graphs, formulas, and appendices.

7.3. Line spacing

- All textual material (including the abstract, acknowledgments, and other preliminary material) must have 1.5 - 2 spaces between lines. The only exceptions to this requirement are references, bibliographies, and indented long quotations, which may be single-spaced.

7.4. Margins

- Due to the requirements of binding and microfiche, the candidate must observe the following specifications for margins on all copies. Leave a margin of at least 38 mm (1.5 inches) from the left-hand edge of the paper. Leave a margin of at least 25 mm (1 inch) from the top, bottom and right edges. These margins apply equally to all illustrative material: diagrams, maps, photographs, charts, tables etc.

7.5. Illustrative material

- Illustrative material must appear in the text, not at the end of chapters. All illustrative material, from ink drawings to printed maps, charts and graphs to photographs must be readable. Annotate appropriately coloured charts, figures, graphs or maps, since the colours will reproduce in indistinguishable shades of grey on microfiche. When photographs are incorporated into the thesis, they should be high-contrast colour or black-and-white prints. Explanations or captions of figures and tables may appear beneath the figures and tables to which they refer or they may face them.

7.6. Page Numbering

- With the exception of the title page (provided by Scholarship@Western after upload), each page in the work must be numbered. The following system is to be used:
 - The pages of preliminary material (acknowledgment, table of contents, etc.) must be numbered with small Roman numerals (i, ii, iii) placed in

Procedure for Thesis Formats and Content

the centre of the page, not less than 12.5 mm (.5 inch) from the bottom edge.

- The body of the thesis, starting with the first page of the Introduction or Chapter One as page 1, must be numbered with Arabic numerals (1, 2, 3) placed in the upper right-hand corner, not less than 12.5 mm (.5 inch) from each edge to avoid being cut off during the binding of paper copies.
- For page numbering of illustrative material see Illustrative Material section.

Procedure for Thesis Examinations and Final Submission

1. Doctoral Candidate – Completion of the Thesis Degree Requirement

Normally the entire process, from the Graduate Chair's request for a Thesis Examination to the placement of the candidate's name on the convocation list, requires approximately eight weeks. For an overview of submission dates, please visit Thesis Timelines.

1.1. The Program Requests a Thesis Examination

When the thesis is thought to meet recognized scholarly standards for the discipline and degree and is ready for examination, the Graduate Chair arranges a Thesis Examination by setting a proposed date, and obtaining provisional consent from the potential members of the Thesis Examination Board. (The thesis Supervisor(s), Supervisory committee or the candidate alone may also initiate this process.) They must then submit for approval the Examination Board to the School of Graduate and Postdoctoral Studies (SGPS), using the Doctoral Thesis Examination Request Form at least seven working weeks before the proposed date, and, where applicable, set a date and time for the Public Lecture.

1.2. In-Person and Remote Examinations and Public Lectures

The thesis examination can be held either in-person or remotely. Both In-Person Examinations, and Remote Examinations, must follow the procedures outlined in the Thesis Examination Guide.

At the time when a thesis examination is arranged, the Graduate Chair (or equivalent) determines with the Supervisor and the Candidate whether the exam will be held in-person or remotely.

In-Person Examinations

The Candidate and a Supervisor attend in-person. Normally, all thesis examiners participate in-person. Upon approval of the Candidate and Graduate Chair, one examiner may participate remotely.

Remote Examinations

The Candidate and a Supervisor attend remotely. All thesis examiners participate remotely.

Public Lectures

Public Lectures are required for PhD Examinations and optional for Master's examinations. The location of the public lecture (in-person or via zoom) will normally

Procedure for Thesis Examinations and Final Submission

match the location of the examination. In-person public lectures can include a remote component, allowing remote attendance.

Programs that choose to host a remote examination assume the following responsibilities:

- Ensuring that requests and approvals for remote examination are made in a timely manner
- Ensuring remote attendance at public lectures (wherever possible)
- Hosting a conferencing solution in an appropriate environment that adequately supports the needs of the candidate and examiners. This includes:
 - Providing a dedicated support resource to the conference to ensure the best possible experience for all participants during the examination
 - Ensuring that a backup technology exists in the event that the primary solution fails
 - Ensuring that a list of questions from the remote examiner has been obtained in advance of the examination date and are available to the Chair of the examination (this serves as back-up in cases where the connection to the remote examiner is lost)
- Testing the remote connection with the examiner in advance of the examination

Examiners that wish to attend the examination remotely assume the following responsibilities:

- Submitting intention to attend exam remotely prior to agreeing to serve as examiner
- Testing the remote connection (all equipment and backups) with the host in advance of the examination
- Submitting questions to the program and SGPS at least 48 hours in advance of the examination

During the thesis exam, the Chair of the examination is responsible for assuring the following requirements and procedures are satisfied:

- All participants must be able to communicate effectively with each other at all times
- If the primary method of communication is unable to function effectively the examination Chair must determine when it is appropriate to use the pre-arranged backup technology or the submitted questions
- At the beginning the of the examination, the Chair must inform the candidate and all members of the committee of the potential for suspending the exam should technical problems interfere with the integrity of the examination (until the technical problems have been resolved)
- The Chair of the examination must suspend the examination if technical problems interfere with the integrity of the examination and backup options are unavailable
- The Chair of the examination must guarantee the standards of the examination have been met and the requirements have been satisfied

Procedure for Thesis Examinations and Final Submission

1.3. Examinations for alternative format theses [Doctoral]

The location of examinations for alternative format theses must be discussed with SGPS to ensure that any technical needs for displaying, demonstrating, or otherwise examining such theses are accommodated.

1.4. SGPS Approves the Thesis Examination Board and Thesis Examination (and Public Lecture, If Applicable)

SGPS approves the Thesis Examination Board provided by the candidate's program. Doctoral candidates must submit the thesis six weeks before the approved date for the Thesis Examination. This ensures adequate time for:

- Providing access to the thesis for the Examiners
- Examiners to read the thesis and prepare their reports
- Examiners to submit reports to SGPS

Candidates are required to present a Public Lecture on their thesis research, normally within twenty-four hours before the Thesis Examination. The Graduate program sets the time and place for the lecture. SGPS announces the public lecture on its website. The lecture is open to all members of the community. The Examiners should normally attend the Public Lecture and Thesis Examination. Doctoral Only - Effective May 2012, public lectures are mandatory for all programs. The Thesis Examination and Public Lecture may be postponed or cancelled if any step in the examination process is not completed on schedule (e.g. the candidate fails to submit the Thesis for Examination on schedule, or the Examiners fail to submit evaluations on time) or if there is a credible allegation of a possible scholastic offence.

Note: The thesis defense is normally a closed event unless the student and program, by mutual agreement, request that the defense is open to the university community (e.g. faculty, academic colleagues, students).

1.4.1. The Thesis Examination Board

Examiners:

- Every PhD exam must include at least one (but no more than 2) program examiners and one external examiner. A total of four examiners are to be identified from the categories below. (Exceptions will be considered for programs in non-departmentalized faculties)
- Every effort must be made to ensure that the examination board members reflect Western's commitment to Equity, Diversity and Inclusion.

Tasks of the examiners are to:

- Determine if the thesis and the candidate meet recognized scholarly standards for the degree and, where relevant, the collaborative specialization
- Appraise the thesis for content - its underlying assumptions, methodology, findings, and scholarly significance of the findings. This should include evaluation of the thesis in terms of its organization, presentation of graphs, tables, and illustrative materials, and its use of accepted conventions for addressing the scholarly literature

Procedure for Thesis Examinations and Final Submission

- Evaluate the candidate's skill and knowledge in responding to questions and defending the thesis
- Ensure authenticity of authorship

1.4.2. Arm's-Length Examiners

Examiners must be seen to be able to examine the student and the thesis at arm's-length, free of substantial conflict of interest from any source. The test of whether or not a conflict of interest might exist is whether a reasonable outside person could consider a situation to exist that could give rise to an apprehension of bias. Co-authors or collaborators of any component of the thesis may not serve as Examiners.

Relationships that might appear to have a conflict of interest include:

- The involvement of an Examiner with the candidate or Supervisor in a personal capacity, such as:
 - A spouse or partner
 - A close family member
 - A business partner
 - Having previous, current, or future negotiations relating to employment

This list, while not exhaustive, illustrates the nature of potential conflicts to be avoided. The candidate's program must take reasonable steps to avoid recommending an Examiner whose relationship with the candidate or Supervisor could be seen as jeopardizing an impartial judgment on the thesis. Best practices include reviewing the potential examiner's CV; having the grad committee members review the list of names nominated as examiners; conducting a literature search on potential examiner's publications. It is recommended that supervisors and programs avoid multiple use of the same examiners.

A faculty member asked to examine a thesis should declare possible sources of conflict.

1.4.3. Doctoral Thesis Examination Board Roles

1.4.3.1. Chair

The Chair is a non-voting member of the Thesis Examination Board. As the Vice-Provosts' (Graduate and Postdoctoral Studies) representative, the Chair presides over the thesis examination and provides leadership to ensure that the established procedures are followed. It is not appropriate for the Chair to ask the Candidate thesis related questions during the examination period.

Chair Duties:

- Determines when a quorum exists
- Opens and closes the examination proceedings
- Sets the order of questioners and the length of their question periods
- Monitors the length and conduct of the candidate's presentation
- If the External Examiner is not present, ensures that questions raised in the External Examiner's report are put to the candidate
- If requested by the Vice-Provost (Graduate and Postdoctoral Studies), where the External Examiner has submitted a negative report but is not

Procedure for Thesis Examinations and Final Submission

present, provides copies of the External Examiner's report to the Examiners to assist in their deliberations

- Intervenes if questioning becomes inappropriate
- Deals with behaviour that interferes with the proper conduct of the examination
- Moderates in camera discussion on the merits of the thesis, the candidate's oral presentation and responses to questions, the External Examiner's report, and other relevant matters
- Calls for a vote and recommendation
- Recalls the candidate and advises them of the recommendations that are to be made to the Vice-Provost (Graduate and Postdoctoral Studies)
- Prepares a report to the Vice-Provost (Graduate and Postdoctoral Studies) of the Examiners' assessment of the thesis and the candidate's oral performance

Chair Qualifications:

- Must have appropriate SGPS membership
- The Chair must not be a member of the candidate's program or the Supervisor's home program

Note: If, at the conclusion of the defense, the candidate's supervisor, the Chair or any member of the examining committee expresses the view that there is a prima facie case for alleging that a material portion of the thesis has been plagiarized, or that there is other evidence of academic misconduct, the Chair shall withhold his/her signature from the examination certificate and submit the matter (together with any supporting materials) to SGPS for investigation. Where this occurs, the Chair shall, without informing the candidate of the identity of the person making the relevant allegation, inform the candidate that an allegation of academic misconduct has been made. The Chair shall also inform the candidate that an investigation into the matter will be conducted

1.4.3.2. Program Examiner

This examiner is an expert in the thesis area, upholds the standards of the discipline and ensures the graduate degree level expectations and the learning outcomes for the thesis are met.

Criteria:

- The program examiner must have Teaching/Advisory, Associate, Masters or Doctoral SGPS membership in the student's program.
- No more than one Program Examiner may be from the candidate's Thesis Supervisory Committee

Responsibilities:

- See Thesis Examination Guide for Remote and In-Person examinations
- Conduct and submit a preliminary evaluation of the thesis artifact no later than one week before the exam date.
- Attend the public lecture

Procedure for Thesis Examinations and Final Submission

- Attend the thesis examination and participate in the questioning of the candidate, evaluating the thesis and the candidate's defense of the thesis
- Contribute your decision in the final determination of the acceptability of the thesis and oral defense
- If the final determination is a pass conditional upon revisions be willing to review and approve the revisions
- If needed, participate in a re-submission and/or a re-examination hearing

1.4.3.3. University Examiner

This academic examiner provides an interdisciplinary/other discipline perspective on the student's research. The University examiner is normally a faculty member whose primary appointment is not in the same department as the student's program.

Criteria:

- The University examiner must have Teaching/Advisory, Associate, Masters or Doctoral SGPS membership and must be able to bring an interdisciplinary or other disciplinary perspective
- Must not have had any involvement in the development of the thesis nor interest in the outcome

Responsibilities:

- See Thesis Examination Guide for Remote and In-Person examinations
- Conduct and submit a preliminary evaluation of the thesis artifact no later than one week before the exam date.
- Attend the public lecture
- Attend the thesis examination and participate in the questioning of the candidate, evaluating the thesis and the candidate's defense of the thesis
- Contribute your decision in the final determination of the acceptability of the thesis and oral defense
- If the final determination is a pass conditional upon revisions be willing to review and approve the revisions
- If needed, participate in a re-submission and/or a re-examination hearing

1.4.3.4. Specialized Knowledge Examiner

This non-academic examiner has knowledge, experience and expertise related to the research and provides a community, industry, cultural, career and/or applied perspective.

Criteria:

- This examiner does not need to hold membership in SGPS.
- Must not have had involvement in the development of the thesis nor have a material or financial interest in the outcome

Procedure for Thesis Examinations and Final Submission

Responsibilities:

- See Thesis Examination Guide for Remote and In-Person examinations
- Conduct and submit a preliminary evaluation of the thesis artifact no later than one week before the exam date.
- Attend the public lecture
- Attend the thesis examination and participate in the questioning of the candidate, evaluating the thesis and the candidate's defense of the thesis
- Contribute their decision in the final determination of the acceptability of the thesis and oral defense. If needed, participate in a re-submission and/or a re-examination hearing

1.4.3.5. Indigenous Knowledge Examiner

This examiner is a member of the Indigenous community with knowledge, experience and expertise related to the research.

Criteria:

- This examiner does not need to hold membership in SGPS.

Responsibilities:

- See Thesis Examination Guide for Remote and In-Person examinations
- Conduct and submit a preliminary evaluation of the thesis artifact no later than one week before the exam date.
- Attend the public lecture
- Attend the thesis examination and participate in the questioning of the candidate, evaluating the thesis and the candidate's defense of the thesis
- Contribute their decision in the final determination of the acceptability of the thesis and oral defense
- If needed, participate in a re-submission and/or a re-examination hearing

1.4.3.6. External Examiner

This academic examiner is a faculty member at another University and has an established reputation in the field of the thesis.

Criteria:

- This examiner does not need to hold membership in SGPS.

Responsibilities:

- See Thesis Examination Guide for Remote and In-Person examinations
- Conduct and submit a preliminary evaluation of the thesis artifact no later than one week before the exam date.
- Attend the public lecture
- Attend the thesis examination and participate in the questioning of the candidate, evaluating the thesis and the candidate's defense of the thesis
- Contribute their decision in the final determination of the acceptability of the thesis and oral defense

Procedure for Thesis Examinations and Final Submission

- If needed, participate in a re-submission and/or a re-examination hearing (this may be waived)

1.5. The Candidate Submits the Thesis for Examination

No later than six weeks before the date of the Thesis Examination, the Doctoral candidate submits a copy of their work for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository.

In those cases where the student chooses to submit a Thesis for Examination without the approval of the Supervisor(s), the Supervisor(s) must state on the Doctoral Thesis Examination Request Form why their approval is withheld. The Graduate Chair signs the form and provides the candidate with a copy of the Supervisor's stated reasons for withholding approval.

Once the thesis has been officially submitted for examination, it cannot be withdrawn except with the permission of the Vice-Provost (Graduate and Postdoctoral Studies). The version which has been submitted to and circulated from the SGPS repository is the only version that the committee can examine. No other copies are to be circulated or examined.

1.5.1. The Candidate Submits the Thesis for Examination without the Approval of the Supervisor

In those cases where the student chooses to submit a thesis for examination without the approval of the Supervisor(s), the following processes are followed:

- The student notifies the Graduate Chair and the Supervisor. The Graduate Chair discusses with the Supervisor their reasons for not approving submission of the thesis.
- If the reason concerns academic integrity, then the appropriate procedures are followed according to the Academic Policy Scholastic Discipline for Graduate Students
- If the reason concerns intellectual property, then the appropriate procedures are followed according to MAPP 7.0 Responsible Conduct of Research
- If the reason concerns quality, the supervisor must articulate to the student and Graduate Chair (or designate) the quality concerns and the Graduate Chair discusses with the student their reasons for wanting to go forward without Supervisor approval and apprises the student of other options. They clarify with the student (and the Supervisor) that going to defense without supervisor signature means that the Supervisor does not view the thesis as ready for examination. It is explained that the examiners will know that the Supervisor has not signed off. The student is then informed of the elevated risk of failure that is introduced when a student goes to defense without Supervisor approval. The Graduate Chair (or designate) ensures that the supervisory committee member(s) have also been consulted.
- If the student still chooses to submit without supervisor approval:

Procedure for Thesis Examinations and Final Submission

- The Graduate Chair (or designate) takes on the role of the Supervisor in this process, oversees the student's progression, and attends the exam in place of the supervisor.

This involves making the necessary arrangements for the defense to occur, inviting the examiners, and completing the Doctoral Thesis Examination Request Form.

- No later than six weeks before the date of the Thesis Examination, the Doctoral candidate submits a copy of their work for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository.
- The Graduate Chair (or designate) attends the thesis examination and oversees the process (including all supervisory responsibilities).
- The Supervisor does not attend the thesis examination or the public lecture. The integrity of the process requires that a strict arms-length relationship between the External Examiner, the candidate, the Supervisor and the other members of the Examining Committee be maintained throughout the pre-exam period. The content or quality of the work must not be discussed among these people until the oral examination itself is underway.
- Upon completion of the oral defense, and after the student has left the room, the Thesis Examination Board is reminded that the student has submitted without the approval of the Supervisor. The Examination Chair reminds the committee to assess the oral examination and written thesis based on academic merit.
- The Supervisor has the right to not be recognized as the Supervisor on the published thesis.

1.5.2. Confidentiality Agreement

If the candidate feels a confidentiality agreement is required, the candidate must ensure that each Examiner's signed agreement is delivered to SGPS along with the Doctoral Thesis Examination Request Form. SGPS will ensure the Chair of the Thesis Examination has signed an agreement prior to the Thesis Examination. A thesis confidentiality agreement form can be found in the SGPS thesis guide.

1.5.3. Delay of Publication

Note: please see section regarding the electronic publication of theses for important information.

If a student needs to delay publication of their thesis or dissertation, they can indicate an automatic "delay of publication", for up to two years, on their work. This option will block the work from public access after successful examination and final submission. This process is available as part of the Scholarship@Western Electronic Thesis and Dissertation submission process.

Procedure for Thesis Examinations and Final Submission

When the “delay of publication” expires, the author can be granted a one-year extension through a written request to the Thesis Coordinator. Exceptionally, a candidate may request a six-year delay of publication by contacting an Associate Vice-Provost within SGPS.. This request requires the approval of the Policy, Regulations and Graduate Program Membership Committee of the Graduate Education Council.

1.6. The Examination of the Thesis and the Candidate

The Tasks of the Examiners are to:

- Determine if the thesis and the candidate meet recognized scholarly standards for the degree
- Appraise the thesis for content - its underlying assumptions, methodology, findings, and scholarly significance of the findings. This should include evaluation of the thesis in terms of its organization, presentation of graphs, tables, and illustrative materials, and its use of accepted conventions for addressing the scholarly literature
- Evaluate the candidate's skill and knowledge in responding to questions and defending the thesis
- Ensure authenticity of authorship
- SGPS distributes to the Examiners an electronic package via e-mail consisting of:
 - A formal electronic invitation to examine the thesis and the candidate
 - The date, time and location of the examination
 - Instructions on how to access the Scholarship@Western Electronic Thesis and Dissertation (ETD) repository
 - The Thesis, in PDF format available through the Scholarship@Western ETD repository. Only this official version of the thesis may be examined.
 - The option to request the thesis in a paper format through Graphic Services. Only this official version of the thesis may be examined.
 - Pertinent excerpts from the Thesis Regulation Guide
 - The secure Thesis Examiner Report available through the Scholarship@Western ETD repository
 - Please visit the External Examiners page for appropriate forms and information.

The Examiners do their work in a two-stage process.

1.6.1. Stage One: The Preliminary (or Pre-Examination) Evaluation of the Thesis

Each Examiner must independently and without consultation complete the examiner's report and decide whether the thesis meets the scholarly standards for the discipline and degree.

There are two possible outcomes that the examiners may consider:

1. Acceptable to go to defense with revisions
 - **Acceptable with Revisions:** A work that requires some revisions may be judged acceptable. Revisions include limited typographical or

Procedure for Thesis Examinations and Final Submission

grammatical errors; errors in calculation, labels for tables, nomenclature, and bibliographic form; and the need for clarification of content.

2. Unacceptable to go forward to defense
 - **Unacceptable:** A thesis judged unacceptable may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

The completed examiner reports are confidential to the Vice-Provost (Graduate and Postdoctoral Studies) until the examination is completed. SGPS must receive the completed forms from all the Examiners at least five working days before the date scheduled for the candidate's Thesis Examination. The reports will be included in the chair's package and all examiner reports are shared with the Supervisor and candidate after the examination.

If the Written Thesis is Judged Acceptable

A majority of the Examiners must judge that the thesis is acceptable to allow Stage Two: The Thesis Examination to proceed. An Examiner's preliminary judgment of acceptability is provisional. It does not preclude the Examiner changing their judgment to finding the thesis unacceptable at the Thesis Examination.

If the Thesis Content and Thesis Form is Judged Unacceptable

If there is not a majority of Examiners who judge the written thesis to be acceptable, SGPS cancels the Thesis Examination, and the Vice-Provost (Graduate and Postdoctoral Studies) appoints a Re-Submission Hearing Committee which reviews the case, including the examiners' reports, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so.

- Where the Re-Submission Hearing Committee* agrees that the candidate should be given the opportunity to revise the thesis to bring it to the acceptable scholarly standard for examination, the committee first establishes a new Thesis Examination date, no earlier than 12 weeks after the date of the originally scheduled examination. Normally the same Examiners assess the re-submitted thesis. The Chair of the committee provides the Graduate Chair, Supervisor(s), and student written notification of the decision and the changes suggested by the committee.

*The Re-Submission Hearing Committee is chaired by an Associate Vice-Provost (Graduate and Postdoctoral Studies) and includes the two Program Examiners, University Examiner (the External Examiner's presence is waived), the Supervisor, the Graduate Chair of the program concerned. Note: The candidate does not attend the committee meeting.

Procedure for Thesis Examinations and Final Submission

- The Examination must then proceed as per the resubmission process. The Program Requests a Thesis Examination above for the re-submitted thesis.
- Whether or not the re-submitted thesis is found acceptable, the candidate proceeds to Stage Two: The Thesis Examination. All examinations for re-submitted theses should be held in an SGPS examination room during working hours.

1.6.2. Stage Two: The Thesis Examination

The Chair presides over the Thesis Examination:

- To open proceedings, the Chair introduces all present.
 - The candidate, the Supervisor(s), the Program Examiners, and the University Examiner must attend the Thesis Examination
 - SGPS prefers that the External Examiner attend, however, the Vice-Provost (Graduate and Postdoctoral Studies) may waive the presence of the External Examiner. If unable to attend, the External Examiner must submit questions to be put to the candidate by the other Examiners. Alternatively, the External Examiner may allow the other Examiners access to their report immediately before the Thesis Examination so that they can question the candidate on the issues it raises.
 - Any member of SGPS may attend as a visitor by having a written request to attend approved by the Vice-Provost (Graduate and Postdoctoral Studies)
 - The Chair will refuse attendance to all others
- Examiners are asked to refrain from using electronic devices (cell phones) during the examination (unless in emergencies)
- The Chair then asks the candidate (and visitors) to leave the room so that the Examiners can decide on the following points:
 - The order in which Examiners are to question the candidate;
 - The number of rounds of questioning desired (usually two);
 - The time limit for each of the Examiners' questioning periods (typically 15-20 minutes in the first round and 5-10 minutes in the second round);
 - Who is to ask the questions submitted by the External Examiner if they is not present;
- The Chair gives to each Examiner a Doctoral Thesis Examination Evaluation form (to be completed when the questioning of the candidate is over and the candidate has left the room). The Chair advises the Examiners that their evaluations on the acceptability of the written thesis should be made independent of the assessment made in Stage One: The Preliminary Evaluation of the Thesis.
- The Chair invites the candidate (and visitors) back into the room.

Procedure for Thesis Examinations and Final Submission

The Examination Begins

- The Chair explains to the candidate the sequence of events (e.g. two rounds of questioning, the order of questioning).
- Where the candidate's program does not provide for a public lecture, the candidate may briefly discuss the thesis (10-15 minutes is appropriate).
- The Examiners question the candidate in the agreed-upon order, with the Chair holding them to the agreed-upon time limit. The Supervisor(s) may not question the candidate.
- When the questioning has finished, the Chair asks the candidate and visitors, but not the Supervisor(s), to leave the room.

The Thesis Examination Board Deliberates and Renders a Decision

- The Chair invites the Supervisor(s) to comment on the candidate, the thesis, and aspects of the oral defense.
 - In rare cases where the thesis has been submitted without the Supervisor(s)'s approval, the Chair informs the Examiners of the Supervisor(s)'s written reasons for withholding approval, before inviting the Supervisor(s) to speak.
- At the Chair's invitation, the Examiners alone discuss the thesis and the oral defense.
- The Chair instructs the Examiners of the decisions available to them:
 - There are 3 possible outcomes for the thesis that the examiners may consider:
 - **Pass** - This indicates that the thesis is acceptable as it stands. Minor changes may be made before final submission.
 - Examples of such changes might include minor typographical, grammatical or formatting errors. Normally such changes should be completed within one to two weeks.
 - **Pass conditional upon revisions to thesis** - This indicates that required revisions must be reviewed and approved by a member of the examining committee prior to submission.
 - Examples of required revisions may include extensive typographical or grammatical errors; errors in calculation; the need for clarification or addition of content in order to meet requisite scholarly standards; some additions, deletions or editing of text; further analysis, or discussion of some data. Normally such revisions should be completed within six weeks after the examination.
 - **Unacceptable** - This indicates that the thesis cannot be submitted as it stands and would require extensive revision to reach the acceptable standard. A thesis found unacceptable proceeds to the re-submission process.
 - A thesis judged unacceptable may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded

Procedure for Thesis Examinations and Final Submission

conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

- There are 2 possible outcomes for the oral defense that the examiners may consider:
 - **Acceptable**
 - **Unacceptable**
- The Examiners vote on the acceptability of the thesis and the oral defense by completing their Doctoral Thesis Examination Evaluation form. In cases where the External Examiner is not physically present, the Chair speaks to them privately and fills out the Evaluation form as directed.
- These forms are confidential, only to be seen and recorded by the Chair. For the oral defense, the Examiners must determine if the candidate's responses to questions and general level of scholarly knowledge meet the standard for the Doctoral degree and are consistent with the contents of the thesis. The Examiners must decide whether the written thesis and oral defense were acceptable or unacceptable.
- The Chair collects the completed forms and tallies the results.
- The Chair announces the results of the vote on the acceptability of the written thesis and of the oral defense and asks if further discussion is needed. In rare instances, the Chair may allow Examiners to change their votes.
- If a majority of the Examiners find that the thesis content is a pass and the oral defense is acceptable, the candidate passes the Thesis Examination.
- If a majority of the Examiners find that the thesis content and the oral defense will pass conditional upon revision, the candidate has not yet passed the Thesis Examination. Upon successful acceptance of the required revisions by a designated Examiner the candidate passes the Thesis Examination.
- If the examiners' decisions are equally split (2/2) between acceptable and unacceptable on any one of the thesis content and/or the oral defense, then the vote is weighted in favour of the external examiner's decision.
- The Chair pronounces the Thesis Examination Board's decision.

When the Thesis Examination is Successful

- On the "Doctoral Thesis Examination - Chair Report," the Chair:
 - Reports the Thesis Examination Board's decision for the Thesis Examination.
 - Dates and signs the Chair's Report.
- Though revisions are not required following a pass, examiners may suggest minor changes that would be beneficial, and the student is encouraged to complete such changes before final submission. The Chair is encouraged to list such changes on the Chair Report form and the Supervisor(s) may withhold signature until the changes are complete.

Procedure for Thesis Examinations and Final Submission

- The Chair communicates the positive decision to the candidate. (See Communicating the Decision to the Candidate.)

When the Thesis Examination is Conditionally Successful

- On the "Doctoral Thesis Examination - Chair Report," the Chair:
 - With the assistance of the Examiners, provides a detailed list of the specific revisions as agreed upon by a majority of the Examiners. The Chair's Report will be made available to the designated Examiner, the candidate, and the Supervisor, who will normally continue to support the candidate through the revision process.
 - With the help of the examining committee, determines which Examiner(s) will review the revised thesis. The designated Examiner(s) withhold their signature(s) until the required revisions have been made. All the Examiners may receive a copy of the revised thesis to review.
 - Dates and signs the Chair's Report.

When the Thesis Examination is Unsuccessful

The Chair completes the "Doctoral Thesis Examination - Chair Report." In consultation with the Examiners, the Chair states (on the Chair report) why the thesis and/or the oral defense was unacceptable.

If the Thesis Examination failed because the thesis content was unacceptable, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Submission Hearing Committee.

- The Re-Submission Hearing Committee reviews the case, including the examiners' reports, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so. The committee establishes a new Thesis Examination date, no earlier than 12 weeks after the date of the originally scheduled examination. Normally the same Examiners assess the re-submitted thesis. The Chair of the committee provides the Graduate Chair, Supervisor(s), and student written notification of the decision and the changes suggested by the committee.
- The Examination must then proceed as listed in the resubmission process. The Program Requests a Thesis Examination for the re-submitted thesis.
- Whether or not the re-submitted thesis is found acceptable, the candidate proceeds to Stage Two: The Thesis Examination. All examinations for re-submitted theses should be held in an SGPS examination room during working hours.

If the Thesis Examination failed solely because of an unacceptable oral defense, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Examination Hearing Committee.

- Where the Re-Examination Hearing Committee* decides that a second Thesis Examination is appropriate, it should be held, preferably with the

Procedure for Thesis Examinations and Final Submission

same Thesis Examination Board, within a time period determined by the committee. The Chair of the committee provides the Graduate Chair, Supervisor(s), and student written notification of the decision. All examinations for re-submitted theses should be held in an SGPS examination room during working hours.

* The Re-Examination Hearing Committee is chaired by an Associate Vice-Provost (Graduate and Postdoctoral Studies) and includes the two Program Examiners, University Examiner (the External Examiner's presence is waived), the Supervisor, and the Graduate Chair of the program concerned. Note: The candidate does not attend the committee meeting.

If the candidate has already been through a Re-Submission Hearing Committee or a Re-Examination Hearing Committee (following Stage Two: The Thesis Examination), then the Thesis Examination Board's decision is final. The candidate has no further opportunity for resubmission and/or re-examination. However, if a candidate has been through a Re-Submission Hearing Committee following Stage One: The Preliminary (or Pre-Examination) Evaluation of the Thesis, then the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a second and final Re-Submission Hearing Committee.

Communicating the Decision to the Candidate

When the Chair and the Examiners have completed the documentation, the Chair invites only the candidate back into the room and informs them of the result.

- If the thesis is passed conditional upon revision the Supervisor(s) must meet with the candidate, to ensure that he/she understands the revisions required by the Thesis Examination Board.

Following the Examination

The Chair of the examination returns all forms to SGPS .

1.7. Final Submission of the Thesis

When the candidate has completed any changes recommended by the Thesis Examination Board the candidate must submit the final copy of their work via digital submission through the Scholarship@Western Electronic Thesis and Dissertation Repository.

The candidate accesses their original submission within the repository and submits a revised copy of their work.

Once the thesis is published, the candidate has officially completed the thesis requirement for their degree. The candidate's name is placed on the Convocation list.

1.8. Publishing the Thesis

A thesis is a research document. It is a record of the research that the student conducted while completing a graduate degree. Given the research and education

Procedure for Thesis Examinations and Final Submission

mandate of Canada's publicly funded universities, it is expected that the results of this research will be made publicly available.

For those theses that are submitted through the Scholarship@Western ETD Repository, the University requires that successful graduate theses be made available through the Western Library's Scholarship@Western program. The thesis will be published electronically at the conclusion of the degree process and will be available online globally.

At the same time, the University recognizes that the student is the author of the thesis, and retains copyright and control interests in the material.

Note: Students should be conscious of the implications of electronic publication in the digital context: material is accessible to any interested party, academic and non-academic. The thesis should also be understood to be permanently available – once published electronically, it can be withdrawn from Scholarship@Western, but digital copies will inevitably persist. Students engaging in thesis preparation and research should be mindful of electronic publication and availability as an endpoint of their research. Supervisors, equally, have a responsibility to be acquainted with the implications of electronic publication and advise their students accordingly. In certain cases, a “delay of publication” may be appropriate.

The candidate is asked to permit the release of the thesis to be used for research by signing the "National Library Non-Exclusive License" to allow the non-exclusive right to reproduce or loan copies of the thesis in microform, paper, or electronic formats. The term "non-exclusive license" means that the author retains the copyright of the thesis and can seek other forms of publication.

Upon final approved submission, the work is published to the Scholarship@Western ETD repository, pending any requests for a delay of publication. This repository is publicly accessible, permitting free access to the work. The repository transmits regular reports via e-mail to the author on how often the work is accessed.

1.9. Archiving of the Thesis

Western preserves all doctoral theses in microform images within microfiche flat sheets formatting. These archival copies are stored within Western Libraries. Other format versions of the thesis (e.g. paper, digital) may also be retained.

2. Master's Candidate - Completion of the Thesis Degree Requirement

Normally the entire process, from the Graduate Chair's request for a Thesis Examination to the placement of the candidate's name on the convocation list, requires approximately five weeks. For an overview of submission dates, please visit [Thesis Timelines](#).

Procedure for Thesis Examinations and Final Submission

2.1. The Program Requests a Thesis Examination

When the thesis is thought to meet recognized scholarly standards for the discipline and degree and is ready for examination, the Graduate Chair arranges a Thesis Examination by setting a proposed date and obtaining provisional consent from the potential members of the Thesis Examination Board. (The thesis Supervisor(s), Supervisory committee or the candidate alone may also initiate this process.) He/she must then submit for approval the Examination Board to SGPS, using the Master's Thesis Examination Request Form at least four working weeks before the proposed date.

2.2. In-Person and Remote Examinations and Public Lectures

The thesis examination can be held either in-person or remotely. Both In-Person Examinations, and Remote Examinations, must follow the procedures outlined in the Thesis Examination Guide.

At the time when a thesis examination is arranged, the Graduate Chair (or equivalent) determines with the Supervisor and the Candidate whether the exam will be held in-person or remotely.

In-Person Examinations

The Candidate and a Supervisor attend in-person. Normally, all thesis examiners participate in-person. Upon approval of the Candidate and Graduate Chair, one examiner may participate remotely.

Remote Examinations

The Candidate and a Supervisor attend remotely. All thesis examiners participate remotely.

Public Lectures

Public Lectures are required for PhD Examinations and optional for Master's examinations. The location of the public lecture (in-person or via zoom) will normally match the location of the examination (in-person or via zoom). In-person public lectures can include a remote component, allowing remote attendance.

Programs that choose to host a remote examination assume the following responsibilities:

- Ensuring that requests and approvals for remote examination are made in a timely manner
- Ensuring remote attendance at public lectures (wherever possible)
- Hosting a conferencing solution in an appropriate environment that adequately supports the needs of the candidate and examiners. This includes:
 - Providing a dedicated support resource to the conference to ensure the best possible experience for all participants during the examination
 - Ensuring that a backup technology exists in the event that the primary solution fails
 - Ensuring that a list of questions from the remote examiner has been obtained in advance of the examination date and are available to the Chair

Procedure for Thesis Examinations and Final Submission

of the examination (this serves as back-up in cases where the connection to the remote examiner is lost)

- Testing the remote connection with the examiner in advance of the examination

Examiners that wish to attend the examination remotely assume the following responsibilities:

- Submitting intention to attend exam remotely prior to agreeing to serve as examiner
- Testing the remote connection (all equipment and backups) with the host in advance of the examination
- Submitting questions to the program and SGPS at least 48 hours in advance of the examination

During the thesis exam, the Chair of the examination is responsible for assuring the following requirements and procedures are satisfied:

- All participants must be able to communicate effectively with each other at all times
- If the primary method of communication is unable to function effectively the examination Chair must determine when it is appropriate to use the pre-arranged backup technology or the submitted questions
- At the beginning of the examination, the Chair must inform the candidate and all members of the committee of the potential for suspending the exam should technical problems interfere with the integrity of the examination (until the technical problems have been resolved)
- The Chair of the examination must suspend the examination if technical problems interfere with the integrity of the examination and backup options are unavailable
- The Chair of the examination must guarantee the standards of the examination have been met and the requirements have been satisfied

2.3. SGPS Approves the Thesis Examination Board and the Graduate Program Arranges for the Thesis Examination

SGPS approves the Thesis Examination Board and the date of the examination. The date and time of the examination will be confirmed within the formal invitation from SGPS. Master's candidates must submit the thesis three working weeks before the approved date for the Thesis Examination. This ensures adequate time for:

- Providing access to the thesis for the Examiners
- Examiners to read the thesis and prepare their reports
- Examiners to submit reports to SGPS

The Thesis Examination may be postponed or cancelled if any step in the examination process is not completed on schedule (e.g. the candidate fails to submit the Thesis for Examination on schedule, or the Examiners fail to submit evaluations on time) or if there is a credible allegation of a possible scholastic offence.

Procedure for Thesis Examinations and Final Submission

Note: The thesis defense is normally a closed event unless the student and program, by mutual agreement, request that the defense is open to the university community (e.g. faculty, academic colleagues, students).

2.3.1. The Thesis Examination Board

2.3.1.1. Chair

The Chair is a non-voting member of the Thesis Examination Board. As the Vice-Provosts' (Graduate and Postdoctoral Studies) representative, the Chair presides over the thesis examination and provides leadership to ensure that the established procedures are followed. It is not appropriate for the Chair to ask the Candidate Thesis related questions during the examination period.

Chair Duties:

- Determines when a quorum exists
- Opens and closes the examination proceedings
- Sets the order of questioners and the length of their question periods
- Monitors the length and conduct of the candidate's presentation
- Intervenes if questioning becomes inappropriate
- Deals with behaviour that interferes with the proper conduct of the examination
- Moderates in-camera discussion on the merits of the thesis, the candidate's oral presentation and responses to questions, and other relevant matters
- Calls for a vote and recommendation
- Recalls the candidate and advises him/her of the recommendations that are to be made to the Vice-Provost (Graduate and Postdoctoral Studies)
- Prepares a report to the Vice-Provost (Graduate and Postdoctoral Studies) of the Examiners' assessment of the thesis and the candidate's oral performance

Chair Qualifications:

- Must have appropriate SGPS membership

Note: If, at the conclusion of the defense, the candidate's supervisor, the Chair or any member of the examining committee expresses the view that there is a prima facie case for alleging that a material portion of the thesis has been plagiarized, or that there is other evidence of academic misconduct, the Chair shall withhold their signature from the examination certificate and submit the matter (together with any supporting materials) to SGPS for investigation. Where this occurs, the Chair shall, without informing the candidate of the identity of the person making the relevant allegation, inform the candidate that an allegation of academic misconduct has been made. The Chair shall also inform the candidate that an investigation into the matter will be conducted.

Procedure for Thesis Examinations and Final Submission

2.3.1.2. Two Program Examiners

Role:

- Attend the Thesis Examination and participate in the questioning of the candidate, evaluating the thesis and the candidate's responses at the oral defense
- Cast a vote in the final determination of the acceptability of the thesis and oral defense

Regulations:

- Must have appropriate SGPS membership
- No more than one Program Examiner may be from the candidate's Thesis Supervisory Committee
- Must not have had significant involvement in the development of the thesis nor interest in the outcome

2.3.1.3. University Examiner

Role:

- The University Examiner brings to the thesis examination insights from outside the candidate's discipline
- They must have knowledge in the general field of the thesis, but need not be an expert on the thesis topic
- Attend the Thesis Examination and participate in the questioning of the candidate, evaluating both the thesis and the candidate's responses at the oral defense
- Cast a vote in the final determination of the acceptability of the thesis and oral defense

Regulations:

- Must have appropriate SGPS membership
- They must not be a member of the candidate's Thesis Supervisory Committee, or a member of the Supervisor's home program
- Where the program unit is a Faculty, the University Examiner must not be from the candidate's or Supervisor's home Department

Where the University Examiner is from a unit that does not have a Graduate program, or from outside the University, the Graduate Chair of the candidate's program must nominate them for Teaching/Advisory membership in SGPS

2.3.2. Arm's-Length Examiners

Examiners must be seen to be able to examine the student and the thesis at arm's-length, free of substantial conflict of interest from any source. The test of whether or not a conflict of interest might exist is whether a reasonable outside person could consider a situation to exist that could give rise to an apprehension of bias. Co-authors or collaborators of any component of the thesis may not serve as Examiners.

Relationships that might appear to have a conflict of interest include:

- The involvement of an Examiner with the candidate or Supervisor in a personal capacity, such as:

Procedure for Thesis Examinations and Final Submission

- A spouse or partner
- A close family member
- A business partner
- Having previous, current, or future negotiations relating to employment

This list, while not exhaustive, illustrates the nature of potential conflicts to be avoided. The candidate's program must take reasonable steps to avoid recommending an Examiner whose relationship with the candidate or Supervisor could be seen as jeopardizing an impartial judgment on the thesis. Best practices include reviewing the potential examiner's CV; having the graduate committee members review the list of names nominated as examiners; and conducting a literature search on potential examiner's publications. It is recommended that supervisors and programs avoid multiple use of the same examiners.

A faculty member asked to examine a thesis should declare possible sources of conflict.

2.4. The Candidate Submits the Thesis for Examination

No later than three weeks before the date of the Thesis Examination, the Master's candidate submits a final draft of the thesis for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository:

- In addition to the thesis, the candidate must ensure the Master's Thesis Examination Request Form is forwarded to the School of Graduate and Postdoctoral Studies:

In those rare cases when the student chooses to submit a Thesis for Examination without the approval of the Supervisor(s), the Supervisor(s) must state on the Master's Thesis Examination Request Form why their approval is withheld. The Graduate Chair signs the form and provides the candidate with a copy of the Supervisor(s)'s stated reasons for withholding approval.

Once the thesis has been officially submitted for examination, it cannot be withdrawn except with the permission of the Vice-Provost (Graduate and Postdoctoral Studies). The version which has been submitted to and circulated from the SGPS repository is the only version that the committee can examine. No other copies are to be circulated or examined.

2.4.1. The Candidate Submits the Thesis for Examination without the Approval of the Supervisor

In those cases where the student chooses to submit a Thesis for Examination without the approval of the Supervisor(s), the following processes are followed: The student notifies the Graduate Chair and the Supervisor. The Graduate Chair discusses with the Supervisor their reasons for not approving submission of the thesis.

If the reason concerns academic integrity, then the appropriate procedures are followed according to the Academic Policy on Scholastic Discipline for Graduate Students.

Procedure for Thesis Examinations and Final Submission

If the reason concerns intellectual property, then the appropriate procedures are followed according to MAPP 7.0 Responsible Conduct of Research.

If the reason concerns quality, the supervisor must articulate to the student and Graduate Chair (or designate) the quality concerns and the Graduate Chair discusses with the student her/his reasons for wanting to go forward without Supervisor approval and apprises the student of other options. She/he clarifies with the student (and the Supervisor) that going to defense without supervisor signature means that the Supervisor does not view the thesis as ready for examination. It is explained that the examiners will know that the Supervisor has not signed off. The student is then informed of the elevated risk of failure that is introduced when a student goes to defense without Supervisor approval. The Graduate Chair (or designate) ensures that the supervisory committee member(s) have also been consulted.

If the student still chooses to submit without supervisor approval:

- The Graduate Chair (or designate) takes on the role of the Supervisor in this process and oversees the student's progression.

This involves making the necessary arrangements for the defense to occur, completing the Master's Thesis Examination Request Form, inviting the examiners, and completing the Thesis Examining Board Form.

- No later than six weeks before the date of the Thesis Examination, the candidate submits a copy of their work for preliminary examination. This is done through digital submission via the Scholarship@Western Electronic Thesis and Dissertation Repository.
- The Graduate Chair (or designate) attends the thesis examination and oversees the process (including all supervisor responsibilities).
- The Supervisor does not attend the thesis examination or the public lecture. The integrity of the process requires that a strict arms-length relationship between the candidate, the Supervisor and the other members of the Examining Committee be maintained throughout the pre-exam period. The content or quality of the work must not be discussed among these people until the oral examination itself is underway.
- Upon completion of the oral defense, and after the student has left the room, the Thesis Examination Board is reminded that the student has submitted without the approval of the Supervisor. The Examination Chair reminds the committee to assess the oral examination and written thesis based on academic merit.

The Supervisor has the right to not be recognized as the Supervisor on the published thesis.

2.4.2. Confidentiality Agreement

If the candidate feels a confidentiality agreement is required, the candidate must ensure that each Examiner's signed agreement is delivered to SGPS along with the Master's Thesis Examination Request Form. The Graduate Program will

Procedure for Thesis Examinations and Final Submission

ensure the Chair of the Thesis Examination has signed an agreement prior to the Thesis Examination. A thesis confidentiality agreement form can be found in the SGPS thesis guide.

2.4.3. Delay of Publication

Note: please see section regarding the electronic publication of theses for important information.

If a student needs to delay publication of their thesis or dissertation, they can indicate an automatic “delay of publication”, for up to two years, on their work. This option will block the work from public access after successful examination and final submission. This process is available as part of the Scholarship@Western

Electronic Thesis and Dissertation submission process. When the “delay of publication” expires, the author can be granted a one-year extension through a written request to the Thesis Coordinator.

Exceptionally, a candidate may request a six-year delay of publication by contacting an Associate Vice-Provost within SGPS. This request requires the approval of the Policy, Regulations and Graduate Program Membership Committee of the Graduate Education Council.

2.5. The Examination of the Thesis and the Candidate

The Tasks of the Examiners are to:

- Determine if the thesis and the candidate meet recognized scholarly standards for the degree
- Appraise the thesis for content - its underlying assumptions, methodology, findings, and scholarly significance of the findings. This should include evaluation of the thesis in terms of its organization, presentation of graphs, tables, and illustrative materials, and its use of accepted conventions for addressing the scholarly literature
- Evaluate the candidate's skill and knowledge in responding to questions and defending the thesis
- Ensure authenticity of authorship

SGPS distributes to the Examiners an electronic package via e-mail consisting of:

- A formal invitation to examine the thesis and the candidate
- The date, time and location of the examination
- Instructions on how to access the Scholarship@Western ETD repository
- The thesis, in PDF format available through the Scholarship@Western ETD repository. Only this official version of the thesis may be examined.
- The option to request the thesis in a paper format through Graphic Services. Only this official version of the thesis may be examined.
- Pertinent excerpts from the Thesis Regulation Guide
- The secure Thesis Examiner Report available through the Scholarship@Western ETD repository

Procedure for Thesis Examinations and Final Submission

The Examiners do their work in a two-stage process.

2.5.1. Stage One: The Preliminary (or Pre-Examination) Evaluation of the Thesis

Each Examiner must independently and without consultation complete the examiner's report and decide whether the thesis meets the scholarly standards for the discipline and degree.

There are two possible outcomes that the examiners may consider:

1. Acceptable to go to defense with revisions
 - A work that requires some revisions may be judged acceptable. Revisions include limited typographical or grammatical errors; errors in calculation, labels for tables, nomenclature, and bibliographic form; and the need for clarification of content.
2. Unacceptable to go forward to defense
 - A thesis judged unacceptable may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

The completed examiner reports are confidential to the Vice-Provost (Graduate and Postdoctoral Studies) until the examination is completed. SGPS must receive the completed forms from all the Examiners at least five working days before the date scheduled for the candidate's Thesis Examination. The reports will be included in the chair's package and all examiner reports are shared with the Supervisor and candidate after the examination.

If the Written Thesis is Judged Acceptable

A majority of the Examiners must judge that thesis content is acceptable to allow Stage Two: The Thesis Examination to proceed. An examiner's preliminary judgment of acceptability is provisional. It does not preclude the examiner changing their judgment to finding the thesis unacceptable at the Thesis Examination.

- For those reports collected via the ETD repository, SGPS will forward the preliminary decision to the candidate, examiners, supervisor(s), graduate chair and graduate assistant.

If the Written Thesis is Judged Unacceptable

If there is not a majority of Examiners who judge the written thesis to be acceptable, the Program cancels the Thesis Examination, and the Graduate Chair of the Program concerned appoints a Re-Submission Hearing Committee* which reviews the case including the examiners' reports, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so.

* The Re-Submission Hearing Committee is chaired by the Graduate Chair of the program concerned and includes the three Examiners, the Supervisor, and

Procedure for Thesis Examinations and Final Submission

others specified in the procedures of the program concerned. Note: The candidate does not attend the committee meeting.

- The Re-Submission Hearing Committee reviews the case, including the examiners' reports, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so. The committee establishes a new Thesis Examination date, no earlier than six weeks after the date of the originally scheduled examination. Normally the same Examiners assess the re-submitted thesis. The Chair of the committee provides the Supervisor(s) and student written notification of the decision and the changes suggested by the committee.
- The Examination must then proceed as listed in the resubmission process - The Program Requests a Thesis Examination for the re-submitted thesis.
- Whether or not the re-submitted thesis is found acceptable, the candidate proceeds to Stage Two: The Thesis Examination.

2.5.2. Stage Two: The Thesis Examination

Who attends the Master's Thesis Examination

- The candidate, the Supervisor(s), the Program Examiners, and the University Examiner must attend the Thesis Examination
- Any member of SGPS may attend as a visitor by having a written request approved by the Vice-Provost (Graduate and Postdoctoral Studies) seven days before the examination date
- The chair will refuse attendance to all others

The Chair presides over the Thesis Examination

- To open proceedings, the Chair introduces all present.
- Examiners are asked to refrain from using electronic devices (cell phones) during the examination (unless in emergencies)
- The Chair then asks the candidate and visitors to leave the room so that the Examiners can decide on the following points:
 - the order in which Examiners are to question the candidate
 - the number of rounds of questioning desired (usually two)
 - the time limit for each of the Examiners' questioning periods (typically 15-20 minutes in the first round and 5-10 minutes in the second round);
- The Chair gives to each examiner a "Master's Thesis Examination Evaluation Form" (to be completed when the questioning of the candidate is over and the candidate has left the room). The Chair advises the Examiners that their evaluations on the acceptability of the thesis content should be made independent of the assessment made in Stage One: The Preliminary Evaluation of the Thesis.
- The Chair invites the candidate and visitors back into the room.

Procedure for Thesis Examinations and Final Submission

The Examination Begins

- The Chair explains to the candidate the sequence of events (e.g. two rounds of questioning, the order of questioning).
- The Examiners question the candidate in the agreed-upon order, with the Chair holding them to the agreed-upon time limit. The Supervisor(s) may not question the candidate.
- When the questioning has finished, the Chair asks the candidate and visitors, but not the Supervisor(s), to leave the room.

The Thesis Examination Board Deliberates and Renders a Decision

- The Chair invites the Supervisor(s) to comment on the candidate, the thesis, and aspects of the oral defense.
 - In rare cases where the thesis has been submitted without the Supervisor(s)'s approval, the Chair informs the Examiners of the Supervisor(s)'s written reasons for withholding approval, before inviting the Supervisor(s) to speak.
- At the Chair's invitation, the Examiners alone discuss the thesis and the oral defense.
- The Chair instructs the Examiners once again about the difference between acceptable, acceptable with revisions and unacceptable and answers any questions about the difference between the recommendation. (See Section Stage One: The Preliminary Evaluation of the Thesis)
- The Examiners vote on the acceptability of the thesis and the oral defense by completing their "Master's Thesis Examination Evaluation Form." These forms are confidential, only to be seen and recorded by the Chair.

The Examiners must render a decision on the thesis content and oral defense. For thesis content there are three possible outcomes to the Examination that the examiners may consider:

- **Pass** - This indicates that the thesis is acceptable as it stands. Minor changes may be made before final submission.
 - Examples of such changes might include minor typographical, grammatical or formatting errors. Normally such changes should be completed within 1-2 weeks.
- **Pass conditional upon revisions to thesis** - This indicates that required revisions must be reviewed and approved by a member of the examining committee prior to submission.
 - Examples of required revisions may include extensive typographical or grammatical errors; errors in calculation; the need for clarification or addition of content in order to meet requisite scholarly standards; some additions, deletions or editing of text; further analysis, or discussion of some data. Normally such revisions should be completed within six weeks after the examination.

Procedure for Thesis Examinations and Final Submission

- **Unacceptable** - This indicates that the thesis cannot be submitted as it stands and would require extensive revision to reach the acceptable standard. A thesis found unacceptable proceeds to the re-submission process.
 - A thesis judged unacceptable may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

For the oral defense, the Examiners must determine if the candidate's responses to questions and general level of scholarly knowledge meet the standard for the Master's degree and are consistent with the contents of the thesis.

- The Chair collects the completed forms and tallies the results.
- The Chair announces the results of the vote on the acceptability of the content of the thesis and of the oral defense and asks if further discussion is needed. In rare instances, the Chair may allow Examiners to change their votes.
- The Chair pronounces the Thesis Examination Board's decision.
- If a majority of the Examiners find that the thesis content is a pass and the oral defense is acceptable, the candidate passes the Thesis Examination.
- If a majority of the Examiners find that the thesis content and the oral defense will pass conditional upon revision, the candidate has not yet passed the Thesis Examination. Upon successful acceptance of the required revisions by a designated Examiner the candidate passes the Thesis Examination.

When the Thesis Examination is Successful

- On the "Master's Thesis Examination - Chair Report" the Chair:
 - Reports the Thesis Examination Board's decision for the Thesis Examination.
 - Dates and signs both pages of the Chair's Report.
- Though revisions are not required following a successful defense, examiners may suggest minor changes that would be beneficial, and the student is encouraged to complete such changes before final submission. The Chair is encouraged to list such changes on the Chair report form and the Supervisor(s) may withhold signature until the changes are complete.
- The Chair communicates the positive decision to the candidate. (See Communicating the Decision to the Candidate.)

When the Thesis Examination is Conditionally Successful

- On the "Master's Thesis Examination - Chair Report," the Chair:
 - With the assistance of the Examiners, provides a detailed list of the specific revisions as agreed upon by a majority of the

Procedure for Thesis Examinations and Final Submission

Examiners. The Chair's Report will be made available to the designated Examiner, the candidate, and the Supervisor, who will normally continue to support the candidate through the revision process.

- With the help of the examining committee, determines which Examiner(s) will review the revised thesis. The designated Examiner(s) withhold their signature(s) until the required revisions have been made. All the Examiners may receive a copy of the revised thesis to review.
- Dates and signs the Chair's Report.

When the Thesis Examination is Unsuccessful

- The Chair completes the "Master's Thesis Examination - Chair Report." In consultation with the Examiners, the Chair (on the Chair report) states why the thesis and/or the oral defense was unacceptable
- If the Thesis Examination failed because the thesis content was unacceptable, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Submission Hearing Committee.
- Where the Re-Submission Hearing Committee agrees that the candidate should be given the opportunity to revise the thesis to bring it to the acceptable scholarly standard for examination, the committee first establishes a new Thesis Examination date, no earlier than six weeks after the date of the originally scheduled examination. Normally the same Examiners assess the re-submitted thesis. The Chair of the committee provides the Graduate Chair, Supervisor(s), and candidate written notification of the decision and the changes suggested by the committee
- The Examination must then proceed as listed in Section 5.1 The Program Requests a Thesis Examination for the re-submitted thesis
- Whether or not the re-submitted thesis is found acceptable, the candidate proceeds to Stage Two: The Thesis Examination

If the Thesis Examination failed solely because of an unacceptable oral defense, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Examination Hearing Committee:

- Where the Re-Examination Hearing Committee* decides that a second Thesis Examination is appropriate, it should be held, preferably with the same Thesis Examination Board, within a time period determined by the committee. The Chair of the committee provides the Graduate Chair, Supervisor(s), and candidate written notification of the decision. All examinations for re-submitted theses should be held in an SGPS examination room during working hours.
- *Re-Examination Hearing Committee is chaired by the Graduate Chair of the program concerned and includes the three Examiners, the Supervisor(s), and others specified in the procedures of the program concerned. Note: The candidate does not attend the committee meeting

Procedure for Thesis Examinations and Final Submission

If the candidate has already been through a Re-Submission Hearing Committee or a Re-Examination Hearing Committee (following Stage Two: The Thesis Examination), then the Thesis Examination Board's decision is final. The candidate has no further opportunity for resubmission and/or re-examination. However, if a candidate has been through a Re-Submission Hearing Committee following Stage One: The Preliminary (or Pre-Examination) Evaluation of the Thesis, then the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a second and final Re-Submission Hearing Committee.

Communicating the Decision to the Candidate

When the Chair and the Examiners have completed the documentation, the Chair invites only the candidate back into the room and informs him/her of the result.

- If the thesis is passed conditional upon revision, the Supervisor(s) must meet with the candidate, to ensure that their understands the revisions required by the Thesis Examination Board

Following the Examination

The Chair of the Examination returns all forms to the graduate program office.

2.6. Final Submission of the Thesis

When the candidate has completed any changes recommended by the Thesis Examination Board the candidate must submit the final copy of their work via digital submission through the Scholarship@Western Electronic Thesis and Dissertation Repository:

The candidate accesses their original submission within the repository and submits a revised copy of their work.

Once the thesis is published, the candidate has officially completed the thesis requirement for their degree. The candidate's name is placed on the convocation list.

2.7. Publication of the Thesis

A thesis is a research document. It is a record of the research that the student conducted while completing a graduate degree. Given the research and education mandate of Canada's publicly funded universities, it is expected that the results of this research will be made publicly available.

For those theses that are submitted through the Scholarship@Western ETD Repository, the University requires that successful graduate theses be made available through the Western Library's Scholarship@Western program. The thesis will be published electronically at the conclusion of the degree process, and will be available online globally.

At the same time, the University recognizes that the student is the author of the thesis, and retains copyright and control interests in the material.

Procedure for Thesis Examinations and Final Submission

Note: Students should be conscious of the implications of electronic publication in the digital context: material is accessible to any interested party, academic and non-academic. The record should also be understood to be permanently available – once published electronically, it can be withdrawn from Scholarship@Western, but digital copies will inevitably persist. Students engaging in thesis preparation and research should be mindful of electronic publication and availability as an endpoint of their research. Supervisors, equally, have a responsibility to be acquainted with the implications of electronic publication, and advise their students accordingly.

In certain cases, a “delay of publication” may be appropriate. See above. The candidate is asked to permit the release of the thesis to be used for research and also to agree to allow the non-exclusive right to reproduce or loan copies of the thesis in micro-form, paper, or electronic formats. The term "non-exclusive license" means that the author retains the copyright of the thesis and can seek other forms of publication.

Upon final approved submission, the work is published to the Scholarship@Western ETD repository, pending any requests for a delay of publication. This repository is publicly accessible, permitting free access to the work. The repository transmits regular reports via e-mail to the author on how often the work is accessed.

ITEM 13.3(b)(ix) – School of Graduate and Postdoctoral Studies: Policy on “Assessing Student Progress in Multi-Year Research Based Programs”

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The policy on “Assessing Student Progress in Multi-Year Research Based Programs” (formerly SGPS Regulation 12) has been converted into the format specified in the *Policy on Establishing Senate Academic Policies and Procedures*.

There have been no changes to the policy since it was ratified by Senate on September 16, 2022 other than procedural details have been moved to a separate Procedure document.

The policy and procedure are presented for information.

ATTACHMENT(S):

[Policy on “Assessing Student Progress in Multi-Year Research Based Programs”](#)

[Procedure for Assessing Student Progression in Multi-Year Research-Based Programs](#)

Assessing Student Progress in Multi-Year Research-Based Programs

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Assessing Student Progress in Multi-Year Research-Based Programs
Subsections:	Overview; Meeting Program Expectations; Annual Progress Evaluations
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Assessing Student Progression in Multi-Year Research-Based Programs
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Effective Date:	September 16, 2022
Supersedes:	*

1. Overview

Monitoring and assessing student progress are key to maximizing graduate student engagement and success, timely completion of the degree, and graduate program quality. Regular student progress assessment helps programs and students identify academic excellence. It also helps to make visible and address problems or challenges students are experiencing that may interfere with thriving and with degree completion.

To support student progress, programs are expected to clearly communicate their degree requirements and the expected timing of these requirements to students. They are also required to monitor and assess student progress at least annually, and to communicate these results to their students.

Assessing Student Progress in Multi-Year Research-Based Programs

2. Meeting Program Expectations

It is expected that degree requirements across the duration of the program are clearly communicated to students in progress meetings, via program web pages, program guides and through the online Pathfinder degree planning portfolio.

Throughout their time in the program, students are expected to be aware of how degree expectations for maintaining good standing in the program align with their own progress.

At a minimum, supervisory committee members* and Graduate Chairs (or equivalent) will support their students' timely progression by regularly (at least annually) assessing and documenting student progress and then by discussing these outcomes with students.

To maintain good standing in their program, graduate students are expected to meet program expectations for the timely completion of the degree.

3. Annual Progress Evaluations

At regular intervals, and at least yearly, graduate programs will request that their students submit a portfolio for review and evaluation. Submitting a portfolio is considered a degree requirement, and to maintain good standing in a program it must normally be completed by the assigned due date.

Procedure for Assessing Student Progression in Multi-Year Research-Based Programs

1. Annual Progress Evaluations

Graduate Chairs (or equivalent) are responsible for overseeing student progress through the use of Pathfinder. In this regard, they work with students' supervisory committee members. Graduate Chairs (or equivalent) and supervisory committee members are expected to regularly communicate with each other and with students.

It is the Graduate Chair's (or equivalent) responsibility to:

- ensure that students are notified of the timeline for submission of their annual (at a minimum) progress report;
- ensure that feedback on progress via Pathfinder is appropriate and effective and is communicated to students, including expectations going forward;
- offer support and advice to all students, including those who are struggling or failing to meet program expectations;
- offer support and advice to supervisors.

2. Annual Progress Evaluations and the Use of Pathfinder

The Pathfinder degree planning portfolio facilitates the monitoring evaluation and communication of student progress in multi-year research-based degree programs.

The progress review process facilitated by Pathfinder involves the following steps:

- Student is asked to complete the portfolio by [date], including comments and feedback.
- The student's supervisory committee members comment on the student's portfolio, including the progress made since the last review and respond to the student's comments and feedback. It is best practice that a student would meet with the supervisor and supervisory committee to discuss their progress and their report.

Procedure for Assessing Student Progression in Multi-Year Research-Based Programs

- The Graduate Chair/equivalent (or alternate, if the Graduate Chair/equivalent is the student's supervisor) reviews the student's portfolio and the comments of the supervisory committee members and, based on these, provides their input.
- The portfolio is returned to the student for review, comment, and acknowledgement.

At any point during this process, a participant may return the portfolio back to the previous reviewer to discuss.

It is expected that the entire review process will take no longer than 30 days. At the end of the Pathfinder portfolio review process, the content of the portfolio, including comments and a progress assessment, are archived in Pathfinder for future review.

3. Guidelines When a Student is Not Meeting Degree Expectations

When a progress review finds that a student is not meeting degree expectations, the following steps need to be taken:

- The Graduate Chair (or equivalent) connects with the Supervisor and the Student (and if appropriate, the Supervisory Committee members) to request a meeting (it is not necessary that it be one meeting with everyone).
- A purpose of the meeting is to remove any possible barriers to student progress and to consider other ways to support student progress. A second purpose is to clarify how and why the student has not met program expectations, and to articulate what is required to meet degree requirements.
- The results of the meeting are documented. A plan of study for the upcoming year/immediate future (or alternate timeframe) with goals and dates, is created and agreed upon by the Student and Supervisor, with support of the Graduate Chair (or equivalent). It is important that the student understand that failure to meet program expectations is grounds for withdrawal. It is important that the student understand where to go to for additional advice and guidance (for example, the Ombudsperson).
- This progress plan is uploaded to Pathfinder as part of the Graduate Chair (or equivalent) evaluation. It is important that the student understand where to go to for additional advice and guidance (for example, the Ombudsperson).

For students who are not meeting degree expectations, regular follow-up is recommended.

Procedure for Assessing Student Progression in Multi-Year Research-Based Programs

It is strongly advised that students communicate with their supervisory committee and Graduate Chair (or equivalent) if they are unable to meet the progress plan timeline so that barriers and challenges can be examined and discussed. If warranted, additional supports should be put in place. Graduate Chairs (or equivalent), supervisory committee members and students can request meetings as needed.

Consistently failing to meet degree expectations, despite ongoing support to succeed, are grounds for withdrawal. Communication in this regard is documented and shared with the student.

4. Sustained Lack of Progress: Guidelines for Withdrawal for Failure to Meet Program Expectations

When a student consistently fails to meet degree expectations, supervisory committee members and/or the Graduate Chair (or equivalent) convene to discuss the merits of withdrawing the student from the program. If there is agreement that withdrawal is warranted, a meeting is arranged with the student. In this meeting, the program communicates the reasons for their preliminary decision to withdraw the student and offers the student the opportunity to respond both in the meeting and, in writing, afterward.

After considering the circumstances surrounding the failure to meet degree expectations, including the student's feedback, the Graduate Chair, or equivalent, (in consultation with the supervisor) makes a final decision about whether to withdraw the student.

The student is notified in writing of the withdrawal decision. This notification includes relevant information about the appeal process and where the student can seek consultation and advice, such as the Ombudsperson.

5. Pathfinder and Confidentiality

Information collected within the Pathfinder degree planning portfolio is protected by the Official Student Record Information Privacy Policy

**Supervisory committee members' include at least one supervisor and at least one committee member. In practice, across campus these committee members are sometimes referred to as 'advisory committee members'.*

ITEM 13.3(b)(x) – School of Graduate and Postdoctoral Studies: Policy on “Graduation”

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The policy on “Graduation” (formerly SGPS Regulation 13) has been converted into the format specified in the *Policy on Establishing Senate Academic Policies and Procedures*.

There have been no changes to the policy since it was ratified by Senate on September 16, 2022 other than procedural details have been moved to a separate Procedure document.

The policy and procedure are presented for information.

ATTACHMENT(S):

[Policy on “Graduation”](#)

[Procedure for Applying to Graduate](#)



Graduation

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Graduation
Subsections:	Degree Completion, for the Purposes of Convocation
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Applying to Graduate
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Effective Date:	September 16, 2022
Supersedes:	*

The University holds regular Convocation ceremonies in the Spring (June) and in the Autumn (October) of each year, with a third Convocation in February (no ceremony). The following policy regards graduate students who are graduating via these Convocations.

1. Degree completion, for the purposes of convocation requires the following:

Program's submission to the School of Graduate and Postdoctoral Studies (SGPS) of grades for all course requirements.

Acceptance by SGPS of the final submission of the thesis (if applicable).

Program's notification to SGPS indicating degree completion.



Procedure for Applying to Graduate

Applying to Graduate

All graduate students must apply to graduate via the Student Center.

Students' application for graduation should only occur during the term in which they intend to complete the requirements for their degree.

Applications must be submitted prior to the end of that term to ensure eligibility.

ITEM 13.3(b)(xi) – SGPS Regulation: General Introduction to School of Graduate & Postdoctoral Studies Policies and Regulations

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The SGPS Regulation “General Introduction to School of Graduate & Postdoctoral Studies Policies and Regulations” (formerly SGPS Regulation 1) is presented for information.

ATTACHMENT(S):

[SGPS Regulation: General Introduction to School of Graduate & Postdoctoral Studies Policies and Regulations](#)



General Introduction to School of Graduate & Postdoctoral Studies Policies and Regulations

Effective Date: September 16, 2022

Supersedes: *

Approval Authority: Graduate Education Council

Scope of Graduate Academic Policies and Regulations

Graduate Academic Policies apply to all graduate programs and students, unless otherwise stated, within Western and its affiliated university colleges. Reference to program, department, Faculty, etc. should be interpreted within the context of Western and its affiliated university colleges.

Graduate Studies Academic Year

The academic year consists of three terms: Fall term, beginning September 1; Winter term, beginning January 1; and Summer term, beginning May 1.

Graduate Programs Currently Offered

For a complete listing of all graduate programs currently offered, refer to:

<https://grad.uwo.ca/admissions/programs/index.cfm>

Personal Information Collection and Use

The University of Western Ontario collects personal information under the authority of the *University of Western Ontario Act*, 1982, as amended. The information is related directly to and needed by the University for the purposes of recruitment, admission, registration, progression, graduation, administration, and other activities related to its programs. Such information is used to administer and operate academic, athletic, recreational, student development, student employment, financial aid, and other University programs and activities, including residence operations and alumni and development activities and programs, and to determine eligibility for student awards, scholarships and financial support, and administer financial aid and government financial assistance programs.

It is the policy of the University to consider the following information about current and former students to be publicly available and to provide it to third parties upon request:

- student's full name
- Faculty(ies)/Schools in which student is/was enrolled

- degree(s) awarded by Western and date(s) conferred
- academic or other University honors or distinctions

At any time, an individual may request that this information cease to be made publicly available by contacting the Office of the Registrar, in writing.

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

Select information may be shared with third parties, including: award donors; government funding agencies to process financial assistance applications; financial institutions to confirm student enrolment; independent student loan administration companies to process student loan documents; collection agencies for outstanding accounts; municipalities for debts owed by students; and contracted service providers acting on behalf of the University.

Credit card information is transmitted to an independent processing company in order to process payments.

Personal information may be disclosed to third parties in the course of an investigation of misconduct. Information relating to misconduct and/or falsified documents may be shared with other educational institutions.

For answers to questions about the University's collection, use, or disclosure of personal information, please contact the Director of Administration, School of Graduate and Postdoctoral Studies, Room 1N07 International and Graduate Affairs Building, 519-661-2111 ext. 84636. For further information please refer to Western University's privacy website: <https://www.uwo.ca/vpfinance/legalcounsel/privacy/>.

ITEM 13.3(b)(xii) – SGPS Regulation: Graduate Programs

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The SGPS Regulation “Graduate Programs” (formerly SGPS Regulation 3) is presented for information.

Amendments made since September 2022 are identified in yellow highlight and red strikethrough.

ATTACHMENT(S):

[SGPS Regulation: Graduate Programs](#)

SGPS Regulations



Graduate Programs

Effective Date: April 3, 2023
Supersedes: September 16, 2022
Approval Authority: Graduate Education Council

~~All graduate programs provide a graduate-level learning experience. This means frequent interaction with faculty; interaction among peers; participation in the community of scholars in colloquia, seminars and conferences; and opportunities for advanced students to present their own research at regional, national, and international conferences. Graduate coursework must be delivered at the graduate level. In the case of combined/double-numbered courses, in which graduate and undergraduate students are enrolled together, graduate students must be a majority. Normally SGPS will not accept an undergraduate course as a degree requirement unless specified in the Program's SGPS-approved regulations.~~

~~The program specifies milestones for satisfactory progress towards the degree (e.g. a minimum average, a minimum grade for a course, etc.) and ensures that students are aware of these in a timely fashion through Program's website or by other means.~~

~~The Master's degree entails a program of advanced study and research approved by OCGS and the School of Graduate and Postdoctoral Studies. Advanced study means study beyond the undergraduate level. Research entails the critical analysis of current knowledge and the creation of new knowledge. Western offers Graduate study at the Master's Level through thesis-oriented, course-based, and professional programs.~~

- ~~• The course-based and Professional Master's programs have research components, such as research papers, to develop the student's analytic and interpretive skills.~~

~~The degree of Doctor of Philosophy requires an OCGS and School of Graduate and Postdoctoral Studies-approved program of study and independent research that culminates in a thesis. The thesis (or dissertation) must be presented in a scholarly manner, make an original contribution to knowledge, and be successfully defended at a School of Graduate and Postdoctoral Studies examination.~~

- ~~• Because thesis research is highly specialized, doctoral programs must provide mechanisms to ensure a breadth of knowledge and skills (participation in colloquia, a comprehensive examination, or other means).~~

SGPS Regulations

- ~~• Doctoral programs offer OCGS-approved study fields: areas of strength, concentration, or specialization.~~

~~The Graduate Chair of a program~~

- ~~• Must approve the student's plan of study.~~
- ~~• Must ensure the preparation and filing of an annual progress report for each student.~~

~~Graduate faculty must provide students with timely feedback on courses, examinations, or other requirements.~~

~~The program may require students to withdraw if they fail to meet the following standards:~~

- ~~• Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%. In the case of failing grades given for Scholastic Offences, only the Vice-Provost (Graduate and Postdoctoral Studies) can withdraw a student; see Section 14.~~
- ~~• Students must make satisfactory progress towards the degree according to milestones set by the program.~~

Masters and doctoral degree programs are approved by Western's Institutional Quality Assurance Process and the Ontario Universities Council on Quality Assurance and must meet Graduate Degree Level Expectations as outlined by the Quality Council and Western.

1. Research Degree Programs at Western: focus on research, scholarship and creative activity and prepare students for a wide variety of potential careers, including those directly related to academia. They are offered at both the masters and doctoral levels.

Western research degree programs are required to:

- Offer a significant research, scholarship and creative activity requirement(s), typically in the form of a thesis, or a major research project (or equivalent)
- Deliver curriculum supporting learning outcomes focused on the development of research, scholarship and creative activity
- Consider offering experiential learning opportunities, that can include work integrated learning opportunities

Students in masters level research programs:

- Are eligible for external scholarship funding
- May be eligible for Graduate Student Funding Support Packages

Students in doctoral level research programs:

- Are eligible for external scholarship funding
- Are guaranteed Graduate Student Funding Support Packages

SGPS Regulations

2. Professional Degree Programs at Western: are intentionally designed to prepare students to apply their knowledge and evidenced-based training and skills in professional/career settings. In most cases they prepare students for specific professions. They are offered at both the masters and doctoral levels and may be subject to external accreditation.

Western professional degree programs are required to:

- Offer a significant experiential element, ideally a work integrated learning opportunity
- Deliver curriculum supporting learning outcomes focused on professional/career-related, evidenced based knowledge, skills and competencies
- Offer a course-based curriculum that may include a project

Students in professional programs:

- Are typically ineligible for external scholarship funding
- Are ineligible for a Graduate Student Funding Support Package

ITEM 13.3(b)(xiii) – SGPS Regulation: Financial Support

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The SGPS Regulation “Financial Support” (formerly SGPS Regulation 5) is presented for information.

Amendments made since September 2022 are identified in yellow highlight and red strikethrough.

ATTACHMENT(S):

[SGPS Regulation: Financial Support](#)

SGPS Regulations



Financial Support

Effective Date: **June 20, 2023**

Supersedes: September 16, 2022

Approval Authority: Graduate Education Council

At Western, supporting our student researchers is a top priority. By offering funding packages to help offset the expenses associated with full-time graduate study, we help our full-time students in PhD programs and in many research-based Master's programs to devote more time to their studies and research. Based on recommendations by the admitting graduate program, students in research-based programs are offered competitive funding support packages.

1. Funding For Students in Research-Based Programs

The School of Graduate and Postdoctoral Studies distinguishes between research-based programs and professionally-oriented programs to determine eligibility for student support.

Eligible students in the Doctor of Musical Arts in Performance program (DMA), all PhD programs and some research-based Master's programs will be offered a financial support package which may include funds from the Faculty or graduate program, such as internal or external scholarship support, or part-time employment.

The funding support package can come from a variety of sources and can differ from student to student. The sources include: supervisor research grant support (e.g. Graduate Fellowship); external scholarships and fellowships from the federal Tri-Agency (CIHR, NSERC, SSHRC) and from the Province of Ontario (OGS/QEII-GSST); Graduate Teaching Assistantships (GTA); internal support (e.g. WGRS, awards from donations and endowments); and employment other than GTA. The support package can change, for example when a student receives an external scholarship, or in response to a student's change in residency; such as, becoming a permanent resident under the Immigration Act of Canada.

Band funding received by Indigenous students must not reduce the funding package. Programs must not enquire about band funding. OSAP is excluded in the calculation of the funding package.

The components of a student's funding package must normally be communicated to them via a Funding Plan (i.e., an annual funding support document) in advance of the first term of study, ~~but no later than the third week of their first term of study.~~

SGPS Regulations

This Funding Plan must be updated each year hereafter, during the student's fundable period. The Funding Plan outlines the projected sources, amounts and payment schedule of the student's annual funding.

The Funding Plan document must be available as an on-going and annual reference for the student and for those responsible for addressing student enquiries. Additionally, the annual Funding Plans provides a tool for checking a student's support against the cohort-specific support commitment.

It is expected that programs will use the Mercury funding portal to catalog program/faculty funding models and to communicate funding expectations, amounts and sources to students registered in funding-eligible programs. The Mercury system maintains this detailed funding information over a student's period of study and records any updates and changes throughout this time.

The student may decline all or part of the funding package. Where the student declines all or part of the package, the program must submit a written statement to SGPS, signed by the student and grad chair/director, waiving the graduate program's responsibility to provide the declined funding during the student's program.

2. Academic Requirements and Eligibility For a Student Financial Funding Support Package

To be eligible for funding financial support package a student must:

- ~~continue to~~ be registered full-time
- ~~must continue to~~ meet ~~the minimum academic~~ program progression requirements

3. Program Duration and Eligibility For Financial Support

Students in funding-eligible programs receive financial support for the normal duration of their program. Note that there are three terms in one year:

- The normal duration for Master's programs varies from ~~three~~ ~~two~~ terms to six terms, depending on the program. Consult the program's regulations for details.
- The normal duration for Doctoral programs is twelve terms.
- Students who transfer from a Master's program to a Doctoral program are eligible for financial support for fifteen consecutive full-time terms of registration. This includes both programs.
- Students who enter the Doctoral program directly from the Bachelor's are eligible for financial support for up to fifteen terms of full-time registration.
- During their fundable period, graduate students are strongly encouraged to apply for external awards for which they are eligible, such as, federal Tri-Agency (NSERC, SSHRC, CIHR) and Ontario government awards (OGS/QEII-GSST).

4. Minimum Annual Financial Funding Package for Doctoral Students

SGPS Regulations

Incoming Doctoral students and continuing Doctoral students who meet the usual eligibility criteria (see Sections 5.02 and 5.03 above), must be offered an annual financial package (i.e., three terms commencing with the initial term of admission) of at least the annual cost of full-time tuition ([Office of the Registrar - Fees & Refunds](#)) plus \$17,000, with the following caveats:

- The financial support package can come from a variety of sources and can differ from student to student. The sources include: supervisor research grant support (e.g. Graduate Fellowship); external scholarships and fellowships from the federal Tri-Agency (CIHR, NSERC, SSHRC) and from the Province of Ontario (OGS/QEII-GSST); Graduate Teaching Assistantships (GTA); internal support (e.g. WGRS, awards from donations and endowments); and employment other than GTA. The support package can change, for example when a student receives an external scholarship, or in response to a student's change in residency; such as, becoming a permanent resident under the Immigration Act of Canada.
- OSAP is excluded in the calculation of the financial package.
- The student may decline all or part of the funding package. Where the student declines all or part of the package, the program must submit a written statement to SGPS, signed by the student and grad chair/director, waiving the graduate program's responsibility to provide the declined funding during the student's program.

5. Completion of the Student's Program

When a student completes the program or withdraws without completing while receiving financial support, the support may be subject to repayment or pro-rating for the remainder of the term. It is important for a student to consult with the graduate program and/or the School of Graduate and Postdoctoral Studies for details.

The University of Western Ontario and the School of Graduate and Postdoctoral Studies reserves the right to modify and/or discontinue the financial support packages.

The School of Graduate and Postdoctoral Studies website provides complete information on Financial Support available at The University of Western Ontario.

ITEM 13.3(b)(xiv) – SGPS Regulation: Professional and Career Engagement

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The SGPS Regulation “Professional and Career Engagement” (formerly SGPS Regulation 9) is presented for information.

ATTACHMENT(S):

[SGPS Regulation: Professional and Career Engagement](#)

SGPS Regulations



Professional and Career Engagement

Effective Date: September 16, 2022

Supersedes: *

Approval Authority: Graduate Education Council

Graduate students are encouraged to participate in professional development and career-related courses, workshops, talks and events as outlined in this policy.

1. Own Your Future Programming

Doctoral students have the right to and are strongly encouraged to participate in Own Your Future programming.

Graduate students do not need the approval of their supervisors or their programs to participate in these Faculty, program and university-wide events.

Participation in Own Your Future and other professional development offerings are outside of TA duties, time-critical research duties, and shall not interfere with required current Graduate program courses, meetings and responsibilities.

ITEM 13.3(b)(xv) – SGPS Regulation: SGPS Membership

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The SGPS Regulation “SGPS Membership” (formerly SGPS Regulation 10) is presented for information.

Amendments made since September 2022 are identified in yellow highlight and red strikethrough.

ATTACHMENT(S):

[SGPS Regulation: SGPS Membership](#)

SGPS Regulations



SGPS Membership

Effective Date: June 20, 2023
Supersedes: September 16, 2022
Approval Authority: Graduate Education Council

In accordance with The School of Graduate and Postdoctoral Studies' Composition and Rules of Procedure, only members of the School of Graduate and Postdoctoral Studies (SGPS) may be involved in graduate student education, supervision and formal teaching. Meeting minimum requirements does not guarantee that membership will be granted.

1. Categories of Membership

The categories of SGPS membership are:

- Teaching/Advisory
- Associate
- Master's
- Doctoral

2. Duration

Master's and Doctoral memberships are permanent in the home department. Master's or Doctoral memberships held outside of the home department are not permanent and may be subject to audit and inactivation at each Institutional Quality Assurance Process review or at other timelines specified by the program. Consideration will be given to the potential for conflict of interest or bias in situations that may arise in the context of membership.

Teaching/Advisory Membership (TAM) is temporary up to a maximum of three years, renewable.

Associate Membership is temporary, up to a maximum of five years, renewable.

3. Privileges, Criteria and Qualifications

Summary of Privileges by Membership Level

	Teaching/ Advisory	Associate	Master's	Doctoral

SGPS Regulations

Supervise Doctoral Students	No	Yes*	Yes*	Yes
Supervise Master's Students	No	Yes*	Yes	Yes
Chair Doctoral Thesis Exam	No	No	Yes	Yes
Chair Master's Thesis Exam	Yes	Yes	Yes	Yes
Participate as Thesis Examiner	Yes	Yes	Yes	Yes
Participate as Supervisory Committee Member	Yes	Yes	Yes	Yes
Teach Graduate Course	Yes	Yes	Yes	Yes

*Only alongside another Supervisor holding the appropriate Master's/Doctoral Membership

Summary of Criteria and Qualifications Required by Membership Level

	Teaching/ Advisory	Associate	Master's	Doctoral
PhD or Equivalent	Yes	Yes	Yes	Yes
Faculty Appointment	No	Yes	Yes	Yes
Satisfactory Supervision Record	No	No	No	Yes
Nomination by Program	Yes	Yes	Yes	Yes

Complete criteria for, and privileges associated with each category are listed below:

Teaching/Advisory Membership (TAM)

Criteria and Qualifications

- Nomination by a Western graduate program offering a Quality Assurance Council approved graduate degree
- Ph.D. degree or qualification appropriate to the discipline
- Appropriate expertise and experience commensurate with program activities and responsibilities
- Elders, Indigenous knowledge keepers and practicing professionals are eligible for SGPS Membership

Privileges May Include

- Teach graduate courses
- Serve as member of thesis supervisory committee
- Participate as thesis examiner
- Chair master's thesis examinations
- May be involved in graduate student education (i.e., student advisor, teaching, non-thesis research paper second reader) except sole thesis supervision.

SGPS Regulations

Associate Membership

Criteria and Qualifications

- Faculty appointment including adjunct, at Western or an Affiliate University College
- Nomination by a Western or Affiliate University College graduate program offering a Quality Assurance Council approved graduate degree
- Ph.D. degree or qualification appropriate to the discipline
- Appropriate expertise & experience commensurate with program activities and responsibilities

Privileges

- Supervise thesis (with another Supervisor holding appropriate membership (Master's or Doctoral) in the student's program)
- Teach graduate courses
- Serve as member of thesis supervisory committee
- Participate as thesis examiner
- Chair Master's thesis examinations
- May be involved in graduate student education (i.e., student advisor, teaching, non-thesis research paper second reader) except sole thesis supervision

Master's Membership

Criteria and Qualifications

- Nomination by a Western graduate program offering a Quality Assurance Council-approved graduate degree with a Master's thesis
- An established program of research or performance and, where appropriate, research funds from an external source
- A record of successful participation in graduate education
- A Full-time Academic Appointment at Western as Assistant Professor or higher, OR a current Full-time Academic Appointment with a Western Affiliated University College as Assistant Professor or higher with a Western Adjunct Academic Appointment.
- Nomination by a Western graduate program offering a Quality Assurance Council-approved graduate degree
- Ph.D. degree or equivalent qualification appropriate to the discipline
- Appropriate scholarly and/or professional record commensurate with program activities and responsibilities

Privileges

- Supervise Master's Students' theses
- Supervise Doctoral Students' Theses (with another Supervisor holding Doctoral membership in student's program)
- Supervise Master's Visiting Graduate Students - Research Only

SGPS Regulations

- Supervise Doctoral Visiting Graduate Students - Research Only (with another Supervisor holding Doctoral membership in Student's program)
- Chair Doctoral/Master's Thesis Examinations
- ~~Chair Thesis Examinations~~
- May be given access to Graduate Application System
- Teach graduate courses
- Serve as member of thesis supervisory committee
- Participate as thesis examiner
- Other facets of graduate student education (i.e., student advisor, non-thesis research paper second reader)

Doctoral Membership

Criteria and Qualifications

- A Full-time Academic Appointment at Western as Assistant Professor or higher, OR a current Full-time Academic Appointment with a Western Affiliated University College as Assistant Professor of higher with a Western [Adjunct Academic Appointment](#).
- Nomination by a Western graduate program offering a Quality Assurance Council approved graduate degree
- Ph.D. degree or equivalent qualification appropriate to the discipline
- Appropriate scholarly and/or professional record commensurate with program activities and responsibilities
- Nomination by a Western graduate program offering a Quality Assurance Council approved graduate degree with a Doctoral thesis
- Satisfactory supervision of at least one Master's candidate.

Privileges

- Supervise Doctoral/Master's [Students'](#) theses
- Supervise Doctoral/Master's Visiting Graduate Students - Research Only
- Chair Doctoral/Master's Thesis Examinations
- May be given access to Graduate Application System
- Teach graduate courses
- Serve as member of thesis supervisory committee
- Participate as thesis examiner
- Other facets of graduate student education (i.e., student advisor, non-thesis research paper second reader)

4. Retirement

Once retired, faculty members without continuing students will have their membership converted to TAM membership for a two-year period.

Those with continuing students and an adjunct appointment and emeritus status can supervise their continuing students for a maximum of two years while the student(s) complete their degree without changing their membership status of doctoral or masters.

SGPS Regulations

To supervise students for more than two years after retirement, the following must be in place:

- an adjunct appointment
- emeritus status
- nomination from the program for Associate Membership or higher*
- an additional supervisor holding the appropriate membership

*Two years after retirement, with program nomination, emeritus faculty can only hold Associate Membership.

To be a supervisory committee member, emeritus faculty must have TAM membership or higher. TAM membership does not require an adjunct appointment.

5. Faculty Members Who Leave Western for Reasons Other Than Retirement

Membership status is automatically terminated for faculty members who leave Western. To continue to supervise continuing or new students, the following must be in place:

- an adjunct appointment
- nomination from the program for Associate membership
- an additional supervisor holding the appropriate membership

ITEM 13.3(b)(xvi) – SGPS Regulation: Supervision

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The SGPS Regulation “Supervision” (formerly SGPS Regulation 11) is presented for information.

ATTACHMENT(S):

[SGPS Regulation: Supervision](#)

SGPS Regulations



Supervision

Effective Date: September 16, 2022

Supersedes: *

Approval Authority: Graduate Education Council

OVERVIEW

One of the most important aspects of graduate training is the timely, clear identification of a Supervisory Committee for each graduate student participating in a research program. Although there are wide variations in the pattern of finding a Supervisory Committee, it is this group who plays a key role in the direction of the graduate student's research. This policy governs the role, responsibilities, and other concerns regarding graduate supervision.

POLICY

1. General

Although reasonable effort will be made to accommodate individual student research preferences, the graduate program cannot guarantee to provide a particular supervisor or particular committee members, nor can the program accommodate every topic of research proposed by a graduate student.

As one illustration, some programs may only accept students to work on specific projects that are funded by a faculty member's research grant or contract-based funding.

A supervisor is required for all research-degree students. At admission, students are given an offer letter that outlines the contractual obligations between the student and the program.

Each program will ensure that students receive appropriate supervision.

SGPS Regulations

When the supervisor is determined (either at admission or some later point) the supervisor commits to assuming the roles and responsibilities specified by the School for Graduate and Postdoctoral Studies and the program.

2. Supervisory Roles

A Supervisory Committee consists of at least one Supervisor and at least one Committee Member (who is not also one of the supervisors).

The Supervisory Committee may:

- assist in the development of the candidate's research plan and thesis proposal
- provide advice and constructive feedback on the planning and writing of the thesis
- evaluate progress
-

All members of the committee must hold the appropriate level of SGPS Membership as outlined herein.

Supervisor

- This designation indicates that the faculty member(s) have primary responsibility for overseeing the Master's or Doctoral thesis research program.
- Up to two Supervisors can participate in a Supervisory Committee.
- Supervisors must meet the following SGPS membership requirements:
 - For doctoral students, a Supervisor must have Doctoral Membership in the student's program.
 - An additional Supervisor could have Doctoral, Master's or Associate membership in any program.
 - For Master's students, a Supervisor must have Doctoral or Master's Membership in the student's program.
 - An additional Supervisor could have Doctoral, Master's or Associate membership in any program.

Committee Member

- All supervisory committees must contain at least one Committee Member (in addition to Supervisor(s)).
- This designation indicates that the Committee Member has a secondary responsibility for the Master's or Doctoral thesis research program.
- Up to three Committee Members can participate in a Supervisory Committee.
- Committee members must have any level of SGPS membership in any program.

SGPS Regulations

3. Expectations and Requirements of Supervisors

3.1. All supervisors are expected to:

- adhere to standards of ethical behaviour, academic integrity, and professionalism
- commit the time, energy, and focus reasonably necessary to enable students to achieve the progress expected in their program
- demonstrate effective management and leadership skills
- demonstrate effective interpersonal communication skills
- respect diversity and demonstrate intercultural competency
- endeavor to develop insights into their strengths and weaknesses as a supervisor and to pursue opportunities to build further strength, particularly in areas of weakness
- recognize the supervisor—student power differential and demonstrate respect for the student's rights and goals
- respect and provide support for the student's academic and career goals
- respect the student's personal circumstances (e.g., the student's need to fulfill personal obligations such as childcare)
- differentiate between their own and their students' needs
- explicitly discuss with the student expectations regarding authorship on publications and ownership of intellectual property

3.2. All supervisors are required to:

- provide continuous supervision through the duration of the student's studies. This includes ensuring that supervision continues through periods of supervisor absence from campus (e.g., maintaining full supervision during sabbatical; securing co-supervision if needed/appropriate)
- adhere to the academic requirements of the program and SGPS regulations
- contribute to the program's evaluation of the student's progress as required by the program and SGPS
- ensure regular meetings of the student with the full Thesis Supervisory Committee as per the program's and/or SGPS's regulations
- actively involve Thesis Supervisory Committee in the process of guiding the student.
- meet with their graduate student no later than one month after assignment of supervision, or initial registration as a student at Western, with the purpose of discussing and clarifying expectations for the role of the supervisor and the role of the student in the supervisory relationship.
- provide timely feedback on documents/reports/materials/scholarship applications – normally 2 weeks is reasonable for a thesis chapter or equivalent

SGPS Regulations

- provide timely response (whether acknowledgment or a substantial reply) when contacted by students, for example responding to emails within 72 hours
- in collaboration with the student, set and adhere to reasonable timelines for all aspects of the student's academic work, consistent with the program's milestones to completion
- respect interpersonal boundaries and demonstrate professional behaviour with the student
- respect appropriate times and means for communication with the student
- as far as allowed by the logistics of the research setting, allow and respect the student's right to set their own daily schedule
- make good-faith efforts to provide the resources needed for the student's work
- allow and not undermine the student's engagement in professional development
- adhere to all health and safety policies
(http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf)
- adhere to all policies related to research ethics
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp712.pdf and http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp714.pdf)
- adhere to Non-Discrimination/Harassment/Sexual Misconduct policy
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf)
- adhere to the University policy on Academic Integrity in Research Activities
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf)
- adhere to the University policy on Accessibility
(https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp147.pdf)
- adhere to SGPS Policy
(http://grad.uwo.ca/postdoctoral_scholars/current/policies_procedures.html)

4. Expectations and Requirements of Students in Thesis-Based Programs

4.1. All students are expected to:

- adhere to the highest standards of ethical behaviour, academic integrity, and professionalism
- commit the time, energy, and focus necessary to achieve the progress expected in their program
- engage in self-directed learning

SGPS Regulations

- endeavor to develop insight into their strengths and weaknesses as a student and to pursue opportunities to build further strength, particularly in areas of weakness
- demonstrate effective interpersonal communication skills
- give supervisor, Thesis Supervisory Committee members, and other faculty members sufficient notice and time to provide constructive feedback or to write thoughtful letters of reference
- seek and give serious consideration to constructive feedback and advice.
- provide timely response (whether acknowledgment or a substantial reply) when contacted by supervisor or department, for example responding to emails within 72 hours
- respect the work, environment, and equipment/materials of others, and show tolerance and respect for others sharing the same environment, equipment and materials
- openly discuss with the supervisor expectations regarding authorship on publications and ownership of intellectual property

4.2. All students are required to:

- adhere to the program's progression requirements
- be aware of the requirements and timelines of their program
- adhere to all program and SGPS regulations
- communicate regularly with the supervisor and the Thesis Supervisory Committee with respect to progress in the thesis
- give serious consideration and response to comments and advice from the supervisor and/or Thesis Supervisory Committee
- know who else to go to for advice and guidance, in addition to the supervisor, when needed (for example, Thesis Supervisory Committee members, the Graduate Program Chair, the Department Chair, the Associate Dean-Graduate Studies in the Faculty, an Associate Vice-Provost or the Vice-Provost in SGPS, the Ombudsperson, and Equity and Human Rights Services)
- set their own daily schedule within the logistics of the research setting, which includes working reasonable hours and informing their supervisors of any change in their schedule that could affect the work of others
- explore and articulate academic and career objectives and goals
- notify the program of any request for accommodation
- adhere to all health and safety policies
(http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf)
- adhere to all policies related to research ethics
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp712.pdf and http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp714.pdf)

SGPS Regulations

- adhere to Non-Discrimination/Harassment/Sexual Misconduct policy (http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf)
- adhere to the University policy on Academic Integrity in Research Activities (http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf)
- adhere to the University policy on Accessibility (https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp147.pdf)
- adhere to SGPS Policy (http://grad.uwo.ca/postdoctoral_scholars/current/policies_procedures.html)

5. Changing a Supervisor

The School of Graduate and Postdoctoral Studies is committed to resolving any conflicts between students and supervisors as early as possible. When the process breaks down, the following apply:

- Students have the right to request a change of supervisor. If the student requests a change, they should contact their Graduate Chair.
- Supervisors cannot unilaterally terminate the thesis supervisory relationship. If a supervisor initiates this change, then the appropriate processes must be followed. Questions about the process should be directed to the Graduate Chair or the Associate Dean (Graduate) of the Faculty.
- Student and faculty member requests for changing supervisors will be reviewed by the Graduate program. If the supervisor and student agree that a change to the supervisory relationship is needed, normally the Graduate Chair will work with the student and supervisor to find a solution as early as possible.
- The new supervisor, normally from the student's program, will assume the roles and responsibilities specified by SGPS and the program.
- Normally, the normal duration of the degree program for the student will not be increased.

ITEM 13.3(b)(xvii) – SGPS Regulation: Support Services for Students with Disabilities

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The SGPS Regulation “Support Services for Students with Disabilities” (formerly SGPS Regulation 15) is presented for information.

ATTACHMENT(S):

[SGPS Regulation: Support Services for Students with Disabilities](#)

SGPS Regulations



Support Services for Students with Disabilities

Effective Date: September 16, 2022

Supersedes: *

Approval Authority: Graduate Education Council

1. Commitment to Barrier-free Accessibility

Western is committed to achieving barrier-free accessibility for all its members (including graduate students) who have ongoing or temporary conditions that may include but not limited to:

- Chronic illnesses (for example, fibromyalgia, migraines)
- Chronic pain
- Attention deficit disorders
- Learning disabilities
- Mental health conditions (for example, anxiety, depression)
- Acquired brain injuries and concussions
- Vision, hearing impairments
- Mobility impairments
- Injury related to an accident

This applies to all persons with disabilities studying, visiting and working at Western.

As part of this commitment, there are a variety of services on campus devoted to promoting accessibility and to ensure that individuals have equitable access to meet graduate and undergraduate program requirements and to access services and facilities.

2. Accessible Education

Accessible Education (AE) is a confidential service to support graduate and undergraduate students through their academic program.

SGPS Regulations

AE plays a central role in Western's efforts to ensure that its graduate and undergraduate academic programs are accessible. AE works with graduate students and their programs, normally their graduate chair, to ensure that appropriate academic accommodations to program requirements are arranged.

AE services include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, and assistive technology instruction.

AE can also assist students in identifying services that may be of assistance. For more information, please visit [Academic Support & Engagement – Accessible Education](#).

ITEM 13.4(a) – Faculty of Engineering, Department of Electrical and Computer Engineering: Revisions to the Admission Requirements of the Software Engineering Program and Revisions to the Program Requirements of the Software Engineering Options

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of ACA, Senate approve that effective September 1, 2024, the admission and program requirements of the Software Engineering Program, offered by the Department of Electrical and Computer Engineering in the Faculty of Engineering, be revised as shown in Item 13.4(a), and

That effective September 1, 2024, the program requirements of the following Software Engineering Options be revised as shown in Item 13.4(a):

Software Engineering Program
B. Software Engineering /HBA
C. Software Engineering/Law

EXECUTIVE SUMMARY:

As a result of a recent program review by the Canadian Engineering Accreditation Board (CEAB), the Software Engineering Program (offered by the Department of Electrical and Computer Engineering) requires more Natural Science credits.

Software Engineering sent a request to the Department of Physics for a course on Quantum Computation. The Department of Physics fulfilled this request by establishing Physics 2300A/B: *Quantum Computation and Information* (recently approved by the Subcommittee on Undergraduate Academic Courses (SOC)).

The current proposal adds Physics 2300A/B as a required course in all Software Engineering Options. In doing so, the total number of courses required for the Software Engineering Options will increase by 0.50.

One of the prerequisites for Physics 2300A/B is a minimum mark of 60% in Physics 1402A/B. As such, the admission requirements for the Software Engineering Program will be revised to require students to have a minimum mark of 60% in Physics 1402A/B in order to satisfy the prerequisite for Physics 2300A/B.

ATTACHMENT(S):

[Revised Calendar Copy – Software Engineering Program](#)

[Revised Calendar Copy – B. Software Engineering/HBA](#)

[Revised Calendar Copy – C. Software Engineering/Law](#)

REVISED CALENDAR COPY

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21282>

SOFTWARE ENGINEERING PROGRAM

Admission Requirements

Students entering the Software Engineering program must have completed the entire first-year program in Engineering, with no outstanding credits to be taken, and have a year-weighted average (YWA) of at least 60%. **First eC** Consideration will be given to applicants with a minimum grade of 60% in each of the following courses: Numerical and Mathematical Methods 1411A/B, Numerical and Mathematical Methods 1412A/B, **and** Numerical and Mathematical Methods 1414A/B, **and Physics 1402A/B**; and a minimum grade of 70% in Engineering Science 1036A/B.

Engineering Common First Year Program

Full-year courses: Engineering Science 1050, Business Administration 1299E.

Full-year half course: Engineering Science 1022A/B/Y.

Half-year courses: Numerical and Mathematical Methods 1411A/B, Numerical and Mathematical Methods 1412A/B, Numerical and Mathematical Methods 1414A/B, Chemistry 1302A/B, Engineering Science 1021A/B, Engineering Science 1036A/B, Physics 1401A/B and Physics 1402A/B.

(Three of the half courses are taken in each term as scheduled)

Module/Program Information

Second Year Program

Numerical and Mathematical Methods 2270A/B, Numerical and Mathematical Methods 2276A/B, ECE 2277A/B, ECE 2238A/B, SE 2202A/B, SE 2203A/B, SE 2205A/B, SE 2250A/B, Mathematics 2151A/B, Statistical Sciences 2141A/B, Writing 2130F/G, one 0.5 non-technical elective from the approved list.

Third Year Program

ECE 3375A/B, ECE 4436A/B, SE 3309A/B, SE 3310A/B, SE 3313A/B, SE 3314A/B, SE 3316A/B, SE 3350A/B, SE 3351A/B, SE 3352A/B, SE 3353A/B, **Physics 2300A/B**.

Fourth Year Program

SE 4450, SE 4452A/B, SE 4455A/B, SE 4472A/B, ELI 4110F/G or the former ES 4498F/G, four 0.5 technical electives from the list below, 1.0 non-technical elective*. Students who entered before September 2016 are required to take Business Administration 2299E.

*Selection of the non-technical elective must be approved by the Department Counsellor to satisfy the CEAB requirements of subject matter that deals with central issues, methodologies, and thought processes of the humanities and social

sciences. An approved list can be found on the Engineering website.

Technical Electives: Software Engineering

Data Science 3000A/B, Electrical and Computer Engineering 3389A/B, Electrical and Computer Engineering 3390A/B, Electrical and Computer Engineering 4460A/B, Software Engineering 4470A/B, Software Engineering 4471A/B, Computer Science 3342A/B, Computer Science 3346A/B, Computer Science 3388A/B, Computer Science 4442A/B, Computer Science 4482A/B, Computer Science 4483A/B.

Some technical electives may not be offered in a given academic year.

REVISED CALENDAR COPY

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21279>

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21449>

B. SOFTWARE ENGINEERING/HBA

Admission Requirements

Normally, students apply to the HBA program during their second year in Engineering by the published deadline. Application for the combined program is made during the first year in the HBA program. Students applying to the Ivey Business School's Advanced Entry Opportunity (AEO) are also eligible to be considered for the combined program. Admission to the program is competitive and limited. Upon completion of the program students will receive two degrees: a BA in Honours Business Administration and a BESC degree.

To be eligible for the combined program, all students, including those admitted via the AEO route, must have completed all the requirements of the first year curriculum in the Faculty of Engineering and the second year program in Option B of the Software Engineering Program in the Department of Electrical and Computer Engineering. Students must obtain a yearly weighted average (YWA) of 78% in each year. During the second year of the program students are required to complete Business Administration 2257 with a minimum grade of 70%. Software Engineering students may take Business Administration 2257 during Intersession either after their first or second year. Demonstrated participation in extra curricular and/or community activities, leadership and work experience are also admission criteria.

Module/Program Information

Engineering Common First Year Program

Full-year courses: Engineering Science 1050, Business Administration 1299E.

Full-year half course: Engineering Science 1022A/B/Y.

Half-year courses: Numerical and Mathematical Methods 1411A/B, Numerical and Mathematical Methods 1412A/B, Numerical and Mathematical Methods 1414A/B, Chemistry 1302A/B, Engineering Science 1021A/B, Engineering Science 1036A/B, Physics 1401A/B and Physics 1402A/B.

(Three of the half courses are taken in each term as scheduled)

Second Year Program

Numerical and Mathematical Methods 2270A/B, Numerical and Mathematical Methods 2276A/B, ECE 2277A/B, ECE 2238A/B, SE 2202A/B, SE 2203A/B, SE 2205A/B, SE 2250A/B, Mathematics 2151A/B, Statistical Sciences 2141A/B, One 0.5 non-technical elective from the approved list. Business Administration 2257.

Third Year Program

The third year of the undergraduate program in Business Administration consists of an integrated set of courses (7.5 courses) designed to give a basic understanding of the functions and the interrelationships of the major areas of management, as well as to develop problem-solving and action-planning skills.

All students will take: Business Administration 3300K, Business Administration 3301K, Business Administration 3302K, Business Administration 3303K, Business Administration 3304K, Business Administration 3311K, Business Administration 3316K, Business Administration 3321K, Business Administration 3322K, Business Administration 3323K.

Fourth Year Program

ECE 3375A/B, ECE 4436A/B, SE 3309A/B, SE 3310A/B, SE 3313A/B, SE 3314A/B, SE 3316A/B, SE 3350A/B, SE 3351A/B, SE 3352A/B, SE 3353A/B, **Physics 2300A/B**.

Applied Project Requirement: At least one of the former Business Administration 4430 (1.0 course) or the former Business Administration 4410 (1.0 course).

Fifth Year Program

SE 4450, SE 4452A/B, SE 4455A/B, SE 4472A/B, ELI 4110F/G or the former ES 4498F/G.

3.0 Business Administration courses:

- **0.5 course:** International Perspective Requirement: Business Administration 4505A/B.
- **0.5 course:** Corporations and Society Perspective Requirement: At least one 0.5 course from Business Administration - Corporations and Society designated electives offered during the academic year (Business Administration 4538A/B, Business Administration 4539A/B, Business Administration 4588A/B, Business Administration 4625A/B) or other business elective as determined and approved by the HBA Program Director to satisfy this requirement.
- **0.5 course:** Managerial Accounting Requirement: Business Administration 4624A/B.
- **1.5 elective courses** chosen from 4000 level Business courses.

REVISED CALENDAR COPY

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21280>

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21450>

C. SOFTWARE ENGINEERING/LAW

Admission Requirements

Before entering the combined BSc/JD degree program, a student must have completed the first three years of the Software Engineering program at Western (or equivalent). In addition to applying for the combined degree program through the Office of the Associate Dean - Academic of the Faculty of Engineering, a student must also make a separate application to the Faculty of Law for admission into the JD program by the published deadline, May 1. The application to Law must indicate that the student is applying to the combined BSc/JD program.

ADMISSION CRITERIA

To be eligible for the combined degree program, students must have completed all the requirements of the first year curriculum in the Faculty of Engineering, and the second and third year program, Option C, of the Software Engineering program with either a minimum cumulative weighted average (CWA) of 80% or stand in the top 10% of the class. In addition, the applicant must meet the minimum LSAT requirement established by the Law School Admission Committee for all combined degree programs.

Entrance into the combined degree program is competitive and limited. Meeting the minimum requirements does not guarantee a position in the combined program.

Module/Program Information

Engineering Common First Year Program

Full-year courses: Engineering Science 1050, Business Administration 1299E.

Full-year half course: Engineering Science 1022A/B/Y.

Half-year courses: Numerical and Mathematical Methods 1411A/B, Numerical and Mathematical Methods 1412A/B, Numerical and Mathematical Methods 1414A/B, Chemistry 1302A/B, Engineering Science 1021A/B, Engineering Science 1036A/B, Physics 1401A/B and Physics 1402A/B.

(Three of the half courses are taken in each term as scheduled)

Second Year Program

Numerical and Mathematical Methods 2270A/B, Numerical and Mathematical Methods 2276A/B, ECE 2277A/B, ECE 2238A/B, SE 2202A/B, SE 2203A/B, SE 2205A/B, SE 2250A/B, Mathematics 2151A/B, Statistical Sciences 2141A/B, Writing 2130F/G, one 0.5 non-technical elective from the approved list.

Third Year Program

ECE 3375A/B, ECE 4436A/B, SE 3309A/B, SE 3310A/B, SE 3313A/B, SE 3314A/B, SE 3316A/B, SE 3350A/B, SE 3351A/B, SE 3352A/B, SE 3353A/B, **Physics 2300A/B**.

Fourth Year Program

First year Law curriculum. No courses outside Law may be taken during this year.

Fifth and Sixth Year Programs

SE 4450, SE 4452A/B, SE 4455A/B, SE 4472A/B.

In years five and six, students must take courses in Law totaling 45 credit hours. These courses must include the three compulsory upper-year courses and courses that satisfy the Faculty of Law writing requirements. They must also include one of the courses listed below under “Economics” and one listed under “Impact of Technology on Society”.

Notes: Fulfillment of the Faculty of Engineering requirement of courses that expose students to economics, ethical issues, the impact of technology on society, and the thought processes in the Humanities and Social Sciences must be taken as follows:
Economics: One of Law 5220 Income Taxation, Law 5555 Corporate Finance, or an approved Law Selected Topics course.

Ethical Issues: Law 5150 Legal Ethics and Professionalism.

Impact of Technology on Society: One of Law 5615 Biotechnology Law, Law 5605 Advanced Issues in Technology Law, Law 5350 Media Law, Law 5600 Advanced Intellectual Property, Law 5620 Information Law, Law 5625 Intellectual Property, Law 5630 International Protection of Intellectual Property, Law 5610 Advanced Patent Law, or an approved Law Selected Topics course.

Thought Processes of the Humanities and Social Sciences: Law

5110 Constitutional Law, Law 5115 Contracts, Law 5120 Criminal Law, Law 5140 Property, Law 5145 Torts.

ITEM 13.4(b) – Faculty of Health Sciences, Arthur Labatt Family School of Nursing: Revisions to the Program Requirements of the RPN Pathway within the Compressed Time Frame Bachelor of Science in Nursing (BScN)

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of ACA, Senate approve that effective September 1, 2024, the program requirements of the RPN Pathway within the Compressed Time Frame Bachelor of Science in Nursing (BScN), offered by the Arthur Labatt Family School of Nursing in the Faculty of Health Sciences, be revised as shown in Item 13.4(b).

EXECUTIVE SUMMARY:

The current Registered Practical Nursing (RPN) stream of the Compressed Time Frame Bachelor of Science in Nursing (BScN) has a 0.50 Full Credit Equivalent (FCE) elective in level 3 of the Nursing program. Due to the fact that students within this stream have pre-existing university credits, many students request exemption from this elective, which was not the intent of its incorporation into the stream. Therefore, the Arthur Labatt Family School of Nursing (the School) proposes including Nursing 3500A/B: *Nursing and Family Health*, a course that is currently required within the regular Compressed Time Frame program, and the Western-Fanshawe Collaborative BScN program, in place of this 0.50 FCE elective. This proposal outlines how these courses will be included within the RPN stream of the Compressed Time Frame BScN Program.

Per the revised Calendar Copy within this proposal, the number of courses removed (0.50 Nursing elective) is equal to the number of courses added (Nursing 3500A/B). This change to the programming within the Compressed Time Frame program does not represent a change to the learning objectives of the program. This change has been discussed with both local key partners and School counterparts across Ontario (within the Council of Ontario University Programs in Nursing).

ATTACHMENT(S):

[Revised Calendar Copy – Courses Required for the RPN to BScN Pathway Compressed Time Frame Program](#) (contained in Progression Requirements – Nursing)

REVISED CALENDAR COPY

https://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/pr_ofprog_nursing.pdf

Courses Required for the RPN Stream of the Compressed Time Frame BScN Program

Nursing Requirements

(must achieve 65% in the theory components and a PASS in the Clinical Application Courses)

Theory Course	Clinical Application Course
Nursing 1201A/B	
Nursing Elective	
Nursing 1120A/B	
Nursing 2240F/G	
Nursing 2250A/B	
	Nursing 2500Q/R/S/T
Nursing 2600A/B	
	Nursing 2660Q/R/S/T
Nursing 2630A/B	
Nursing 3340A/B	
Nursing 3310A/B	
Nursing 3456A/B	
Nursing 3500A/B	
Nursing 3630A/B	
	Nursing 3800Q/R/S/T
	Nursing 3900A/B
Nursing 4320A/B	
Nursing 4401W/X	
	Nursing 4410A/B
Nursing 4440A/B	
	Nursing 4461W/X or Nursing 4451W/X

Science Requirements

(must achieve 60%)

WESTERN course number
Nursing 3820A/B
Pharmacology 2060A/B
Pathology 2420A/B ¹ or Nursing 2440A/B

¹ if taken prior to 2024-25

ITEM 13.4(c) – Schulich School of Medicine & Dentistry, Department of Medical Biophysics and Faculty of Science: Revisions to the Admission and Program Requirements of the Honours Specialization in Medical Biophysics (Medical Science Concentration)

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of ACA, Senate approve that effective, September 1, 2024, the admission and program requirements of the Honours Specialization in Medical Biophysics (Medical Science Concentration), offered by the Department of Medical Biophysics in the Schulich School of Medicine & Dentistry and the Faculty of Science, be revised as shown in Item 13.4(c).

EXECUTIVE SUMMARY:

Medical Sciences First Entry was revised for 2022-23 to allow students the flexibility to take Computer Science 1026A/B instead of either Physics 1202A/B or Physics 1502A/B. The admission requirements for Honours Specialization in Medical Biophysics (Medical Science Concentration) are being revised to include Computer Science 1026A/B as an alternative to a second half course in Physics.

Principles taught in Physics 1201A/B or Physics 1501A/B, and their application to biology, provide sufficient background for the introduction and application of additional physics principles and laboratory practices relevant to topics in the medical biophysics courses and Honours Specialization in Medical Biophysics (Medical Science Concentration) module.

Concepts taught in Computer Science 1026A/B provide a background for applications such as analyzing algorithms and writing programs in modern programming languages, relevant to topics in the module. Thus, it is anticipated that students choosing to take Computer Science 1026A/B as an alternative to a second half course in Physics will be successful in Medical Biophysics courses and the module.

The admission requirements are being revised further to include Applied Mathematics 1201A/B and Mathematics 1600A/B as alternative choices to Calculus 1301A/B and Calculus 1501A/B. Concepts in Applied Mathematics 1201A/B or Mathematics 1600A/B provide sufficient background for the introduction and application of additional mathematical methods relevant to topics in the medical biophysics courses and the module.

Medical Biophysics courses have become more self-contained over the years and Computer Science 2035A/B is no longer required for students to be successful. To increase flexibility, two pick-lists in the module are being collapsed into one from which 0.5 course must be taken, including Computer Science 2035A/B.

To provide more balance in the number of modular courses taken in Years 2 and 3, a note is being added to the admission requirements to recommend that students

complete the modular requirement of 1.0 2000-level Physics or Physiology course prior to Year 3. Since very few students have taken Physiology 3120 as a modular requirement, it is being removed from a pick-list and a note is added that specifies Physiology 3120 may be taken to replace Physiology 2130.

Course feedback and discussions with faculty and students have indicated that the workload of the former Medical Biophysics 3970Z: *General Biophysics Laboratory* fell between a half and full course. To ensure that the learning objectives of the third-year laboratory component can be accomplished, the laboratory course has been revised to a full credit (Medical Biophysics 3980E: *General Biophysics Laboratory*). The impact of switching the laboratory course to a full credit is offset by the aforementioned combination of two pick-lists into one pick-list, with 0.5 course required, only.

The Honours Specialization in Medical Biophysics (Medical Science Concentration) will increase from 10.0 to 11.5 courses due to the realignment of the medical biophysics curriculum to four core thematic areas: Biomechanics, Cancer Therapy, Circulatory and Respiratory Sciences, and Imaging.

Introducing each core thematic area at the 3000-level provides the opportunity for advanced study at the 4000-level, with extra emphasis on the Imaging theme. The program objectives of the module, however, have not changed. The updates will leverage existing core research, and clinical expertise by faculty members affiliated with the Department of Medical Biophysics and make this module more attractive and a better experience for students. Current and past students have participated in discussions over the past few years with faculty members, and their feedback has been accounted for in the proposed revision to the module, including the increase in total number of modular courses.

Note:

Medical Biophysics 3467B, 3720A, 3820B, 3980E, 4330A, and 4501A were approved by the Subcommittee on Undergraduate Courses (SOC) at its February 14, 2024 meeting. The approved Calendar Copy for these courses is available at: https://www.uwo.ca/univsec/pdf/senate/soc_approvals/24feb14.pdf

ATTACHMENT(S):

[Revised Calendar Copy – Honours Specialization in Medical Biophysics \(Medical Sciences Concentration\)](#)

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21211>

HONOURS SPECIALIZATION IN MEDICAL BIOPHYSICS (MEDICAL SCIENCE CONCENTRATION)

This module leads to an Honours Bachelor of Medical Sciences (BMSc) degree. See BACHELOR OF MEDICAL SCIENCES (BMSc) PROGRAM for more information.

ADMISSION REQUIREMENTS

Admission to this Honours Specialization module occurs in Year 3 and requires admission to Year 3 of the Bachelor of Medical Sciences (BMSc) Program. Students will usually complete MEDICAL SCIENCES FIRST ENTRY (Medical Sciences 1 and 2) prior to admission to the Honours Specialization module. Enrolment in this Honours Specialization module is limited and meeting the minimum requirements does not guarantee admission.

The 1000-level half courses listed below must each be completed with a mark of at least 60%:

1.0 courses: Biology 1001A* and Biology 1002B*.

1.0 courses: Chemistry 1301A/B and Chemistry 1302A/B.

0.5 course from: Calculus 1000A/B, Calculus 1500A/B.

0.5 course from: **Applied Mathematics 1201A/B**, Calculus 1301A/B, Calculus 1501A/B, **Mathematics 1600A/B**.

0.5 course from: Physics 1201A/B, Physics 1501A/B, the former Physics 1028A/B, the former Physics 1301A/B.

0.5 course from: **Computer Science 1026A/B**, Physics 1202A/B, Physics 1502A/B, the former Physics 1029A/B, the former Physics 1302A/B.

* Biology 1201A with a mark of at least 70% may be used in place of Biology 1001A, and Biology 1202B with a mark of at least 70% may be used in place of Biology 1002B.

The 2000-level courses below must be completed with a minimum mark of 60% in each prior to admission to the Honours Specialization module in Year 3. These 2000-level courses will also be used towards the Module requirements. See ADMISSION TO THE BACHELOR OF MEDICAL SCIENCES (BMSc) PROGRAM for additional average, course load requirements, etc. and MODULES OFFERED IN THE BMSc PROGRAM for specific information about Honours Specialization modules, including the Weighted Average Chart.

0.5 course: Biochemistry 2280A.

0.5 course: Chemistry 2213A/B.

0.5 course from: **Biology 2382A/B**, **Biology 2581A/B**, **Chemistry 2214A/B**, **Computer Science 2035A/B**, **Data Science 2000A/B**, **Data Science 2100A**.

0.5 course from: Biology 2244A/B or Statistical Sciences 2244A/B.

Notes:

1. It is recommended that 1.0 of the following modular courses be completed prior to Year 3: (Physics 2101A/B and Physics 2102A/B) or Physiology 2130 or Physiology and Pharmacology 2000.

2. sStudents are encouraged to take Medical Biophysics 2500A/B in second year if they want an introduction to the discipline of Medical Biophysics or are interested in learning how biophysics concepts are applied in translational health research.

MODULE/PROGRAM INFORMATION

Module

~~40.0~~ **11.5** courses:

0.5 course: Biochemistry 2280A.

0.5 course: Chemistry 2213A/B.

0.5 course from: **Biology 2382A/B, Biology 2581A/B, Chemistry 2214A/B, Computer Science 2035A/B, Data Science 2000A/B, Data Science 2100A.**

0.5 course from: Biology 2244A/B or Statistical Sciences 2244A/B.

~~0.5 course from: Biology 2290F/G, Biology 2382A/B, Biology 2581A/B, Chemistry 2214A/B, Medical Biophysics 3336F/G.~~

1.0 course from: Physics 2101A/B and Physics 2102A/B, or Physiology 2130 or ~~Physiology 3120~~ or Physiology and Pharmacology 2000 **(see notes)**.

~~3.5 courses: Medical Biophysics 3330F/G, Medical Biophysics 3501A, Medical Biophysics 3503G, Medical Biophysics 3505F, Medical Biophysics 3507G, Medical Biophysics 3645A/B, Medical Biophysics 3970Z.~~

3.0 courses: **Medical Biophysics 3330F, Medical Biophysics 3467B, Medical Biophysics 3501A, Medical Biophysics 3518B, Medical Biophysics 3720A, Medical Biophysics 3820B.**

1.0 course: **Medical Biophysics 3980E.**

~~1.5 courses from: Medical Biophysics 4445A/B, Medical Biophysics 4455A/B, Medical Biophysics 4467A/B, Medical Biophysics 4475A/B, Medical Biophysics 4535A/B, Medical Biophysics 4700B, Medical Biophysics 4710A/B.~~

0.5 course: **Medical Biophysics 4700B.**

1.5 courses from: **(Medical Biophysics 3503G or Medical Biophysics 4445A/B), Medical Biophysics 4330A, Medical Biophysics 4501A, Medical Biophysics 4730A/B.**

1.0 course from: **Medical Biophysics 4467B, Medical Biophysics 4518B, Medical Biophysics 4720B.**

1.5 courses: **Medical Biophysics 4970E (Research Project = 1.5 courses) or Medical Biophysics 4971E.**

Notes:

1. Physics 2101A/B and Physics 2102A/B include the following courses in their prerequisites, with marks of at least 60%: one of Physics 1202A/B, Physics 1402A/B or Physics 1502A/B, and one of Calculus 1301A/B or Calculus 1501A/B. ~~Some modular courses include a mark requirement in their prerequisite(s). See UNDERGRADUATE COURSE INFORMATION.~~

2. Physiology 3120 may be substituted for Physiology 2130.

3. See the Weighted Average Chart (MODULES OFFERED IN THE BMSc PROGRAM) for information about admission to the Honours Specialization modules in Year 4, including which modular courses must be completed prior to Year 4.

4. Students registered in the module prior to September 2024, will follow the modular requirements of the 2023-24 Academic Calendar.

ITEM 13.4(d) – King’s University College: Revisions to the Admission and Program Requirements of Management and Organizational Studies Modules

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of ACA, Senate approve that effective September 1, 2024, the admission and program requirements of the following Management and Organizational Studies modules, offered by King’s University College, be revised as shown in Item 13.4(d).

Honours Specialization in Accounting

Specialization in Accounting

Honours Specialization in Finance and Administration

Specialization in Finance and Administration

Honours Specialization in Global Commerce

Specialization in Global Commerce

Honours Specialization in Organizational and Human Resources

Specialization in Organizational and Human Resources

Major in Accounting

Major in Global Commerce

Major in Organizational and Human Resources

Major in Management in Organizational Studies

EXECUTIVE SUMMARY:

Management and Organizational Studies (MOS) at King’s University College is proposing to streamline its modules to reduce the number of required courses with a goal of enabling greater student choice of courses suited to schedules and interest. This was a recommendation in the recent IQAP review.

In addition, the School of Management, Economics, and Mathematics at King’s University College, which includes the MOS program, is updating its course offerings to reduce the number of full-year (1.0) courses and replace these with half-year (0.5) alternatives to help with scheduling and reduce the punitive impact on students should they fail a course or register in the program in the winter term.

Honours Specialization and Specialization in Accounting: The revised modules will remain consistent with the CPA (Certified Professional Accounting) Association, a designation sought by most accounting students.

Honours Specialization and Specialization in Finance and Administration: Updates will increase the differentiation between these modules and some of the Economics modules, again as an IQAP recommendation.

Honours Specialization and Specialization in Global Commerce: Revisions reflect changes in the courses offered by the King's Economics department, as a result of de-streaming, that have traditionally been an important part of this program.

Honours Specialization and Specialization in Organizational and Human Resources: The revised modules remain consistent with the HRPA (Human Resources Professional Association), a designation sought by most of human resources students.

Majors in Accounting, Global Commerce, and Organizational and Human Resources: These Majors are being updated slightly for housekeeping reasons: namely, to remove courses no longer offered and add new courses that have been introduced. Some of the first-year notes have been deleted for clarity and accuracy.

Major in Management in Organizational Studies: This module has been significantly overhauled to enable greater student choice and flexibility, while ensuring that students still have the breadth and depth required for this generalized Major.

Notes:

Actuarial Science 2052A/B, Analytics and Decision Sciences 2036A/B, Economics 3378A/B, and Economics 3398F/G were approved by the Subcommittee on Undergraduate Academic Courses (SOC) at its January 17, 2024 meeting. The approved Calendar Copy for these courses is available at:

https://www.uwo.ca/univsec/pdf/senate/soc_approvals/24jan17.pdf

MOS 1021A/B, MOS 1023A/B, MOS 3318A/B, MOS 4316A/B and MOS 4340A/B were approved by SOC at its February 14, 2024 meeting. The approved Calendar Copy for these courses is available at:

https://www.uwo.ca/univsec/pdf/senate/soc_approvals/24feb14.pdf

ATTACHMENT(S):

[Revised Calendar Copy – Honours Specialization in Accounting](#)

[Revised Calendar Copy – Specialization in Accounting](#)

[Revised Calendar Copy – Honours Specialization in Finance and Administration](#)

[Revised Calendar Copy – Specialization in Finance and Administration](#)

Revised Calendar Copy – Honours Specialization in Global Commerce

Revised Calendar Copy – Specialization in Global Commerce

Revised Calendar Copy – Honours Specialization in Organizational and Human Resources

Revised Calendar Copy – Specialization in Organizational and Human Resources

Revised Calendar Copy – Major in Accounting

Revised Calendar Copy – Major in Global Commerce

Revised Calendar Copy – Major in Organizational and Human Resources

Revised Calendar Copy – Major in Management in Organizational Studies

REVISED CALENDAR COPY

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21504>

HONOURS SPECIALIZATION IN ACCOUNTING

Enrolment in the Honours Specialization in Accounting is limited. Meeting of minimum requirements does not guarantee admission.

Admission Requirements

Students may not apply to the MOS Honours Specialization in Accounting when they apply for admission to the University.

After first year, students may apply for admission upon completion of first-year requirements with no failures. Students must have an average of at least 73% and no grade less than 60% in the 3.0 principal courses.

First-Year Requirements

5.0 first-year courses, including

3.0 principal courses:

1.0 course: **MOS 1021A/B and MOS 1023A/B or** Business Administration 1220E.

0.5 course from: Calculus 1000A/B, Mathematics 1230A/B.

0.5 course from: ~~Calculus 1301A/B, Calculus 1501A/B~~, Mathematics 1229A/B, Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B**.

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0* additional courses in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended **to fulfill CPA requirements**).

~~*Students requiring Mathematics 0110A/B may include this course with permission from the Department.~~

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

After second year, students applying for a MOS Honours Specialization in Accounting must:

- a) have achieved an average of at least 73% on the last 5.0 courses;
- b) have achieved an average of at least 73% on the 3.0 principal courses (as noted above) required for the module;
- c) have obtained a minimum grade of 60% in each course required for the module;
- d) have obtained a passing grade in each elective course; and,

e) have a minimum cumulative average of 65%.

Note: Students admitted to the University without the Mathematics prerequisites for the first-year Mathematics courses for this program must fulfill the Mathematics prerequisite requirements before attempting these courses.

Module

~~11.0~~ **10.5** courses:

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

~~1.0~~ **0.5** course ~~from: Economics 2222A/B and Economics 2223A/B or; or Statistical Sciences 2035 (with a minimum grade of 70%).~~

0.5 course from: Analytics and Decision Sciences 2036A/B, Economics 2223A/B.

0.5 course from: MOS 2155A/B, MOS 2181A/B.

~~1.0~~ **0.5** course: MOS 2275A/B ~~and MOS 2285A/B.~~

1.5 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B.

0.5 course: MOS 4410A/B.

~~4.5 courses: MOS 3360A/B, MOS 3361A/B, MOS 3362A/B*, MOS 3363A/B, MOS 3370A/B, MOS 4471A/B (the former MOS 3371A/B), MOS 4410A/B, MOS 4462A/B*, MOS 4465A/B.~~

~~0.5 course: MOS 4422F/G.~~

~~1.0 course from: MOS 3367A/B, MOS 4467A/B.~~

2.0 courses normally taken in year 3: MOS 3360A/B, MOS 3361A/B, MOS 3367A/B, MOS 3370A/B.

3.5 courses normally taken in year 4: MOS 3362A/B*, MOS 3363A/B, MOS 4422F/G, MOS 4462A/B*, MOS 4465A/B, MOS 4467A/B, MOS 4471A/B (or the former MOS 3371A/B).

Note: *should be taken in the same year

Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS HONOURS SPECIALIZATION, students must:

- a) maintain a minimum modular average of 70%;
- b) obtain minimum grades of 60% in all courses listed for the module;
- c) obtain a passing grade in each elective course (students who fail a course are not permitted to progress in Honours programs); and,
- d) maintain a minimum cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS SPECIALIZATION, students must achieve a minimum modular average of 70% with a minimum mark of 60% in each course, obtain a passing grade in each elective course, and maintain a minimum average of 65% on the 20.0 courses counted towards the BMOS HONOURS SPECIALIZATION Degree. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

All students require 2.0 designated essay courses (E, F or G; at least 1.0 of which must be a senior course numbered 2000-4999) and 1.0 course from each of Categories A, B and C.

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21512>

SPECIALIZATION IN ACCOUNTING

Admission Requirements

Students applying for a BMOS SPECIALIZATION must have

- a) an overall average of at least 70% on the last 5.0 courses completed;
- b) obtained a passing grade for each course required for admission to the module, and a passing grade for all option courses; and
- c) a minimum cumulative average of 65%.

5.0 first-year courses:

1.0 course: MOS 1021A/B and MOS 1023A/B or Business Administration 1220E.

~~1.0 course from: Mathematics 1228A/B, Mathematics 1229A/B, Mathematics 1230A/B; Calculus 1000A/B, Calculus 1301A/B, Calculus 1501A/B; Mathematics 1600A/B; Statistical Sciences 1024A/B.~~

0.5 course from: Calculus 1000A/B, Mathematics 1230A/B.

0.5 course from: Mathematics 1229A/B, Mathematics 1600A/B, Calculus 1301A/B, Calculus 1501A/B.

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0 additional courses** in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended to fulfill CPA requirements).

~~*Students wishing to transfer to a BMOS Honours degree must have the proper Mathematics prerequisites for advanced Economics courses i.e., 0.5 from Calculus 1000A/B, or Mathematics 1225A/B and 0.5 from Calculus 1301A/B, Calculus 1501A/B, Mathematics 1600A/B or Mathematics 1229A/B.~~

~~**Students requiring Mathematics 0110A/B may include this course with permission from the Department.~~

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

Note: Students enrolled at another Affiliated University College or the Constituent University must meet the admission requirements in order to transfer into a BMOS SPECIALIZATION at King's.

Module

~~4.0~~ **10.5** senior courses:

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

0.5 course: MOS 2275A/B.

~~1.0~~ **0.5 course** normally taken in second year: Economics 2222A/B, ~~Economics 2223A/B; or Statistical Sciences 2035 (with a minimum grade of 70%).~~

0.5 course normally taken in second year from: Analytics and Decision Sciences 2036A/B, Economics 2223A/B.

0.5 course: ~~MOS 2155A/B,~~ MOS 2181A/B.

~~0.5 course: MOS 2285A/B.~~

~~1.0 course: MOS 3360A/B and MOS 3361A/B.~~

~~1.0 course: MOS 3370A/B and MOS 4471A/B (the former MOS 3371A/B).~~

1.5 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B.

~~0.5 course: MOS 4467A/B.~~

0.5 course: MOS 4410A/B.

~~3.0 courses: MOS 3362A/B*, MOS 3363A/B, MOS 3367A/B, MOS 4422F/G, MOS 4462A/B*, MOS 4465A/B, MOS Special Topics at 3000 level or above.~~

2.0 courses normally taken in year 3: MOS 3360A/B, MOS 3361A/B, MOS 3367A/B, MOS 3370A/B.

3.5 courses normally taken in year 4: MOS 3362A/B*, MOS 3363A/B, MOS 4422F/G, MOS 4462A/B*, MOS 4465A/B, MOS 4467A/B, MOS 4471A/B (or the former MOS 3371A/B).

***should be taken in the same year**

Notes:

1. MOS Special Topics courses for the Specialization must be approved for relevancy prior to enrolment.
2. Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS SPECIALIZATION, students must

- a) maintain a minimum cumulative average of 65%
- b) obtain a minimum sessional average of 60% in the fall/winter term*

* Sessional averages are calculated in May, after the fall/winter term.

In order to be readmitted to the BMOS SPECIALIZATION, students must complete 5.0 additional courses in another discipline, achieve a minimum average of 70% in their last 5.0 courses, and have a cumulative average of 65%.

Graduation Requirements

Students must obtain a minimum overall average of 65% on the 20.0 courses to be counted for graduation. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

Among, or in addition to the module requirements for the different streams, all BMOS Four-Year Specialization students require the following before graduation:

~~0.5 "Ethics" course, as noted in the module requirements.~~

2.0 designated essay courses (E, F, or G), 1.0 at the senior level.

1.0 course from each of Categories A, B, and C.

REVISED CALENDAR COPY

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21505>

HONOURS SPECIALIZATION IN FINANCE AND ADMINISTRATION

Admission Requirements

Students may **not** apply to the BMOS HONOURS SPECIALIZATIONS when they apply for admission to the University.

First-Year Requirements

5.0 first-year courses

After first year, students may apply for admission upon completion of first-year requirements with no failures. Students must have an average of at least 73% on, and no grade less than 60% in, the following

3.0 principal courses:

1.0 course: MOS 1021A/B and MOS 1023A/B or Business Administration 1220E.

0.5 course from: Mathematics 1230A/B; Calculus 1000A/B.

0.5 course from: ~~Calculus 1301A/B, Calculus 1501A/B~~; Mathematics 1229A/B, Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B**.

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0* additional courses: in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended).

~~*Students requiring Mathematics 0110A/B may include this course with permission from the Department.~~

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

After second year, students applying for a BMOS HONOURS SPECIALIZATION must:

- a) have achieved an average of at least 73% on the last 5.0 courses;
- b) have achieved an average of at least 73% on the 3.0 principal courses required for the module;
- c) have obtained a minimum grade of 60% in each course required for the module;
- d) have obtained a passing grade in each elective course; and,
- e) have a minimum cumulative average of 65%.

Transferring to King's BMOS Programs: Students enrolled at another Affiliated University College or the Constituent University must meet the admission requirements in order to transfer into a BMOS HONOURS SPECIALIZATION at King's.

Module

~~12.0~~ **10.5** senior courses:

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

0.5 course normally taken in second year from: Economics 2220A/B, **Economics 2260A/B**.

0.5 course: MOS 2181A/B.

1.0 course from: Economics 2222A/B and Economics 2223A/B; ~~or Statistical Sciences 2035 with a minimum mark of 70%.~~

0.5 course normally taken in second year from: **Actuarial Science 2052A/B**, Analytics and Decision Sciences 2288F/G, **MOS 2277A/B** ~~MOS 2255F/G, MOS 2285A/B.~~

0.5 course normally taken in second year: Economics 2300A/B ~~or Economics 2154A/B.~~

2.5 courses: MOS 3310A/B, MOS 3312A/B, MOS 3316A/B, MOS 3320A/B, MOS 3330A/B.

0.5 course normally taken in third year from: **Economics 2221A/B, Economics 2261A/B, Economics 3352A/B, Economics 3370A/B, Economics 3378A/B, Economics 3385A/B** ~~MOS 2275A/B, MOS 2277A/B, MOS 3331A/B, MOS 3332A/B, MOS 3360A/B, MOS 3370A/B, MOS 3401F/G.~~

~~1.0 course: Actuarial Science 2053.~~

~~2.5~~ **2.0 courses** normally taken in fourth year from: ~~MOS 3367A/B,~~ MOS 4310A/B, MOS 4311A/B, MOS 4410A/B, **MOS 4467A/B** ~~MOS 4422F/G.~~

1.5 courses from: ~~Economics 2260A/B, Economics 2221A/B, Economics 2261A/B, Economics 3313E, Economics 3320A/B, Economics 3352A/B,~~ Economics 3381A/B, ~~Economics 3370A/B, Economics 3385A/B,~~ Economics 3386A/B, **Economics 3398F/G, Economics 4405E, MOS 3318A/B, MOS 3360A/B,** ~~MOS 3361A/B,~~ MOS 3362A/B, MOS 3363A/B, **MOS 4316A/B, MOS 4340A/B, MOS 4422F/G,** ~~MOS 4467A/B,~~ MOS 4471A/B, MOS Special Topics at 3000 level or above.

Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS HONOURS SPECIALIZATION, students must:

- a) maintain a minimum modular average of 70%;
- b) obtain minimum grades of 60% in all courses listed for the module;
- c) obtain a passing grade in each elective course (students who fail a course are not permitted to progress in Honours programs); and,
- d) maintain a minimum cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS SPECIALIZATION, students must achieve a minimum modular average of 70% with a minimum mark of 60% in each course, obtain a passing grade in each elective course, and maintain a minimum average of 65% on the 20.0 courses counted towards the BMOS HONOURS SPECIALIZATION Degree. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

All students require 2.0 designated essay courses (E, F or G; at least 1.0 of which must be a senior course numbered 2000-4999) and 1.0 course from each of Categories A, B and C.

REVISED CALENDAR COPY

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21513>

SPECIALIZATION IN FINANCE AND ADMINISTRATION

Admission Requirements

Students applying for a BMOS SPECIALIZATION must have

- a) an overall average of at least 70% on the last 5.0 courses completed;
- b) obtained a passing grade for each course required for admission to the module, and a passing grade for all option courses; and
- c) a minimum cumulative average of 65%.

5.0 first-year courses:

1.0 course: MOS 1021A/B and MOS 1023A/B or Business Administration 1220E.

~~1.0 course from: Mathematics 1228A/B, Mathematics 1229A/B, Mathematics 1230A/B; Calculus 1000A/B, Calculus 1301A/B, Calculus 1501A/B; Mathematics 1600A/B; Statistical Sciences 1024A/B.~~

0.5 course from: Calculus 1000A/B, Mathematics 1230A/B.

0.5 course from: Mathematics 1229A/B, Mathematics 1600A/B, Calculus 1301A/B, Calculus 1501A/B.

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0 additional courses** in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended).

Notes:

~~*Students wishing to transfer to a BMOS Honours degree must have the proper Mathematics prerequisites for advanced economics courses i.e., 0.5 from Calculus 1000A/B or Mathematics 1225A/B and 0.5 from Calculus 1301A/B, Calculus 1501A/B, Mathematics 1229A/B or Mathematics 1600A/B.~~

~~***Students requiring Mathematics 0110A/B may include this course with permission from the Department.~~

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

Note: Students enrolled at another Affiliated University College or the Constituent University must meet the admission requirements in order to transfer into a BMOS SPECIALIZATION at King's.

Module

10.0 courses:

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

~~0.5 course: Economics 2152A/B or Economics 2220A/B.~~

1.0 course: ~~Economics 2122A/B or Economics 2222A/B and Economics 2123A/B or Economics 2223A/B;~~ or ~~Statistical Sciences 2035.~~

0.5 course: MOS 2181A/B.

0.5 course normally taken in second year from: **Actuarial Science 2052A/B,** Analytics and Decision Sciences 2288F/G, **MOS 2277A/B** ~~MOS 2255F/G, MOS 2285A/B.~~

0.5 course normally taken in second year: Economics 2300A/B or Economics 2154A/B.

2.0 courses: MOS 3310A/B, MOS 3316A/B, MOS 3320A/B, MOS 3330A/B.

0.5 course normally taken in third year from: **Economics 2162A/B, Economics 2163A/B or Economics 3352A/B, Economics 2164A/B or Economics 3370A/B, MOS 3312A/B** ~~Economics 2156A/B, Economics 2159A/B, Economics 2160A/B, MOS 2277A/B, MOS 3331A/B, MOS 3332A/B, MOS 3360A/B.~~

0.5 course from: MOS 3367A/B, MOS 4467A/B*.

1.0 course normally taken in fourth year: MOS 4310A/B, MOS 4410A/B.

2.5 courses from: ~~Actuarial Science 2053, Economics 2162A/B, Economics 2163A/B, Economics 2164A/B;~~ MOS 2275A/B, ~~MOS 3312A/B, MOS 3361A/B, MOS 3363A/B,~~ **MOS 3318A/B,** MOS 3370A/B, MOS 4311A/B, **MOS 4316A/B, MOS 4340A/B,** MOS 4404A/B, MOS 4422F/G, ~~MOS 4465A/B,~~ MOS 4471A/B, MOS Special Topics at 3000 level or above.

Notes:

1. MOS Special Topics courses for the Specialization must be approved for relevancy prior to enrolment.
2. Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.
3. ***Fulfills the ethics requirement; note students planning on obtaining their CFA are strongly encouraged to take MOS 4467A/B.**

Progression Requirements

To progress in the BMOS SPECIALIZATION, students must

- a) maintain a minimum cumulative average of 65%
- b) obtain a minimum sessional average of 60% in the fall/winter term*

* Sessional averages are calculated in May, after the fall/winter term.

In order to be readmitted to the BMOS SPECIALIZATION, students must complete 5.0 additional courses in another discipline, achieve a minimum average of 70% in their last 5.0 courses, and have a cumulative average of 65%.

Graduation Requirements

Students must obtain a minimum overall average of 65% on the 20.0 courses to be counted for graduation. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

Among, or in addition to the module requirements for the different streams, all BMOS Four-Year Specialization students require the following before graduation:

~~0.5 "Ethics" course, as noted in the module requirements.~~

2.0 designated essay courses (E, F, or G), 1.0 at the senior level.

1.0 course from each of Categories A, B, and C.

REVISED CALENDAR COPY

<https://www.westerncalendar.uwo.ca/Modules.cfm?ModuleID=21506>

HONOURS SPECIALIZATION IN GLOBAL COMMERCE

Admission Requirements

Students may **not** apply to the BMOS HONOURS SPECIALIZATIONS when they apply for admission to the University.

First Year Requirements

5.0 first-year courses

After first year, students may apply for admission upon completion of first-year requirements with no failures. Students must have an average of at least 73% on, and no grade less than 60% in, the following

3.0 principal courses:

1.0 course: MOS 1021A/B and MOS 1023A/B or Business Administration 1220E.

0.5 course from: Mathematics 1230A/B; Calculus 1000A/B.

0.5 course from: ~~Calculus 1301A/B, Calculus 1501A/B~~; Mathematics 1229A/B, Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B**.

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0* additional courses in any subject numbered 1000-1999 (MOS 1033A/B and Political Science **1022F/G** ~~1020E~~ are strongly recommended).

~~*Students requiring Mathematics 0110A/B may include this course with permission from the Department.~~

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

After second year, students applying for a BMOS HONOURS SPECIALIZATION must:

- a) have achieved an average of at least 73% on the last 5.0 courses;
- b) have achieved an average of at least 73% on the 3.0 principal courses required for the module;
- c) have obtained a minimum grade of 60% in each course required for the module;
- d) have obtained a passing grade in each elective course; and,
- e) have a minimum cumulative average of 65%.

Transferring to King's BMOS Programs: Students enrolled at another Affiliated University College or the Constituent University must meet the admission requirements in order to transfer into a BMOS HONOURS SPECIALIZATION at King's.

Module

~~11.5~~ **10.0** courses:

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

~~1.0~~ **0.5 course** from: Economics 2222A/B ~~and Economics 2223A/B or; or Statistical Sciences 2035 (with a minimum grade of 70%).~~

0.5 course from: Analytics and Decision Sciences 2036A/B, Economics 2223A/B.

~~0.5 course: MOS 2285A/B.~~

~~1.0 course: Economics 2220A/B, Economics 2221A/B.~~

0.5 course from: MOS 2181A/B, ~~MOS 2155A/B.~~

~~0.5~~ **2.5 course** normally taken in third year: MOS 2220F/G, **MOS 2285A/B, MOS 3331A/B, MOS 3332A/B, MOS 4404A/B.**

1.5 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B.

~~1.0~~ **2.0 courses** from: **Economics 2220A/B, Economics 2260A/B, Economics 2261A/B, Economics 2163A/B or Economics 3352A/B, Economics 2164A/B or Economics 3370A/B.**

~~1.0 course: Economics 3352A/B, Economics 3370A/B.~~

~~1.0 course normally taken in fourth year: MOS 4404A/B, MOS 4410A/B.~~

~~1.0 courses from: Economics 2162A/B, Economics 3317A/B, Economics 3320A/B, Economics 3343F/G, Economics 3381A/B; MOS 2255F/G, Political Science 2231E; MOS Special Topics at 3000 level or above, or the former Economics 3367A/B.~~

~~1.0 course: MOS 3331A/B, MOS 3332A/B.~~

0.5 course: MOS 3401F/G MOS 4410A/B.

1.0 course from: MOS 2000-level or above; Political Science 2000-level or above.

Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS HONOURS SPECIALIZATION, students must:

- a) maintain a minimum modular average of 70%;
- b) obtain minimum grades of 60% in all courses listed for the module;
- c) obtain a passing grade in each elective course (students who fail a course are not permitted to progress in Honours programs); and,
- d) maintain a minimum cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS SPECIALIZATION, students must achieve a minimum modular average of 70% with a minimum mark of 60% in each course, obtain a passing grade in each elective course, and maintain a minimum average of 65% on the 20.0 courses counted towards the BMOS HONOURS SPECIALIZATION Degree. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21514>

SPECIALIZATION IN GLOBAL COMMERCE

Admission Requirements

Students applying for a BMOS SPECIALIZATION must have

- a) an overall average of at least 70% on the last 5.0 courses completed;
- b) obtained a passing grade for each course required for admission to the module, and a passing grade for all option courses; and
- c) a minimum cumulative average of 65%.

5.0 first-year courses:

1.0 course: MOS 1021A/B and MOS 1023A/B or Business Administration 1220E.

~~1.0 course from: Mathematics 1228A/B, Mathematics 1229A/B, Mathematics 1230A/B; Calculus 1000A/B, Calculus 1301A/B, Calculus 1501A/B; Mathematics 1600A/B; Statistical Sciences 1024A/B.~~

0.5 course from: Calculus 1000A/B, Mathematics 1230A/B.

0.5 course from: Mathematics 1229A/B, Mathematics 1600A/B, Calculus 1301A/B, Calculus 1501A/B.

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0 additional courses** in any subject numbered 1000-1999 (MOS 1033A/B and Political Science **1022F/G** ~~1020E~~ are strongly recommended).

~~Notes: *Students wishing to transfer to a BMOS Honours degree must have the proper Mathematics prerequisites for advanced economics courses, i.e., 0.5 from Calculus 1000A/B or Mathematics 1225A/B and 0.5 from Calculus 1301A/B, Calculus 1501A/B, Mathematics 1229A/B or Mathematics 1600A/B.~~

~~**Students requiring Mathematics 0110A/B may include this course with permission from the Department.~~

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

Note: Students enrolled at another Affiliated University College or the Constituent University must meet the admission requirements in order to transfer into a BMOS SPECIALIZATION at King's.

Module

~~11.0~~ **10.0** courses

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

~~1.0 course from: Economics 2150A/B or Economics 2260A/B and Economics 2152A/B or Economics 2220A/B.~~

0.5 course from: ~~MOS 2155A/B,~~ MOS 2181A/B.

~~0.5 course: MOS 2285A/B.~~

~~1.0~~ **0.5 course** normally taken in second year from: Economics 2222A/B, ~~Economics 2223A/B;~~ or ~~Statistical Sciences 2035 (with a minimum grade of 70%).~~

0.5 course normally taken in second year from: Analytics and Decision Sciences 2036A/B, Economics 2223A/B.

~~2.0~~ **1.5 courses:** ~~MOS 2220F/G,~~ MOS 3310A/B, MOS 3320A/B, MOS 3330A/B.

2.5 courses: MOS 2220F/G, MOS 2285A/B, MOS 3331A/B, MOS 3332A/B, MOS 4404A/B.

~~1.5~~ **2.0 courses:** ~~Economics 2162A/B,~~ **Economics 2220A/B, Economics 2260A/B,** Economics 2163A/B **or Economics 3352A/B,** Economics 2164A/B **or Economics 3370A/B.**

~~0.5 course from MOS 3401F/G; Philosophy 2074F/G, Philosophy 2075F/G, Philosophy 2700F/G.~~

~~1.0~~ **0.5 course:** ~~MOS 4404A/B,~~ MOS 4410A/B.

~~1.0 course normally taken in fourth year from: MOS Special Topics at 3000 level or above; MOS 2255F/G, Economics 2124A/B, Economics 2125A/B, Economics 2151A/B, Economics 2153A/B; Political Science 2225E, Political Science 2231E, Political Science 2245E.~~

~~1.0 course: MOS 3331A/B, MOS 3332A/B.~~

1.0 course from: MOS 2000-level or above; Political Science 2000-level or above.

Notes:

~~1. Special Topics courses for the Specialization must be approved for relevancy prior to enrolment.~~

~~2.~~ Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS SPECIALIZATION, students must

- a) maintain a minimum cumulative average of 65%
- b) obtain a minimum sessional average of 60% in the fall/winter term*

* Sessional averages are calculated in May, after the fall/winter term.

In order to be readmitted to the BMOS SPECIALIZATION, students must complete 5.0 additional courses in another discipline, achieve a minimum average of 70% in their last 5.0 courses, and have a cumulative average of 65%.

Graduation Requirements

Students must obtain a minimum overall average of 65% on the 20.0 courses to be counted for graduation. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

~~Among, or in addition to the module requirements for the different streams, all BMOS Four-Year Specialization students require the following before graduation:~~

- ~~0.5 "Ethics" course, as noted in the module requirements.~~
- ~~2.0 designated essay courses (E, F, or G), 1.0 at the senior level.~~
- ~~1.0 course from each of Categories A, B, and C.~~

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21507>

HONOURS SPECIALIZATION IN ORGANIZATIONAL AND HUMAN RESOURCES

Admission Requirements

Students may **not** apply to the BMOS HONOURS SPECIALIZATIONS when they apply for admission to the University.

First Year Requirements

5.0 first-year courses

After first year, students may apply for admission upon completion of first-year requirements with no failures. Students must have an average of at least 73% on, and no grade less than 60% in, the following

3.0 principal courses:

1.0 course: MOS 1021A/B and MOS 1023A/B or Business Administration 1220E.

0.5 course from: Mathematics 1230A/B; Calculus 1000A/B.

0.5 course from: ~~Calculus 1301A/B, Calculus 1501A/B~~; Mathematics 1229A/B, Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B**.

1.0 course: Economics 1021A/B and Economics 1022A/B.

~~1.0 course from: Psychology 1000, Psychology 1000W/X.~~

~~(1.0 course from Sociology 1020, Sociology 1020W/X, Sociology 1021E is strongly recommended)~~

2.0 additional courses in any subject numbered 1000-1999 (MOS 1033A/B and 1.0 Psychology 1000-level courses are strongly recommended).

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

After second year, students applying for a BMOS HONOURS SPECIALIZATION must:

- a) have achieved an average of at least 73% on the last 5.0 courses;
- b) have achieved an average of at least 73% on the 3.0 principal courses required for the module;
- c) have obtained a minimum grade of 60% in each course required for the module;
- d) have obtained a passing grade in each elective course; and,
- e) have a minimum cumulative average of 65%.

Transferring to King's BMOS Programs: Students enrolled at another Affiliated University College or the Constituent University must meet the admission requirements in order to transfer into a BMOS HONOURS SPECIALIZATION at King's.

Module

~~11.5~~ **10.0** courses:

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

~~1.0~~ **0.5 course** normally taken in second year ~~from:~~ Economics 2222A/B ~~and Economics 2223A/B or; or Statistical Sciences 2035 (with a minimum grade of 70%).~~

0.5 course: MOS 2181A/B.

0.5 course from: Analytics and Decision Sciences 2036A/B, Economics 2223A/B.

~~0.5 course from: MOS 2255F/G, MOS 2285A/B.~~

~~0.5 course from: MOS 2275A/B, Psychology 2061A/B, Sociology 2145A/B~~

~~1.0 course normally taken in third year: MOS 2220F/G, MOS 3401F/G.~~

2.0 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B, ~~MOS 3370A/B~~ **MOS 4410A/B.**

~~3.0~~ **3.5 courses** from: MOS 3342A/B, MOS 3343A/B, MOS 3344A/B, MOS 3352F/GA/B, **MOS 3370A/B,** MOS 3383A/B, MOS 3384A/B.

~~1.5 courses normally taken in 4th year: MOS 4410A/B, MOS 4470A/B, MOS 4485F/G.~~

~~0.5 course from: MOS 3331A/B, MOS 3332A/B, MOS 4422F/G, MOS Special Topics at 3000-level or above.~~

1.0 course: MOS 4470A/B, MOS 4485F/G.

1.0 course from: MOS 2000-level or above; Psychology 2000-level or above.

Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS HONOURS SPECIALIZATION, students must:

- a) maintain a minimum modular average of 70%;
- b) obtain minimum grades of 60% in all courses listed for the module;
- c) obtain a passing grade in each elective course (students who fail a course are not permitted to progress in Honours programs); and,
- d) maintain a minimum cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS SPECIALIZATION, students must achieve a minimum modular average of 70% with a minimum mark of 60% in each course,

obtain a passing grade in each elective course, and maintain a minimum average of 65% on the 20.0 courses counted towards the BMOS HONOURS SPECIALIZATION Degree. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21515>

SPECIALIZATION IN ORGANIZATIONAL AND HUMAN RESOURCES

Admission Requirements

Students applying for a BMOS SPECIALIZATION must have

- a) an overall average of at least 70% on the last 5.0 courses completed;
- b) obtained a passing grade for each course required for admission to the module, and a passing grade for all option courses; and
- c) a minimum cumulative average of 65%.

5.0 first-year courses:

1.0 course from: MOS 1021A/B and MOS 1023A/B or Business Administration 1220E.

~~1.0 course: Psychology 1000, Psychology 1000W/X.~~

~~1.0 course from: Mathematics 1228A/B, Mathematics 1229A/B, Mathematics 1230A/B; Calculus 1000A/B, Calculus 1301A/B, Calculus 1501A/B; Mathematics 1600A/B; Statistical Sciences 1024A/B.~~

0.5 course from: Calculus 1000A/B, Mathematics 1230A/B.

0.5 course from: Mathematics 1229A/B, Mathematics 1600A/B, Calculus 1301A/B, Calculus 1501A/B.

1.0 course: Economics 1021A/B and Economics 1022A/B.

~~1.0** course in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended).~~

~~(1.0 course from Sociology 1020, Sociology 1020W/X, Sociology 1021E is strongly recommended)~~

2.0 additional courses in any subject numbered 1000-1999 (MOS 1033A/B and 1.0 Psychology 1000-level courses are strongly recommended).

Notes:

~~*Students wishing to transfer to a BMOS Honours degree must have the proper Mathematics prerequisites for advanced economics courses. i.e., 0.5 from Calculus 1000A/B, or Mathematics 1225A/B and 0.5 from Calculus 1301A/B, Calculus 1501A/B, Mathematics 1229A/B or Mathematics 1600A/B.~~

~~**Students requiring Mathematics 0110A/B may include this course with permission from the Department.~~

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

Note: Students enrolled at another Affiliated University College or the Constituent University must meet the admission requirements in order to transfer into a BMOS SPECIALIZATION at King's.

Module

~~11.5~~ **10.0** courses

1.0 course normally taken in second year: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

~~1.0~~ **0.5 course** normally taken in second year from: Economics 2222A/B, ~~Economics 2223A/B; or Statistical Sciences 2035 (with a minimum grade of 70%).~~

0.5 course normally taken in second year from: Analytics and Decision Sciences 2036A/B, Economics 2223A/B.

0.5 course: MOS 2181A/B.

~~0.5 course from: MOS 2275A/B, Psychology 2061A/B, Sociology 2145A/B~~

~~0.5 course from: MOS 2255F/G, MOS 2285A/B.~~

~~2.5~~ **1.5 courses** normally taken in 3rd year: ~~MOS 2220F/G,~~ MOS 3310A/B, MOS 3320A/B, MOS 3330A/B, ~~MOS 3370A/B.~~

~~0.5 course from: MOS 3401F/G, Philosophy 2074F/G, Philosophy 2075F/G, Philosophy 2700F/G.~~

1.5 courses normally taken in 4th year: MOS 4410A/B, MOS 4470A/B, MOS 4485F/G.

~~0.5 course from: MOS 3331A/B, MOS 3332A/B, MOS 4422F/G, MOS Special Topics at 2000-level or above.~~

~~3.0~~ **3.5 courses** from: MOS 3342A/B, MOS 3343A/B, MOS 3344A/B, MOS 3352F/G, **MOS 3370A/B,** MOS 3383A/B, MOS 3384A/B.

1.0 course from: MOS 2000-level or above; Psychology 2000-level or above.

Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Notes:

~~1. Selected Topics courses for the Specialization must be approved for relevancy prior to enrolment.~~

~~2.~~ All BMOS students must complete 1.0 designated essay course at the senior level, and 1.0 Category B.

Progression Requirements

To progress in the BMOS SPECIALIZATION, students must

- a) maintain a minimum cumulative average of 65%
- b) obtain a minimum sessional average of 60% in the fall/winter term*

* Sessional averages are calculated in May, after the fall/winter term.

In order to be readmitted to the BMOS SPECIALIZATION, students must complete 5.0 additional courses in another discipline, achieve a minimum average of 70% in their last 5.0 courses, and have a cumulative average of 65%.

Graduation Requirements

Students must obtain a minimum overall average of 65% on the 20.0 courses to be counted for graduation. Students with advanced standing must achieve an overall average of 65% on courses completed at Western.

Among, or in addition to the module requirements for the different streams, all BMOS Four-Year Specialization students require the following before graduation:

~~0.5 "Ethics" course, as noted in the module requirements.~~

2.0 designated essay courses (E, F, or G), 1.0 at the senior level.

1.0 course from each of Categories A, B, and C.

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21508>

MAJOR IN ACCOUNTING (MUST BE PART OF AN HONOURS DOUBLE MAJOR)

Note: Restricted to students registered in BMOS (Honours) Double Major; students may only apply after completion of first-year, and must also register in another Major module from an area other than MOS.

Admission Requirements

Completion of first-year requirements, including **3.0 principal courses** with a minimum average of 70%, with no grade less than 60%:

1.0 course: **MOS 1021A/B and MOS 1023A/B or** Business Administration 1220E.

0.5 course from: Mathematics 1230A/B, Calculus 1000A/B.

0.5 course from: Mathematics 1229A/B, ~~Calculus 1501A/B, Calculus 1301A/B;~~
Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B.**

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0* additional courses in any subject numbered 1000-1999 (MOS 1033A/B is required for CPA).

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

In addition to meeting the above admission requirements, students must successfully complete the admission requirements for a Major module in a discipline other than Management and Organizational Studies. If admission requirements are not met for either or both of the Majors, students will not be allowed to register in the BMOS HONOURS DOUBLE MAJOR program and will be required to apply to a BMOS Honours Specialization, a BMOS Specialization, OR to another program.

After second year, students applying for the BMOS HONOURS DOUBLE MAJOR must have

- a) achieved an average of at least 70% on the last 5.0 courses;
- b) achieved an average of at least 70% on the 3.0 principal courses for the module;
- c) obtained a grade of at least 60% in each course required for the module;
- d) obtained a passing grade in each elective course;
- e) a minimum cumulative average of 65%.

Transferring to King's BMOS Programs: Students enrolled at another Affiliated University College or at the Constituent University must meet the admission requirements in order to transfer into a BMOS Honours Double Major at King's.

Notes:

- * Students should choose courses from this section based on the requirements of courses in their chosen MOS Major module, and their second Major module.
- **In the selection of first year courses, it is strongly recommended that students take a first year essay course 1000-1999(F, G or E), in order to meet their Essay degree requirement of 2.0 Essay courses, 1.0 of which must be 2000 level or higher. Students will also need to complete 1.0 from Category B (Arts and Humanities).

All Honours Accounting Double Major students must complete 0.5 "Ethics" requirement, as part of their degree. MOS 4467A/B should be used for the 0.5 "Ethics" requirement as the course is also required for Western's Graduate Diploma in Accounting and the CPA designation. Students considering pursuing Western's Graduate Diploma in Accounting or their CPA certification should take all MOS Accounting courses listed in the "2.5 from" list and this may limit the options as to which other Honours Major Module can be selected for study.

Module

7.0 courses:

1.0 course: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

~~1.0 0.5 course from: Economics 2222A/B and Economics 2223A/B or Statistical Sciences 2035 (with a minimum grade of 70%).~~

~~0.5 course from: MOS 2181A/B, MOS 2155A/B.~~

1.5 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B.

~~2.5 3.0 courses from: MOS 3360A/B, MOS 3361A/B, MOS /B, MOS 3363A/B, MOS 3367A/B*, MOS 3370A/B, MOS 4422F/G, MOS 4462A/B*, MOS 4465A/B, MOS 4467A/B*, MOS 4471A/B.~~

0.5 course: MOS 4410A/B.

***should be taken in the same year**

Progression Requirements

To progress in the BMOS HONOURS DOUBLE MAJOR, students must have

- a) maintained a modular average of 70% in each Major module;
- b) obtained a minimum grade of 60% in each course required for the module;
- c) obtained a passing grade in each elective course;
- d) maintained a cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS DOUBLE MAJOR degree, students must achieve a minimum average of 70% with a minimum mark of 60% in each course of each module, obtain a passing grade in each elective course, and maintain a minimum cumulative average of 65% in the 20.0 courses counted towards the

BMOS HONOURS DOUBLE MAJOR degree. Students with advanced standing must achieve an average of 65% on courses completed at Western.

In addition to the module requirements for the different streams, all BMOS Honours Double Major students require the following before graduation:

~~0.5 "Ethics" course, as noted on the program checklists (see department).~~

2.0 designated essay courses (E, F, or G), 1.0 at the senior level.

1.0 course from each of Categories A, B, and C.

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21509>

MAJOR IN GLOBAL COMMERCE (MUST BE PART OF AN HONOURS DOUBLE MAJOR)

Note: Restricted to students registered in BMOS (Honours) Double Major; students may only apply after completion of first-year, and must also register in another Major module from an area other than MOS.

Admission Requirements

Completion of first-year requirements, including **3.0 principal courses** with a minimum average of 70%, with no grade less than 60%:

1.0 course: **MOS 1021A/B and MOS 1023A/B or** Business Administration 1220E.

0.5 course from: Mathematics 1230A/B, Calculus 1000A/B.

0.5 course from: Mathematics 1229A/B, ~~Calculus 1501A/B, Calculus 1301A/B;~~
Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B.**

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0* additional courses in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended).

If a student is required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year mathematics courses listed above it will count toward the 20.0 required courses for the student's degree at King's University College as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year mathematics courses.

In addition to meeting the above admission requirements, students must successfully complete the admission requirements for a Major module in a discipline other than Management and Organizational Studies. If admission requirements are not met for either or both of the Majors, students will not be allowed to register in the BMOS HONOURS DOUBLE MAJOR program and will be required to apply to a BMOS Honours Specialization, a BMOS Specialization, OR to another program.

After second year, students applying for the BMOS HONOURS DOUBLE MAJOR must have

- a) achieved an average of at least 70% on the last 5.0 courses;
- b) achieved an average of at least 70% on the 3.0 principal courses for the module;
- c) obtained a grade of at least 60% in each course required for the module;
- d) obtained a passing grade in each elective course;
- e) a minimum cumulative average of 65%.

Transferring to King's BMOS Programs: Students enrolled at another Affiliated University College or at the Constituent University must meet the admission requirements in order to transfer into a BMOS Honours Double Major at King's.

Notes:

* Students should choose courses from this section based on the requirements of courses in their chosen MOS Major module and their second Major module.

In the selection of first year courses, it is strongly recommended that students take a first year essay course 1000-1999(F, G or E), in order to meet their Essay degree requirement of 2.0 Essay courses, 1.0 of which must be 2000 level or higher. Students will also need to complete 1.0 from Category B (Arts and Humanities).

~~Political Science 1020E is recommended in First Year.~~

Module

7.0 courses:

1.0 course: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

0.5 course: Economics 2222A/B

~~0.5 course: MOS 2285A/B.~~

~~0.5~~ **2.5 courses:** MOS 2220F/G, **MOS 2285A/B, MOS 3331A/B, MOS 3332A/B, MOS 4404A/B.**

0.5 course from: MOS 2181A/B, ~~MOS 2155A/B.~~

1.5 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B.

0.5 course from: Economics 2220A/B, Economics 2260A/B, Economics 2163A/B or Economics 3352A/B, Economics 2164A/B or Economics 3370A/B.

~~0.5 course from: Economics 3352A/B, Economics 3370A/B, MOS 3331A/B.~~

~~1.0~~ **0.5 course:** ~~MOS 4404A/B,~~ MOS 4410A/B.

~~0.5 course: MOS 3332A/B.~~

~~0.5 course: MOS 3401F/G.~~

Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS HONOURS DOUBLE MAJOR, students must have

- a) maintained a modular average of 70% in each Major module;
- b) obtained a minimum grade of 60% in each course required for the module;
- c) obtained a passing grade in each elective course;
- d) maintained a cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS DOUBLE MAJOR degree, students must achieve a minimum average of 70% with a minimum mark of 60% in each course of each module, obtain a passing grade in each elective course, and maintain a minimum cumulative average of 65% in the 20.0 courses counted towards the

BMOS HONOURS DOUBLE MAJOR degree. Students with advanced standing must achieve an average of 65% on courses completed at Western.

In addition to the module requirements for the different streams, all BMOS Honours Double Major students require the following before graduation:

~~0.5 "Ethics" course, as noted on the program checklists (see department).~~

2.0 designated essay courses (E, F, or G), 1.0 at the senior level.

1.0 course from each of Categories A, B, and C.

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21511>

MAJOR IN ORGANIZATIONAL AND HUMAN RESOURCES (MUST BE PART OF AN HONOURS DOUBLE MAJOR)

Note: Restricted to students registered in BMOS (Honours) Double Major; students may only apply after completion of first-year, and must also register in another Major module from an area other than MOS.

Admission Requirements

Completion of first-year requirements, including **3.0 principal courses** with a minimum average of 70%, with no grade less than 60%:

1.0 course: **MOS 1021A/B and MOS 1023A/B or** Business Administration 1220E.

0.5 course from: Mathematics 1230A/B, Calculus 1000A/B.

0.5 course from: Mathematics 1229A/B, ~~Calculus 1501A/B, Calculus 1301A/B;~~ Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B.**

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0* additional courses in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended).

If you are required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year Mathematics courses listed on the program checklist it will count toward the 20.0 required credits for your degree at King's as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year Mathematics courses.

In addition to meeting the above admission requirements, students must successfully complete the admission requirements for a Major module in a discipline other than Management and Organizational Studies. If admission requirements are not met for either or both of the Majors, students will not be allowed to register in the BMOS HONOURS DOUBLE MAJOR program and will be required to apply to a BMOS Honours Specialization, a BMOS Specialization, OR to another program.

After second year, students applying for the BMOS HONOURS DOUBLE MAJOR must have

- a) achieved an average of at least 70% on the last 5.0 courses;
- b) achieved an average of at least 70% on the 3.0 principal courses for the module;
- c) obtained a grade of at least 60% in each course required for the module;
- d) obtained a passing grade in each elective course;
- e) a minimum cumulative average of 65%.

Transferring to King's BMOS Programs: Students enrolled at another Affiliated University College or at the Constituent University must meet the admission requirements in order to transfer into a BMOS Honours Double Major at King's.

Notes:

* Students should choose courses from this section based on the requirements of courses in their chosen MOS Major module, and their second Major module.

In the selection of first year courses, it is strongly recommended that students take a first year essay course 1000-1999(F, G or E), in order to meet their Essay degree requirement of 2.0 Essay courses, 1.0 of which must be 2000 level or higher. Students will also need to complete 1.0 from Category B (Arts and Humanities).

Module

7.0 courses:

1.0 course: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

0.5 course: MOS 2181A/B.

0.5 course: Economics 2222A/B

1.5 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B.

~~0.5 course: MOS 4470A/B.~~

0.5 course: MOS 4410A/B.

2.0 3.0 courses from: MOS 3342A/B, MOS 3343A/B, MOS 3344A/B, MOS 3352F/G, MOS 3383A/B, MOS 3384A/B, MOS 4485F/G.

~~0.5 course: MOS 3401F/G.~~

Students require 1.0 Category B (Arts and Humanities) if not already completed, and 2.0 designated essay courses including 1.0 numbered 2000-4999, prior to graduation.

Progression Requirements

To progress in the BMOS HONOURS DOUBLE MAJOR, students must have

- a) maintained a modular average of 70% in each Major module;
- b) obtained a minimum grade of 60% in each course required for the module;
- c) obtained a passing grade in each elective course;
- d) maintained a cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS DOUBLE MAJOR degree, students must achieve a minimum average of 70% with a minimum mark of 60% in each course of each module, obtain a passing grade in each elective course, and maintain a minimum cumulative average of 65% in the 20.0 courses counted towards the BMOS HONOURS DOUBLE MAJOR degree. Students with advanced standing must achieve an average of 65% on courses completed at Western.

In addition to the module requirements for the different streams, all BMOS Honours Double Major students require the following before graduation:

~~0.5 "Ethics" course, as noted on the program checklists (see department).~~

2.0 designated essay courses (E, F, or G), 1.0 at the senior level.

1.0 course from each of Categories A, B, and C.

REVISED CALENDAR COPY

<https://westerncalendar.uwo.ca/Modules.cfm?ModuleID=21510>

MAJOR IN MANAGEMENT AND ORGANIZATIONAL STUDIES (MUST BE PART OF AN HONOURS DOUBLE MAJOR)

Note: Restricted to students registered in BMOS (Honours) Double Major; students may only apply after completion of first-year, and must also register in another Major module from an area other than MOS.

Admission Requirements

Completion of first-year requirements, including **3.0 principal courses** with a minimum average of 70%, with no grade less than 60%:

1.0 course: **MOS 1021A/B and MOS 1023A/B or** Business Administration 1220E.

0.5 course from: Mathematics 1230A/B, Calculus 1000A/B.*

0.5 course from: Mathematics 1229A/B, ~~Calculus 1501A/B, Calculus 1301A/B~~; Mathematics 1600A/B, **Calculus 1301A/B, Calculus 1501A/B**.*

1.0 course: Economics 1021A/B and Economics 1022A/B.

2.0* additional courses in any subject numbered 1000-1999 (MOS 1033A/B is strongly recommended).

If you are required to take Mathematics 0110A/B IN ADDITION TO the 1.0 required first-year Mathematics courses listed on the program checklist it will count toward the 20.0 required credits for your degree at King's as needed. Mathematics 0110A/B is NOT a substitute for the other 1.0 required first-year Mathematics courses.

In addition to meeting the above admission requirements, students must successfully complete the admission requirements for a Major module in a discipline other than Management and Organizational Studies. If admission requirements are not met for either or both of the Majors, students will not be allowed to register in the BMOS HONOURS DOUBLE MAJOR program and will be required to apply to a BMOS Honours Specialization, a BMOS Specialization, OR to another program.

After second year, students applying for the BMOS HONOURS DOUBLE MAJOR must have

- a) achieved an average of at least 70% on the last 5.0 courses;
- b) achieved an average of at least 70% on the 3.0 principal courses for the module;
- c) obtained a grade of at least 60% in each course required for the module;
- d) obtained a passing grade in each elective course;
- e) a minimum cumulative average of 65%.

Transferring to King's BMOS Programs: Students enrolled at another Affiliated University College or at the Constituent University must meet the admission requirements in order to transfer into a BMOS Honours Double Major at King's.

Notes:

* Students should choose courses from this section based on the requirements of courses in their chosen MOS Major module, and their second Major module.

**In the selection of first year courses, it is strongly recommended that students take a first year essay course 1000-1999(F, G or E), in order to meet their Essay degree requirement of 2.0 Essay courses, 1.0 of which must be 2000 level or higher. Students will also need to complete 1.0 from Category B (Arts and Humanities).

Module

7.0 courses:

1.0 course: Business Administration 2257 or MOS 2227A/B and MOS 2228A/B.

0.5 course from: Economics 2222A/B; ~~MOS 2242A/B.~~

2.5 courses: MOS 2181A/B, MOS 3310A/B, MOS 3320A/B, MOS 3330A/B, MOS 4410A/B.

3.0 courses from any MOS 2000-level or above*.

***Note 0.5 can be substituted from Analytics and Decisions Sciences 2000 level or above with academic approval**

~~0.5 course from: MOS 2220F/G, MOS 4404A/B.~~

~~2.0 courses: MOS 3310A/B, MOS 3320A/B, MOS 3330A/B, MOS 3385A/B.~~

~~1.0 course: MOS 4410A/B, MOS 4470A/B.~~

~~0.5 course from: MOS 2155A/B OR MOS 2181A/B, MOS 2275A/B, MOS 3360A/B, MOS 3361A/B; Political Science 2211E; the former MOS 2240A/B, the former MOS 3340E, the former MOS 3372, the former Sociology 3350F/G.~~

~~0.5 course: MOS 2255F/G.~~

~~0.5 course: MOS 3331A/B.~~

~~0.5 course: MOS 3401F/G.~~

Progression Requirements

To progress in the BMOS HONOURS DOUBLE MAJOR, students must have

- a) maintained a modular average of 70% in each Major module;
- b) obtained a minimum grade of 60% in each course required for the module;
- c) obtained a passing grade in each elective course;
- d) maintained a cumulative average of 65%.

Students who fail to meet these progression requirements may be eligible to apply to a BMOS Specialization or to another program.

Graduation Requirements

To graduate with a BMOS HONOURS DOUBLE MAJOR degree, students must achieve a minimum average of 70% with a minimum mark of 60% in each course of

each module, obtain a passing grade in each elective course, and maintain a minimum cumulative average of 65% in the 20.0 courses counted towards the BMOS HONOURS DOUBLE MAJOR degree. Students with advanced standing must achieve an average of 65% on courses completed at Western.

In addition to the module requirements for the different streams, all BMOS Honours Double Major students require the following before graduation:

~~0.5 "Ethics" course, as noted on the program checklists (see department).~~

2.0 designated essay courses (E, F, or G), 1.0 at the senior level.

1.0 course from each of Categories A, B, and C.

ITEM 13.4(e) – School of Graduate and Postdoctoral Studies: Major Modification to the Master of Arts (MA) and Doctor of Philosophy (PhD) in Media Studies

ACTION: APPROVAL INFORMATION DISCUSSION

Recommended: That on the recommendation of ACA, Senate approve that effective May 1, 2024, the Master of Arts (MA) and Doctor of Philosophy (PhD) in Media Studies be revised as shown in Item 13.4(e).

EXECUTIVE SUMMARY:

The Faculty of Information and Media Studies is proposing to remove three approved fields of research from the Doctor of Philosophy (PhD) in Media Studies: Media Cultures, Media Industries, and Media Technologies. These fields of research no longer align with demonstratable and collective strengths of the program’s faculty, nor do they guide areas of specialization for incoming students.

The Faculty of Information and Media Studies is also proposing to eliminate the part-time option within the Master of Arts (MA) in Media Studies. The MA in Media Studies curriculum is not structured to support part-time studies and does not offer the flexibility necessary to accommodate the needs of part-time students.

ATTACHMENT(S):

[Major Modification to the Master of Arts \(MA\) and Doctor of Philosophy \(PhD\) in Media Studies](#)

**Major Modification to the Master of Arts (MA) and
 Doctor of Philosophy (PhD) in Media Studies**

The Faculty of Information and Media Studies is proposing to remove three approved fields of research from the Doctor of Philosophy (PhD) in Media Studies: Media Cultures, Media Industries, and Media Technologies. These fields of research no longer align with demonstratable and collective strengths of the program’s faculty and are no longer used in any functional manner (they do not display on transcripts or parchments, nor do they guide areas of specialization for incoming students). The Media Studies program has been developed to provide structure and a common set of critical and analytical skills relating to appropriate theory and research methods while at the same time offering students flexibility and a high degree of individual choice. Students are encouraged to think across the media and across disciplines, which transcend the three current fields of research. Please note the Master of Arts (MA) in Media Studies does not have approved fields of research, only the PhD.

The Faculty of Information and Media Studies is also proposing to eliminate the part-time option within the MA in Media Studies. The MA in Media Studies curriculum is not structured to support part-time studies and does not offer the flexibility necessary to accommodate the needs of part-time students. For example, the program does not offer course work options during the summer term, nor is it flexible enough to accommodate unique schedules such as those who are attempting to complete the degree while maintain full-time employment. In addition, the part-time option does not garner significant interest from applicants (only 1 student has ever enrolled as an approved part-time student).

Current program	Proposed Change(s)
<p>Fields of research for the PhD:</p> <ul style="list-style-type: none"> • Media Cultures • Media Industries • Media Technologies <p>Approved Course load options for the MA:</p> <ul style="list-style-type: none"> • Full-time • Part-time 	<p>No fields of research moving forward</p> <p>Approved Course load options for the MA:</p> <ul style="list-style-type: none"> • Full-time

Current students will not be impacted by the change to remove the fields of research for the PhD. Students are not formally or informally associated with a specific field.

There is one student currently enrolled in the part-time option for the MA. The student will be given every opportunity to complete the degree as was offered to them at the time of admission. The program will help to accommodate their needs as best as possible (e.g., offering directed reading opportunities for summer-time studies etc.)

The learning outcomes of the program will not change.

ITEM 13.4(f) – Undergraduate Sessional Dates (2024-25)

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

On behalf of the Senate, the Senate Committee on Academic Curriculum and Awards (ACA) approved the Undergraduate Sessional Dates for 2024-25, as shown in Item 13.4(f).

The Office of the Registrar, in consultation with the academic community and appropriate administrative offices, compiles all applicable sessional dates for the academic year and recommends them to the Senate Committee on Academic Curriculum and Awards (ACA) for approval. ACA provides the approved sessional dates to Senate for information.

The proposed Undergraduate Sessional Dates provide only 11 Mondays of instruction in Fall 2024. This limitation should be recognized by instructors to ensure they are meeting the minimum 24 contact hour requirement for a Fall 0.50 course that is being delivered on Mondays.

ATTACHMENT(S):

[Undergraduate Sessional Dates – 2024-25](#)

Fall/Winter Undergraduate Sessional Dates (Fall 2024)

September 2024						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2: Labour Day.

5: Fall/Winter classes begin.

13: Last day to add or drop a full (1.0) course, a first-term half (0.5) course, a first-term full (1.0) course, or a full-year half (0.5) course. Courses dropped by this date will not appear on a transcript; no fee penalty. Courses dropped after this date will appear on a transcript with a grade of 'WDN' (withdrawn, without academic penalty).

30: National Day for Truth and Reconciliation (non-instructional day).

3: Rosh Hashanah (for reference).

12-20: Fall Reading Week.

14: Thanksgiving Holiday.

23-25: Autumn Convocation.

12: Last day to withdraw from a first-term half (0.5) course or a first-term full (1.0) course resulting in a grade of 'WDN' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'F'

2: Last day to withdraw from a full (1.0) course and full-year half (0.5) course resulting in a grade of 'WDN' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'F' [*Note: deadline extended from Saturday, November 30, 2024]

6: Fall/Winter classes end.

7-8: Study Days.

9-22: Mid-year examination period.

23-31: Holiday break.

	Start/end date
	Add/drop deadline
	No classes
	Convocation
	Examinations
	Official Holiday (no classes)

Fall/Winter Undergraduate Sessional Dates (Winter 2025)

January 2025						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-5: Holiday break (cont'd).

6: Classes resume.

14: Last day to add or drop a second-term half (0.5) course or a second-term full (1.0) course. Courses dropped by this date will not appear on a transcript. Courses dropped after this date will appear on a transcript with a grade of 'WDN' (withdrawn, without academic penalty).

15-23: Spring Reading Week.

17: Family Day.

28: In Absentia February Convocation.

7: Last day to withdraw from a second-term half (0.5) course, or a second-term full (1.0) course resulting in a grade of 'WDN' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'F'.

4: Fall/Winter classes end.

5-6: Study Days.

7-30: Final examination period.

13-14: Passover (for reference).

18: Good Friday.

20: Easter Sunday.

	Start/end date
	Add/drop deadline
	No classes
	Convocation
	Examinations
	Official Holiday (no classes)

Other Fall/Winter Sessional Dates

Quarter Sessions (Q/R/S/T)	
September 9, 2024	First day of first-term first-quarter ('Q') courses (Kinesiology).
September 13, 2024	Last day to add a first-term first quarter ('Q') course (Kinesiology).
September 20, 2024	Last day to drop a first-term first quarter ('Q') course without academic penalty (Kinesiology).
October 29, 2024	First day of first-term second quarter ('R') courses (Kinesiology).
November 4, 2024	Last day to add a first-term second quarter ('R') course (Kinesiology).
November 11, 2024	Last day to drop a first-term second quarter ('R') course without academic penalty (Kinesiology).
January 6, 2025	First day of second-term first quarter ('S') courses (Kinesiology).
January 10, 2025	Last day to add a second-term first quarter ('S') course (Kinesiology).
January 17, 2025	Last day to drop a second-term first quarter ('S') course without academic penalty (Kinesiology).
February 24, 2025	First day of second-term second quarter ('T') courses (Kinesiology).
February 28, 2025	Last day to add a second-term second quarter ('T') course (Kinesiology).
March 7, 2025	Last day to drop a second-term second quarter ('T') course without academic penalty (Kinesiology).

Academic Deadline Dates per Academic Policies (for reference)

Discovery Credit Deadlines	
January 15, 2025	Deadline to declare a Discovery Credit for a Fall (first-term) course.
May 15, 2025	Deadline to declare a Discovery Credit for Winter (second-term) or Fall/Winter (full-term) course.
Appeal Deadlines	
January 31, 2025	Deadline to apply for relief against a final grade in a Fall/Winter first-term course.
June 30, 2025	Deadline to apply for relief against a program eligibility decision.
June 30, 2025	Deadline to apply for relief against a final grade in a Fall/Winter second-term or a full (1.0) year course.
June 30, 2025	Deadline to request a waiver of the progression requirements.
Graduation Deadlines	
September 8, 2024	Deadline for applications for graduation: Autumn Convocation.
October 1, 2024	Last day for students on exchange or a letter of permission to submit transcripts for graduation at Autumn Convocation.
January 22, 2025	Deadline for applications for graduation: In Absentia February Convocation.
April 30, 2025	Deadline for applications for graduation: Spring Convocation.
May 15, 2025	Last day for students on exchange or a letter of permission to submit transcripts for graduation at Spring Convocation.

Summer Undergraduate Sessional Dates (2025)

May 2025						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DISTANCE STUDIES/SUMMER EVENING	INTERSESSION	SUMMER DAY
May 5 12-week full (1.0) courses and half (0.5) courses, and 6-week first-term half (0.5) courses begin.	May 12 6-week full (1.0) courses and half (0.5) courses, and 3-week first-term half (0.5) courses begin.	July 7 6-week full (1.0) courses and half (0.5) courses, and 3-week first-term half (0.5) courses begin.
May 9 Last day to add or drop a 12-week full (1.0) course or half (0.5) course, or a 6-week first-term half (0.5) course.	May 13 Last day to add or drop a 6-week full (1.0) course or half (0.5) course, and 3-week first-term half (0.5) course.	July 8 Last day to add or drop a 6-week full (1.0) course or half (0.5) course, or 3-week first-term half (0.5) course.
June 2 Last day to withdraw from a 6-week first-term half (0.5) course resulting in a grade of 'WDN.'	May 26 Last day to withdraw from a 3-week first-term half (0.5) course resulting in a grade of 'WDN.'	July 18 Last day to withdraw from a 3-week first-term half (0.5) course resulting in a grade of 'WDN.'
June 9 Last day to withdraw from a 12-week full (1.0) course or half (0.5) course resulting in a grade of 'WDN.'	May 30 3-week first-term half (0.5) courses end.	July 25 3 week first-term half (0.5) courses end.
June 13 First-term 6-week half (0.5) courses end.	June 2 3-week second-term half (0.5) courses begin.	July 25 Last day to withdraw from a 6-week full (1.0) course or half (0.5) course resulting in a grade of 'WDN.'
June 16 Second-term 6-week half (0.5) courses begin.	June 2 Last day to withdraw from a 6-week full (1.0) course or half (0.5) course resulting in a grade of 'WDN.'	July 28 3-week second-term half (0.5) courses begin.
June 20 Last day to add or drop a 6-week second-term half (0.5) course.	June 3 Last day to add or drop a 3-week second-term half (0.5) course.	July 29 Last day to add or drop a 3-week second-term half (0.5) course.
July 14 Last day to withdraw from a 6-week second-term half (0.5) course resulting in a grade of 'WDN.'	June 13 Last day to withdraw from a second-term 3-week half (0.5) course resulting in a grade of 'WDN.'	August 11 Last day to withdraw from a 3-week second-term half (0.5) course resulting in a grade of 'WDN.'
July 25 12-week full (1.0) courses and half (0.5) courses, and 6-week second-term half (0.5) courses end.	June 20 6-week full (1.0) courses and half (0.5) courses, and 3-week second-term half (0.5) courses end.	August 15 6-week full (1.0) courses and half (0.5) courses, and 3-week second-term half (0.5) courses end.
EXAMINATIONS		
July 28 to July 29 (Summer Evening) July 28 to July 31 (Distance Studies)	June 23 to June 24	August 18 to August 19

	Official Holiday (no classes)
	Convocation

Last Day to Drop = Courses dropped by this date will not appear on a transcript. Courses dropped after this date will appear on a transcript with a grade of 'WDN' (withdrawn, without academic penalty).

Last Day to Withdraw = 'WDN' (withdrawn, without academic penalty). Course withdrawals after this date will appear on a transcript with a grade of 'F.'

Summer Academic Deadline Dates per Academic Policies (for reference)

Appeal Deadlines	
July 31, 2025	Deadline to apply for relief against a final grade in an Intersession course.
September 2, 2025	Deadline to apply for relief against a final grade in a Summer Evening course. [*Note: deadline extended from Sunday, August 31, 2025]
September 15, 2025	Deadline to apply for relief against a final grade in a Summer Day course.
October 15, 2025	Deadline to apply for relief against a final grade in a Spring/Summer Distance Studies course.
Discovery Credit Deadlines	
July 15, 2025	Intersession: Deadline to declare a Discovery Credit course.
August 15, 2025	Distance Studies/Summer Evening: Deadline to declare a Discovery Credit course.
September 2, 2025	Summer Day: Deadline to declare a Discovery Credit course. [*Note: deadline extended from Sunday, August 31, 2025]

ITEM 13.4(g) – New Donor-Funded Scholarships, Awards and Prizes

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

On behalf of the Senate, the Senate Committee on Academic Curriculum and Awards (ACA) approved the terms of reference for the new scholarships, awards and prizes shown in Item 13.4(g), for recommendation to the Board of Governors through the President & Vice-Chancellor.

ATTACHMENT(S):

[New Donor-Funded Scholarships, Awards and Prizes](#)

New Donor-Funded Scholarships, Awards and Prizes

Faculty of Health Sciences

Scott Mackenzie Memorial Bursary in Kinesiology

Awarded to full-time undergraduate students in the Faculty of Health Sciences based on financial need. Preference will be given to candidates in the School of Kinesiology. Online financial assistance applications are available through Student Center and must be submitted by October 31. The Office of the Registrar will select the recipients.

Value: 1 at \$1,350, awarded annually

Effective: 2024-2025 academic year

This award was established by family and friends in memory of Scott Mackenzie who had a passion for understanding the human body and inspiring others to live their healthiest lives.

Ivey Business School

Galashan Family HBA Award

Awarded annually to a full-time student entering HBA1 at the Ivey Business School, based on academic achievement, an interest in a career in investment banking or private equity and from the Greater Hamilton Area. This award will be renewed for HBA2 provided the candidates maintain a minimum 80% average. The HBA Scholarship Committee will make the final selection of the award recipients. This scholarship was established with a generous gift from Kris Galashan (HBA '00).

Value: 1 at \$10,000, continuing for two years

Effective: 2024-2025 to 2029-2030 (final new recipient will be selected in 2028-2029)

Schulich School of Medicine & Dentistry

Dr. Tutis Vilis Graduate Award in Neuroscience

Awarded to full-time students in the graduate program in Neuroscience, the Department of Physiology and Pharmacology, or the Department of Psychology based on outstanding academic achievement. Preference will be given to candidates with a research focus on cognitive and neuroscience pathways who do not already hold a large local, provincial, or national award. A committee in the graduate program in Neuroscience will select recipients. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies.

Value: 1 at \$2,000 awarded annually

Effective: May 2024

This award was established in memory of Dr. Tutis Vilis (1947-2023), a distinguished Professor of Physiology and Ophthalmology at Western from 1976 until his retirement in

2013. Dr. Vilis is internationally recognized for his work in sensorimotor neuroscience. He was a pioneer in the use of human neuroimaging to investigate the cortical mechanisms of visual motion processing. Dr. Vilis reached thousands around the world through his online courses on neuroscience and survival skills for graduate students. He was an award-winning, passionate teacher, especially proud of his 31 graduate students and postdoctoral fellows, 19 of whom have become university professors across Canada and around the world.

Faculty of Science

Whitfield Family Award in Biodiversity and Conservation

Awarded to full-time undergraduate students in the Department of Biology, Faculty of Science, based on academic achievement. Preference will be given to candidates in a Biodiversity and Conservation module. The Office of the Registrar will select the recipients.

Value: 1 at \$2,500 awarded annually, or as funds permit
Effective: 2024-2025 to 2035-2036 academic years inclusive

This award was established by Gary Whitfield (B.Sc. '87). Growing up next to 100+ acres of grassland, forests and wetlands in London, Ontario, his family always had a strong connection to the natural world, biodiversity and conservation; a connection that eventually led him to pursue a Natural Science degree in Biology at Western University. Having now grown to share this passion with his wife and children, he would like to create a legacy by supporting students and the community through a Biodiversity and Conservation Award at Western University.

Faculty of Social Science

Davis Martindale Award in Accounting

Awarded to full-time undergraduate students in Year 3 of the Accounting program in the DAN Department of Management & Organizational Studies, Faculty of Social Science, based on academic achievement. The DAN Department of Management & Organizational Studies will select the recipients.

Value: 1 at \$1,500, awarded annually
Effective: 2024-2025 to 2028-2029 academic years inclusive

This award is established by Davis Martindale LLP. Davis Martindale believes in four Core Values: Make Relationships Matter, Find a Way, Do the Right Thing, Always, and Think Team First. The goal of this Award is to reward students for demonstrating these core values within the classroom and community, and continue showing those behaviours while pursuing a successful and rewarding career in Accounting.

ITEM 13.5(a) – Vice-Provost’s Annual Report on Faculty Recruitment and Retention

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

The Vice-Provost (Academic Planning, Policy & Faculty) provides an annual report to Senate on faculty recruitment and retention for information.

ATTACHMENT(S):

[Report to Senate on Faculty Recruitment and Retention](#)



Western
UNIVERSITY • CANADA

Report to Senate on Faculty Recruitment and Retention

**Office of the Vice Provost
(Academic Planning, Policy and
Faculty)**

March 2024

History, Purpose and Format of the Report

- Beginning 2014, the Faculty Collective agreement has required an annual reporting of metrics related to faculty recruitment;
- The data in this report fulfill that objective; as well, this report provides additional faculty recruitment & retention data;
- Data and analyses are provided with numerical “counts” in order to allow for readers of the report to extract and review these data from a variety of lenses.

Organization of the Report

The report is organized by faculty group:

1. Probationary and Tenured Faculty, Probationary Teaching Scholars
2. Limited-Term non-Clinical Faculty
3. Part-Time non-Clinical Faculty
4. Full-Time Clinical Faculty

Definitions for each group and descriptions of data sources are provided.

Section 1: Probationary and Tenured Faculty

- Data are cross-sectional counts as of October 1; the most recent data in Western's HRIS system is October 1, 2023; the most recent U15 (comparator) data are from the 2022 data
 - reflected by different timelines where comparator data are used
- This section pertains to all Full-Time Probationary (Tenure-track) and Tenured Faculty
- It includes those in senior academic administrative roles who are exempt from the UWOFA Collective Agreement provisions
- Probationary Teaching Scholars received their first appointments in 2022 and are included in this section. Women represent **63.2%** of these new appointments.

Key Observations from slides 9 to 23: Probationary and Tenured Faculty

- The total number of Probationary/Tenured faculty increased from 1998 to 2008, stabilized, then decreased modestly since 2015; in 2019 and 2020 a further decrease was due largely to a retirement incentive window, followed by an increase in hiring in 2021 through 2024;
- In the 2022 data, women comprised 38.6% of all Western faculty and 51.5% of Assistant Professors, illustrating increasing representation with recent cohorts (reflected in slides 11-12);
- In 2023, women made up 64.6% of new probationary/tenured faculty hires, which is an increase from the last two years.

Key Observations from slides 9 to 23

continued

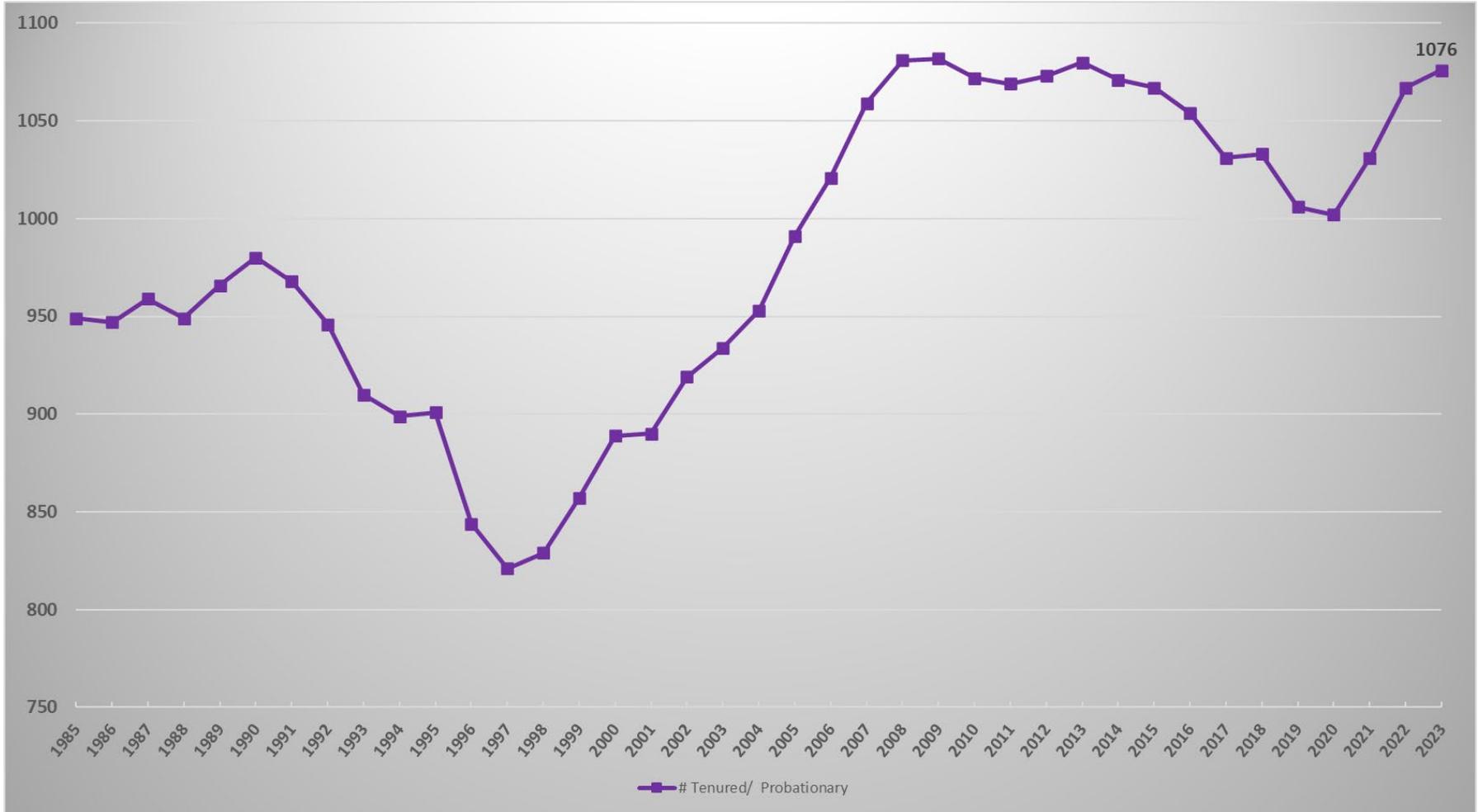
- Representation of women varies by discipline (the data include all faculty thus reflect historic, as well as recent, cohorts);
- Gender shows to have some influence on time-to-tenure in STEM disciplines and on time-to-promotion in both STEM and non-STEM disciplines;
- Discipline (STEM vs. non-STEM) shows to have a greater influence on time-to-tenure and time-to-promotion;
- Probationary cohort success rates were similar for men and women.

Key Observations from slides 9 to 23

continued

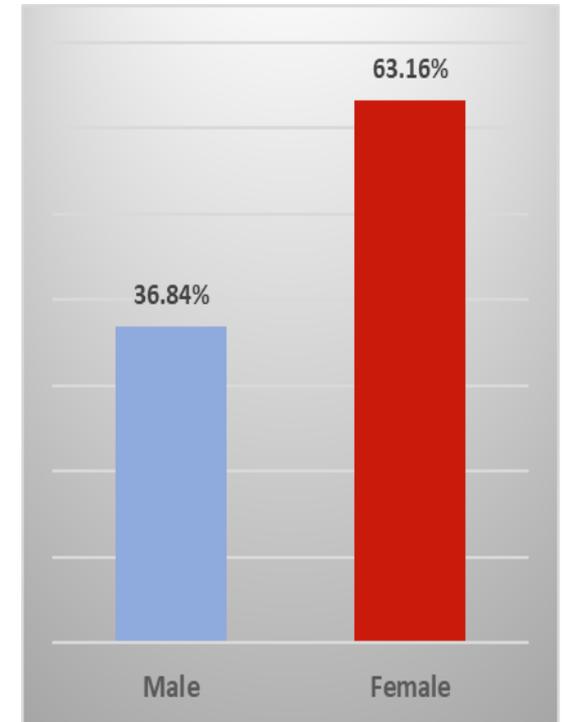
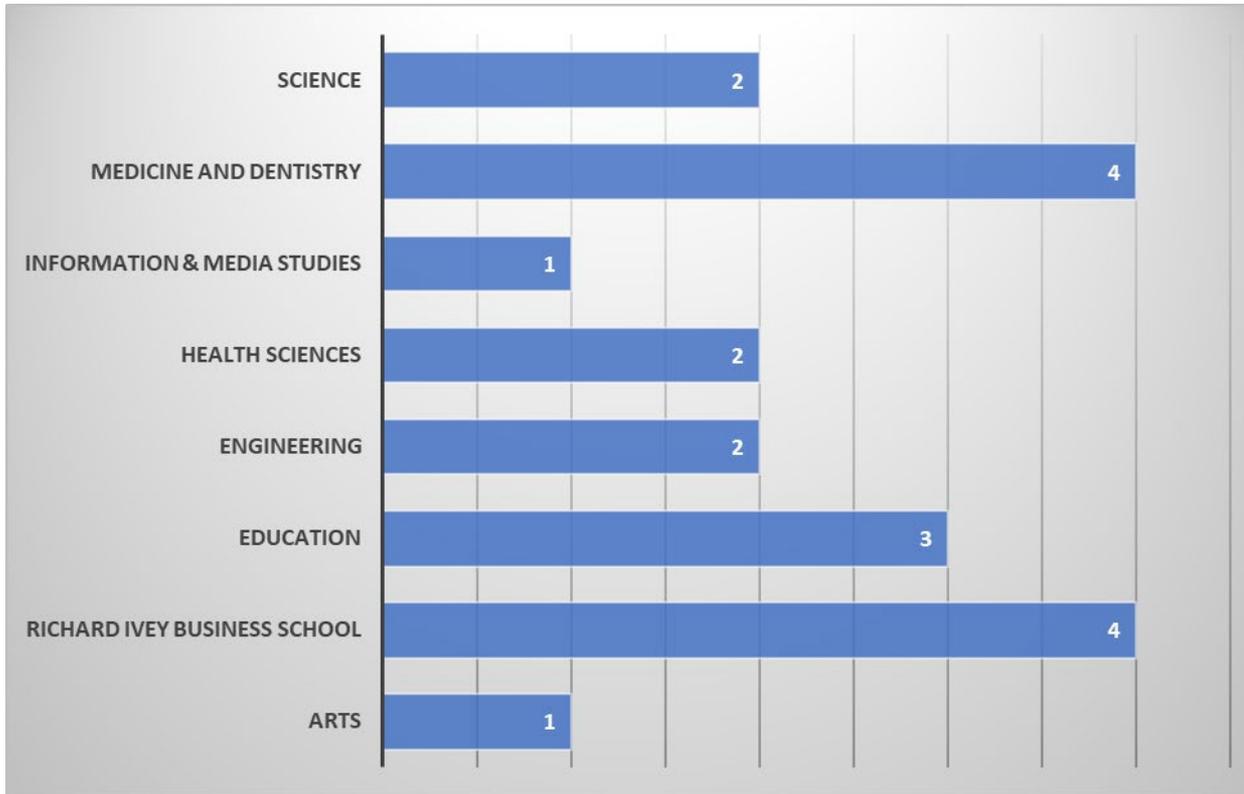
- Resignation patterns for tenured and probationary faculty illustrate disciplinary differences in retention with annual attrition rates of 1.58% for women and 1.34 % for men.
- The difference between the purple and grey lines in slide 24 reflect probationary and tenured faculty with a retirement plan on record;
- The number of probationary and tenured faculty continuing past normal retirement date (NRD) has been steadily increasing since 2019.

Probationary and Tenured Faculty at Western 1985 – 2023



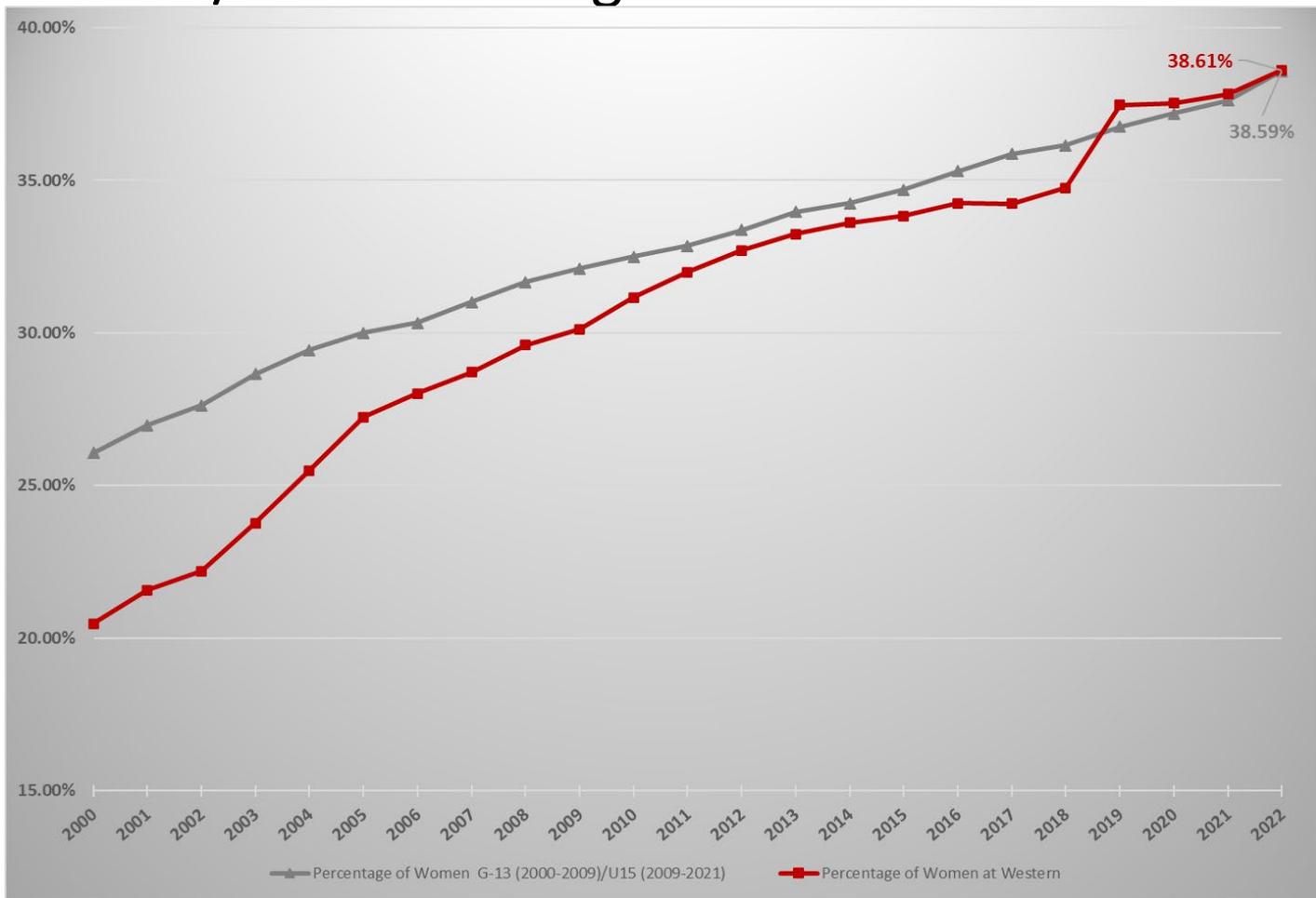
Source: Western Corporate Information 1985 – 1999, UCASS Data 1999 – 2009, U15 Data 2009 – 2021 & Human Resources Information System 2023

Probationary Teaching Scholars at Western 2023 by Faculty and by percentage of gender distribution



Western Human Resources Information System 2023 (October).

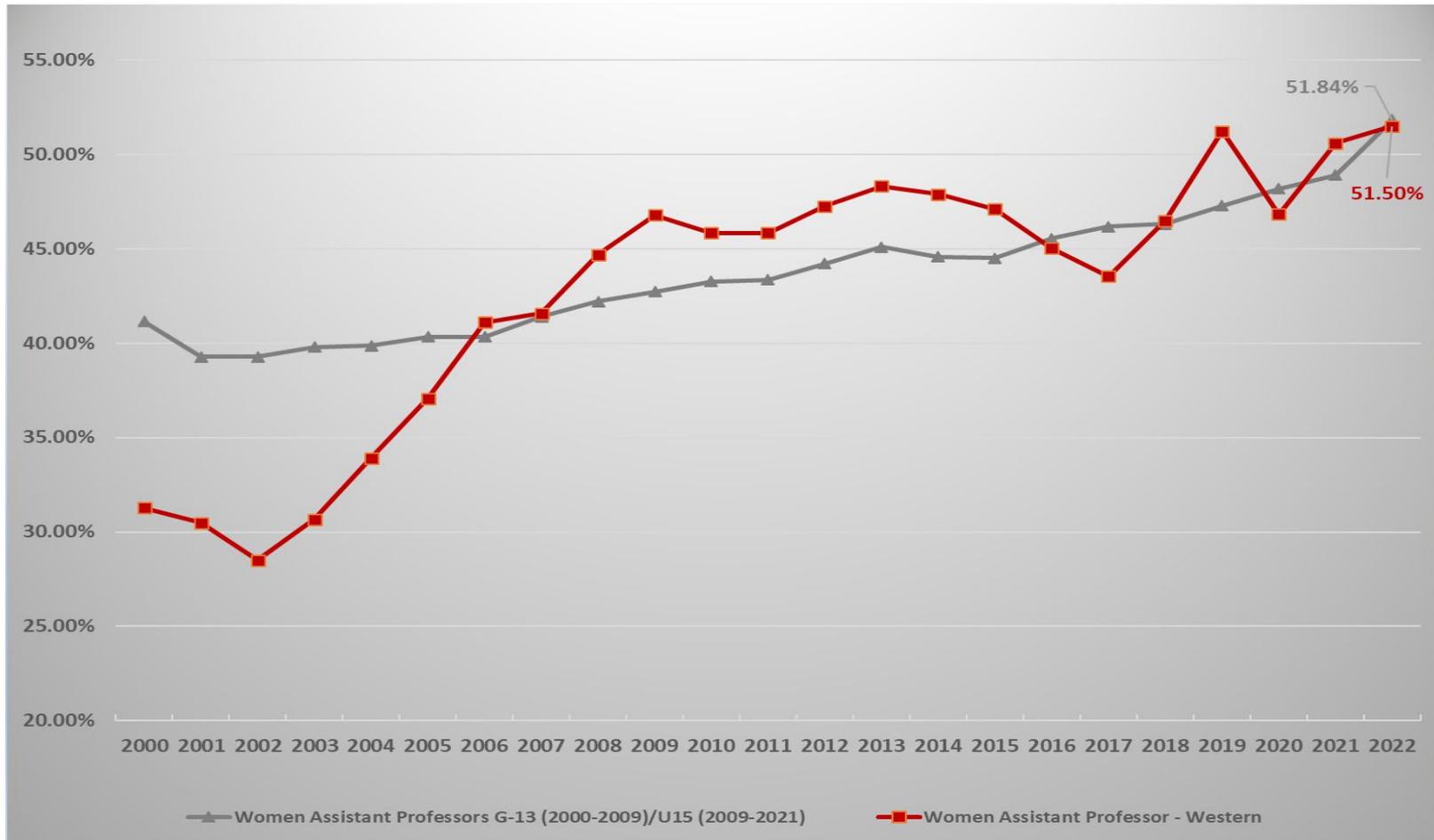
Women as a Percentage of Tenured/Probationary Faculty: G-13/U15 excluding Western vs. Western



Source: UCASS Data 2000-2009, U15 Data 2009-2022

(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2013-2016, Saskatchewan, 2015, and Toronto 2022. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

Women as a Percentage of Tenured/Probationary Assistant Professors, G-13/U15 excluding Western vs. Western

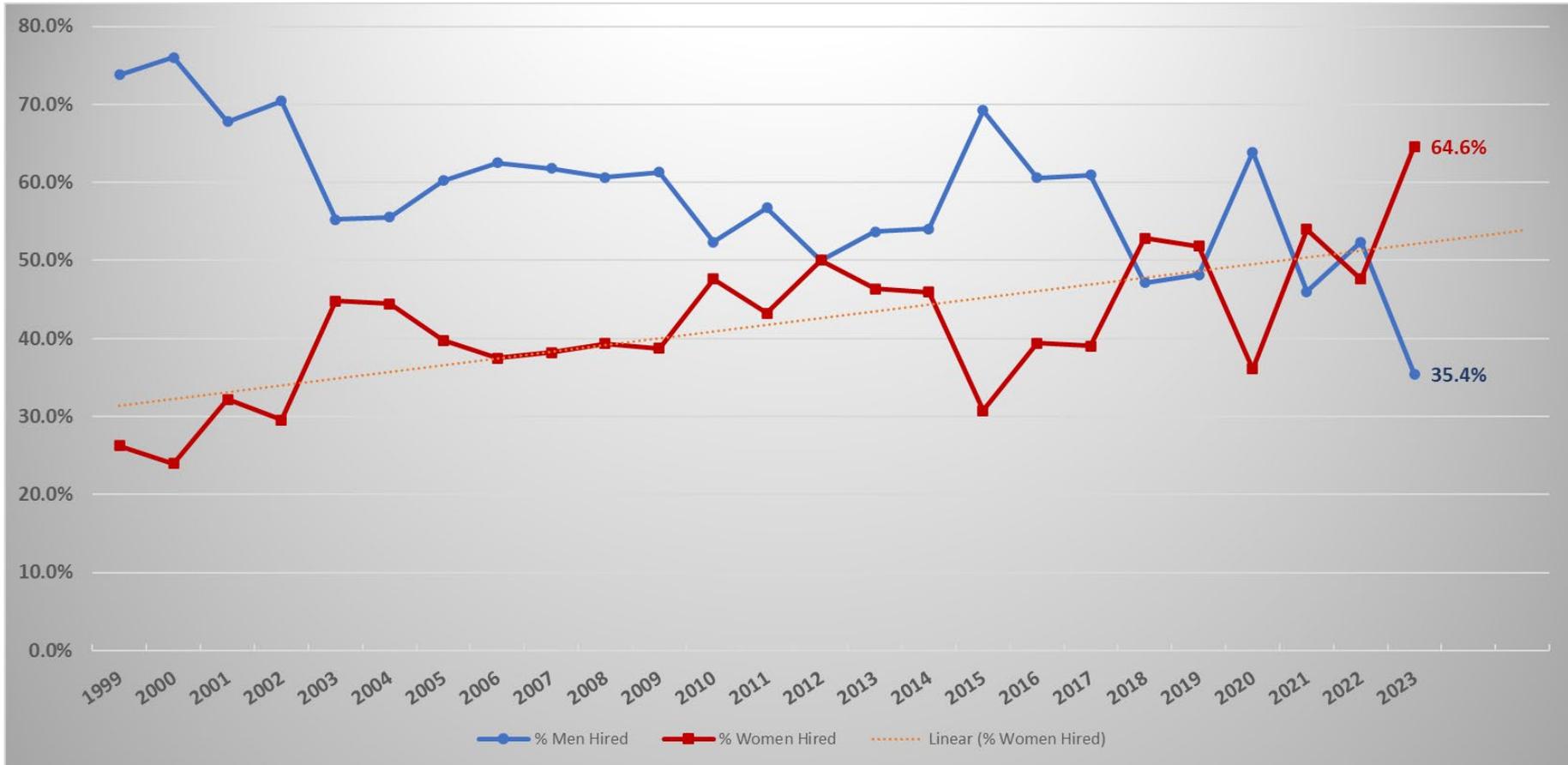


Source: UCASS Data 2000-2009, U15 Data 2009-2022
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2013-2016, Saskatchewan, 2015, and Toronto 2022. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

Senate Agenda
March 15, 2024

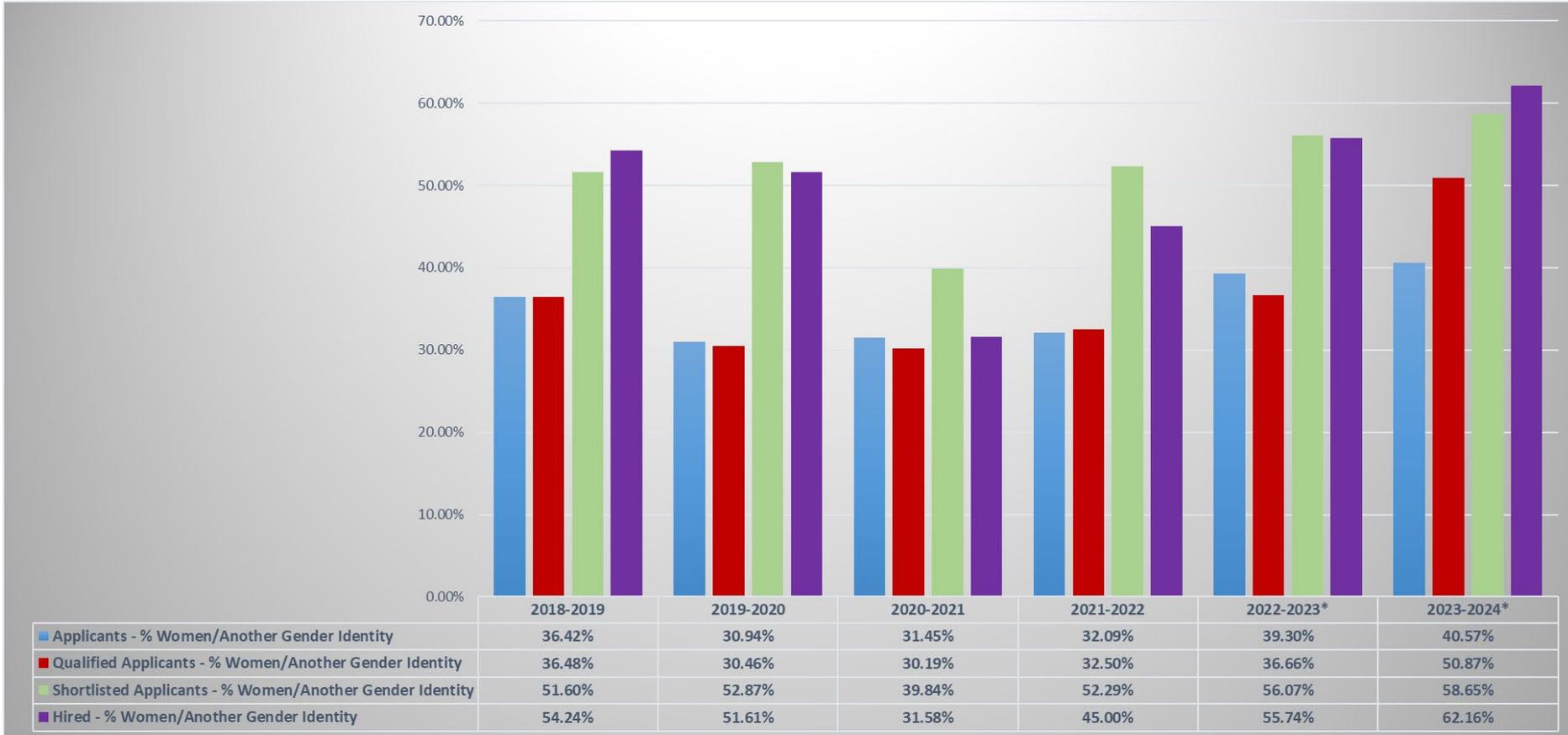
CONSENT AGENDA - ITEM 13.5(a)

Gender distribution, Newly hired Tenured/Probationary Faculty at Western (including those previously in a LT position at Western): 1999 – 2023 with trend line



Source: UCASS Data for 1999 – 2010, Western Human Resources Information Systems 2011 - 2023 (October)
Data excludes faculty joining from Roberts

Percentage of Women/Another Gender Identity as Applicants, Qualified Applicants, Shortlisted Applicants, and New Hires 2018-19 through 2023-24 Academic Years



*1 search report in each of 2022-23 and 2023-24 were missing data in the qualified candidate category
 Percentage is calculated using applicants with known gender. Unknown gender: 4.68% (2018-19), 1.51% (2019-20), 3.80% (2020-21), 2.72% (2021-22), 9.23% (2022-23), and 12.64% (2023-24). Excludes special call and CRC searches.

Percentage of Women, Tenured/Probationary Faculty, 2009 to 2023

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Faculty of Arts and Humanities	42.31%	44.19%	45.45%	47.06%	44.60%	45.00%	45.65%	45.52%	45.31%	42.62%	45.22%	45.54%	46.30%	46.36%	47.71%
Ivey Business School	21.67%	26.09%	24.00%	25.33%	26.92%	25.97%	22.22%	19.74%	18.57%	22.37%	25.00%	25.97%	25.00%	29.79%	32.63%
Faculty of Education	47.62%	48.72%	50.00%	52.94%	54.55%	54.29%	57.14%	61.90%	65.85%	69.05%	68.29%	65.91%	67.39%	66.67%	67.39%
Faculty of Engineering	11.63%	11.63%	11.49%	11.36%	12.36%	12.50%	11.63%	12.64%	15.96%	16.67%	17.35%	17.89%	16.67%	18.63%	19.80%
Faculty of Health Sciences	58.43%	58.70%	59.57%	59.78%	60.22%	60.87%	62.22%	63.33%	60.47%	62.07%	70.00%	70.37%	70.59%	71.74%	72.16%
Faculty of Info/Media Studies	59.46%	58.33%	57.14%	58.82%	58.82%	57.58%	59.38%	57.14%	57.14%	59.26%	60.71%	60.71%	62.07%	60.71%	61.29%
Faculty of Law	23.33%	22.58%	24.14%	27.59%	32.26%	31.03%	34.48%	35.71%	37.50%	39.29%	39.29%	34.62%	31.25%	29.41%	32.35%
Schulich School of Med & Dent	19.65%	20.12%	20.37%	21.34%	22.56%	22.94%	23.84%	24.00%	23.84%	23.39%	27.11%	28.22%	29.09%	29.07%	28.82%
Don Wright Faculty of Music	32.43%	33.33%	36.11%	35.14%	32.43%	33.33%	34.21%	37.14%	37.14%	36.36%	35.48%	35.48%	34.38%	35.29%	33.33%
Faculty of Science	19.15%	20.65%	21.98%	22.78%	23.89%	23.73%	24.72%	24.43%	23.70%	23.53%	25.75%	25.31%	26.19%	27.27%	26.90%
Faculty of Social Science	31.25%	32.16%	33.50%	32.50%	33.33%	36.13%	35.64%	36.61%	37.78%	40.11%	44.32%	43.02%	43.85%	44.09%	45.50%

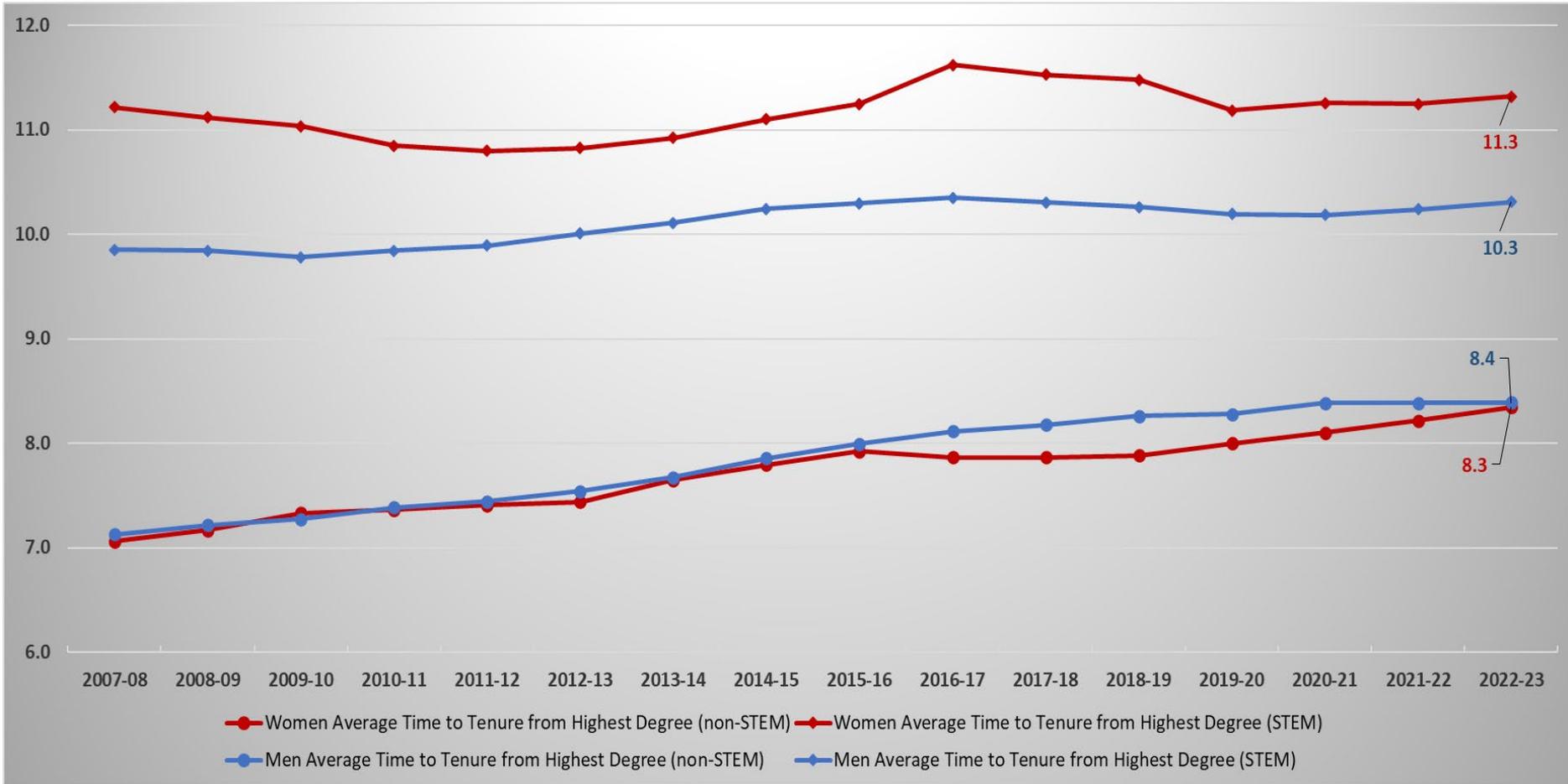
Western Human Resources Information System 2009 – 2023 (October).

Percentage of Women, Probationary Assistant Professor Rank 2009 to 2023

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Faculty of Arts and Humanities	55.56%	52.63%	55.88%	69.70%	58.06%	50.00%	54.17%	47.37%	53.33%	40.00%	50.00%	100.00%	100.00%	66.67%	85.71%
Ivey Business School	40.00%	39.13%	27.59%	27.59%	32.26%	29.03%	30.30%	26.92%	20.00%	30.43%	33.33%	34.78%	30.77%	41.18%	42.11%
Faculty of Education	80.00%	75.00%	77.78%	71.43%	60.00%	57.14%	50.00%	66.67%	66.67%	81.82%	81.82%	66.67%	76.92%	62.50%	77.78%
Faculty of Engineering	22.22%	18.75%	21.43%	18.18%	23.08%	18.18%	14.29%	12.50%	35.71%	29.41%	29.41%	31.25%	29.41%	38.10%	35.00%
Faculty of Health Sciences	71.43%	61.54%	65.38%	65.22%	68.42%	72.22%	80.00%	90.91%	84.62%	82.35%	90.00%	85.71%	85.71%	79.31%	75.53%
Faculty of Info/Media Studies	84.62%	80.00%	77.78%	75.00%	100.00%	100.00%	100.00%	--	--	--	100.00%	75.00%	83.33%	75.00%	75.00%
Faculty of Law	62.50%	71.43%	80.00%	100.00%	100.00%	100.00%	75.00%	57.14%	60.00%	50.00%	50.00%	44.44%	36.36%	33.33%	38.46%
Schulich School of Med & Dent	29.55%	30.00%	27.27%	32.26%	34.62%	35.71%	36.67%	38.71%	37.50%	37.93%	44.44%	39.13%	47.83%	55.56%	59.26%
Don Wright Faculty of Music	40.00%	40.00%	30.00%	28.57%	40.00%	50.00%	50.00%	40.00%	33.33%	50.00%	--	--	--	0.00%	0.00%
Faculty of Science	34.09%	38.89%	38.46%	35.00%	43.75%	50.00%	50.00%	50.00%	41.67%	45.45%	46.67%	47.06%	60.00%	47.62%	44.83%
Faculty of Social Science	44.00%	48.72%	52.94%	48.28%	57.14%	66.67%	57.89%	47.83%	37.50%	43.75%	47.06%	36.36%	40.63%	42.86%	51.28%

Western Human Resources Information System 2009 - 2023 (October).

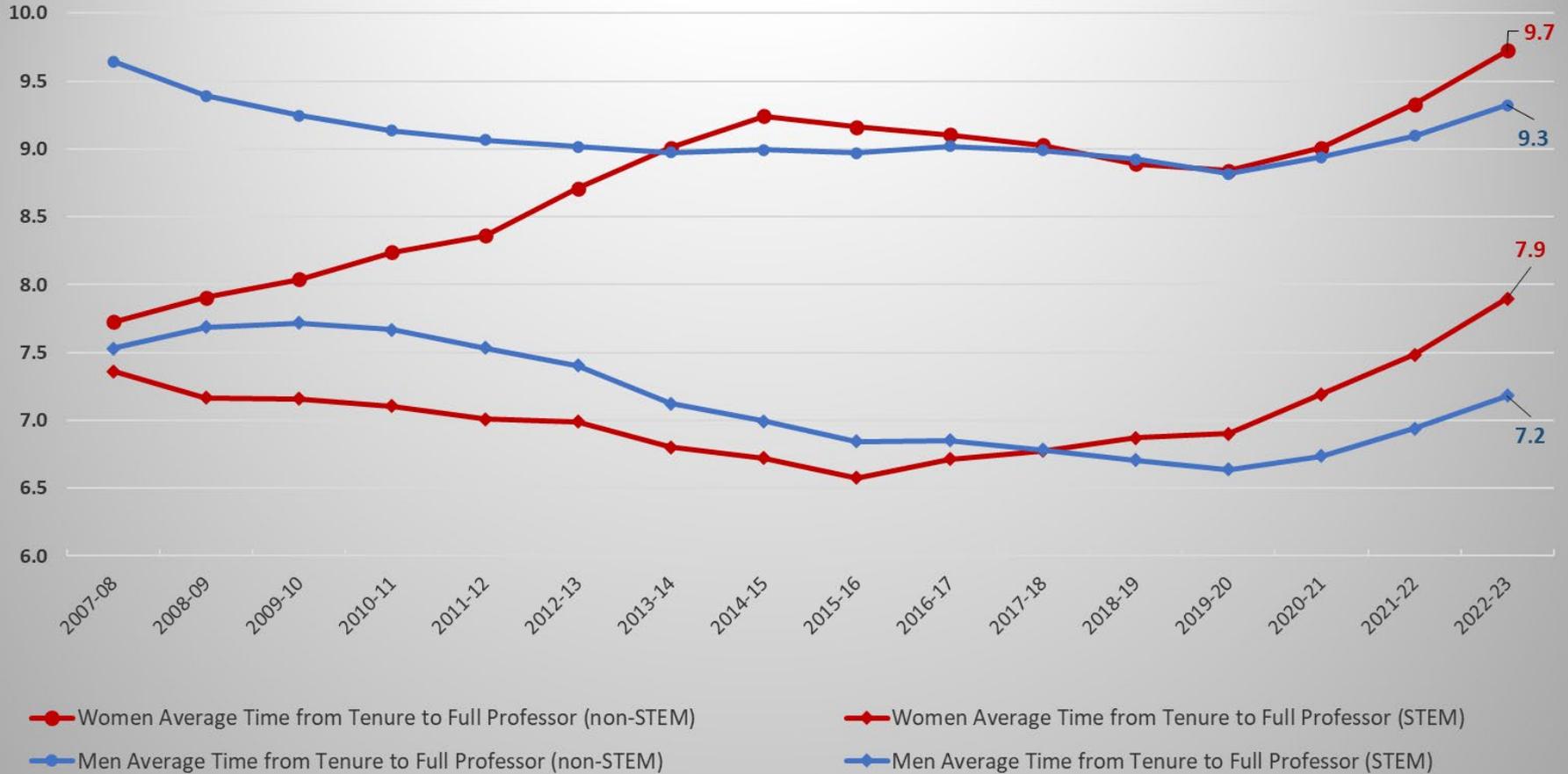
Time to Tenure from Highest Degree (STEM and non-STEM Disciplines)



STEM = Faculty of Engineering, Science, Medicine & Dentistry
Only those with > 3 years from RF to Tenure are included
3 Year rolling average

Source: Western HR Information System

Time to Full Professor from Tenure (STEM and non-STEM Disciplines)



STEM = Faculty of Engineering, Science, Medicine & Dentistry
Only those with > 3 years from RF to Tenure are included
3 Year rolling average

Source: Western HR Information System

Probationary Cohort Outcomes for Faculty with Probationary Start dates from 2002-03 through 2017-18

Action	Women (n)	Men(n)	Total (n)
Granted Tenure	226 (77.66%)	306 (77.27%)	532 (77.44%)
Denied P&T	4 (1.38%)	13 (3.28%)	17 (2.47%)
Withdrew from P&T *	4 (1.38%)	10 (2.53%)	14 (2.04%)
Moved to Limited Term **	3 (1.03%)	2 (0.51%)	5 (0.73%)
Resigned	45 (15.46%)	52 (13.13%)	97 (14.12%)
Other	3 (1.03%)	2 (0.51%)	5 (0.73%)
Probationary Extension ***	3 (1.03%)	5 (1.26%)	8 (1.16%)
Still in Probationary Period ***	3 (1.03%)	6 (1.51%)	9 (1.31%)
Grand Total	291 (100%)	396 (100%)	687 (100%)

Outcomes for Probationary faculty who have entered the P&T cycle:

Action	Women (n)	Women %	Men(n)	Men %
Granted Tenure	226	96.58%	306	93.01%
Denied P&T	4	1.71%	13	3.95%
Withdrew from P&T	4	1.71%	10	3.04%
Grand Total	234	100.00%	329	100.00%

- * Withdrew after entering the P&T queue
- ** Hired into a new Limited Term role before entering P&T queue
- *** Those continuing beyond their initial P&T consideration date (due to leaves etc.) or those hired in fall/winter of the 2016-17 academic year considered in 2022

Reasons for Resignation: Probationary Cohort with Start dates from 2002-03 through 2017-18

Reasons for Resignation During the Probationary Period (Exit Interviews)

Reason	Women (n)	% of Women Total	Men (n)	% of Men Total
Career Development and Salary	12	26.67%	17	32.69%
Family and Geography	27	60.00%	23	44.23%
Other	3	6.67%	6	11.54%
P&T Performance Problem	3	6.67%	6	11.54%
Grand Total	45	100.00%	52	100.00%

Data Source: Exit interviews conducted with the Faculty Member or Chair/Dean of the Department/Faculty and letters received from Faculty Member. Fractional numbers result when multiple reasons are given for resignation; one individual is fractionally attributed across reasons they gave.

*Includes only faculty under age 55 at the time of resignation



Reasons for Resignation: All Probationary and Tenured faculty resigning from 2004-05 through 2023-24

Reasons for Resignation	Women (N)	Women %	Men (N)	Men %
Career Development and Salary	44.5	44.06%	81.49	45.27%
Family and Geography	40	39.60%	49.83	27.68%
Other	10.5	10.40%	23.18	12.88%
Performance - Not Tracking to P&T	6	5.94%	25.5	14.17%
Grand Total	101	100.00%	180	100.00%

UWO Total Resignations: Women: 101, Men: 180

Women: 1.58 % average attrition rate (annual attrition rate = resignations/current year faculty count)

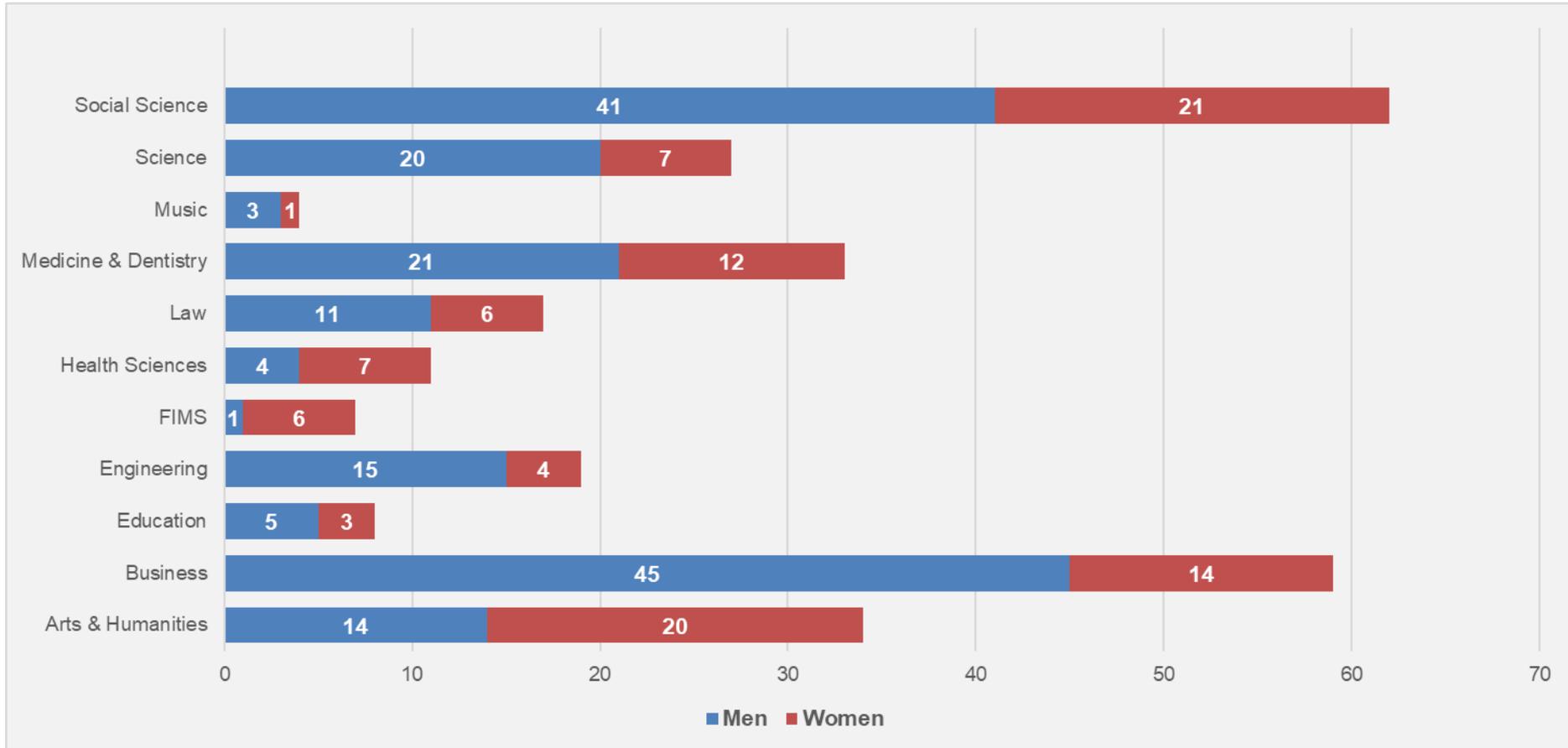
Men: 1.34 % average attrition rate (annual attrition rate = resignations/current year faculty count)

Data Source: Exit interviews conducted with the Faculty Member or Chair/Dean of the Department/Faculty and letters received from Faculty Member. Fractional numbers result when multiple reasons are given for resignation; one individual is fractionally attributed across reasons they gave.

**Includes only faculty under age 55 at the time of resignation



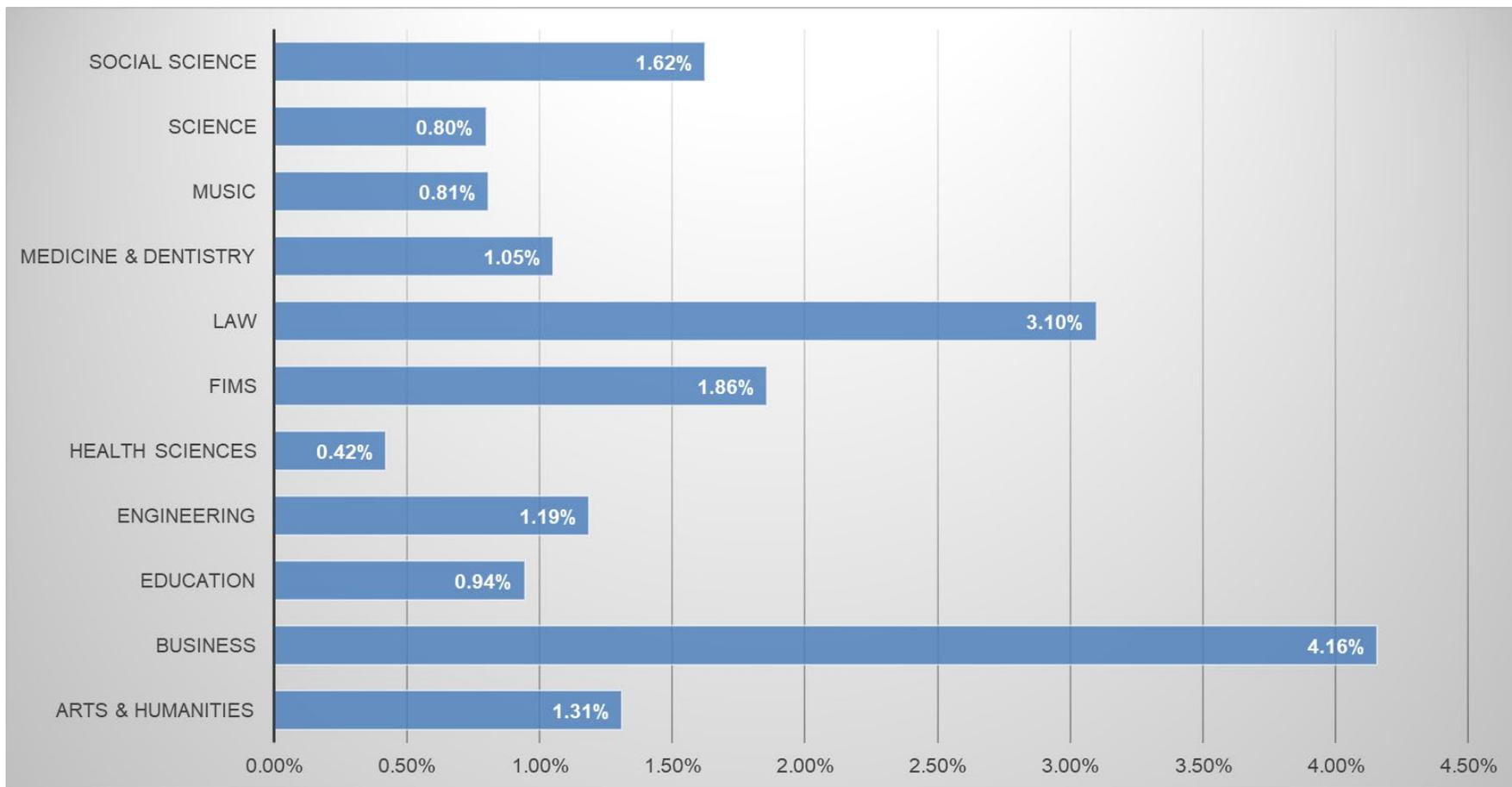
Total Probationary & Tenured Resignations by Faculty: resigning from 2004-05 to 2023-24



Source: Western Information Systems as of January 2024
**Includes only faculty under age 55 at the time of resignation.



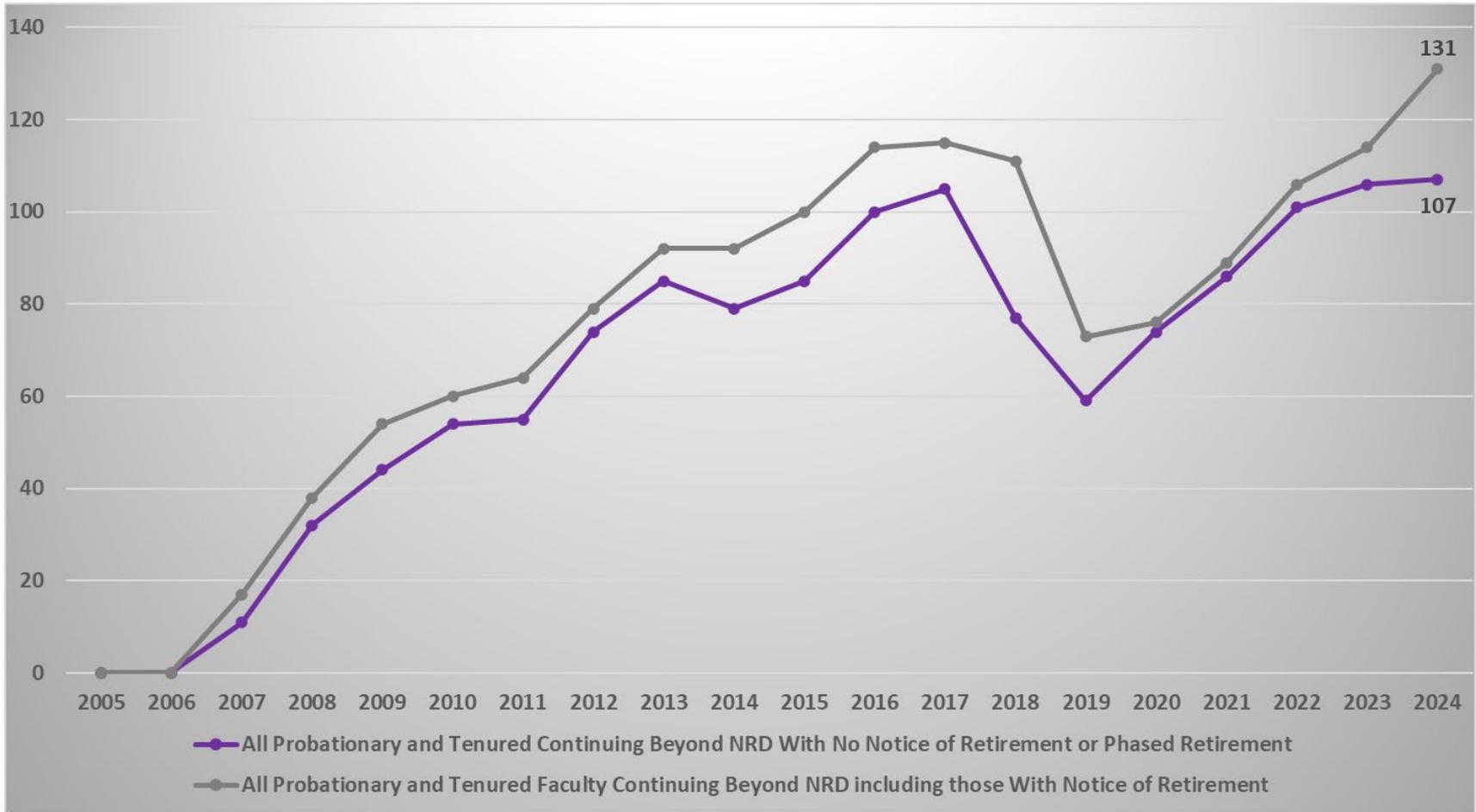
Total Probationary & Tenured Resignations % within each Faculty: exit dates 2004-05 to 2022-23



UWO Total Resignations: 281 (2004 - 2023)
1.39% average attrition rate (attrition rate = resignations/faculty count)

Source: Western Information Systems as of January 2024
 **Includes only faculty under age 55 at the time of resignation.

Probationary and Tenured Faculty at Western: Continuing Beyond Normal Retirement Date (NRD)



Source: Western Human Resources Information System
Cohort continuing with <= July 1 NRD in each year

Section 2: Limited Term Appointments

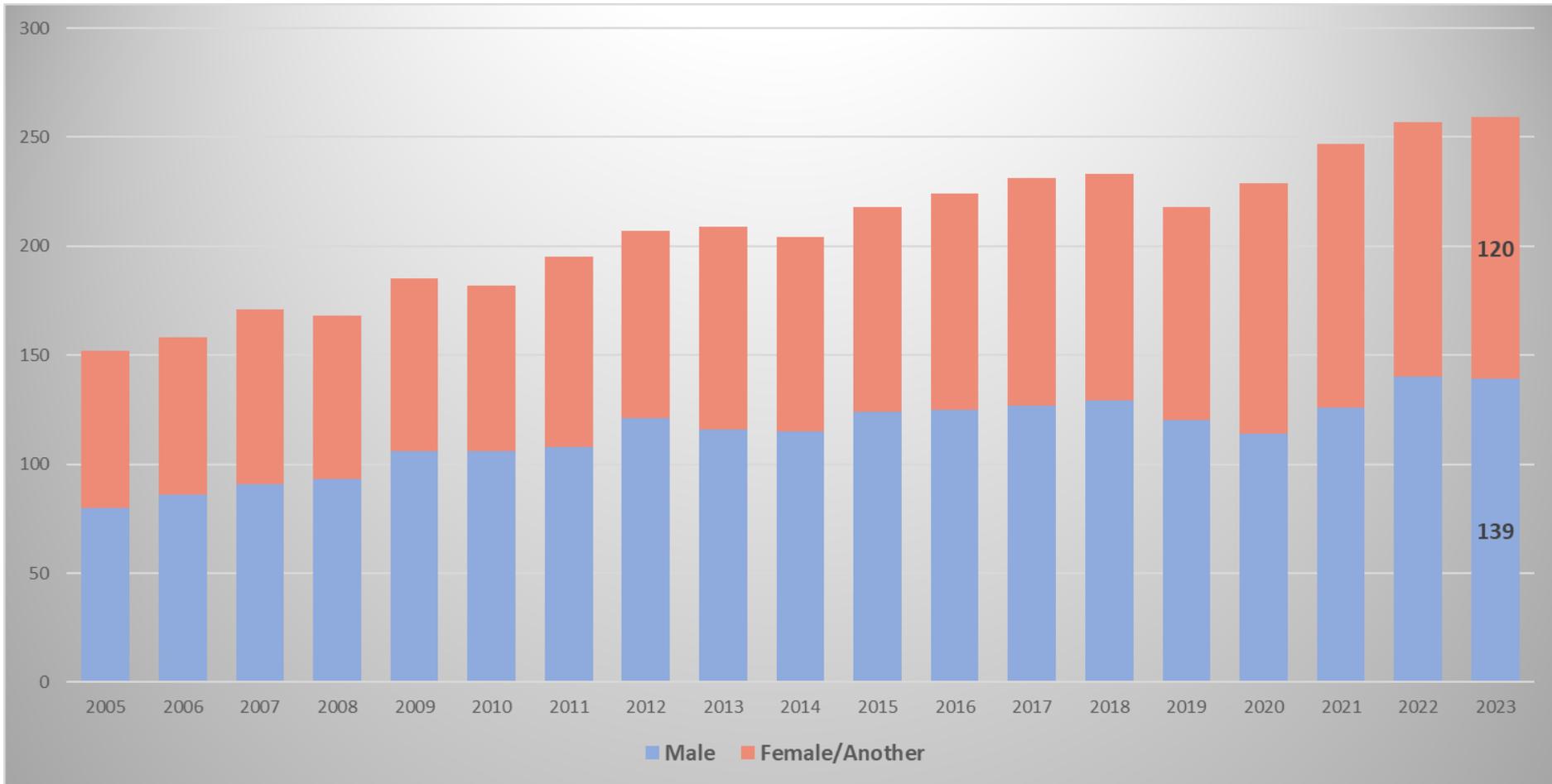
- Data are cross-sectional counts as of October 1, 2023;
- Includes Limited Term UWOFA faculty:
 - Those with fixed-term (with end date);
 - Full-time contract faculty “without end date”;
 - Full-time contract faculty who are “permanent”;
- Does *not* include:
 - Visiting faculty;
 - Externally funded faculty.

Key Observations from Slides 26 to 29

Limited Term (LT) Faculty

- On October 1, 2023 there were **259** LT faculty:
 - **120 (46.3%)** women or other gender equity-seeking group and **139 (53.7%)** men;
 - **165 (63.7%)** were at the Professorial ranks
 - **88 (34.0%)** had been employed ≥ 10 years (therefore are either “without end date” or “permanent” or eligible for “without end date” status at next renewal)
 - **146 (56.4%)** have been in LT contract status for <7 years
- Each vertical bar in slide 30 represents the workload (WL) of one LT individual; most LT faculty are teaching-intensive; other WLs are seen (e.g. Basic Scientists in a Clinical Department are often research-focused)

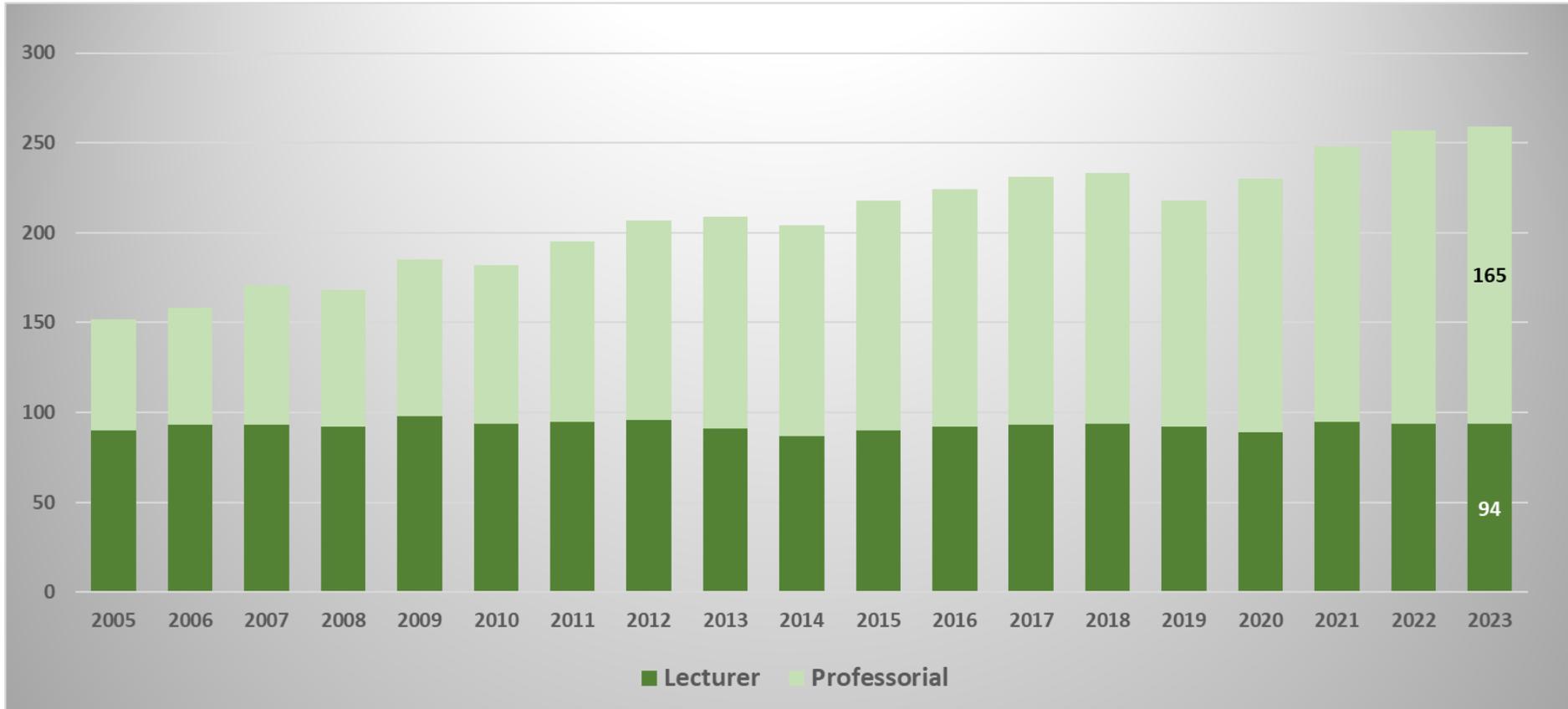
Number of Individuals with Limited Term Appointments: Stratified by Gender 2005 to 2023



Source: Western's Human Resources Information Systems 2005 – 2023 (October)



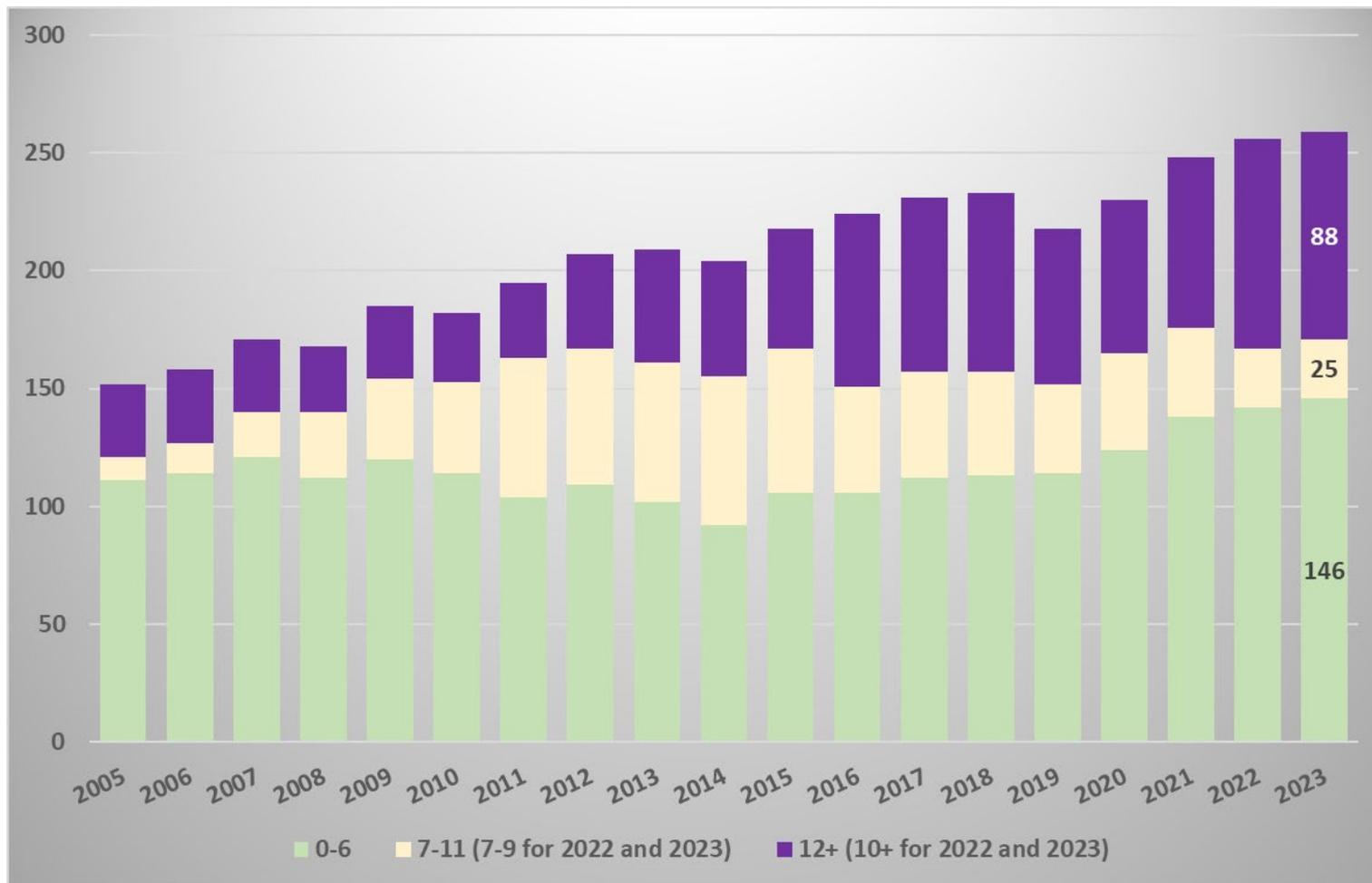
Number of Individuals with Limited Term Appointments Stratified by Rank, 2005 - 2023



Source: Western's Human Resources Information Systems 2005 - 2023 (October)

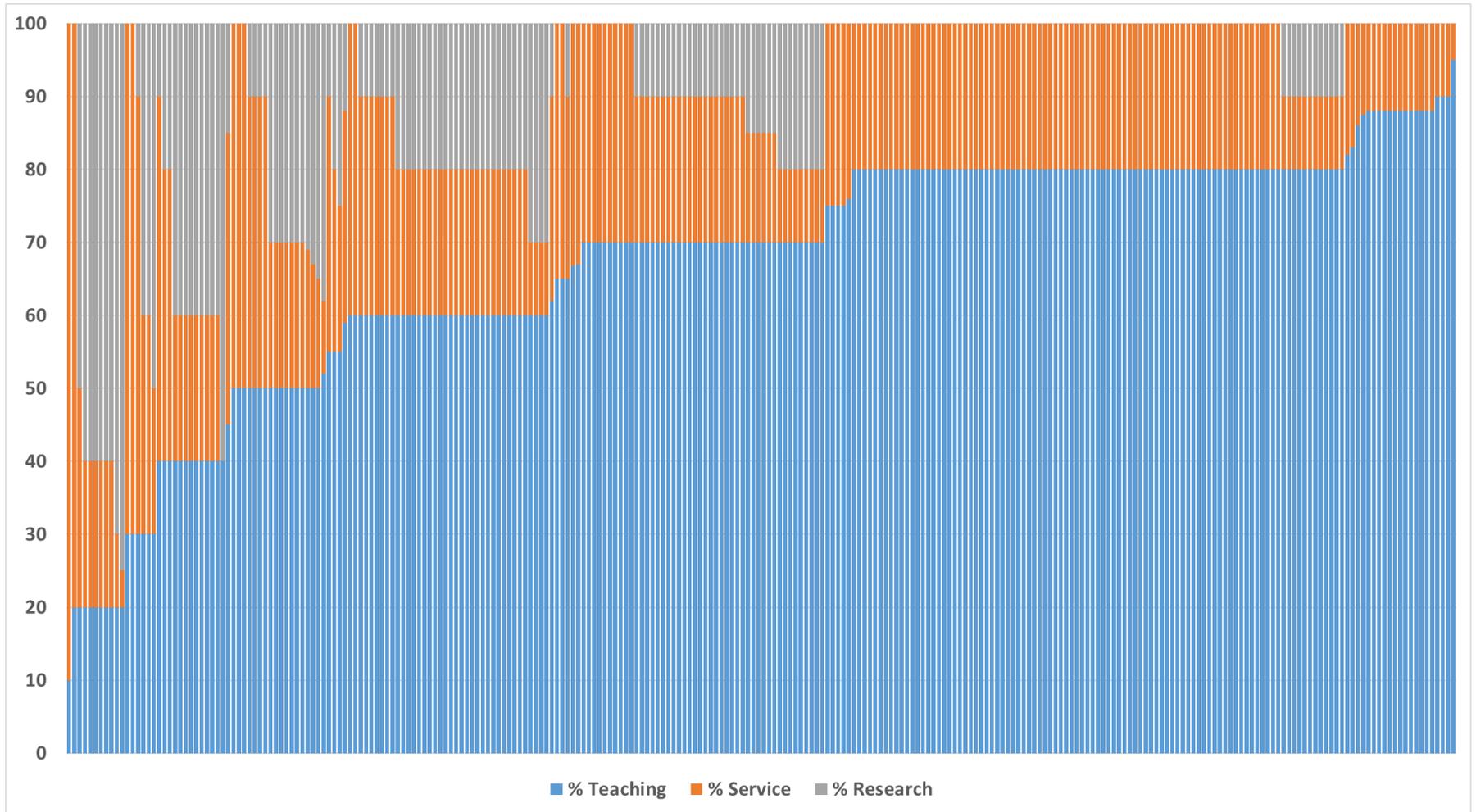


Number of Limited Term Appointments by Years of Service 2005 – 2023



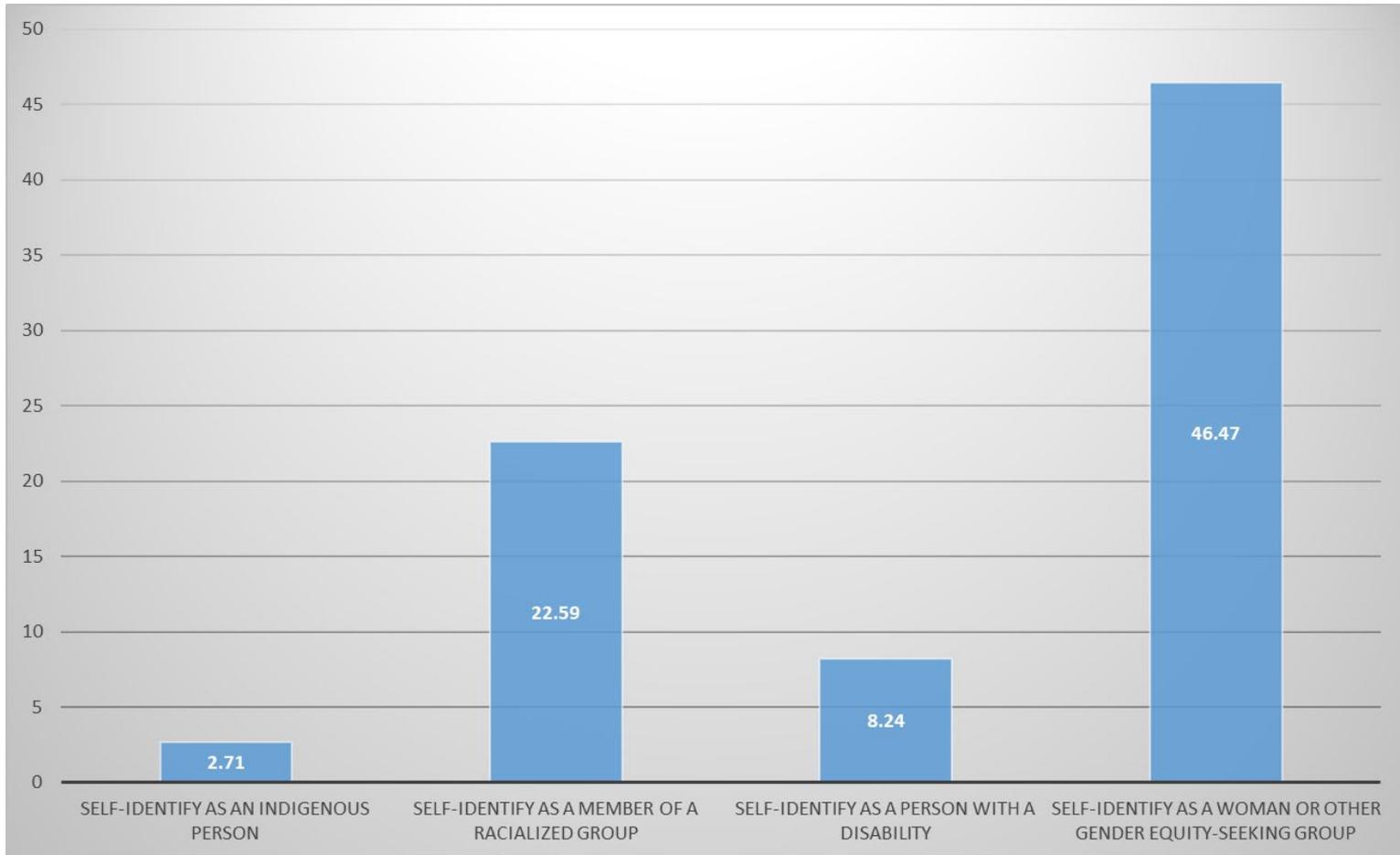
Source: Western's Human Resources Information Systems 2005 - 2023 (October)

All Active Limited Term Appointments by Workload Percentages as of October 2023



Source: Western's Human Resources Information Systems 2023 (October)

Full-Time UWOFA Faculty Respondents by Designated Group (Response Rate: 64.79% - Percentage of Total Headcount)



Note: Respondents who chose "I prefer not to answer / Skipped Question" are not included in the above percentages.

Source: Western Census Data as of August 2023

Part-Time Faculty

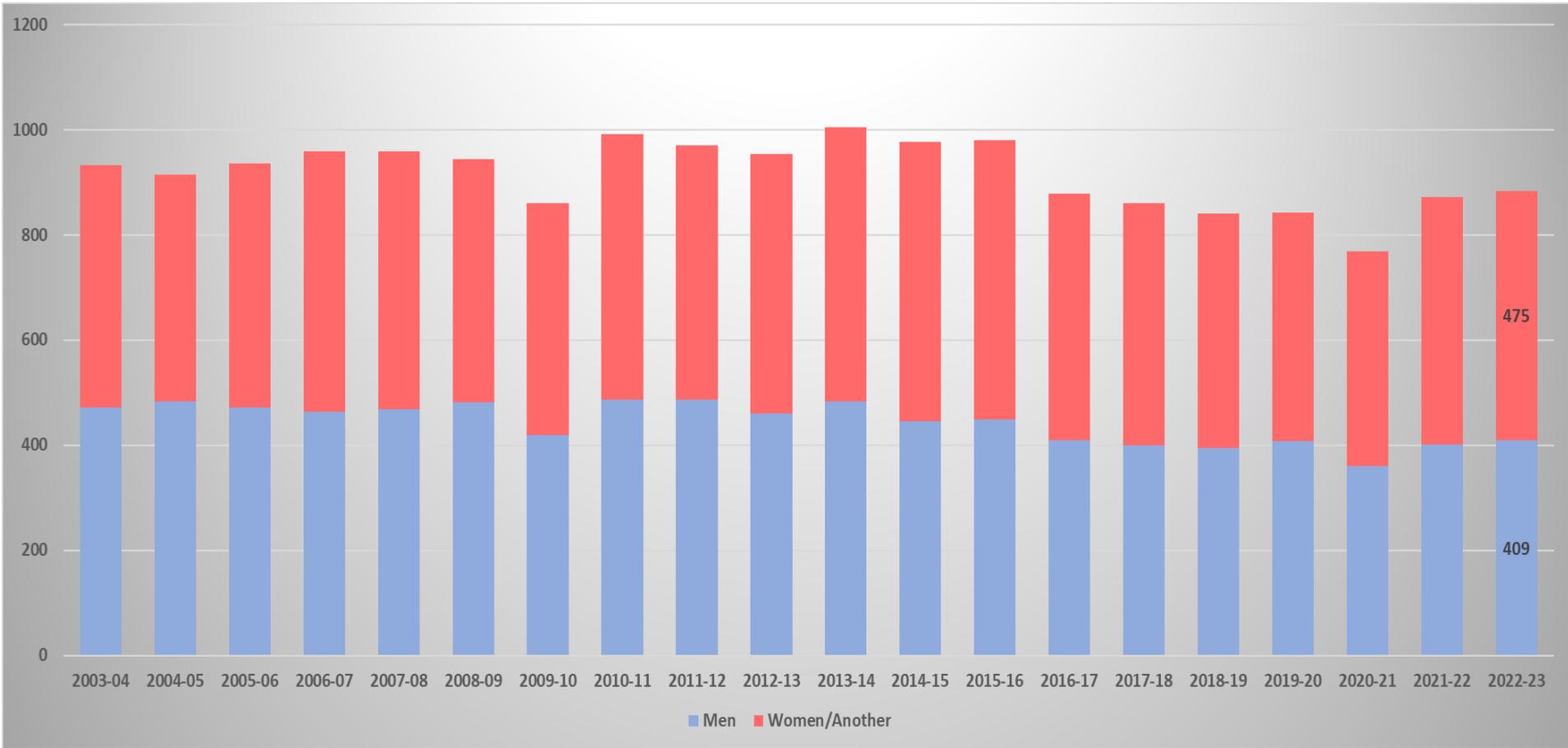
- Count of individuals employed, by fiscal year, as part-time faculty including:
 - Limited Duties (LD) Appointments through competitive advertising (includes individuals with no other employment relationship with Western as well as Post-Retirement individuals, Extra-Load, and Graduate Students or Post Doctoral trainees who applied to an open LD competition) (please note: years of service slides exclude extra-load faculty members);
 - Standing Assignments and Course Authoring agreements;
 - Post Doctoral and Graduate Student Teaching Assignments hired under Appointments Article, Clause 3. d) of the UWOFA Collective Agreement;
 - Excludes LD Appointments at Trois-Pistoles.
- In fiscal 2022-23, there were **884** faculty teaching in part-time appointments; of these, **460** were UWOFA Part-Time Members (taught \geq a half-course in each of 2 of the last 3 fiscal years).

Key Observations from Slides 32 to 37

Part-Time, Non-Clinical Faculty

- Of the **884** faculty with a part-time appointment in fiscal 2022-23:
 - **475 (53.7%)** were women
 - **334 (37.8%)** were at a Professorial rank
- The number of part-time faculty varied by discipline (in Professional programs, this can reflect the part-time employment at Western of professionals employed elsewhere in the community);
- Most part-time faculty are employed for low teaching loads and short duration.

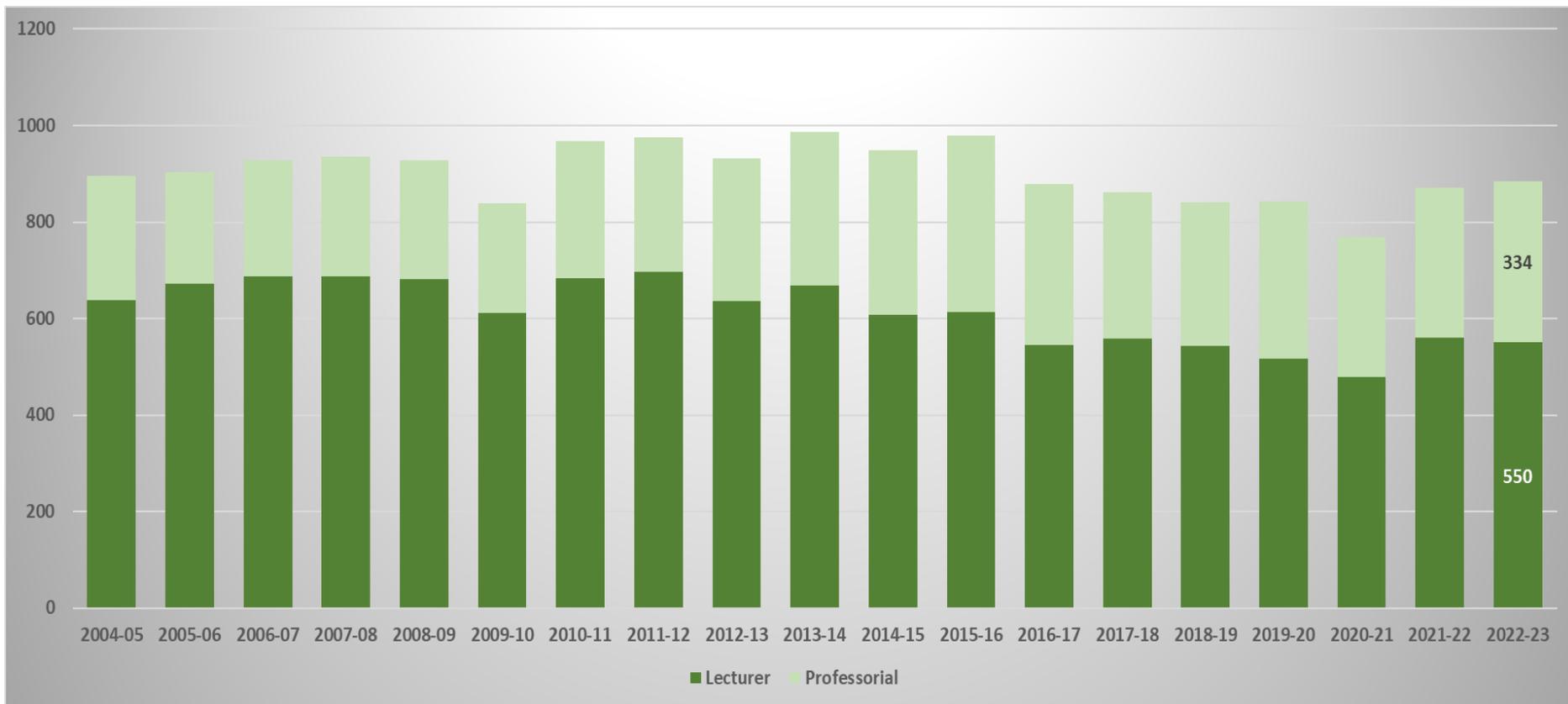
Number of Individuals with Part-Time Faculty Appointments, Stratified by Gender, Fiscal Years 2004-05 to 2022-23



Source: Western Human Resources Information Systems

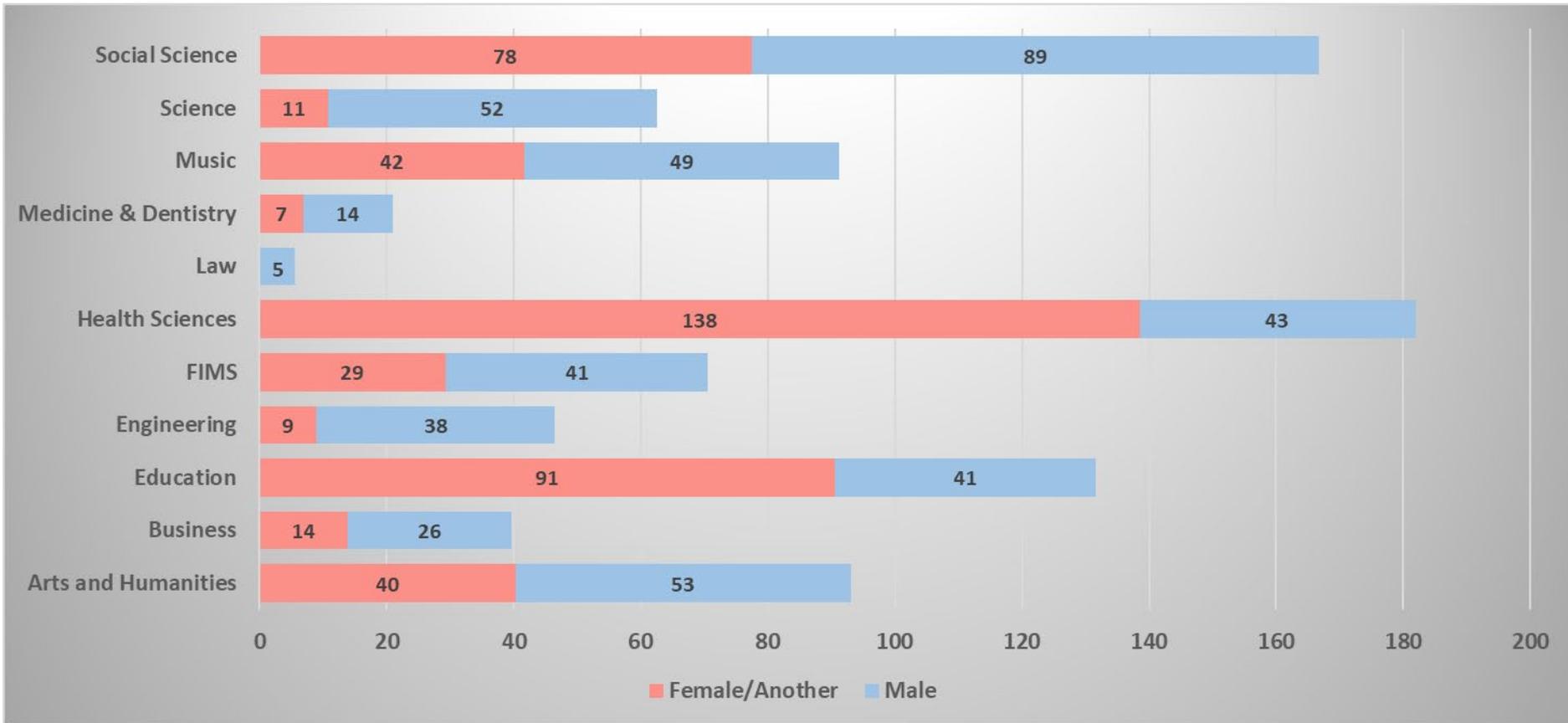


Number of Individuals with Part-Time Faculty Appointments Stratified by Rank, Fiscal Years 2004-05 to 2022-2023



Source: Western Human Resources Information Systems

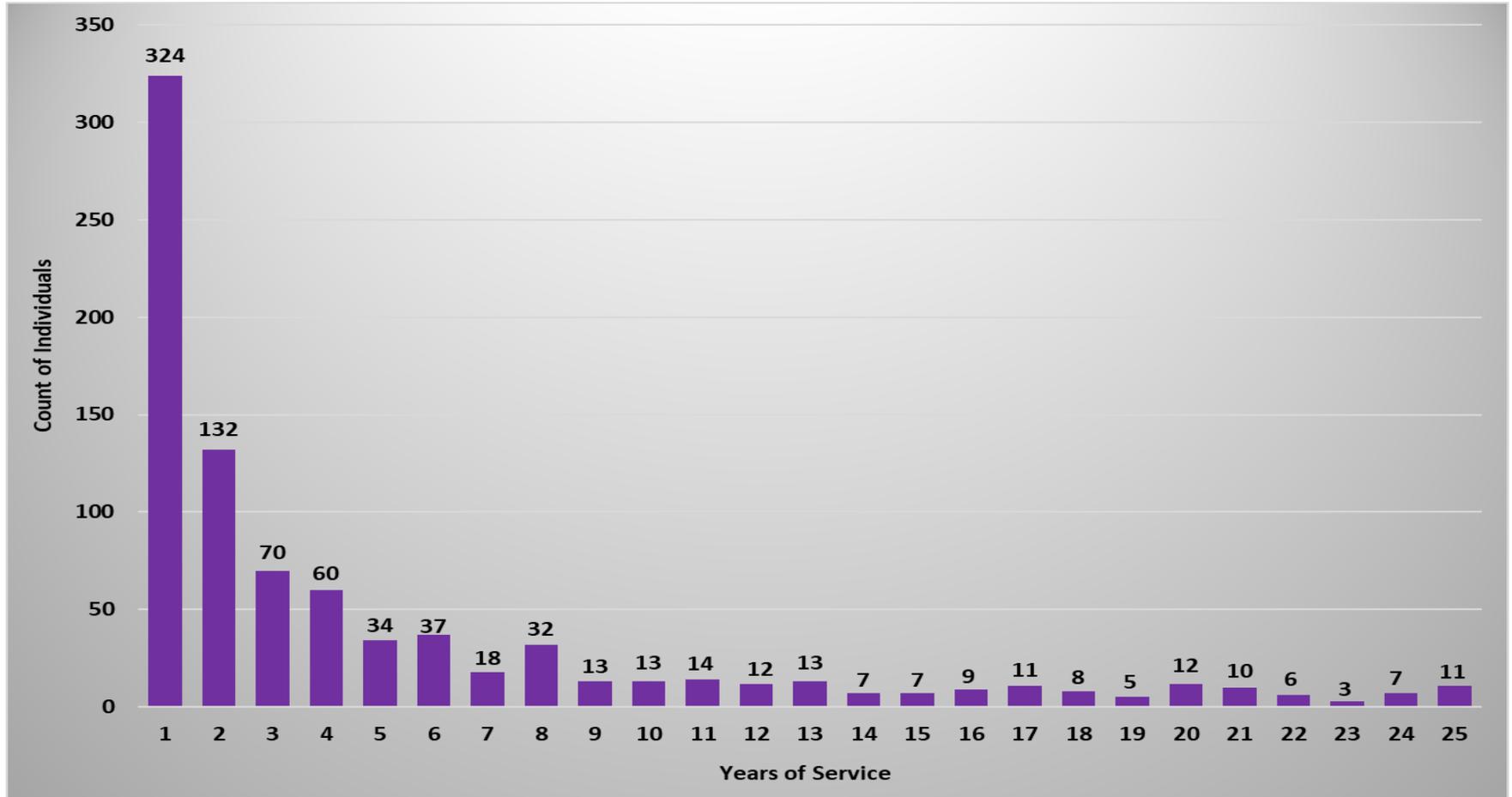
Degree Credit Courses taught by Part-time Faculty by Faculty and Gender: 2022-23 (Fiscal Year)



Total FCEs: 897

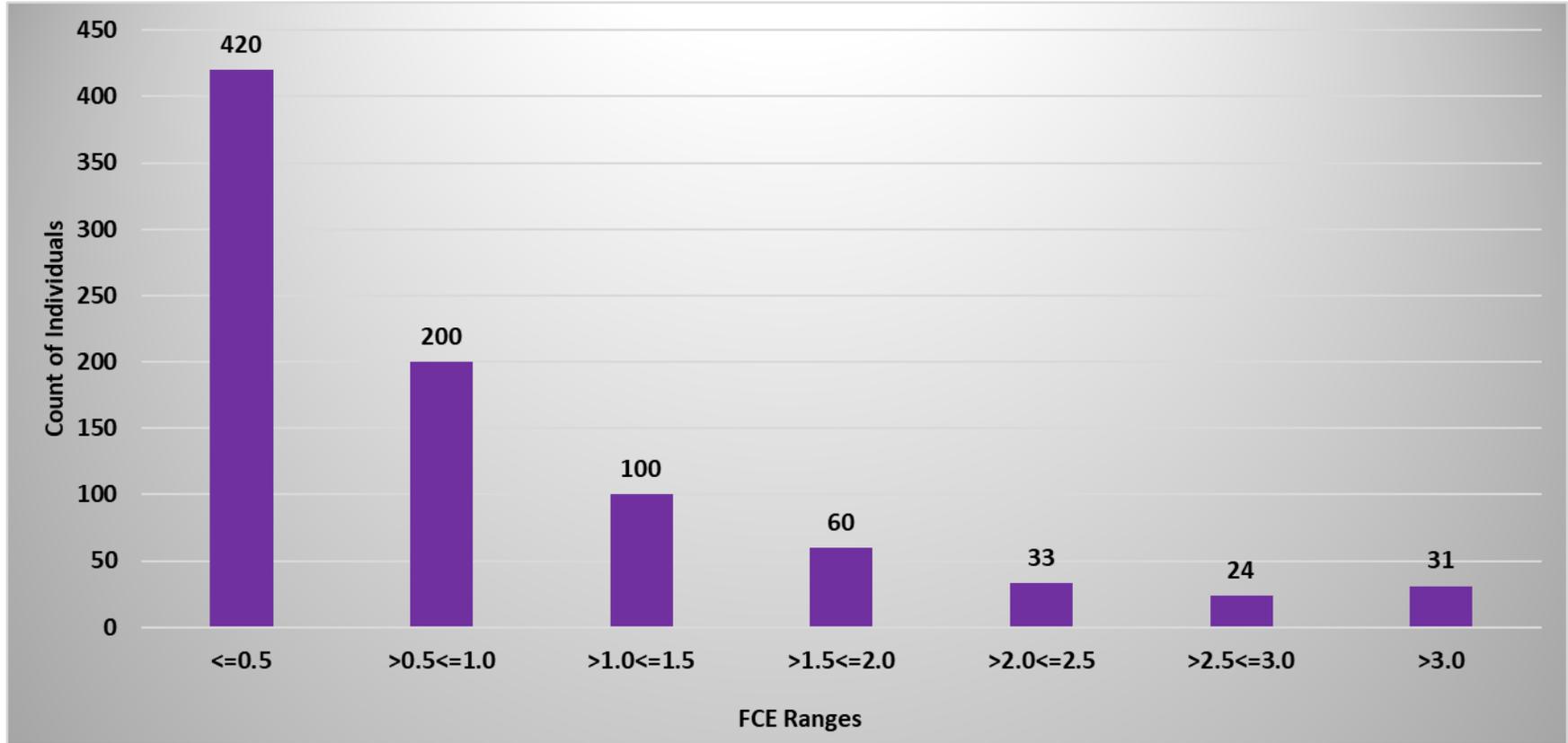
Source: Western Information Systems

Number of Individuals with Part-Time Faculty Appointments by Years of Service (2022-2023)



Source: Western Human Resources Information Systems
 Includes Consecutive Years of Service, allowing for one single year gap
 Excludes Extra Load Teaching and Course Authoring Appointments

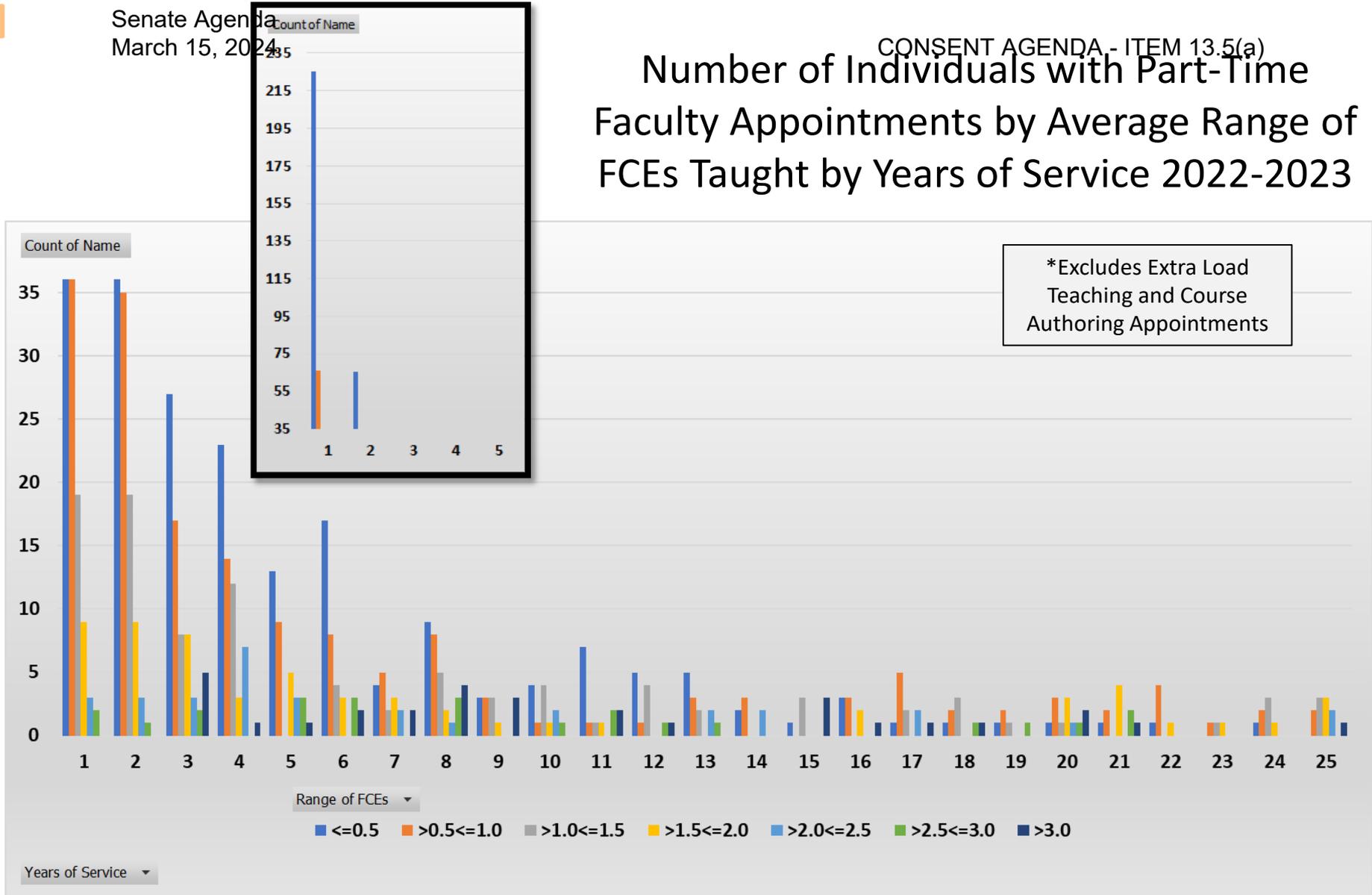
Number of Individuals with Part-Time Faculty Appointments by Range of Full Course Equivalents (FCE), 2022-23



Source: Western Human Resources Information Systems
Excludes Extra Load Teaching and Course Authoring Appointments



Number of Individuals with Part-Time Faculty Appointments by Average Range of FCEs Taught by Years of Service 2022-2023



Source: Western Human Resources Information Systems

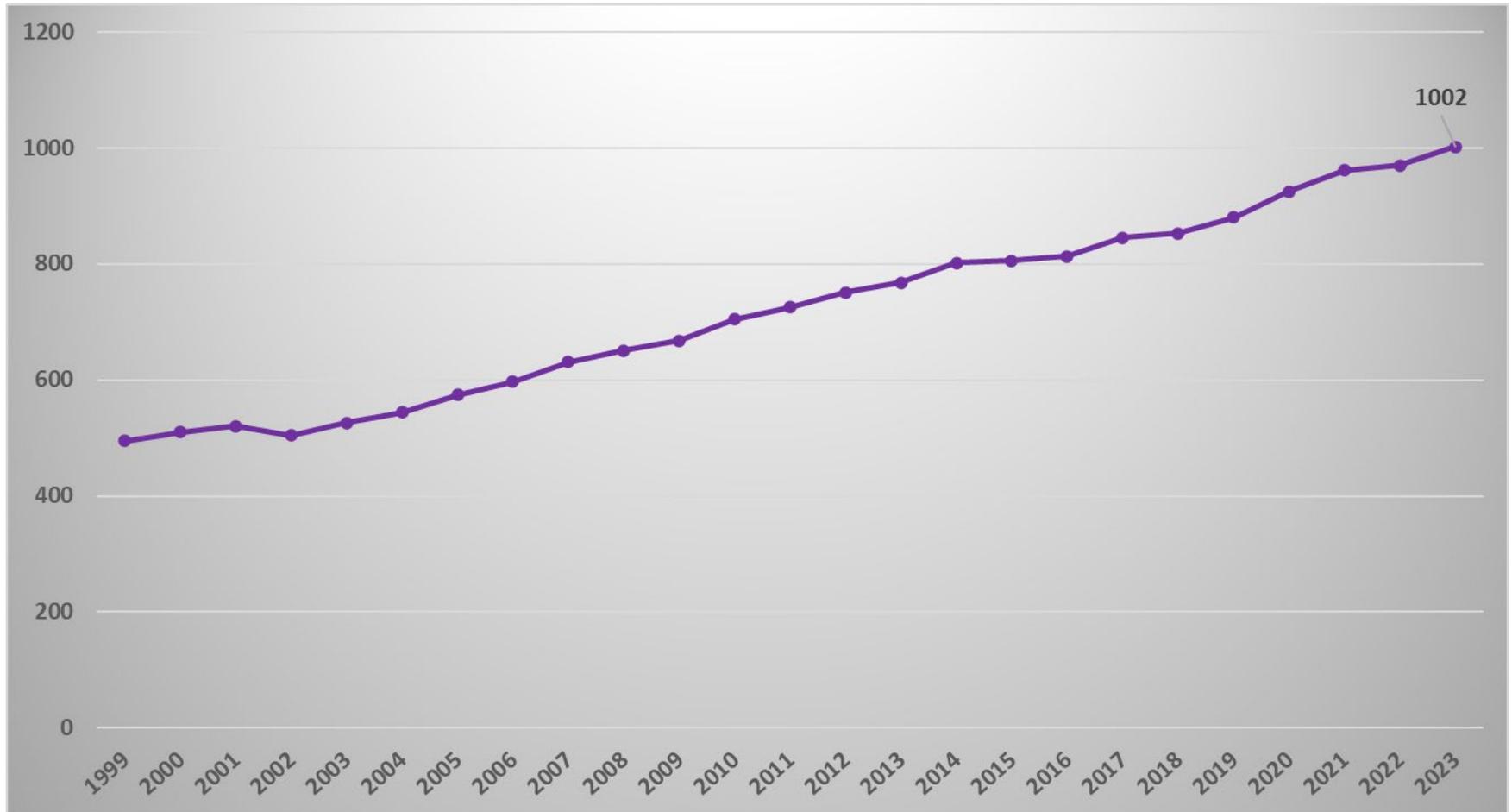
Section 4: Full-Time Clinical Faculty

- Data are cross-sectional counts as of October 1, 2023;
- Includes Physicians in Schulich hired under the “Conditions of Appointment for Physicians” under the following appointment types:
 - Continuing Clinical Appointment;
 - Clinical Limited Term Appointment (some of these will go on to become Continuing Clinical Appointments since “Continuing Track” hires are initially Clinical LT).

Key Observations from Slides 40 to 44: Full-Time Clinical Faculty

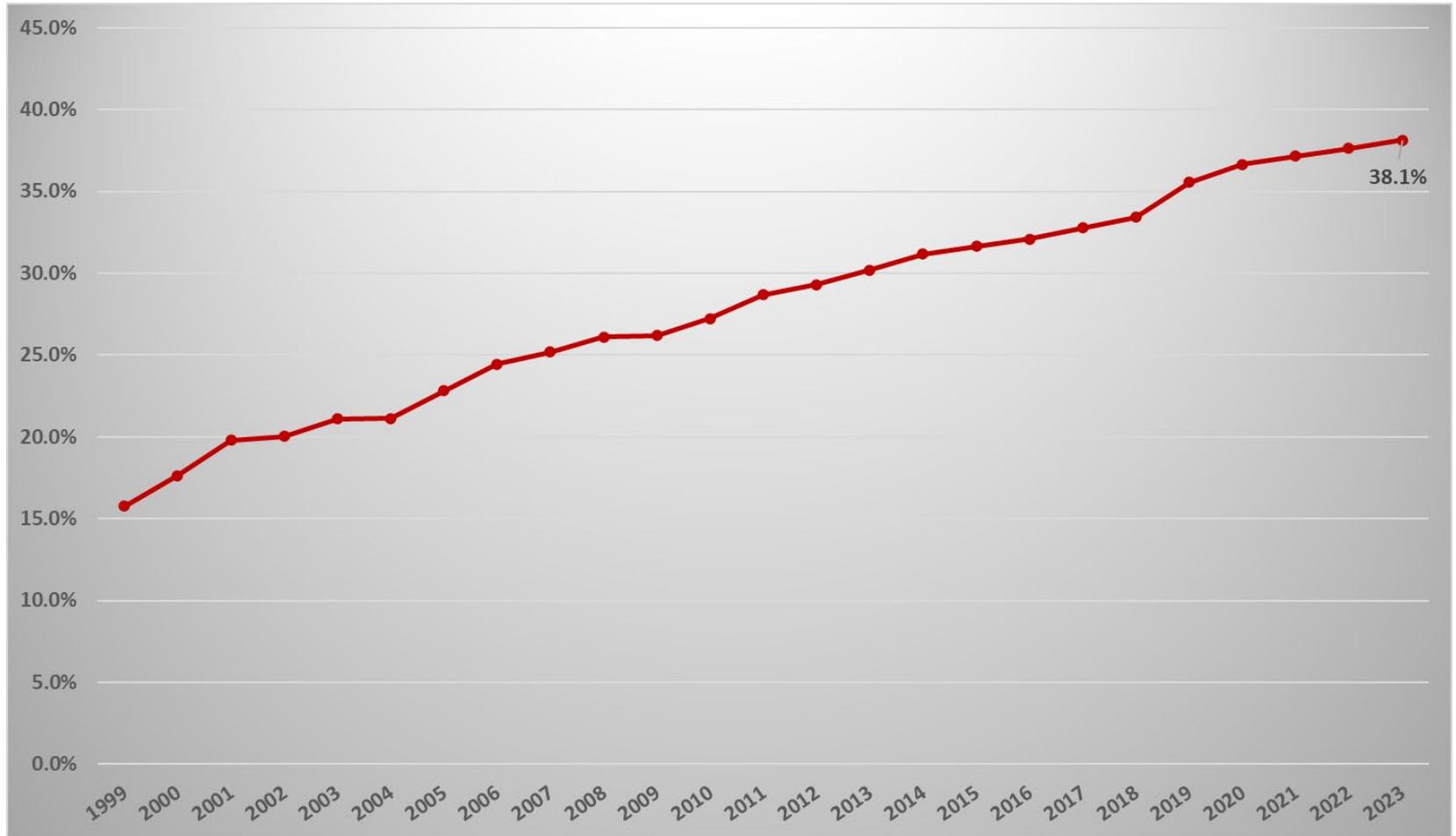
- The number of Clinical full-time faculty has been steadily increasing and is currently 1002;
- The percentage of women overall, inclusive of all career stages, has increased slightly and is currently 38.1%;
- The representation of women among those hired in 2022-2023 has increased over the previous year and is currently 34.8%;
- Annual resignation rates fluctuate due to small numbers.

Full Time Clinical Faculty (Physicians in Schulich) at Western, 1999 – 2023



Source: Western Human Resources Information Systems

Women as a Percentage of Full-Time Clinical Faculty at Western, 1999 – 2023

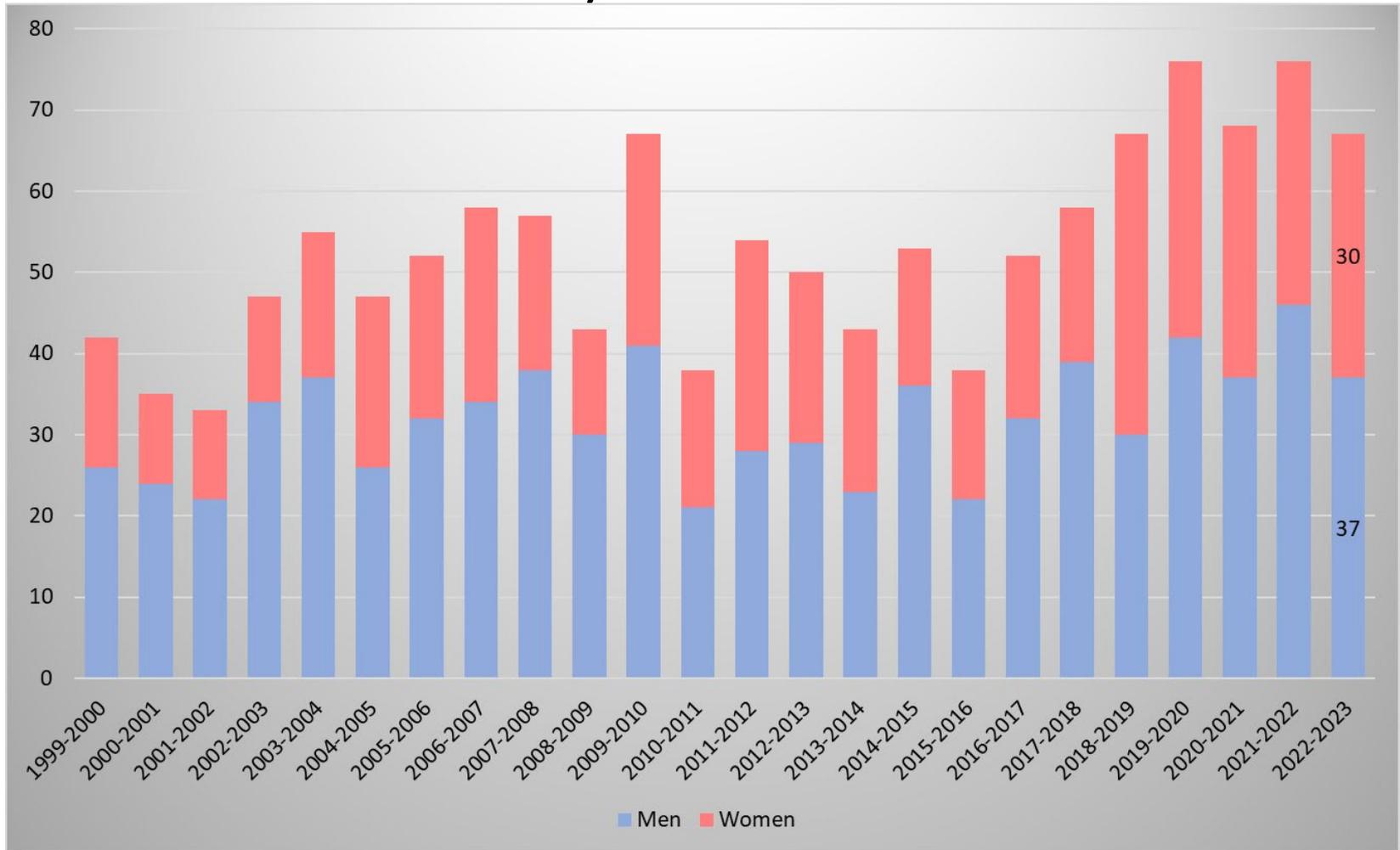


Source: Western Human Resources Information Systems

Senate Agenda
March 16, 2024

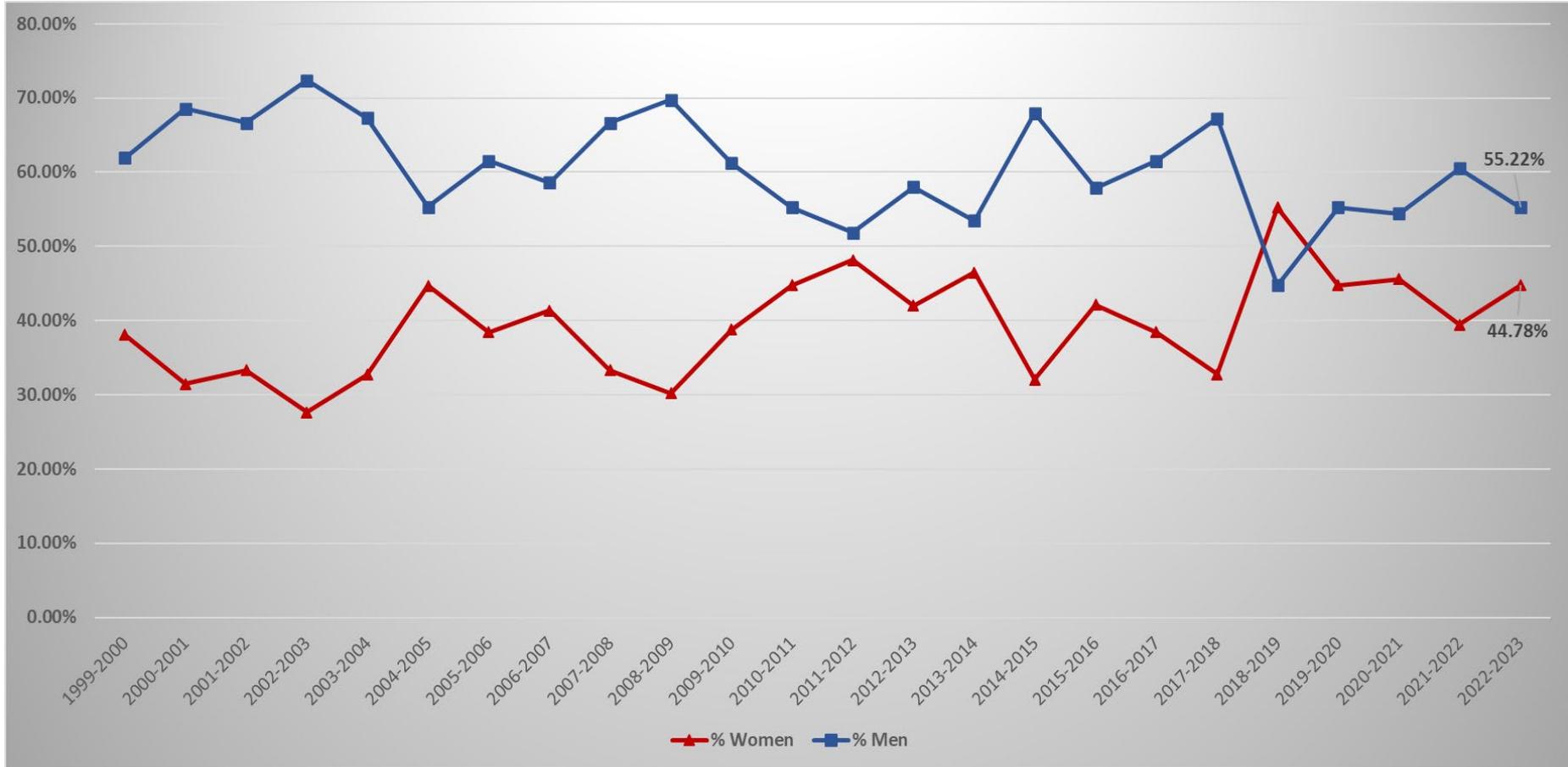
Newly Hired Clinical Full Time Faculty (Physicians in Schulich) at Western by Gender: 1999 – 2023

CONSENSUS ITEM 13.5(a)



Source: Western Human Resources Information Systems

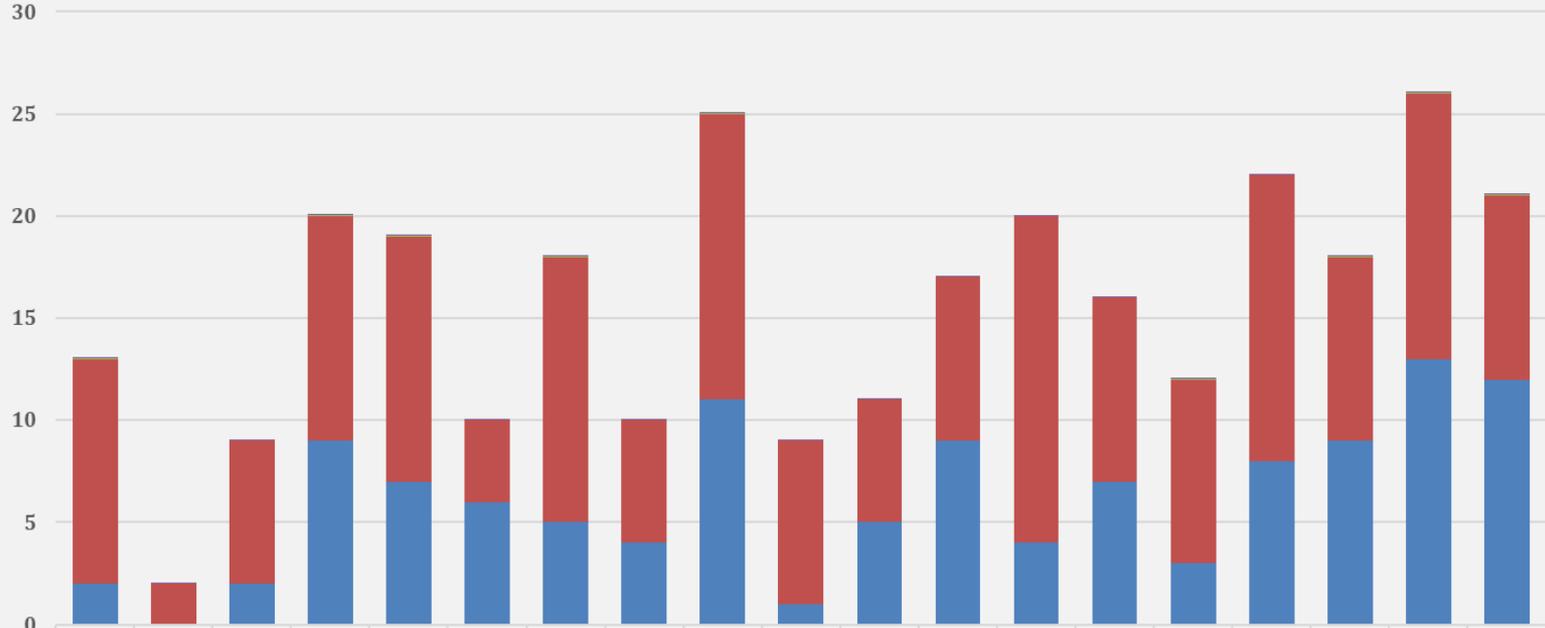
Percentage of New Full Time Clinical Faculty at Western by Gender: 1999-2023



Source: Western Human Resources Information Systems

Full-Time Clinical Faculty Resignations by Gender

2004-05 through 2022-23



	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
■ Annual Attrition Rate - Men	2.56%	0.45%	1.55%	2.33%	2.49%	0.81%	2.53%	1.16%	2.64%	1.49%	1.09%	1.45%	2.90%	1.58%	1.58%	2.47%	1.54%	2.15%	1.49%
■ Annual Attrition Rate - Women	1.74%	0.00%	1.37%	5.66%	4.12%	3.43%	2.60%	1.92%	5.00%	0.43%	2.00%	3.53%	1.53%	2.53%	1.05%	2.56%	2.65%	3.64%	3.29%
■ Men	11	2	7	11	12	4	13	6	14	8	6	8	16	9	9	14	9	13	9
■ Women	2		2	9	7	6	5	4	11	1	5	9	4	7	3	8	9	13	12

■ Women ■ Men ■ Annual Attrition Rate - Women ■ Annual Attrition Rate - Men

For further information

- After presentation at SCUP, this report can be found at:
http://uwo.ca/facultyrelations/academic_planning
Reports: Recruitment and Retention Report 2024
- The report on Promotion and Tenure of UWOFA faculty, librarians and archivists, which is presented at the end of each promotion cycle, can be found at:
https://www.uwo.ca/facultyrelations/pdf/vice_provost/promotion-tenure-report-2023.pdf
- For additional information on academic staff, Institutional Planning and Budgeting's website contains additional data:
<https://www.ipb.uwo.ca/>

(Note: definitions, inclusion criteria and the dates at which data are collected will influence counts. Therefore, counts may differ slightly among reports prepared from different data sources and for different purposes.)

ITEM 14.0 - Items Removed from the Consent Agenda

ACTION: APPROVAL INFORMATION DISCUSSION

EXECUTIVE SUMMARY:

This is a placeholder for any items removed from consent.

ITEM 15.0 – Discussion and Question Period

1. Jane Toswell, Senator:

Over the last months two major changes to the basic degree offered to teachers at Western have come through Senate, the first compressing the degree time period from two years to sixteen months, and the second turning the degree of B.Ed. into a Master of Teaching and Learning (if I have understood these changes correctly). As someone who frequently finds herself talking with students about the vocation of teaching, I wonder if perhaps we might have a short analysis of how these changes play out for students applying for teachers' college here at Western. Have other Faculties of Education in Ontario made similar changes, or are we trailblazers? I think OISE already had the Master of Teaching and Learning degree, but have others followed suit? Will our students be at a significant advantage, or will school boards be nervous about these changes?

2. Aliya Jokhu, Senator:

Ramadan, a pivotal month in the Islamic calendar, marks a period of fasting from sunrise to sunset for Muslims worldwide, including several hundred students at Western. However, the recognition and accommodation of Ramadan and Eid within Western educational institutions pose significant challenges. The lack of a standardized approach across faculties further burdens students, placing the onus on them to advocate for their religious practices. Uncertainty regarding the approval of accommodations underscores the need for a long-term accommodation strategy.

Comparatively, universities like the University of Toronto, the University of British Columbia, and McGill University have taken steps to acknowledge Ramadan and Eid within their policies. These institutions provide clear guidelines and calendars, ensuring that students observing these holidays can access accommodations without penalty, especially during key academic periods.

The inconsistency at Western University raises questions about its commitment to equality and inclusion, particularly in comparison to its counterparts that have established clear policies and support systems for religious accommodations. As educational institutions strive for excellence, the integration and standardization of accommodations for Ramadan and Eid in Western University's calendar and policies become crucial.

If Western considers itself on par with institutions that have implemented standardized accommodations for Ramadan and Eid, what are its plans for incorporating them into the calendar and addressing concerns in the long term?

3. Jane Toswell, Senator:

What will be happening on 1 May 2024 to the three Brescia University College seats on Senate, one for the "academic head", and the other two for members of the College elected by those holding the rank of assistant professor or above?

Excerpt from Senate's Adopted Policies and Procedures:

4.1 Purpose

The Discussion Question Period has two functions:

- 4.1.1 To allow members to ask questions about the progress of current Senate business, re-open matters previously dealt with by Senate, and raise questions on other matters within Senate's mandate.
- 4.1.2 To provide time for open discussion and debate of issues related to Senate's mandate that are not on the agenda but may be of interest or concern to Senate members or their constituencies.

4.2 General Regulations

- 4.2.1 No motions may be put or considered during this period on the agenda.
- 4.2.2 The length of the Discussion and Question Period is limited to 30 minutes unless extended by a majority vote of Senate.
- 4.2.3 Questions or issues will be dealt with in the order in which they are received, although related questions or issues received in advance of the meeting may be grouped together by the Secretariat. Questions or issues submitted in advance of the meeting will be dealt with before questions or issues raised from the floor.
- 4.2.4 Members who submit more than one question or issue will be asked to indicate their order of precedence. At the Senate meeting, second and subsequent questions or issues presented by any member will be dealt with after all other members have an opportunity to have their first question or issue discussed.
- 4.2.5 At the Senate meeting, questions or comments should be directed to the Chair who will call upon the appropriate individuals to answer or direct the discussion thereafter.
- 4.2.6 In order to ensure that all those who wish to raise a matter have the opportunity to do so, presentation of issues and questions should be brief and to the point. Members are discouraged from reading or reiterating the material that has already been presented in written form.
- 4.2.7 If there are issues or questions that have not been put at the end of the 30 minute period or any extension, and there is no further extension, the remaining questions or issues will be carried forward to the Discussion and Question Period of the following meeting of Senate, unless withdrawn by the members who initially submitted the questions or issues.

4.3 Process

4.3.1 Questions

- (a) It is suggested, though not required, that members who wish to ask questions at this point in the agenda, submit them to the University Secretary at least 48 hours prior to the meeting at which they are to be raised. Questions received within this time frame will be included in a reposted agenda in advance of the meeting.
- (b) The Secretary will forward questions submitted at least 48 hours prior to the meeting to the appropriate individuals for preparation of responses and every effort will be made to have responses available at the meeting.
- (c) Questions not submitted at least 48-hours prior may need to be deferred to the next meeting for response.
- (d) If after an answer is received, there are concerns or issues remaining that are within Senate's mandate, those issues will be referred to the appropriate Senate standing committee for review and a report will be made back to Senate. If the concerns or issues remaining are not within Senate's mandate, the Chair will refer the matter to the appropriate vice-president.
- (e) A member who has submitted a question is entitled to ask one supplementary question relating to the response.

4.3.2 Issues for Discussion

- (a) It is suggested, though not required, that members who wish to raise an issue for discussion at this point in the agenda, submit the issue to the University Secretary at least 48 hours prior to the meeting at which it is to be raised. Notice of issues for discussion received within this time frame will be included in a reposted agenda in advance of the meeting.
 - (b) Members are responsible for preparing any background documentation they wish to distribute related to the issue they are raising. The Secretariat must be provided with an electronic copy of such documentation for Senate's records. Documentation received at least 48 hours before the meeting will be circulated to members of Senate with the notice of the issue to be discussed.
 - (c) If at the end of the 30 minute period there are still members who wish to speak on an issue under discussion, and the period is not extended, discussion will be resumed at the following meeting of Senate as part of that meeting's Discussion and Question Period.
 - (d) If after discussion of an issue is concluded, there are concerns or issues remaining that are within Senate's mandate, those issues will be referred to the appropriate Senate standing committee for review and a report will be made back to Senate. If the concerns or issues remaining are not within Senate's mandate, the Chair will refer the matter to the appropriate vice-president.
-