REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Revisions to English Language and Literature Modules, Minor in English for Teachers, Minor in General English, and Certificate in Theatre Arts

Withdrawal of the Minor in Dramatic Literature

Faculty of Arts and Humanities: Revisions to the Certificates and Diplomas in Business French and Français Pratique

Richard Ivey School of Business: Revisions to the Admission Requirements for the HBA Advanced Entry Opportunity (AEO)

Faculty of Social Science: Introduction of a Social Science Course Designation and a Summer Internship

Faculty of Social Science: Revision to the Admission Requirements for Economics Modules for Ontario High School Applicants

School of Graduate and Postdoctoral Studies: Consolidation of the Graduate Programs in the Department of Physiology and Pharmacology, Schulich School of Medicine & Dentistry

King's University College: Revisions to Admission Requirements for the Bachelor of Social Work (Honors) Program

Revisions to the Policies on Administration of Examinations

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Schulich School of Medicine & Dentistry: Revision to the School of Dentistry Sessional Dates to Change the Start Date of the Internationally Trained Dentist Program

FOR APPROVAL

1. **Faculty of Arts and Humanities: Revisions to English Language and Literature Modules, Minor in English for Teachers, Minor in General English, and Certificate in Theatre Arts; Withdrawal of the Minor in Dramatic Literature**

1a Revisions to English Language and Literature Modules, Minor in English for Teachers, Minor in General English, and Certificate in Theatre Arts

Recommended: That the following modules in the Faculty of Arts and Humanities be revised as highlighted below, effective May 1, 2012:

Honors Specialization in English Language and Literature
Specialization in English Language and Literature
Major in English Language and Literature
Minor in English Language and Literature
Minor in English for Teachers
Minor in General English
Certificate in Theatre Arts

REVISED CALENDAR COPY
(http://www.westerncalendar.uwo.ca/2011/pg190.html)

HONORS SPECIALIZATION IN ENGLISH LANGUAGE AND LITERATURE
Admission Requirements
Completion of first-year requirements with no failures. Students must have an average of at least 70% in 3.0 principal courses, including 1.0 course from English 1020E, 1022E, 1024E, 1035E, 1036E or both of English 1027F/G and 1028F/G, plus 2.0 additional courses, with no mark in these principal courses below 60%.

Module
10.0 courses:
2.0 courses from: English 2307E, 2308E, 2309E, 2310E. (Students who have not taken English 1022E must take English 2307E.)
1.0 course from: English 2200F/G, 2210F/G, 2220F/G, 2230F/G, 2240F/G, 2250F/G
1.0 course from: English 3001, 3012, 3115E, ***3116E***
1.0 course from: English 3226E, 3227E, 3556E, 3666F/G, 3776F/G
2.0 courses from: English 3224E, ***3228F/G,*** 3334E, ***3336F/G,*** 3444E, ***3446F/G, 3889E, 3891F/G or with Department permission, 3667F/G, 3777F/G***
1.0 course from: 3700E, 3705F/G, 3880F/G, 3882F/G, 3886F/G, 3887E
1.0 course from: English at the 4000 level
1.0 course from: English at the 2200 level and above. ***(Students are strongly encouraged to take either English 3554E or 3557F/G.)***

Note: French or a foreign language is recommended for students intending to apply to graduate schools or professional programs.

SPECIALIZATION IN ENGLISH LANGUAGE AND LITERATURE
Admission Requirements
Completion of first-year requirements, including 1.0 course from English 1020E, 1022E, 1024E, 1035E, 1036E or both of English 1027F/G and 1028F/G, with a mark of at least 60%.

Module
9.0 courses:
2.0 courses from: English 2307E, 2308E, 2309E, 2310E. (Students who have not taken English 1022E must take English 2307E.)
1.0 course from: English 2200F/G, 2210F/G, 2220F/G, 2230F/G, 2240F/G, 2250F/G
1.0 course from: English 3001, 3012, 3115E, ***3116E***
1.0 course from: English 3226E, 3227E, 3556E, 3666F/G, 3776F/G
2.0 courses from: English 3224E, ***3228F/G,*** 3334E, ***3336F/G***, 3444E, ***3446F/G, 3889E, 3891F/G or with Department permission, 3667F/G, 3777F/G***
1.0 course from: 3700E, 3705F/G, 3880F/G, 3882F/G, 3886F/G, 3887E
1.0 course from: English at the 2200 level and above. ***(Students are strongly encouraged to take either English 3554E or 3557F/G.)***

Note: French or a foreign language is recommended for students intending to apply to graduate schools or professional programs.

MAJOR IN ENGLISH LANGUAGE AND LITERATURE
Admission Requirements
Completion of first-year requirements, including 1.0 course from English 1020E, 1022E, 1024E, 1035E, 1036E or both of English 1027F/G and 1028F/G, with a mark of at least 60%. Students will be eligible for an Honors BA with a double Major if they obtain a 70% average in the courses of each Major module with no mark less than 60% in each course. No failures ***are permitted*** on options.

Module
6.0 courses:
1.0 course: English 2307E
1.0 course from: English 2308E, 2309E, 2310E
1.0 course from: English 2200F/G, 2210F/G, 2220F/G, 2230F/G, 2240F/G, 2250F/G
1.0 course from: English 3001, 3012, 3115E, ***3116E***, 3224E, ***3226E, 3227E, 3228F/G,*** 3334E, ***3336F/G***
1.0 course from: English 3444E, ***3446F/G***, 3554E, ***3556E, 3557F/G, 3666F/G, 3667F/G, 3776F/G, 3777F/G, 3882F/G, 3889E, 3891F/G***
1.0 course from: English at the 2200 level and above

Note: French or a foreign language is recommended for students intending to apply to graduate schools or professional programs.

MINOR IN ENGLISH LANGUAGE AND LITERATURE
Admission Requirements
Completion of first-year requirements, including 1.0 course from English 1020E, 1022E, 1024E, 1035E, 1036E or both of English 1027F/G and 1028F/G, with a mark of at least 60%. Students should consult with the Department prior to admission.

Module
4.5 courses:
0.5 course: English 2230F/G
1.0 course from: English 2033E, 2071F/G, 2072F/G, 2073F/G, 2074F/G, 2220F/G, 2500E, 2600F/G
1.0 course from: Classical Studies 3100E, English 2400E, ***3226E, 3227E, 3556E, 3666F/G, 3776F/G***
1.0 course from: English ***2307E***, 3001, 3012, 3115E, ***3116E***, 3224E, ***3228F/G,*** 3334E, ***3336F/G***
1.0 course from: English ***2308E, 2309E, 2310E,*** 3444E, 3445F/G, 3554E, ***3557F/G, 3667F/G, 3777F/G, 3882F/G***

Note: This module facilitates switching at a later date to a Major or Honors Specialization in English.

MINOR IN ENGLISH FOR TEACHERS
Admission Requirements
Completion of first-year requirements, including 1.0 course from English 1020E, 1022E, 1024E, 1035E, 1036E or both of English 1027F/G and 1028F/G, with a mark of at least 60%. Students should consult with the Department prior to admission.

Module
5.0 courses:
1.0 course: English 3227E
1.0 course from: English 2060E, ***2309E, 3777F/G***
1.0 course from: English 2033E, 2071F/G, 2072F/G, 2500E
1.0 course from: English 2307E, 2308E, 2310E
1.0 course from: English at the 2000 level and above. (***It is recommended that s***tudents include Writing 2101F/G or equivalent in this category.)

Note: English 2033E is recommended for teaching Primary to Intermediate grades and English 2500E for Intermediate to Senior levels.

MINOR IN GENERAL ENGLISH
Admission Requirements
Completion of first-year requirements, including 1.0 course from English 1020E, 1022E, 1024E, 1035E, 1036E or both of English 1027F/G and 1028F/G, with a mark of at least 60%. Students should consult with the Department prior to admission.

Module
4.0 courses:
1.0 course from: English 2307E, 2308E, 2309E, 2310E
1.0 course from: English at the 2200 level or above
2.0 courses from: English at the 2000 level or above except English 2017 ***and 2018A/B***.
(Students may substitute 0.5 course in Writing towards this requirement.)

CERTIFICATE IN THEATRE ARTS

The Certificate in Theatre Arts provides training in drama and theatrical performance that meets the requirements for Drama as a teachable subject in the Faculty of Education. In addition to 2.0 courses that study drama as a literary genre, the Certificate requires participation as a member of either the cast or crew for the Department of English's Annual Fall Production (English 2041F/G), 0.5 course in Canadian drama with an emphasis on performance and pedagogy (English ***3776F/G***), and two 0.5-credit summer courses offered in partnership with and on the campus of the Stratford Shakespeare Festival (English 2042F/G and 2043F/G). Students who take this certificate in tandem with a module in English may count 1.0 course toward both.

Admission Requirements
Completion of first-year requirements, including 1.0 course from English 1020E, 1022E, 1024E, 1035E, 1036E or ***both of English*** 1027F/G and 1028F/G, with a mark of at least 60%. Students should consult with the Department prior to admission.

Program Requirements
To qualify for the Certificate in Theatre Arts, students must attain an average of 70% in these 4.0 courses:
2.0 courses from: English 2041F/G, 2042F/G, 2043F/G***, 3666F/G, 3776F/G***
2.0 courses from: Classical Studies 3100E, English 2400E, ***3226E, 3227E, 3556E***

Background:

The Department of English is currently undergoing a significant overhaul of its undergraduate curriculum. By producing second-year requirements, the Department believes that the proposed changes will in part fulfill its obligation to conform to OCAV guidelines regarding the streaming of degree modules. The Department is also withdrawing redundant courses, and is creating a variety of new 0.5-credit courses in Special Topics across the discipline of English. The reasons for the latter decision are to create better scheduling flexibility for students, and to encourage students to think and read more broadly in these fields, even as the Department recognizes the growing and enduring value of these areas of the discipline to English studies.

1b <u>Withdrawal of the Minor in Dramatic Literature</u>

Recommended: That the Minor in Dramatic Literature be withdrawn from offerings in the Faculty of Arts and Humanities, effective January 1, 2012.

<u>CURRENT CALENDAR COPY</u>
http://www.westerncalendar.uwo.ca/2011/pg196.html

Background:

The creation and success of the Certificate in Theatre Arts has effectively made the Minor in Dramatic Literature redundant. There are currently no students registered in this module.

2. **Faculty of Arts and Humanities: Revisions to the Certificates and Diplomas in Business French and Français Pratique**

Recommended: That effective September 1, 2012, the admission, progression and program requirements for the Certificates and Diplomas in Business French and Français Pratique be revised as set out below.

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg282.html

CERTIFICATE IN BUSINESS FRENCH
Admission Requirements
Completion of French 1900E or 1910 with a mark of at least 60%.

Progression and Graduation Requirements
The core language courses must be taken in sequence. Students must achieve an average of at least 70% in the ***5.0*** courses in order to progress in and complete this program. Students must receive counselling from the Department on their choice of courses and should seek regular advice on the availability of courses.

Program
5.0 courses:
1.0 course ***from:*** French 2905A/B and 2906A/B or French 2900
1.0 course ***from:*** French 2205A/B, 2206A/B, 2207A/B 2208A/B, or ***the*** former French 2200
1.0 course: French 3900
1.0 course from: French 3200, 3201E
1.0 course from: French 3300, 3306A/B, 3307A/B, 3308 A/B***, or the former French*** 3202

Note: Students may pursue the Certificate in Business French concurrently with other programs in French. All of the French courses in the Certificate program can count towards other undergraduate programs. ***Students who have successfully completed the majority of the courses for this Certificate prior to graduation may finish the Certificate post-degree.***

The Department of French Studies is also an examination centre for the Paris Chamber of Commerce and Industry Business French exams. Consult the French Studies Department for further details.

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg305.html

DIPLOMA IN BUSINESS FRENCH
Admission
Any student who has graduated with a 3 or 4-year undergraduate degree may apply to be admitted to the Diploma program, subject to prerequisites and general university admission requirements. Contact the Faculty of Arts and Humanities Academic Counselling Office to apply. ***Completion of French 1900E or 1910 with a mark of at least 60% is required.***

Progression and Graduation Requirements
The core language courses must be taken in sequence. Students must achieve an average of at least 70% in the ***5.0*** courses in order to progress in and complete this program. Students must receive counseling from the Department on their choice of courses and should seek regular advice on the availability of courses.

Program
5.0 courses:
1.0 course ***from***: French 2905A/B and 2906A/B or French 2900
1.0 course ***from***: French 2205A/B, 2206A/B, 2207A/B 2208 A/B, or ***the*** former French 2200
1.0 course: French 3900
1.0 course from: French 3200, 3201E
1.0 course from: French 3300, 3306 A/B, 3307 A/B, 3308 A/B, ***, or the former French*** 3202

The Department of French Studies is also an examination center for the Paris Chamber of Commerce and Industry Business French exams. Consult the French Studies Department for further details.

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg283.html

CERTIFICAT DE FRANÇAIS PRATIQUE
Admission
Completion of French 1900E or 1910 with a mark of at least 60%.

A student may not pursue both the Certificat de français pratique and a French module.

Progression and Graduation Requirements
The core language courses must be taken in sequence. To progress in and to complete the Certificat program, students must achieve and maintain a minimum average of 60% in the ***4.0*** required courses.

Program
4.0 courses:
1.0 course ***from***: French 2905A/B and 2906A/B, 2900, 2101
1.0 course: French 2102A/B, 2104A/B
1.0 course ***from***: French 3900, 2103
1.0 course from: French ***at the 2200 level and above***

Note: At least 3.0 of the ***4.0*** credit courses must be taken at Western.

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg306.html

DIPLOME DE FRANÇAIS PRATIQUE
Admission
Any student who has graduated with a 3 or 4-year undergraduate degree may apply for admission, subject to prerequisites and general university admission requirements. Contact the Faculty of Arts and Humanities Academic Counselling Office to apply. ***Completion of French 1900E or 1910 with a mark of at least 60% is required.***

Progression and Graduation Requirements
The core language courses must be taken in sequence. To progress in and to complete the Diploma program, students must achieve and maintain a minimum average of 60% in the ***4.0*** required courses.

Program
4.0 courses:
1.0 course ***from***: French 2905A/B and 2906A/B, 2900, 2101
1.0 course: French 2102A/B, 2104A/B
1.0 course ***from***: French 3900, 2103
1.0 course from: French ***at the 2200 level and above***

Note: At least 3.0 of the ***4.0*** credit courses must be taken at Western.

Background:

These changes are necessary to update the requirements for the Certificate and Diploma in Business French following the introduction of new courses in 2010-11, and to revise the format of the Certificates and Diplomas in French Studies so they align with the structure of other modules of the Department.

3. **Richard Ivey School of Business: Revisions to the Admission Requirements for the HBA Advanced Entry Opportunity (AEO)**

Recommended: That the admission requirements for the Advanced Entry Opportunity (AEO) for Honors Business Administration at the Richard Ivey School of Business be revised as set out below, effective January 1, 2012.

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg260.html

ADVANCED ENTRY OPPORTUNITY
No change

Students interested in the Ivey AEO apply to Western or one of the affiliated university colleges on the Ontario Universities' Application Centre (OUAC) form. They must also apply separately to the Richard Ivey School of Business. The Ivey AEO application is only available on-line at www.ivey.uwo.ca/hba. There is an application fee ~~of $100~~ payable to the Ivey Business School. ***Please refer to www.ivey.uwo.ca/hba for more information.***

Both applications are due by the OUAC application deadline in January.
A competitive Ivey AEO application includes:

- 90%+ average in your final year of secondary school
- Completion of a mathematics course for university bound students
- Demonstrated leadership in extracurricular activities, community involvement, and work experience.

Steps for Admission to HBA
To progress to the Ivey HBA Program in third year, Ivey AEO students need to:

- Enroll at Western or one of the Affiliated University Colleges for Years 1 and 2 with a full course load (5.0 full courses) during the regular academic year (September – April) in each year;
- Achieve an overall two-year average of 80.0% in 10.0 full university credits (5.0 in each year) in any faculty in any program with no failed courses;
- Enroll in a module and take a minimum of 2.0 of the required courses for that module plus Business Administration 2257 in Year 2;
- Take all senior (2000 and higher) level courses in Year 2 including Business Administration 2257. Permission to register for a first-year course in Year 2 will be granted by the HBA Program Services Office only under special circumstances;
- Achieve no less than 70% in Business Administration 2257 taken between September and April of Year 2;
- Complete the equivalent of a Grade 12 U-level mathematics course, if not taken during secondary school;
- Continue involvement, achievement, and leadership in extracurricular activities in Years 1 and 2;
- Complete an Ivey AEO Update form between Years 1 and 2 so that Ivey can provide feedback on progression to date; and,
- Complete the Ivey AEO Intent to Register form in Year 2 to confirm intention to join the Ivey HBA Program in Year 3.

Background:

These changes were necessary to bring the 2012-13 academic calendar with current practice.

4. **Faculty of Social Science: Introduction of a Social Science Course Designation and a Summer Internship; Revision to the Admission Requirements for Economics Modules for Ontario High School Applicants**

4a Introduction of a Social Science Course Designation and a Summer Internship

Recommended*:* That a Social Science course designation be introduced; and,

That a Summer Internship course, Social Science 3990, be introduced in the Faculty of Social Science effective January 1, 2012.

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg882.html

Add Social Science to the list of Courses Offered.

http://www.uwo.ca/univsec/handbook/regn/registration_progression.pdf and
http://www.westerncalendar.uwo.ca/2011/pg81.html#31878

Add Social Science to Category A (Interdisciplinary and Multidisciplinary) Breadth Requirements.

CATEGORY A
Social Science
Anthropology, Economics, Dimensions of Leadership, First Nations Studies, Geography, History, International Relations, Management and Organizational Studies (formerly Administrative and Commercial Studies), Political Science, Psychology, Sociology, Women's Studies

Interdisciplinary and Multidisciplinary
American Studies, Childhood and Social Institutions (formerly Childhood and Family Relations), Dance, Education, Family Studies, Health Sciences, Interdisciplinary Studies, Centre for Global Studies (formerly International and Comparative Studies; Modern Eastern Civilizations), Kinesiology, Linguistics, Media and the Public Interest, Media, Information and Technoculture, Nursing, Rehabilitation Sciences, Social Justice and Peace Studies*, ***Social Science***

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

NEW CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg882.html

Social Science 3990 – Summer Internship
Preparatory workshops and a 4-month placement with a government, private sector or non-governmental organization to provide a practical learning experience in the summer following second or third year. Admission is competitive. Students will write a final report on work undertaken. More information is available at Social Science Career Counselling office.
Prerequisite(s): Permission of the Faculty of Social Science. Applicants must have an average of at least 70 percent and be enrolled in a Social Science Major or Specialization module.
Extra Information: Non-credit, pass/fail
Notes:

- This course cannot be included in the number of courses counted towards any degree or program.
- Students will take the course in summer, May-August.
- Only full-time students are eligible.
- Students may not take any academic courses during the internship. Following their work term, they must be returning to full-time undergraduate studies.
- Successful completion of this course will be recognized on a student's transcript.
- International students may participate in a summer co-op in Canada if they obtain an "off-campus work permit" from Citizenship and Immigration Canada.

Background:

Occasionally there are courses that transcend the boundaries of individual departments. A summer internship non-credit course, whereby students could obtain work experience relevant to their discipline, is one such example. To accommodate these situations, we need a designated "Social Science" course and in particular, we would like to introduce a summer internship using a Social Science designation. We are currently working with the Career Success Centre to design a 4-month experiential learning and practical workplace experience for students in Social Science. This opportunity will enhance both the overall learning experience and future employability of students in Social Science.

4b Revision to Admission Requirements for Economics Modules for Ontario High School Applicants

Recommended: That the policy on Admission Requirements for Ontario High School Applicants be revised to require university-level Calculus for admission into any Economics module other than a Minor in the Faculty of Social Studies, effective January 1, 2012.

The current policy is located in the Academic Handbook: http://www.uwo.ca/univsec/handbook/adm/ontario.pdf

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg48.html

SOCIAL SCIENCE

Grade 12 U and M Courses Required
English ENG4U

Grade 12 U and M Courses Recommended
All Specializations and Majors in Psychology require a University Math course. Therefore Advanced Functions (MHF4U) is highly recommended.
Math is helpful as preparation for Sociology and Geography programs.

Note: For Economics

- ***Grade 12U Advanced Functions (MHF4U) and Calculus and Vectors (MCV4U) are required for the Minor in Economics.***
- ***Grade 12U Advanced Functions (MHF4U) and Calculus and Vectors (MCV4U) and university-level Calculus are required for the other modules in Economics.***

Background:

The Department of Economics added university-level calculus as a requirement for modules in Economics, other than a Minor.

5. **School of Graduate and Postdoctoral Studies: Consolidation of the Graduate Programs in the Department of Physiology and Pharmacology, Schulich School of Medicine & Dentistry**

Recommended: That effective September 1, 2012, the graduate program in Physiology and the graduate program in Pharmacology and Toxicology be consolidated into the single "Physiology and Pharmacology" graduate program, and

that admission into the graduate programs in Physiology and Pharmacology and Toxicology, be discontinued effective August 31, 2012, and admissions to the Physiology and Pharmacology program commence on September 1, 2012, and

that students be allowed to graduate with a degree either in Physiology or in Pharmacology and Toxicology until the 2017 Spring Convocation.

Background:

The Department of Physiology and Pharmacology currently offers two graduate programs: Physiology, and Pharmacology and Toxicology. These programs existed at the time of the merger between the Department of Physiology and the Department of Pharmacology and Toxicology, in 2001. Since that time, the academic requirements of the two programs have been harmonized, and all faculty members in the Department of Physiology and Pharmacology have acquired membership in both graduate programs.

Following the academic and administrative harmonization of the two programs, consultations with faculty and graduate student members of the Department were conducted, and the Department recommended consolidation of the two separate programs into a single Physiology and Pharmacology Graduate Program. Consolidation has also been recommended based on the Program's written submissions and the review conducted by external consultants on June 22-23, 2011.

The final convocation date of Spring 2017 for the separate programs is based on the anticipated completion of degree requirements of doctoral students who enroll in either of these programs as late as May 2012, which has been set as the last enrollment date. To accommodate all students currently enrolled in the Physiology and the Pharmacology and Toxicology programs, as well as those who enroll as late as May 2012, the option of receiving one of these titles on their final degree will expire on June 2017. After this date, all graduating students will receive a graduate degree in "Physiology and Pharmacology." Similarly, all students entering the program on or after September 1, 2012 will receive a graduate degree in "Physiology and Pharmacology."

6. **King's University College: Revisions to Admission Requirements for the Bachelor of Social Work (Honors) Program**

Recommended: That effective September 1, 2013, the admission requirements to the Bachelor of Social Work (Honors) Program be revised as highlighted below.

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg1194.html

BACHELOR OF SOCIAL WORK (HONORS)

Admission Requirements
Only students who have been formally accepted into the Social Work program may enroll in Social Work courses at the 3000-level and beyond.

Students accepted into the professional program (Year III) must register at King's University College.

Admission to the Social Work program (third year) is by formal application by February 1 of the calendar year in which admission is sought. Enrollment in the Social Work program is limited.

The admission of each candidate is determined by the Director on the recommendation of the School's Admissions Committee. In the admissions process, candidates are chosen according to academic and non-academic requirements.

Academic requirements for admission may be completed up until the end of summer school of the year in which admission to the professional program is sought. ***To be eligible for admission, applicants must complete not less than 10.0 courses or equivalent of university study with an overall average of 70%.*** These courses must include:

3.0 courses with a minimum grade of 70% in each:
2.5 courses: Social Work 1021A/B, 1022A/B, 2206A/B, 2214A/B, 2215A/B
0.5 course from: Writing 1020F/G, 1022F/G, 2101F/G

7.0 additional courses with a minimum grade of 60% in each:
0.5 course: Social Work 2207A/B
1.0 courses from Anthropology, Economics, History or Political Science
1.5 courses from Category B
4.0 additional courses

Applicants must have a minimum average of 70% in the last 10.0 courses taken prior to admission to the program. In addition, all students must meet first-year requirements as outlined in the UWO Calendar.

Candidates will receive official notification of the acceptance or rejection of their application after official final year grades have been received by the School (generally the end of June of each academic year).

Background:

The School of Social Work is engaged in a review of its undergraduate BSW curriculum. The first stage of this curriculum review involves the revision of the pre-program requirements and proposals are in process to withdraw Social Work 1020, 2204, and 2205 and introduce Social Work 1021A/B, 1022A/B, 2214A/B, 2215A/B, 2206A/B and 2207A/B respectively, in their place. This will provide greater flexibility both to students and the School. Given the extensive writing requirement once students are admitted to the professional program an introductory Writing requirement was added. In addition, the liberal arts foundation of the program was clearly established by specifying minimum course selections from Anthropology, Economics, History, or Political Science. The research methods course content was separated from statistics, and raised the minimum grade for the research methods from 60% to 70%.

While the changes to the admission requirements will not take effect until September 2013, the School will need to publish the new requirements to students currently registered in first-year to allow them time to register in the necessary courses prior to application to the program in Year III.

7. **Revisions to the Policies on Administration of Examinations**

Recommended: That the policies on administration of examinations be revised as highlighted below, effective January 1, 2012.

The current policies are located here: http://www.uwo.ca/univsec/handbook/exam/administration.pdf

ADMINISTRATION OF EXAMINATIONS
Unchanged

INSTRUCTIONS FOR CANDIDATES DURING EXAMINATIONS

1. Candidates are responsible for arriving at the examination room on time with adequate supplies (pens, pencils, erasers, calculators, current I.D. card) and may be admitted five minutes before the beginning of the examination. Upon entering the examination room, candidates will refrain from talking to or communicating with other candidates. Candidates will read any posted instructions concerning seating and other arrangements within the examination room. Candidates must place their I.D. card on the left corner of the desk.

2. No candidate may leave the examination room during the first thirty minutes of the examination.

3. Candidates must sign the nominal roll which will be circulated by the proctor during the first thirty minutes of the examination.

4. Candidates arriving later than thirty minutes after the commencement of the examination will not be allowed to write the examination. Under such circumstances, candidates should advise the Chief Proctor of their situation and then proceed to the Associate Dean (Academic) or designate of their faculty for instructions. In the case of evening or weekend examinations, candidates must proceed to the Office of the Associate Dean (Academic) or designate for instructions the next business day.

5. Candidates prevented from writing an examination by circumstances such as illness or death in the family shall submit a written petition to the Associate Dean (Academic) or designate of their faculty. A petition made because of illness should be accompanied by a medical certificate [available at http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf. A petition for other reasons normally should be supported by evidence from a professional acquainted with the circumstances.

6. Candidates are forbidden to give information to, or receive it from, any candidate or person other than an examination proctor, during the examination.

7. Candidates will not make use of any books, notes, diagrams, communication equipment, ***computer programs or software*** or other aids unless authorized by the examiner, ***and*** such authorization being stated clearly ***in*** the ***examination*.** Candidates who bring any unauthorized notes, books, communication equipment, ***computer programs or software*** or other aids into the examination room must leave them in an area designated by the Chief Proctor or ***refrain from accessing them during the exam in the case of computer software or programs***.

8. Smoking is not permitted in the examination room.

9. In the case of an emergency, candidates will be permitted to leave and re-enter the examination room only if accompanied by a Proctor. Candidates may be granted permission to move to another available seat if they can provide a legitimate reason.

10. Candidates are responsible for ensuring that they receive the proper ***examination***.

11. Candidates will use only the approved answer form (question paper, markex card, ***computer program*** or answer booklet) supplied. When answer booklets are employed, candidates will use them even for rough work and will not write on any other paper. Pages will not be removed from answer books ***and files generated through the use of computerized exams must not be saved for future reference*.** Candidates must keep all papers on their desk.

12. Candidates who require additional answer books during the examination will not leave their seat but will attract the attention of the Proctor by raising a hand.

13. Any suspected irregularities in the question paper or any unusual distractions in the vicinity of the candidates should be brought to the attention of the Proctor.

14. Upon completion of the examination, candidates will ensure that their student number, name, course number, book number and total number of books, and the name of the instructor are lettered legibly on all answer books ***or entered in the appropriate electronic fields*.** If more than one book has been used, they should be numbered consecutively and placed inside book one. No answer books or parts of answer books will be taken from the examination room.

15. Candidates will not be allowed to leave the examination room during the last 15 minutes. Under no circumstances, including late arrival, will the time beyond the designated period be extended.

16. At the conclusion of the examination, candidates will remain seated until a Proctor has collected their completed examination booklets. Candidates who leave the room and neglect to sign their name and submit their completed booklets to the Proctor ***or neglect to appropriately electronically submit their examination*** will be considered as not having written the examination.

ALLOCATION OF PROCTORS

unchanged

DUTIES OF CHIEF PROCTORS DURING EXAMINATIONS

The Chief Proctor shall be responsible for the conduct of examinations in the examination room. To this end, for the start of the exam the Chief Proctor shall:

1. Be familiar with the instructions for candidates regarding conduct.

2. Be at the examination room thirty minutes before the start of the examination to receive the sealed examination package or ***have the appropriate electronic examination ready*.**

3. Verify the contents of the examination package (i.e., examination papers, ***computer files***, nominal rolls, information for Proctors). Any discrepancies are to be reported immediately to the Office of the Registrar.

4. Distribute examination papers, supplies, etc., to the individual Proctors who will then be responsible for distributing them. The seating plan provided will indicate the row numbers for separate examinations.

5. Use blackboards to advise students of the row numbers for separate examinations.

6. Inform all candidates regarding any special instructions related to the examinations being written and the procedure to be followed at the end of the examination. No student may leave the examination room during the last fifteen minutes of the examination.

7. Collect signatures on the nominal roll and check the I.D. card of each student during the first thirty minutes of the examination.

8. Ensure that students are monitored at all times, including during those exams being proctored off campus. If an incident occurs, the Chief Proctor is expected to document appropriately all details relating to the incident and where possible, confiscate any unsanctioned materials.

9. Record the name and student number of any student who arrives more than 30 minutes late for an exam and forward this information to the Associate Dean (Academic) or designate.

If a student becomes ill....

no further changes

Background:

The revisions to these policies clarify the role that computers and other electronic devices have in the administration of exams. The duties of Chief Proctors with regard to monitoring students during exams and dealing with any incidents during exams are also clarified.

FOR INFORMATION

8. **New Scholarships and Awards**

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

Filion Wakely Thorup Angeletti LLP Award in Labour and Employment Law (Faculty of Law)
Awarded annually to the full-time undergraduate student who has successfully completed his or her final year in the Faculty of Law and who has successfully completed a minimum of three Labour and Employment Law courses offered with the highest academic average in those courses. The Scholarship Committee within the Faculty of Law, in consultation with the Dean concerning the selection of courses to be taken into account, will select the recipient and the award will be made at the June convocation. This award was established by Filion Wakely Thorup Angeletti LLP.

Value: 1 at $2,000
Effective: 2011-2012 academic year

Kwitko Family Scholarship in Ophthalmology (Schulich School of Medicine & Dentistry, Medicine)
Awarded annually to a Doctor of Medicine (MD) resident who demonstrates enthusiasm and clinical excellence during his or her rotation in Ophthalmology. If the scholarship is not awarded to a resident, an undergraduate student in the Doctor of Medicine (MD) program who fulfills the same criteria may be selected. The recipient will be selected by the Progression, Awards and Appeals Committee in the Schulich School of Medicine & Dentistry. This award was established by the Kwitko Family through Foundation Western.

Value: 1 at $4,000
Effective: 2011-2012 academic year

HSBC Women in Business Leadership Award (Richard Ivey School of Business)
Awarded to a student entering HBA 1 at the Richard Ivey School of Business, based on academic achievement and leadership potential. Preference will be given to a female student. This award will be renewed for Year 2 provided the recipient maintains a minimum average of 75%. If the Year 1 recipient does not meet this requirement, Year 2 students will have an opportunity to apply for this award. The HBA Scholarship Committee will make the final selection of the award recipient. This award was established with a generous gift from HSBC Bank Canada.

Value: 1 at $10,000, continuing
Effective: 2011-2012 through 2015-16 academic years, inclusive

9. **Schulich School of Medicine & Dentistry: Revision to the School of Dentistry Sessional Dates to Change the Start Date of the Internationally Trained Dentist Program**

Recommended: That the School of Dentistry Sessional Dates be revised to reflect that effective for June 2012, the start date for Year 1 of the ITD (Internationally Trained Dentist) program will be the first Monday in June rather than the last Monday in August.

See current sessional dates for Dentistry here: http://www.westerncalendar.uwo.ca/2011/pg550.html

Background:

Currently, the official start of Year 1 of the ITD program is the last Monday in August, which coincides with the start of the third year in the regular four-year dentistry program.

In the past, a summer orientation program was also provided to ITD 1 students during May and June to familiarize the incoming class with the content of the first two years of the four-year dental program, provide incoming students with an opportunity to operate in a simulation environment before the assignment of patients in September, and to familiarize students to the facilities, staff and clinic operations within the dental school.

Changes in the dental curriculum have introduced additional simulation clinic training in the ITD 1 program. The limited simulation clinic space prevents the concurrent training of both Year 3 and ITD 1 students in the simulation clinic during the fall and winter terms. Therefore additional formal course sections for ITD 1 students have been developed and must be accommodated during the summer.